

Contractor Performance Evaluations Criterion

This document contains a sample Contractor Performance Evaluation (CPE) with all criterion fields ranked. A [long description](#) for this image and the corresponding list of the criteria in this image is found at the end of this document.

Sample of Completed CPE

Figure 1: A completed Contractor Performance Evaluation with ranked criterion fields.

Contractor Performance Evaluation		<input checked="" type="checkbox"/> Final <input type="checkbox"/> Interim #
version 1.5 - May 15, 2023		DATE: Feb 22/24
CONTRACTOR: ABC SUPPLIER		
PROJECT NAME: TEST PROJECT		
DESCRIPTION: PROJECT FOR TEST PURPOSES		
CONTRACT No.: 6000000		
Ranking		
For definitions refer to Page 2		
CONTRACT VALUE (\$): 123,456	START DATE: Jan 24/23	U I ME EE EX N/A
CONTRACT SPEND (i.e 6m = 6.00): 122,565.00	COMPLETION DATE: Feb 25/26	
A. HEALTH & SAFETY & COMPLIANCE - Laws & Standards		sub-score 80% Weight 25.1%
1. Did the contractor comply with OHS/A, Regulations and other legal H&S requirements? (TSSA, ESA, HTA, etc.)		
2. Did the contractor comply with contract specific H&S requirements and other legal requirements such as WSIA, Environmental Laws, Employment Standards, AODA, OTM Book 7, By-Laws, Industry Best Practices, Standards (i.e. CSA)		
B. QUALITY - Compliance with Contract Standards & Specifications		sub-score 68% Weight 25.1%
1. Did the contractor comply with standards and specifications in the contract?		
2. Was the quality throughout the project in compliance with the contract?		
3. Did the contractor promptly & effectively correct defective work as the project progressed?		
C. ORGANIZATION - Work Plan & Management		sub-score 67% Weight 11.4%
1. Did the contractor submit a satisfactory baseline schedule in compliance with the contract?		
2. Did the contractor commence the work on time?		
3. Did the contractor submit accurate and timely schedule updates in accordance with the contract?		
4. Did the contractor staff and resource the project in compliance with the contract?		
5. Did the contractor provide effective site supervision?		
6. Did the contractor effectively coordinate and manage the work of its subcontractors?		
7. Did a person with decision-making authority represent the contractor at progress meetings?		
8. Did the Contractor submit timely, relevant requests for information (RFIs) as needed		
9. Were shop drawings submitted according to shop drawing schedule and in compliance with the contract?		
D. EXECUTION - Work Performance		sub-score 56% Weight 23.4%
1. Did the contractor achieve substantial performance and complete the project on time?		
2. Did the contractor follow the approved schedule and meet milestones?		
3. Did the contractor provide effective quality control?		
4. Did the contractor keep the site clean and free of trash and debris in compliance with the contract? Protecting those on site and the public (including pedestrians and those with disabilities)		
5. Did the contractor promptly comply with change orders, change directives, site instructions?		
6. Did the contractor seek authorization to perform extra or additional work?		
7. Did the contractor adequately address disputes, damages & claims with third parties to City PM's knowledge?		
8. Were the following items accurate, complete and submitted/performed on time?		
8.1 Look ahead schedules or work plans		
8.2 Accurate and complete record documents (as-builts)		
8.3 Traffic Management Plan / Traffic Control Plan (including protecting pedestrians and those with disabilities)		
8.4 Secure and/or closed applicable municipal permits		
8.5 Startup testing and commissioning reports		
8.6 Operations training plan and maintenance manuals and closeout documents		
E. ADMINISTRATION - Customer Service & Diligence		sub-score 65% Weight 15.0%
1. Did the contractor communicate, cooperate, collaborate with the contract administrator, project team & all stakeholders (including public and those with disabilities)?		
2. Did the contractor cooperate in resolving project problems and display initiative to implement solutions?		
3. Did the contractor demonstrate accountability for problems for which they were responsible?		
4. Did the contractor submit accurate, complete invoices in a timely manner?		
5. Did the contractor provide reasonable change order quotes and timelines?		
6. Did the contractor accept responsibility for the full scope and extent of the contract?		
7. Did the contractor coordinate to minimize disruption to the public (including pedestrians and those with disabilities) and City operations?		
		68% Total Score (weighted)
Name (Print or Type)		Signature and Date
Project Manager:	John Smith	
Manager:	Karen Jones	
Director: <small>(required for Final only)</small>	Steven Doe	
<small>NOTE: If the contractor disagrees with this evaluation, it is to submit its objections in writing with supporting evidence within five (5) business days to the Division Manager (for Interim Reports) or to the Division Director (for Final Reports)</small>		

Long Description and Criteria

The Contractor Performance Evaluation contains various fields to document the Contractor or Supplier's name, and key details about the contract the Contractor is working on. Beneath this information is a list of criteria that can be ranked with certain letter values. The rankings correspond to percentage scores as described on [the City of Toronto's website](#). The list of criteria, separated into five sections, can be found below in this document.

A. Health & Safety & Compliance - Laws & Standards

1. Did the contractor comply with OHSA, Regulations and other legal H&S requirements? (TSSA, ESA, HTA, etc.)
2. Did the contractor comply with contract specific H&S requirements and other legal requirements such as WSIA, Environmental Laws, Employment Standards, AODA, OTM Book 7, By-Laws, Industry Best Practices, Standards (i.e. CSA)

B. Quality - Compliance with Contract Standards & Specifications

1. Did the contractor comply with standards and specifications in the contract?
2. Was the quality throughout the project in compliance with the contract?
3. Did the contractor promptly & effectively correct defective work as the project progressed?

C. Organization - Work Plan and Management

1. Did the contractor submit a satisfactory baseline schedule in compliance with the contract?
2. Did the contractor commence the work on time?
3. Did the contractor submit accurate and timely schedule updates in accordance with the contract?
4. Did the contractor staff and resource the project in compliance with the contract?
5. Did the contractor provide effective site supervision?
6. Did the contractor effectively coordinate and manage the work of its subcontractors?
7. Did a person with decision-making authority represent the contractor at progress meetings?
8. Did the Contractor submit timely, relevant requests for information (RFIs) as needed?
9. Were shop drawings submitted according to shop drawing schedule and in compliance with the contract?

D. Execution - Work Performance

1. Did the contractor achieve substantial performance and complete the project on time?
2. Did the contractor follow the approved schedule and meet milestones?
3. Did the contractor provide effective quality control?
4. Did the contractor keep the site clean and free of trash and debris in compliance with the contract? Protecting those on site and the public (including pedestrians and those with disabilities)
5. Did the contractor promptly comply with change orders, change directives, site instructions?
6. Did the contractor seek authorization to perform extra or additional work?
7. Did the contractor adequately address disputes, damages & claims with third parties to City PM's knowledge?
8. Were the following items accurate, complete and submitted/performed on time?
 - 8.1. Look ahead schedules or work plans
 - 8.2. Accurate and complete record documents (as-builts)
 - 8.3. Traffic Management Plan / Traffic Control Plan (including protecting pedestrians and those with disabilities)
 - 8.4. Secure and/or closed applicable municipal permits
 - 8.5. Startup testing and commissioning reports
 - 8.6. Operations training plan and maintenance manuals and closeout documents

E. Administration - Customer Service and Diligence

1. Did the contractor communicate, cooperate, collaborate with the contract administrator, project team & all stakeholders (including public and those with disabilities)?
2. Did the contractor cooperate in resolving project problems and display initiative to implement solutions?
3. Did the contractor demonstrate accountability for problems for which they were responsible?
4. Did the contractor submit accurate, complete invoices in a timely manner?
5. Did the contractor provide reasonable change order quotes and timelines?
6. Did the contractor accept responsibility for the full scope and extent of the contract?
7. Did the contractor coordinate to minimize disruption to the public (including pedestrians and those with disabilities) and City operations?