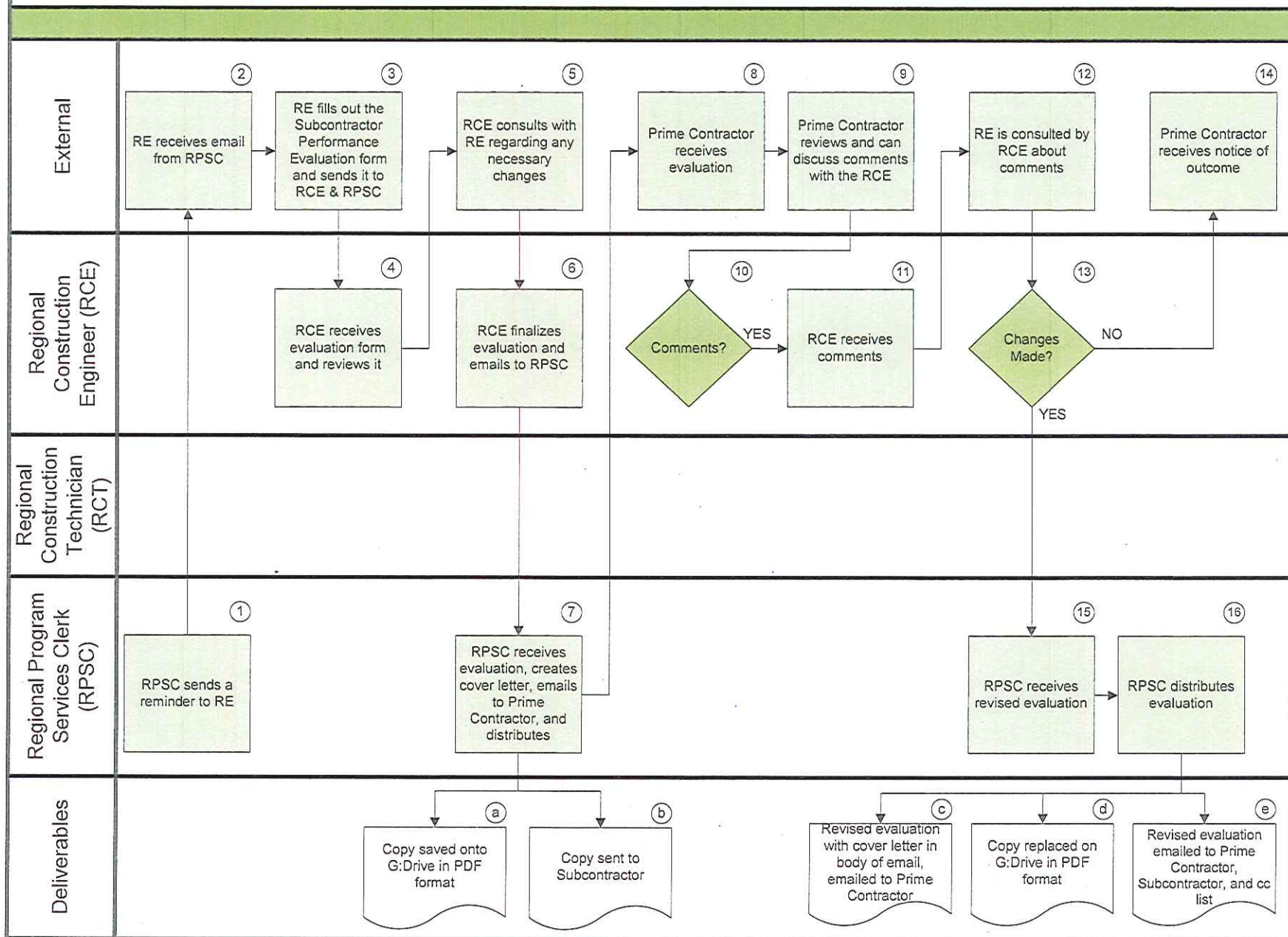


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Tab 16
}

Project Subcontractor Performance Evaluation Process



Project Subcontractor Performance Evaluation Process

Work Instructions

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Regional Program Services Clerk (RPSC) sends a reminder to Resident Engineer (RE)		RPSC sends a reminder to RE at the time of Final Inspection to process prime contractor evaluations	At this point the RPSC starts a tracking system to ensure that each Subcontractor working under the direction of an RE in their region receives a final evaluation when the contract is complete
2. Resident Engineer (RE) receives email from Regional Program Services Clerk (RPSC)		RE receives email from RPSC saying the evaluation is due	RE has 90 days to complete the evaluation
3. Resident Engineer (RE) fills out the Subcontractor Performance Evaluation form and sends it to Regional Construction Engineer (RCE)		RE fills out the Subcontractor Performance Evaluation form found in the field forms directory on G:Drive and sends it to RCE and cc's RPSC	
4. Regional Construction Engineer (RCE) receives evaluation form and reviews it		RCE receives evaluation form and reviews it	
5. Regional Construction Engineer (RCE) consults with Resident Engineer (RE) regarding any necessary changes		RCE consults with RE regarding any necessary changes	RCE has final authority
6. Regional Construction Engineer (RCE) finalizes evaluation and emails to Regional Program Services Clerk (RPSC)		Finalized (electronically signed) evaluation to emailed to RPSC, by RCE	
7. Regional Program Services Clerk (RPSC) receives evaluation, creates cover letter in body of email, emails to Prime Contractor, and distributes		RPSC receives evaluation, scans into system, creates cover letter in body of email, emails to Prime Contractor, and distributes with copy to Subcontractor	
8. Prime Contractor receives evaluation		Prime Contractor receives evaluation	
9. Prime Contractor reviews and can discuss comments with Regional Construction Engineer (RCE)		Prime Contractor reviews and can discuss comments with RCE	
10. Comments?		If Yes, go to Step 11 If No, process complete	
11. Regional Construction Engineer (RCE) receives comments		RCE receives comments	

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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
12. Resident Engineer (RE) is consulted by Regional Construction Engineer (RCE) about comments		RE is consulted by RCE about comments	
13. Changes Made?		If Yes, go to Step 15 If No, go to Step 14	
14. Prime Contractor receives notice of outcome		Prime Contractor receives notice of outcome.	Regional Construction Engineer (RCE) has final authority
15. Regional Program Services Clerk (RPSC) receives revised evaluation and distributes		RPSC receives revised evaluation and distributes	
16. Regional Program Services Clerk (RPSC) distributes evaluation		RPSC distributes evaluation (with revised cover letter mailed to Prime Contractor)	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy saved onto G:Drive in PDF format		Copy saved onto G:Drive in PDF format in appropriate rating file	
b. Copy Sent to Subcontractor		Copy Sent to Subcontractor	
c. Revised evaluation with cover letter in body of email, emailed to Prime Contractor		Revised evaluation with cover letter in body of email, emailed to Prime Contractor	
d. Copy replaced on G:Drive in PDF format		The new revised copy replaces the original copy on G:Drive	
e. Revised evaluation with cover letter email sent to Prime Contractor, Subcontractor, and cc list		Revised evaluation with cover letter email sent to Prime Contractor & Subcontractor and cc's to Construction Administrative Services Technician (CAST), and Prequalified Technician in Contract Administration	