

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>CONTRACTOR PERFORMANCE REVIEWS</b>	FMPEP-P-0790	Rev. No.2
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1.0 PURPOSE

To define the method used for evaluation and reporting of a subcontractor’s performance.

2.0 GENERAL

The purpose of the review is to evaluate the subcontractor’s performance on an interim and final basis. It serves as a tool to let the subcontractor know how the SAIC-F project team evaluated the subcontractor’s performance in a wide range of categories as they relate to the contract.

2.1 Refer to Exhibit C – “How to Obtain Desirable Contractor Performance”

3.0 PROCEDURE

The Periodic Assessment of Contractor Performance (Exhibit A) shall be filled out by the Project Manager, the COTR and the Construction Contracts Specialist and perhaps other key team members.

3.1 The period of review shall be agreed upon by these same team members with regard to the duration or complexity of the contracted task. Generally the assessment should take place at each progress meeting which gives the project team and the subcontractor an opportunity to review and discuss items within the assessment.

(a) The assessment shall be filled out in a timely fashion for review and signature prior to issuance to the subcontractor.

(b) The original copy shall be given to the senior site representative for the subcontractor with a copy being retained by the contract specialist and a copy put into the project files.

(c) These assessments will provide a record over the duration of the contracted work, which may span many months or a year or more.

3.2 These assessments shall be used in preparing the Interim and Final Contractor Performance Evaluation (Exhibit B).

(a) The Final Performance Evaluation shall be jointly filled out by the Facilities Maintenance & Engineering (FME) project team using the periodic reports as a guide.

(b) Completion of the evaluation shall be part of the final project closeout procedure, reference FMPEP-P-0810.

(c) Once the evaluation is completed, it must be reviewed by the next higher level of FME Management, generally the Projects and Construction Manager before being sent to Construction Contracts.

(d) The form shall be returned to the Contracts Specialist, where by, it will be forwarded to the contractor’s senior site representative for their review, comment and signature. The contractor is given a period of time usually 60 calendar days in which to respond. If the contractor does not respond within the designated time frame, the

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Contracting Officer will note this on the form and forward a copy to the FME Project Manager for placing in the project files.

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- FMEP-P-0790 Exhibits  
 Exhibit A-Periodic Assessment of Contractor Performance (1 page)  
 Exhibit B-Interim/Final Contractor Performance Evaluation (3 pages)  
 Exhibit C-How to Obtain Desirable Contractor Performance (15 pages)