

PERFORMING PARTY PERFORMANCE EVALUATION REPORT

Final Report (Check only if the Agreement has ended and this is the last Performance Report)

Today's Date: _____

Report No: _____

Evaluation Period: From: _____ to: _____

Performing Party: _____

Contract No. /Purchase Order No. : _____

Project Name (if applicable): _____

Phase (if applicable): _____

Date of Last Report: _____

Date of Program's Last Site Visit (if applicable): _____

Brief Description of Work / Services (optional): _____

Performance Category	Ratings			Comments	
	<u>Exceeds Expectations</u> Score=3	<u>Satisfactory Performance</u> Score=2	<u>Marginal Performance</u> Score=1	<u>Unsatisfactory Performance</u> Score=0	Please provide a narrative description for ratings of <u>one</u> or below (attachments are acceptable.)
Quality & Accuracy					
Timeliness					
Reports					
HUB (for Quarterly Reporting, complete this portion only and return)					
Communication					
Cost Control					
Technology					
Other (describe)*					

Evaluator's Name: _____

Signature (Printed or Typed): _____

Division: _____

Section: _____

***Requires an attachment describing category and rating description which corresponds.**

Note: Please see reverse side for specific definitions for each performance category and an explanation for each score.

PERFORMING PARTY'S PERFORMANCE EVALUATION REPORT - Category Descriptions

PERFORMANCE CATEGORY	<u>EXCEEDS EXPECTATIONS</u> (Score = 3)	<u>SATISFACTORY PERFORMANCE</u> (Score = 2)	<u>MARGINAL PERFORMANCE</u> (Score = 1)	<u>UNSATISFACTORY PERFORMANCE</u> (Score = 0)
1. <u>Quality and Accuracy</u> Quality, sufficiency, and accuracy of contract-required work, including work or tasks performed by subcontractors	Work product always, with rare exceptions, of excellent quality. Revisions rarely or never required.	Work product of satisfactory quality with only typical errors and omissions, which were corrected upon request.	Work product is acceptable, although many errors and/or omissions had to be corrected prior to product being acceptable.	Work product not acceptable or of very low quality, with many errors and omissions noted. Not all errors and omissions corrected.
2. <u>Timeliness</u> Timeliness with respect to completing Contract-required work and/or work-related tasks, including work performed by subcontractors	All tasks and Contract deliverables on time or ahead of schedule. Quality of work did not suffer as a result of the time line.	Some intermediate task delays, not expected to cause major deadlines to be missed or to require Contract extension. Prior approval granted for any other delays.	Some major work performance delays caused (or expected to cause) delivery schedules to be missed.	Required work product not completed on time, due to factors that should have been under the Performing Party's control.
3. <u>Reports</u> Accuracy, adequacy, and timeliness of Contract-required activity/progress reports, notifications, financial reports, invoices, pay requests and other required documents, excluding HUB reports	All reports accurate and complete, as well as on time. No rewrites or additional information required.	Reports satisfactory with respect to both quality and timeliness. The Performing Party responded quickly and appropriately to questions or comments raised.	Numerous errors and/or omissions corrected prior to reports being acceptable (or reminders of reports due were required to be sent). Reports not later than 5 working days.	Reports consistently of poor quality and/or late. Contents inadequate to permit interpretation or analysis. Reports more than 5 working days late.
FOR HUB PROGRAM USE ONLY: 4. <u>HUB and/or DBE/MBE/WBE*</u> Performing Party's achievement of (or continued responsiveness toward) Contract-contained HUB Subcontracting Plan (HSP) and/or Good Faith Effort (GFE) requirements, including timely and accurate submittal of Contract-required HUB related reports. *When the term HUB is used, include evaluation of Performing Party's performance of <u>DBE/MBE/WBE</u> requirements.	The Performing Party consistently meets or exceeds the HSP and/or GFE requirements. All reports accurate and complete, as well as on time. No rewrites or additional information required.	The Performing Party satisfactorily meets the HSP and/or GFE requirements. Reports satisfactory with respect to both quality and timeliness. Contractor responded quickly and appropriately to questions or comments raised.	The Performing Party's marginally meets the HSP and/or GFE requirements. Numerous errors and/or omissions corrected prior to reports being acceptable (or reminders of reports due were required to be sent). Reports frequently late.	The Performing Party did not adequately meet the HSP and/or GFE requirements. Reports consistently of poor quality and/or late. Contents inadequate to permit interpretation or analysis. Reports habitually late.
5. <u>Communication</u> The Performing Party's accessibility, responsiveness, and cooperativeness with respect to any Contract-related concerns communicated by the Contract Manager; plus the Performing Party's demonstrated relationship with subcontractors	The Performing Party consistently maintains excellent standing with subcontractors, including timely payments. Works as a team member and is flexible and responsive to changes in circumstances or scope of work.	The Performing Party is usually flexible and responsive to changes in circumstances or scope of work. Generally maintains good standing with subs, and ensures that they are paid promptly.	The Performing Party is only intermittently responsive to changes in Contract scope or other circumstances. Marginal team player. Failed to make timely payments to subs on one or two occasions.	Not flexible to changes in scope or other circumstances. Not cooperative or accessible. Failed to maintain good standing with subs and failed to make payments on more than two occasions.

<p>6. <u>Cost Control</u>* The Performing Party's ability to observe current cost levels; compare them with Contract or Work Order budget, as applicable; and institute corrective action to keep cost within budget. *Do not include consideration of Contract or Work Order budget amount changes requested or caused by TCEQ.</p>	<p>The Performing Party took strong initiative to observe current cost levels; compare them with Contract or Work Order budget, as applicable; and institute corrective action to keep cost within budget.</p>	<p>The Performing Party observed current cost levels; compared them with Contract or Work Order budget, as applicable; and instituted corrective action to keep cost within budget.</p>	<p>The Performing Party sometimes failed to observe current cost levels; compare them with Contract or Work Order budget, as applicable; and institute corrective action to keep cost within budget.</p>	<p>The Performing Party failed to observe current cost levels; compare them with Contract or Work Order budget, as applicable; and institute corrective action to keep cost within budget.</p>
<p>7. <u>Technology</u> The Performing Party's demonstrated technical competence and/or expertise (including competence and expertise of subcontractors); plus the Performing Party's innovativeness and willingness to apply, within the limitations of the Contract, new techniques or technologies</p>	<p>The Performing is comfortable with and applies current proven technology. Is familiar with, and willing to use, latest techniques and solutions where such are appropriate.</p>	<p>The Performing Party is capable of applying current proven technology. Is aware of, but not experienced in the use of latest techniques and solutions.</p>	<p>The Performing Party usually uses more basic technology to solve Contract problems. Is aware of, but has little or no experience in the use of more current proven techniques and solutions.</p>	<p>The Performing Party can only apply basic technology to tasks. Requires direction concerning appropriate technology and solutions.</p>
<p>8. <u>Other</u> DESCRIBE</p>	<p>DESCRIBE</p>	<p>DESCRIBE</p>	<p>DESCRIBE</p>	<p>DESCRIBE</p>

TCEQ-20979 (Rev. 12/15/2023)