

### Attachment 3

## SAMPLE CONTRACTOR PERFORMANCE EVALUATION



State of Colorado  
Contract Management Information  
FINAL Contractor Performance Evaluation  
Colorado Revised Statutes §24-102-205(6)

Upon completion of each personal Services contract with a value over \$100,000, the individual selected by the state agency or Institution of Higher Education (IHE), pursuant to CRS §24-103.5-101(3), to monitor the contractor's Work under the contract (Contract Monitor) shall complete this FINAL Contractor Performance Evaluation (Evaluation) and submit the completed Evaluation to the contractor for Review and comment pursuant to CRS §24-103.5-101(6). This Evaluation and contractor's response, if any, shall be added to the statewide Contract Management System (CMS) within thirty (30) days after contract completion and become publicly available as part of the State's searchable website. Soliciting State Agencies and IHEs are required to review completed Evaluations prior to making future contract awards to ensure that the prospective contractor meets applicable responsibility. A contractor who disputes any information contained in an Evaluation may exercise the contract rights set forth in CRS §24-109-106, 107, 201 or 202.

#### Completing this Form

- Before completing this Evaluation, the Contract Monitor shall ensure that **ALL applicable fields in CMS** are completed upon conclusion of the contract.
- The Contract Monitor or Procurement Staff shall submit the completed Evaluation to the contractor for Review and comment within thirty (30) days of contract completion.
- The state agency or IHE shall maintain this Evaluation and contractor's response, if any, as part of its official contract file and shall post the Evaluation on CMS within thirty (30) days of contract completion.
- This Evaluation shall remain a part of CMS for at least five (5) years following the date it is attached to the CMS contract record. CRS. §24-105-102(4).
- If the contract is for construction Services with a value of \$500,000 or more, the Contract Monitor *also* shall complete the form entitled "Construction Contractor Final Performance Evaluation Report".
- This Evaluation is *not* required for contracts under Medicare, the "Colorado Medical Assistance Act", Articles 4 to 6 of Title 25.5, CRS, the "Children's Basic Health Plan Act", Article 8 of Title 25.5, CRS, or the "Colorado Indigent Care Program", Part I of Article 3 of Title 25.5, CRS.

CMS Identification Number:  
Name of State Agency/IHE:  
Name of Project/Program:

Contract Completion Date:  
Name of Contractor/Grantee:

#### Contractor Performance – Evaluation conducted after completion of Services

- Contractor met requirements related to Quality:      Yes       No
- Contractor met requirement related to Cost:      Yes       No
- Contractor met requirements related to Timeliness:      Yes       No

Briefly indicate area(s) of non-compliance and steps taken to remedy:

Indiciate number and dates of interim performance Evaluation worksheets completed for this Contract:

Overall Rating of Contractor Performance:      Below Standard       Standard       Above Standard

#### The following to be completed by the State following submittal to Contractor for Review

- Provided Contractor with opportunity to Review Evaluation? (Date sent:      )      Yes       No
- Contractor submitted response to Evaluation? (Date rebuttal received:      )      Yes       No
- Contractor disputed Evaluation? (Date Dispute received:      )      Yes       No

If No, explain:

**By signing below, I acknowledge that I have completed this Final Contractor Performance Evaluation in accordance with CRS §24-102-205(6)**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ .

Title: \_\_\_\_\_  
Date: \_\_\_\_\_