

ALAMEDA COUNTY CONTRACTOR PERFORMANCE EVALUATION

Staff should refer to the Contractor Management Manual for procedures on conducting a contractor evaluation. This worksheet, containing the results of evidence-based Contractor Performance Evaluations, must be completed by the department Contract Officer Representative. The completed worksheet may be provided to the Contractor for review and comment.

GENERAL INFORMATION

The department Contract Officer Representative will complete this section and indicate the appropriate evaluation date range. Evaluations should occur once every three months.

Department	PC#	Contractor Name	Contract Term
Evaluator's Name/Title	Evaluation Period	Date Evaluation Completed	

Section I

The department Contract Officer Representative will complete this section for each evaluation after reviewing documentation maintained in the COR file, and any ALCOLINK, and/Elation Reports. The default value is Standard. If a category being rated is not applicable or documentation is not available, the evaluation score defaults to standard. Use the drop-down menu to provide an overall rating for each category.

RATING SCALE

1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent	N/A =Not Applicable
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Performance Categories According to Contract Terms	Overall Rating: 1 through 5	Explanation of Overall Rating:
Business Relations/Customer Service		
Retention of Staff levels		
Quality Assurance Participation		
Oversight & Committee Participation		
Compliance with Legal Requirements Grievance Protocols		
Transfers and Continuity of Care		
Deliverables/Reports		
Accuracy of billing:		
Transportation/Security Payments:		
Overall Rating		

Please list and attach all documents, as a PDF file, used for the evaluations to the email: LateDeliveries.PDF, and PriceDiscrepancies.xlsx

Signature:

Name:

Date:

The above named person certifies that this evaluation is factual and correct.