

**Florida DEP - Division of Waste Management - Petroleum Restoration Program**

**ANNUAL CONTRACTOR PERFORMANCE EVALUATION**

Contractor Name: \_\_\_\_\_ Contractor ID No: \_\_\_\_\_

Contract No.: \_\_\_\_\_ Annual Evaluation Period: \_\_\_\_\_ to: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Section: \_\_\_\_\_ Position Title: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

**Annual Performance Ranking\*:**

\_\_\_ **Top Performer**    \_\_\_ **Good Performer**    \_\_\_ **Acceptable Performer**    \_\_\_ **Poor Performer**

**I. \*Annual Performance Ranking:** is derived from the Annual Performance Rating below that is based on a weighted rating of 15% for the Contract Manager Evaluation Overall Weighted Annual Rating for the period in Section II and 85% for the Average Overall Weighted Interim Rating of all Interim Contractor Performance Evaluations for the period in Section III.

<i>Performance Rating Category</i>	<i>Rating</i>	<i>Weight Factor</i>	<i>Weighted Rating</i>	<i>Ranking</i>
1. <i>Contract Manager Overall Weighted Annual Rating</i>		<b>85%</b>		<b>Top Performer:</b> <i>Overall Weighted Rating of 2.75 to 3.0</i> <b>Good Performer:</b> <i>Overall Weighted Rating of 2.0 to 2.75</i>
2. <i>Average Overall Weighted Interim Rating</i>		<b>15%</b>		<b>Acceptable Performer:</b> <i>Overall Weighted Rating of 1.25 to 2.0</i> <b>Poor Performer:</b> <i>Overall Weighted Rating of &lt; 1.25</i>
<b>Overall Weighted Annual Performance Rating:</b> <i>(sum of weighted ratings for all categories)</i>				
<b>Annual Performance Ranking:</b>				<input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Acceptable</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Top</i>

**II. Contract Manager Evaluation**

1. Quality and Accuracy: Rating = \_\_\_ Details:

2. Project Timeliness: Rating = \_\_\_ Details:

3. Invoicing: Rating = \_\_\_ Details:

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4. Reports: Rating = \_\_\_\_ Details:

5. Communication: Rating = \_\_\_\_ Details:

6. Cost Control: Rating = \_\_\_\_ Details:

7. Technical Competence and Expertise: Rating = \_\_\_\_ Details:

Contract Manager General Comments:

<i>Performance Category</i>	<i>Contract Manager Rating</i>	<i>Weight Factor</i>	<i>Weighted Rating</i>
<i>1. Quality &amp; Accuracy of the Work</i>		<b>20%</b>	
<i>2. Timeliness of the Work</i>		<b>10%</b>	
<i>3. Financial &amp; Progress Reports</i>		<b>10%</b>	
<i>4. Invoicing</i>		<b>10%</b>	
<i>5. Communication</i>		<b>15%</b>	
<i>6. Cost Control</i>		<b>15%</b>	
<i>7. Technical Competence</i>		<b>20%</b>	
<b><i>Contract Manager Overall Annual Weighted Rating:</i></b> <i>(sum of weighted ratings for all categories)</i>			

III. **Average Overall Weighted Interim Rating for Review Period:** is derived from the Interim Contractor Performance Evaluation Summary Table below which illustrates the Un-weighted Interim Ratings for Individual Performance Categories (*for illustrative purposes only*), the Overall Weighted Rating for each Interim Contractor Performance Evaluation completed during the annual review period, and the Average Overall Weighted Interim Rating for the Annual Review Period.

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TAs/POs		Un-Weighted Interim Ratings for Individual Performance Categories (for illustrative purposes only)							Overall Weighted Interim Rating
Eval Date	TA/PO No.	Quality/Accuracy	Timeliness	Reports	Invoices	Communications	Cost Controls	Technical Competence	
<b>Average Overall Weighted Interim Rating for the Annual Review Period =</b>									