

<b>SUBJECT:</b> Evaluations of Firms under Contract with the University of Central Florida	<b>Effective Date:</b> 1/20/16	<b>Policy Number:</b> FS 2016 FS0018	
	<b>Supersedes:</b> FS 2013 FPC0018	<b>Page</b> <b>1</b>	<b>Of</b> <b>2</b>
	<b>Responsible Authority:</b> Associate Vice President for Administration and Finance (Facilities and Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to Facilities and Safety personnel who deal with firms under contract with the University of Central Florida.

**PROCEDURE STATEMENT:**

Facilities and Safety personnel will evaluate professionals and contractors under contract with UCF's Facilities and Safety domain on a regular basis. Evaluations will be performed on major and minor projects at the conclusion of each project.

**PROCEDURES:**

An evaluation form will be used for all evaluations. The form may be periodically updated by UCF at its discretion. The evaluation will cover, at a minimum, the following areas of concern:

- Quality
- Budget
- Schedule
- Communication
- Closeout


The Facilities and Safety staff involved in the project will evaluate the firm. Each category will be assigned a value of “unacceptable,” “below expectations,” “met expectations,” or “exceeded expectations.” Explanations for “unacceptable,” “below expectations,” or “exceeded expectations” must be provided in writing on the evaluation form.

Major project evaluations will include Minority and Women-owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Small Business (SDVOSB) participation in Construction Manager and Design Build (CM and DB) projects.

All evaluations must be approved and signed by an associate director or assistant director. All evaluations with an “unacceptable” must be approved by the department director. The results of evaluations will be shared with the professional or contractor under contract.

Upon receipt of an evaluation, the professional or contractor has up to 5 (five) working days to contest the evaluation. Disputes of evaluation scores can be settled through email communication, phone conference, or face-to-face meetings, at UCF’s discretion. Changes to evaluation scores must be approved by the department director.

The evaluation score will contribute to the “past performance score” for that firm. The “past performance score” is part of the Professional Qualifications Supplement (PQS) which is used to determine a firm's ranking in the Selection Process for any future work. Once the scores are finalized, they will be kept on file indefinitely.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	1/20/16