



Province of
British Columbia

Ministry
of Forests



B.C. FOREST SERVICE ENGINEERING SERVICES CONTRACTOR

PERFORMANCE EVALUATION SUMMARY

To be submitted to Engineering, Victoria,
upon completion of each contract for profes-
sional and technical engineering services.
Send a copy of the completed form to, and
discuss the results with, the contractor.

PROJECT FILE NO.
PROJECT NAME
ELIGIBILITY LIST SERVICES CATEGORY

NAME OF CONTRACTOR		ELIGIBILITY LIST CONTRACTOR NO.	CONTRACT START DATE	YYYY - MM - DD
TARGET COMPLETION DATE	YYYY - MM - DD	COMMENTS		
ACTUAL COMPLETION DATE	YYYY - MM - DD			
CONTRACT AMOUNT	\$	COMMENTS		
ACTUAL EXPENDITURE	\$			

PART A Mark the boxes below with a check mark, if applicable.

There was insufficient monitoring by the Ministry to properly evaluate the contractor's performance.

AND / OR

The contractor did not receive adequate instructions from the Ministry to properly carry out his contract.

PART B Complete only if Part A was not used. Mark each element below as **A = acceptable** or **U = unacceptable**.

EFFECTIVE USE OF STAFF: experience of staff used on project, number of staff utilized.

EFFECTIVE USE OF TIME: meeting key dates (contract completion, phase reports, etc.).

EFFECTIVE METHODOLOGY: sound data collection processes, practical / economical recommendations, accuracies met.

EFFECTIVE COMMUNICATION: communication with the Ministry (including job diaries), other agencies and the public.

COMMENTS

Based on the foregoing, I recommend that the contractor: (check one)

Be retained for future works.

Be removed from the eligibility list for a period of one year.

NAME OF RATER	POSITION TITLE
REGION / DISTRICT	SIGNATURE
	DATE
	YYYY - MM - DD