

San Diego Community College District Propositions S and N Contractor Recognition Program  
**Evaluation Worksheet: Contractor and Professional Services Awards**

**Nominee:** \_\_\_\_\_ **Construction Contractor**  **Professional Services Firm**

**Project(s)** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Nominated By:** \_\_\_\_\_ **Reviewer:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

Section	Commitment to Small Contractor Outreach Program Objectives	Score	Additional Data and/or Scoring Comments
	Point scale ranges are provided for each category and should be weighed independently of other categories. Your total score will be entered at the bottom of the form.		
1	<b>Nominee possesses understanding of outreach program intent, standards and components; and demonstrates commitment to achieving objectives.</b> <i>(15 points possible)</i>		
	1-5	Demonstrated an understanding of the outreach program intent, standards and available resources.	
	1-5	Cooperated in implementing strategies suggested to engage S/HUBEs as bidders on Propositions S and N projects.	
	1-5	Demonstrated buy-in and commitment to outreach objectives by proactively implementing aggressive outreach to S/HUBEs	
2	<b>Nominee possesses knowledge of viable outreach strategies, commits time and resources to address District objectives and S/HUBE outreach expectations.</b> <i>(25 points possible)</i>		
	1-5	Incorporated language in advertisements addressing diversity in contracting and employment to encourage S/HUBE interest.	
	1-5	Worked with District staff to develop a coordinated outreach effort, using in-house resources and others provided and recommended by District staff and consultants.	
	1-5	Hosted outreach events to encourage S/HUBE participation in the bidding and award pool.	

	1-5	Initiated other proactive efforts to engage S/HUBEs and encourage their interest in bidding.		
	1-5	Monitored outreach efforts, outcomes and incorporated diversity-related objectives in criteria vetted with staff for successful project delivery.		
Section	Outreach Strategies and Outcomes		Score	Additional Scoring Comments
3	<b>Nominee conscientiously implemented a range of outreach strategies to mitigate barriers for S/HUBEs and to generate increases in their utilization on District projects.</b> <i>(40 points possible)</i>			
	1-5	Implemented outreach strategies to identify S/HUBEs and to assess their capabilities for potential subcontracting or subconsultant opportunities.		
	1-5	Expanded outreach to increase the diversity in the pool of firms solicited for multi-tier sub-bids or subconsultant opportunities.		
	1-5	Utilized sizing, packaging and contract breakout to encourage S/HUBE participation on District projects.		
	1-5	Provided assistance to S/HUBEs in securing bonding, insurance or contract financing.		
	1-5	Provided assistance to firms in addressing prevailing wage reporting requirements <i>(construction only)</i> <b>OR</b> Assembled consultant teams that reflect a commitment to diversity <i>(A&amp;E nominees only)</i>		
	1-5	Provided assistance to firms with administrative functions		
	1-5	Provided assistance as an informal mentor to assist S/HUBE with challenges encountered on a District project.		
	1-5	Assured timely payment to subcontractors or subconsultants.		

Section	Commitment to Workforce Diversity and Contracting	Score	Additional Scoring Comments
4	<p><b>Nominee demonstrated a commitment to diversity in both contracting and employment, and established policy directives and dissemination procedure.</b> <i>(20 points possible)</i></p>		
1-5	Established and broadly disseminates a policy addressing a corporate commitment to diversity in contracting and employment.		
1-5	Establishes objectives and maintained documentation validating efforts to achieve SDCCD Propositions S and N Contractor Outreach Program objectives in contracting.		
1-5	Establishes objectives and maintained documentation validating efforts to achieve SDCCD Propositions S and N Contractor Outreach Program objectives in employment.		
1-5	Responded to District’s directive to encourage self-declaration and reporting of tradesperson ethnicity and gender on certified payroll reports <i>(construction only)</i> <b>OR</b> Established internal initiatives to address workforce diversity.		
<b>TOTAL SCORE</b>			

**Additional Comments and Recommendations:**