

San Diego Community College District Propositions S and N Contractor Recognition Program
Evaluation Worksheet: Small and Diverse Business Awards

Nominee: _____

Category: *SBE* *DBE* *MBE* *WBE* *DVBE*

Project(s) _____ **Campus:** _____

Nominated By: _____ **Reviewer:** _____ **Review Date:** _____

Section	Evaluation Criteria	Score	Additional Data and/or Scoring Comments	
A	How did the firm work collaboratively with other contractors and with District personnel on the project? (1-25)			
	1-8	Examples and narrative provided do not illustrate a strong commitment to collaboration and teamwork.		
	9-16	Narrative provided illustrates a strong commitment to collaboration and teamwork. Two examples of collaboration with other contractors and District personnel on the project are provided.		
	17-25	Narrative provided illustrates an exemplary commitment to collaboration and teamwork. Two examples of collaboration with other contractors and District personnel on the project are provided. The examples of collaboration provided resulted in a positive outcome for the project.		
B	Please describe the firm's professionalism on the job, including clear and accurate communication, adherence to schedule and deadlines, and preparedness. (1-25)			
	1-8	Narrative provided illustrates an average level of professionalism on the job, including oral and written communication, punctuality, and preparedness.		

	9-16	Narrative provided illustrates an above average level of professionalism on the job, including oral and written communication, punctuality, and preparedness. Examples of professionalism on the job are provided.		
	17-25	Narrative provided illustrates an exemplary level of professionalism on the job, including oral and written communication, punctuality, and preparedness. Examples of professionalism on the job are provided. The examples of professionalism provided resulted in a constructive outcome for the project.		
C	Please describe how the firm performed on the project in relation to completion of work within allotted schedule, completion of work within budget, as well as compliance with safety and regulatory requirements. (1-25)			
	1-8	Narrative provided illustrates an average level of performance in relation to completion of work within allotted schedule, completion of work within budget, as well as compliance with safety and regulatory requirements.		
	9-16	Narrative provided illustrates an above average level of performance in relation to completion of work within allotted schedule, completion of work within budget, as well as compliance with safety and regulatory requirements.		
	17-25	Narrative provided illustrates an exemplary level of performance in relation to completion of work within allotted schedule, completion of work within budget, as well as compliance with safety and regulatory requirements.		
D	Please describe any proactive efforts taken by the firm to assure on-the-job performance is consistent with project requirements and District expectations. (1-25)			
	1-8	Narrative provided does not provide sufficient detail on proactive efforts taken by the firm to assure on-the-job performance is consistent with project requirements and District expectations.		
	9-16	Narrative provided illustrates standard proactive efforts taken by most firms to assure on-the-job performance is consistent with project requirements and District expectations.		

	17-25	Narrative provided illustrates effective proactive efforts taken by the firm to assure on-the-job performance is consistent with project requirements and District expectations. The examples provided contributed to the successful completion of the project.		
E	OPTIONAL QUESTION: Please describe the firm’s interest in accessing and utilizing available resources to enhance business capacity and marketability, technical assistance, training, bonding and financial assistance, and additional business certifications. (1-10) <i>Scoring for this question may be conducted in partnership with the District’s Outreach Team.</i>			
	0-3	Firm demonstrated minimal interest in accessing and utilizing available resources to enhance business capacity and marketability, including technical assistance, training, bonding and financial assistance, and additional business certifications.		
	4-6	Firm demonstrated interest in accessing and utilizing available resources to enhance business capacity and marketability, including technical assistance, training, bonding and financial assistance, and additional business certifications.		
	7-10	Firm demonstrated a strong interest in accessing and utilizing available resources to enhance business capacity and marketability, including technical assistance, training, bonding and financial assistance, and additional business certifications.		
TOTAL SCORE				

Additional Comments: