

HBITS Form 9:
Contractor Performance Evaluation Process

Part I of the Annual Evaluation will be the responsibility of the MSP in OGS. Most data will be derived from MSP data collection and Contractor submissions. Part II of the Annual Evaluation will be derived from Executive and Non-Executive Agency Task Order Satisfaction Forms (Form 4). The source of the data to be collected is noted after each scoring factors in the parentheses below.

Part I:

I. Contractor Responsiveness (18 points):

Any statement answered with a “YES” receives 9 points. Any statement answered with a “NO” receives a score of zero points.

1. Contractor provided potential Candidates to at least 60% of the postings (bid submissions/postings). (MSP)
2. Contractor provided potential Candidates to 75% or more of HBITS postings (bid submissions/postings) (MSP)

II. Compliance Review (21 points):

Any statement answered with “YES” receives 3 points. Any statement answered with “NO” receives a score of 0 points. For questions 4 and 6, a Contractor with no engagements or payments within the eleven months preceding the annual review process should respond “not applicable” and the point value will not negatively affect your final calculation.

1. Contractor maintains adequate insurance for the proposed job. (MSP)
2. Contractor paid the Administrative Fee in the time and manner as dictated in the Section 6.2.4 of the Contract or timely filed the notice that no administrative fee is due. (MSP)
3. Contractor has submitted monthly M/WBE compliance report to the MSP in accordance with Section 6.2.7 and Appendix C of the Contract. (MSP)
4. Contractor has submitted its monthly reports to the MSP, with active engagement information. (MSP)
5. Contractor has submitted required Form B, as stated in section 5.16 on a timely basis (annually May). (Form #7)
6. Contractor paid sub-contractors/Consultants for previous task orders on time (no later than 15 days after payment from OGS). (MSP staff will call Consultants and/or sub-contractors throughout 12 month period to verify payment dates).
7. Contractor has recertified its standard vendor responsibility questionnaire in accordance with Section 5.12. Based on a review of this questionnaire and independently acquired information, Contractor is a responsible vendor. The review will include verifying that Contractor is registered and is authorized to conduct business in NYS, and that current liens and court cases, etc. are in the questionnaire (if applicable). (Check vendor registration, Attorney General, Vendor Registration Database, Vendor Review, etc.)

III. M/WBE Participation Goals (3 points):

Any statement answered with "YES" receives 3 points. Any statement answered with "NO" receives a score of 0 points. Contractors with no engagements within the eleven months preceding the annual review process should respond "not applicable" and the point value will not negatively affect your final calculation.

1. Contractor has engaged in good faith efforts to meet the MBE participation goal of 11% and WBE goal of 9%. (MSP and review by OGS M/WBE office)

IV. General Quality (18 points):

Any statement answered with "YES" receives a score of 0 points. Any statement answered with "NO" receives a score of 6 points.

1. Contractor received three or more vendor issue form(s) in the past 12 months. (Database)
2. Contractor received one vendor issue form in the past 12 months. (Database)
3. Contractor has received a satisfaction survey(s) for less than 70 points in the past 12 months. (Database)

V. Administrative: (9 points)

Any statement answered "YES" is a deduction of 3 points. Any statement answered with a "NO" receives a score of 3 points. A Contractor that did not have to submit invoices will receive the applicable points awarded.

1. Contractor submitted monthly reports to the MSP past the required fifteen days from the last day on the month. (MSP).
2. Contractor's invoices were submitted to OGS later past the required fifteen days from the last day of the month of completed work. (MSP)
3. Contractor's invoices were inaccurate on two or more occasions based on a comparison of the submitted invoices with the monthly report published by the database. (MSP)

VI. Payment of Consultant Hourly Wage Rate: (6 points)

Any statement answered with "YES" receives a score of 0 points. Any statement answered with "NO" receives a score of 3 points.

1. In the past 12 months, Contractor was found in one instance to have not paid a Consultant the Hourly Wage Rate within the Slight Deviation. (Database)
2. In the past 12 months, Contractor was found in two or more instances to have not paid its Consultants the Hourly Wage Rate within the Slight Deviation. (Database)

Contractor Performance Evaluation

Part II - Authorized User Evaluation

The database will record the score from all the HBITS Task Order Satisfaction Forms (Form 4) submitted on a Contractor and add it to the Total Annual Evaluation scoring matrix.

Part II: (25 points maximum)

Authorized User Satisfaction:

The average score of the HBITS Task Order Satisfaction Forms completed for each Contractor, will be used in the calculation of the remaining 25 points; e.g., average score of 100 points of satisfaction form = 25 points.

Part I Score (max. 75 points): _____

Part II Score (max. 25 points): _____

TOTAL SCORE: _____