# **Prequalification (PQC) System - contractor performance report**

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| --- | --- | --- | --- | --- | --- | --- |
| **Date:** | | | **Contractor:** | | | |
| Project Name: | | | Project Number: | | | |
| Contract start date: | | | Percentage complete: | | | |
| Date for practical completion: | | | Date of practical completion: | | | |
| Contractor’s representative | Name: | | Position: | | | |
| Phone: | | Email: | | | |
| **Assessing a contractor’s performance** – reporting officers are to use the table of performance metrics in the[***Prequalification (PQC) System – contractor performance reporting* guideline**](https://www.hpw.qld.gov.au/SiteCollectionDocuments/PQCContractorPerformanceReporting.pdf) to determine the appropriate grading to be used below. **Please check one box only.**  **Ethical Supplier Mandate (ESM)** - where a contractor’s performance on any evaluation criteria marked with an **\*** has been graded as ***unsatisfactory or poor***, the approving officer or approving officer’s management (whichever is applicable) is to send a copy of the performance report to the [***department***](mailto:department) ***procuring the project*** (for possible investigation/action in accordance with the ESM). | | | | | | |
| **Evaluation criteria** | | **Unsatisfactory**  **(comments and supporting documentation to be provided)** | **Poor** | **Satisfactory** | **Good** | **Superior**  **(comments and supporting documentation to be provided)** |
| **Quality – contractor’s work**  *Comments:* | |  |  |  |  |  |
| **Quality – contractor’s contract documentation (e.g. submissions and construction program)**  *Comments:* | |  |  |  |  |  |
| **Evaluation criteria** | | **Unsatisfactory**  **(comments and supporting documentation to be provided)** | **Poor** | **Satisfactory** | **Good** | **Superior**  **(comments and supporting documentation to be provided)** |
| **Time – adherence to contract timeframes**  *Comments:* | |  |  |  |  |  |
| **Time – rectification of major**  **non-conformances and defects**  *Comments:* | |  |  |  |  |  |
| **Time – rectification of minor**  **non-conformances and defects**  *Comments:* | |  |  |  |  |  |
| **Time – delivery of submissions / other documentation required under the contract**  *Comments:* | |  |  |  |  |  |
| **Communication**  *Comments:* | |  |  |  |  |  |
| **Evaluation criteria** | | **Unsatisfactory**  **(comments and supporting documentation to be provided)** | **Poor** | **Satisfactory** | **Good** | **Superior**  **(comments and supporting documentation to be provided)** |
| **Environmental management**  *Comments:* | |  | N/A |  | N/A | N/A |
| **Subcontractor management**  *Comments:* | |  | N/A |  | N/A | N/A |
| **\* Industrial relations management**  *Comments:* | |  | N/A |  | N/A | N/A |
| **\* Workplace health and safety management**  *Comments:* | |  |  |  |  |  |
| **\* Compliance with Building and Construction Training Policy**  *Comments:* | |  | N/A |  | N/A | N/A |
| **\* Compliance with Queensland**  **N/A**  **Charter for Local Content**  *Comments:* | |  | N/A |  | N/A | N/A |
| **Compliance with non-price criteria**  **N/A**  *Comments:* | |  |  |  |  |  |

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| --- |
| **Comments and Sign Off** |
| **1 Reporting officer - comments and sign off** (e.g. Superintendent’s representative; site representative) |
| **Name:**  **Position:**  **Signature:**  **Date:**  In my opinion: |
| **2 Contractor’s representative - comments and sign off** (complete and return to reporting officer) |
| **Name:**  **Position:**  **Signature:**  **Date:**  In my opinion:  **Feedback on performance of project team**  **Did members of the project team (e.g. Principal, Superintendent’s representative, project manager) adequately fulfil their functions and obligations under the contract e.g. meeting timeframes, quality of Principal’s contract documentation?**  Yes  No  Please provide comments below, including supporting documentation (e.g. as recorded through relevant contract conditions)  In my opinion: |
| **3 Approving officer - comments and sign off** (e.g. superintendent; principal’s representative) **Note: Must be a departmental employee** |
| **Name:**  **Position:**  **Signature:**  **Date:**  In my opinion: |
| If comments at **3** are unfavourable toward the contractor go to **4.** If not, forward completed report to [pqcregistrar@hpw.qld.gov.au](mailto:pqcregistrar@hpw.qld.gov.au) (refer note 3 below) |
| **4 Contractor’s representative / management – comments and sign off** (complete and return to approving officer) |
| **Name:**  **Position:**  **Signature:**  **Date:**  In my opinion: |
| Where the comments provided in the report are significantly challenged by any of the parties above, this report is to be forwarded to the approving officer’s management – go to **5** |
| **5 Approving officer’s management - comments and sign off. Note: Must be a departmental employee** |
| **Name:**  **Position:**  **Signature:**  **Date:**  In my opinion: |
| Forward completed report to [pqcregistrar@hpw.qld.gov.au](mailto:pqcregistrar@hpw.qld.gov.au) (refer note 3 below) |
| **6 Optional (see note 3 below) Client representative sign off** |
| **Name:**  **Position:**  **Signature:**  **Date:**  Comments: |
| Complete and return to the approving officer / approving officer’s management (whichever is applicable) for onforwarding to the PQC Registrar |

**Notes:**

**1. As a minimum, the report must be completed and signed at sign-off points 1, 2 and 3 if the report has been agreed with the contractor’s representative and there is nothing at sign-off point 3 which could be considered detrimental to the contractor.**

**2. Where comments and opinions are unfavourable towards the contractor, an opportunity to review and comment must be provided to the contractor’s representative / contractor’s management as required under the provision of natural justice (i.e. sign-off point 4).**

**3. If required, there is provision on the performance report template at step 6 for final sign off by a Client Representative (to provide an opportunity for a client department to view the completed performance report before it is submitted to the PQC Registrar). This may be necessary if a client department has engaged Building and Asset Services, Department of Housing and Public Works to manage the contract on its behalf.**

**Privacy Notice**

**The Department of Housing and Public Works is collecting the information on this form for the purpose of reviewing the contractor’s technical and management performance, and compliance with contractual, statutory, government policy and prequalification requirements. In accordance with the Queensland Government's Prequalification (PQC) System, contractors engaged through the PQC System are required to contribute to the completion of performance reports on the service they provide.**

**The Department of Housing and Public Works may share this information with other relevant government and industry entities for the purpose of reviewing or monitoring the contractor’s performance.**

**This information will not otherwise be disclosed to any other third party without the contractor’s consent, unless authorised or required by law.**