National Prequalification System: Specialist Precast Concrete Categories

Performance Report

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Concrete Categories*]

This report is to be completed by the Participating Authority’s contract manager (eg Superintendent, Superintendent’s Representative or Principal’s Authorised Person) or head contractor as appropriate. The performance criteria and a preliminary assessment should be discussed with the prequalified contractor prior to issuance of the completed report by the superintendent/principal’s representative.

**Release of Information**: Participating authorities will treat this report as confidential; however, they may make information concerning the prequalified contractor available to other participating authorities and government authorities. This information may include, but is not limited to, any information provided by the contractor to the participating authority and any information relating to the prequalified contractor’s performance under the contract.

|  |  |
| --- | --- |
| Participating authority |  |

|  |  |
| --- | --- |
| Prequalified contractor details | |
| Name |  |
| ABN/ACN |  |
| Prequalification category(ies) |  |
| Prequalified contractor’s representative |  |

| Contract details (mandatory) | |
| --- | --- |
| Contract number |  |
| Contract title |  |
| Contract description |  |
| Prequalification category(ies) of contract |  |
| Date(s) of supply | \_ \_/\_ \_ /20\_ \_ |
| \_ \_/\_ \_ /20\_ \_ |
| \_ \_/\_ \_ /20\_ \_ |

|  |  |
| --- | --- |
| Additional contract details (optional) | |
| Value of supplied product | $ |
| Total price variations | $ |
| Warranty period | days |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Report details | | | | | |
| Contract stage |  | Interim | Period of assessment | | \_ \_/\_ \_ /20\_ \_ **to** \_ \_/\_ \_ /20\_ \_ |
|  | Supply date | | Assessment date | \_ \_/\_ \_ /20\_ \_ |
|  | Contract completion date | | Assessment date | \_ \_/\_ \_ /20\_ \_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summary | | | | |
| Criterion | | Sub-criterion score | Overall average score |  |
| 1. **Time management and progress** | |  |  |  |
|  | Supply program |  |  |  |
|  | Supply of product in accordance with program |  |  |
| 1. **Contract management** | |  |  |  |
| 1. Management of resources (plant & personnel) | |  |  |  |
| 1. Contract administration | |  |  |
| 1. **Utilisation of management systems** | |  |  |  |
| 1. Quality management | |  |  |  |
| 1. WHS management | |  |  |
| 1. **Relationship management** | |  |  |  |
| 1. Cooperative relationships with principal/superintendent | |  |  |  |
| 1. Cooperative relationships with head contractor | |  |  |
| 1. Cooperative relationships with other contractors | |  |  |
| 1. **Quality of work** | |  |  |  |
| 1. Product design | |  |  |  |
| 1. Final product | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Superintendent/principal’s representative | | | | |
| Superintendent/principal’s representative/ head contractor’s representative | | |  | |
| Superintendent/principal’s representative’s/ head contractor’s representative’s overall comments | | |  | |
| Authorise release of report to prequalified contractor | | |  | |
| Signature | |  | | |
| Date | | \_ \_/\_ \_ /20\_ \_ | | |
| Prequalified contractor’s response | | | | |
| I have read and understood the performance report and, as the prequalified contractor’s representative, I advise that the prequalified contractor: | | | | |
| Accepts this report in full and without comment | | | |  |
| Objects to one or more of the scores in this report (see guide note below) | | | |  |
| Prequalified contractor’s representative |  | | | |
| Position |  | | | |
| Signature |  | | | |
| Date | \_ \_/\_ \_ /20\_ \_ | | | |

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| **Guide note:** Where the prequalified contractor objects to the assessment for a criterion, it must insert in the space provided on the form, a score that it considers best represents its own performance for that criterion and information to support the suggested score, and lodge a copy of the report with the relevant participating authority. The objection will be noted by the participating authority and, where specifically advised by the participating authority, a determination may be made to establish the final scores. |

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| Report stage | |
| Released to Prequalified contractor for comment | \_ \_/\_ \_ /20\_ \_ |
| Finalised and entered into records/database | \_ \_/\_ \_ /20\_ \_ |

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| --- | --- | --- |
| Score | Rating | Descriptor (the extent to which the prequalified contractor meets performance requirements) |
| 10 | Superior | Exceptional. Always well above the required standard of performance. Demonstrated strengths and use of innovation where appropriate. No errors, risks, weaknesses or omissions. |
| 9 | Good | Often exceeds the required standard of performance. Demonstrated strengths and use of innovation where appropriate. Negligible minor errors, risks, weaknesses or omissions which are acceptable as offered. |
| 8 | Sound achievement of the required standard of performance. Minimal minor errors, risks, weaknesses or omissions which are acceptable as offered. |
| 7 | Acceptable | Reasonable achievement of the required standard of performance. Some minor errors, risks, weaknesses or omissions which may be acceptable as offered. |
| 6 | Reasonable achievement of the required standard of performance standard of performance. Some errors, risks, weaknesses or omissions which can be corrected/overcome with minimum effort. |
| 5 | Minimal achievement of the required standard of performance. Some errors, risks, weaknesses or omissions which are possible to correct/overcome and make acceptable. |
| 4 | Unacceptable | Moderate weaknesses. Does not always meet the required standard of performance. |
| 3 | Significant weaknesses. Performance is often below the required standard of performance. |
| 2 | Major weaknesses. Rarely meets the required standard of performance. |
| 1 | General non-compliance. Has not met the required standard of performance. |
| 0 | Severe non-compliance. Does not meet the required standard of performance and is not recommended to carry out this type of work. |

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| **Guide note:** It is possible that not all sub-criteria will be assessed for every contract. Where a sub-criterion is not assessed, the remaining sub-criteria will be averaged to provide a score at the criterion level. For example, for ‘Criterion 4: Relationship Management’ sub-criterion (a) will not be assessed if the contract is not directly with the principal. The overall score for Criteria 4 will therefore be the average of the remaining sub-criteria (b) and (c). |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Time management and progress** | | | | | | | | | |
|  | Superintendent/principal’s representative’s/head contractor’s assessment | Score | | Reference evidence  (please list) | | | Prequalified contractor’s response | | |
| 1. Supply program |  |  | |  | | |  | | |
| 1. Supply of product in accordance with program |  |  | |  | | |  | | |
|  | **Average score:** |  | |  | | |  | | |
| 1. **Contract management** | | | | | | | | | |
|  | Superintendent/principal’s representative’s/head contractor’s assessment | Score | | Reference evidence  (please list) | | | Prequalified contractor’s response | | |
| 1. Management of subcontractors |  |  | |  | | |  | | |
| 1. Management of resources (plant & personnel) |  |  | |  | | |  | | |
| 1. Contract administration |  |  | |  | | |  | | |
|  | **Average score:** |  | |  | | |  | | |
| 1. **Utilisation of management systems**   (Note: Assessment will focus on both quality of system and whether it was utilised successfully on the subject contract) | | | | | | | | | |
|  | Superintendent/principal’s representative’s/head contractor’s assessment | Score | | Reference evidence  (please list) | | | Prequalified contractor’s response | | |
| 1. Quality management |  |  | |  | | |  | | |
| 1. WHS management |  |  | |  | | |  | | |
|  | **Average score:** |  | |  | | |  | | |
| 1. **Relationship management** | | | | | | | | | |
|  | Superintendent/principal’s representative’s/head contractor’s assessment | Score | | | Reference evidence  (please list) | | | Prequalified contractor’s response | |
| 1. Cooperative relationships with principal/superintendent |  |  | | |  | | |  | |
| 1. Cooperative relationships with head contractor |  |  | | |  | | |  | |
| 1. Cooperative relationships with other contractors |  |  | | |  | | |  | |
|  | **Average score:** |  | | |  | | |  | |
| 1. **Quality of work** | | | | | | | | | |
|  | Superintendent/principal’s representative’s/ head contractor’s assessment | | Score | | | Reference evidence  (please list) | | | Prequalified contractor’s response |
| 1. Product design |  | |  | | |  | | |  |
| 1. Final product |  | |  | | |  | | |  |
|  | **Average score:** | |  | | |  | | |  |