

City of Austin
**CAPITAL
CONTRACTING
OFFICE**

**Your valuable
business partner in
Capital Project
delivery.**

CONSULTANT & CONTRACTOR PERFORMANCE EVALUATION PROGRAM (CPE)

ABOUT:

Under Administrative Rule No. R161-13.37, effective January 31, 2014, the City of Austin adopted procedures to:

- Administer a city-wide vendor performance evaluation program, and
- Gather and maintain vendors' performance assessments for establishment of historical record for use in future solicitations and subsequent contract award decisions.

The City's Consultant/Contractor Performance Evaluation (CPE) Program defines a uniform method to evaluate, report, and track the evaluation of services provided by Consultants and Contractors.

THE PROGRAM:

The Capital Contracting Office (CCO) manages the City's performance evaluation program for construction-related Professional Services Consultants and Contractors. The performance evaluation includes the Consultant/Contractor staff, subs, suppliers, and anyone else associated with the contract and project for whom the Prime Consultant or Contractor is responsible.

Process summary:

1. The City Project Manager managing the Capital Improvement Project acquires relevant input from the project team, completes the performance evaluation, and submits the evaluation to CCO.
2. CCO reviews the evaluation, inputs scores into their database, and sends a copy of the evaluation to the Consultant/Contractor. Within 10 business days of receipt, the Consultant/Contractor may request an in-person review/rebuttal. If issues remain unresolved, a subsequent Appeal Hearing may be requested within 10 days of the response from the rebuttal decision. Appeal process details can be found in Administrative Rule R161-13.37.
3. Evaluations for work performed during the past 5 years are taken into consideration in award of future City contracts.

Consultants/Contractors will be evaluated utilizing the specific service and quality levels outlined in their contract. Additional information is available at:

www.austintexas.gov/department/cpe-program

Questions?

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