

**Contractor Performance Evaluation (DAS Form 745) Instructions
 For CT DCS Project Management Staff**

1.0	Contractor Performance Evaluation (DAS Form 745): In accordance with CGS §4a-100 & §4a-101, all CT Department of Administrative Services (DAS) Division of Construction Services (DCS) Project Management (PM) Staff shall complete a Contractor Performance Evaluation (DAS Form 745) for "all contractors (CMRs as applicable) that have a contract for Work for the state or a municipality which is estimated to cost more than five hundred thousand dollars (\$500,000)".
2.0	Construction Phase Evaluations Requirements: The Contractor Performance Evaluation (DAS Form 745) is available from the DAS Website under "DAS Construction Contractor Prequalification Program", or from the DCS Website (www.ct.gov/dcs) under "DCS Library". The Form shall be required to be completed two (2) times during the Construction Phase as follows:
2.1	At Fifty (50%) Completion of the Work: At fifty percent (50%) completion of the Work the Owner shall complete the Contractor Performance Evaluation (DAS Form 745). If the Contractor receives a performance evaluation score of "Good" or better, then the Retainage withheld may be reduced to five percent (5%). A "Good" Contractor's Performance Evaluation score shall be defined as a minimum total score of sixty percent (60%). See Article 28 <i>Partial Payments</i> of Section 00 72 13 <i>General Conditions of The Contract For Construction (D-D-B)</i> or Section 00 72 23 <i>General Conditions of The Contract For Construction (CMR)</i> .
2.2	After One Hundred (100%) Completion of the Work: Within sixty (60) days of Substantial Completion, the Owner shall complete the Contractor Performance Evaluation (DAS Form 745). See Article 8 <i>Damages</i> and Article 30 <i>Substantial Completion And Acceptance</i> of Section 00 72 13 <i>General Conditions of The Contract For Construction (D-D-B)</i> or Section 00 72 23 <i>General Conditions of The Contract For Construction (CMR)</i> . Important Note: The Contractor Performance Evaluation (DAS Form 745) defines Completion "as the stage in which the progress of the Work or designated portion thereof, is sufficiently complete in accordance with the contract documents so the owner can occupy or use the Work for its intended use".
2.3	The Contractor Performance Evaluation (DAS Form 745) may also be completed at any time during the course of the project if it becomes necessary to provide feedback as to the performance of the Contractor.
3.0	Contractor Performance Evaluation (DAS Form 745) Completion Instructions: The DCS PM Staff Member or other Evaluator shall electronically download this Form from the DAS Website under "DAS Construction Contractor Prequalification Program", or from the DCS Website (www.ct.gov/dcs) under "DCS Library". The DCS PM Staff Member or other Evaluator shall complete the Form, sign and date the form, and then obtain signatures and dates from the Project Assistant Director of Project Management (ADPM) and DCS Chief Architect. The DCS PM Staff Member or other Evaluator shall then obtain the signature and date from the Contractor. The Instructions for completing the DAS Form are stated in the " Procedures and Instructions " Tab located at the bottom of the DAS Form.
4.0	Contractor Performance Evaluation (DAS Form 745) Submittal Requirements: The DCS PM Staff Member or other Evaluator shall then submit the completed Form to the following:
4.1	E-mail the completed Form with all signatures and dates to DCS Process Management (R. Daigle);
4.2	E-mail the completed Form with all signatures and dates to DAS at the e-mail address on the Form;
4.3	Deliver a paper copy of the completed form with all signatures and dates to R. Daigle in DCS Process Management for record purposes.
5.0	Contractor or CMR Right to Contest the Contractor Performance Evaluation (DAS Form 745): Contractor or CMR who wishes to contest any information in the Contractor Performance Evaluation (DAS Form 745) may do so as stated in the " Procedures and Instructions " Tab located at the bottom of the DAS Form.
6.0	Agency Failure to Submit a Completed Contractor Performance Evaluation (DAS Form 745): In accordance with CGS §4a-101(f) "Any public agency that fails to submit a completed evaluation form, as required by this section, not later than seventy (70) days after the completion of a project, shall be ineligible for the receipt of any public funds disbursed by the state for the purposes of the construction, reconstruction, alteration, remodeling, repair or demolition of any public building or any public works project until such completed evaluation form is submitted."

End
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 Instructions