

# Contractor and Subcontractor Evaluation Report FAQ's

**In addition to the information presented here, read the Evaluation Report Instructions and the City/Town & Other Awarding Authority Contractor Evaluation Report Directive before you start the evaluation report. Failure to read all the following questions and answers and the instructions and Directive may result in difficulty completing and submitting your evaluation report.**

## **When do I submit my evaluation reports?**

Submit interim evaluation reports no later than at 50% of contract duration to allow for improvements, if needed. Submit final evaluation reports within 30-60 days of 100% final completion of all work.

## **How much time do I have to complete my section of the evaluation report?**

You have as much time as is needed to complete your section of the evaluation report, however, Adobe Sign will timeout after 60 minutes of inactivity. This does not mean the evaluation report must be completed in 60 minutes. It means if an evaluation report is started but no information is entered after 60 minutes, the session will timeout and all entered information will be deleted.

**NOTE:** The default timeout for Adobe Sign is 60 minutes, however, a timeout may occur in less than 60 minutes, depending on your organization's browser settings. Check your organization's browser settings before beginning the evaluation report.

**NOTE:** You can download a blank evaluation report by clicking on "Options" in the upper left side of the form and selecting "Download PDF". The downloaded evaluation report can be used to ensure all information and all attachments are collected before starting the online evaluation report.

**IMPORTANT:** A PDF of the evaluation report will not be accepted. Do not upload or email a PDF of the evaluation report to the Prequalification Program. Only the online evaluation report will be accepted. Evaluation reports in another format will be returned.

## **The dropdown box for the list of municipalities is really long, can I type in the name of my municipality?**

Yes. By typing in the name of your municipality, the dropdown menu will bring you to your municipality for you to select.

## **Can I abbreviate the contractor's name?**

No. It is very important that the contractor's name be typed in its entirety and that the name be spelled correctly.

**If Participant 3 (who is the Municipality/OAA Representative) wants to change any of the ratings on the evaluation report what must they do?**

Once ratings are entered they cannot be changed. A new evaluation report will have to be completed.

**The dropdown box for the list of classes of work is really long, can I type in the name of class of work?**

Yes. By typing in the name of the class of work, the dropdown menu will bring you to the class of work for you to select.

**Where do I find the project's Class of Work?**

The project's class of work is located on the signed Prequalification Form and the verified Apparent 3 Lowest Bidders Form.

**Who from the contractor's firm can sign the evaluation report?**

The individual signing the evaluation report must be an authorized representative of the firm. Include the title of the authorized representative when signing the report.

**I am the municipality sending the evaluation report to the contractor. Who are "Participant 2" and "Participant 3" in the window "Assign to next participant"?**

Participant 2 is the contractor or subcontractor, as applicable. Participant 3 is the municipality or OAA's representative who will receive the evaluation report after the contractor (or subcontractor) signs the evaluation report.

**I don't see the "Submit" button.**

The "Submit" button will not appear unless all mandatory fields are completed. Mandatory fields have a red asterisk.

**Who may receive a copy of the completed evaluation report and how is the report obtained?**

All evaluation report participants will receive an email that the agreement is complete with a link to access a copy of the PDF final evaluation report.

**I am a contractor and refuse to sign the evaluation report. What do I do?**

For the question "Contractor Requests Meeting with Municipality, select "Yes, I would like to request a meeting" and follow the instructions (in red).