

Instructions for Completing City/Town/OAA General Contractor and Subcontractor Evaluation Reports using Adobe Sign

Before you Begin

- Read the [Evaluation Report FAQ's](#).
- Read the [City/Town & Other Awarding Authority Contractor Evaluation Report Directive](#).
- You can print the evaluation report at any time while completing it.
 - Go to the "Options" pulldown tab on the top left corner of the page
 - Select "Read Agreement"
 - Download the document
 - Print the document
- Only the online evaluation report will be accepted. **Do not email a PDF evaluation report.** A PDF evaluation report will be returned.

General Contractor Evaluation Report

There are three participants completing the General Contractor Evaluation Report

Steps to Completing the General Contractor Evaluation Report

- **The Municipality/OAA Representative (Participant 1)** selects the type evaluation report
- The Municipality/OAA Representative fills in project information in upper part of page one of the evaluation report
- Municipality/OAA Representative provides ratings and explanations (if needed) on lower part of page one of the evaluation report and attaches documents for backup (if needed)
- Municipality/OAA Representative signs first Municipal Signature on second page of evaluation report
- A window prompts the Municipality/OAA Representative to enter other recipient emails:
 - Participant 2 – General Contractor (name and email address)
 - Participant 3 – Municipality/OAA Representative (name and email address)
 - Click 'Next'
 - Enter Municipality/OAA Representative email address
 - Click 'Click to Sign'
- **The General Contractor (Participant 2)** receives an email with a link to the evaluation report
 - Click 'Review and Sign' link in email
- The internet browser opens with the evaluation report
- The General Contractor reviews ratings/explanations and signs on the second page of the evaluation report
- The General Contractor selects whether they request a meeting
- The General Contractor adds any comments in the remaining field
- Click 'Click to Sign' on the bottom

- **The Municipality/OAA Representative (Participant 3)** receives an email with a link to the evaluation report
 - Click 'Review and Sign' link in email
- The internet browser opens with the evaluation report
- The Municipality/OAA Representative reviews ratings/explanations
- The Municipality/OAA Representative holds a meeting with General Contractor (if requested)

****NOTE REGARDING SELECTED RATINGS****

- If **The Municipality/OAA Representative (Participant 3)** agrees with the ratings selected by the Municipality/OAA Representative who initiated the completion of the evaluation report and no changes are needed, the following is done:
 - Select yes/no for the following statements located on page 2 of the evaluation report:
I recommend a deduction for Contractor's unsatisfactory performance:
I recommend a deduction for project completed late:
 - Sign on the line "Municipality or OAA Representative" located under these two statements
 - Click 'Click to Sign' on the bottom
- If **The Municipality/OAA Representative (Participant 3)** disagrees with and wants to change any ratings, then a new evaluation report must be completed. Ratings cannot be changed.

Subcontractor Evaluation Report

There are four participants completing the Subcontractor Evaluation Report

Steps to Completing the Subcontractor Evaluation Report

- **The Municipality/OAA Representative (Participant 1)** selects the type of evaluation report
- The Municipality/OAA Representative fills in project information in upper part of page one of the evaluation report
- Municipality/OAA Representative provides ratings and explanations (if needed) on lower part of page one of the evaluation report and attaches documents for backup (if needed)
- Municipality/OAA Representative signs first Municipal Signature on second page of evaluation report
- A window prompts the Municipality/OAA Representative to enter other recipient emails
 - Participant 2 – Contractor (name and email address)
 - Participant 3 – Subcontractor (name and email address)
 - Participant 4 – Municipality/OAA Representative (name and email address)
 - Click 'Next'
 - Enter Municipality/OAA Representative email address
 - Click 'Click to Sign'

The Contractor (Participant 2) receives an email with a link to the evaluation report

- Click 'Review and Sign' link in email
- The internet browser opens with the evaluation report
- The Contractor reviews ratings/explanations and signs on the second page of the evaluation report
 - Click 'Click to Sign' on the bottom

• **The Subcontractor (Participant 3)** receives an email with a link to the evaluation report

- Click 'Review and Sign' link in email
- The internet browser opens with the evaluation report
- The Subcontractor reviews ratings/explanations and signs on the second page of the evaluation report
- The Subcontractor selects whether they request a meeting or not
- The Subcontractor adds any comments in the remaining field
- Click 'Click to Sign' on the bottom

- **Participant 4 (Municipality/OAA Representative)** receives an email with a link to the evaluation report
 - Click 'Review and Sign' link in email
- The internet browser opens with the evaluation report
- The Municipality/OAA Representative reviews ratings/explanations
- The Municipality/OAA Representative holds a meeting with the Subcontractor, if requested

****NOTE REGARDING SELECTED RATINGS****

- If **The Municipality/OAA Representative (Participant 4)** agrees with the ratings selected by the Municipality/OAA Representative who initiated the completion of the evaluation report and no changes are needed, the following is done:
 - Select yes/no for the following statements located on page 2 of the evaluation report:
 - I recommend a deduction for Contractor's unsatisfactory performance:
 - I recommend a deduction for project completed late:
 - Sign on the line "Municipality or OAA Representative" located under these two statements
 - Click 'Click to Sign' on the bottom
- If **The Municipality/OAA Representative (Participant 4)** disagrees with and wants to change any ratings, then a new evaluation report must be completed. Ratings cannot be changed.