

## HACLA Professional Service Contractor Evaluation

Contractor Name: File Keepers, LLC		
Contract Number: HA-2014-7588	Project Name (If applicable): Off Site File Storage Services	
Contract Start Date: June 6, 2014	Contract <b>Term</b> End Date (Including extension options): May 31, 2019	Current Contract Period Evaluated (i.e., Year 1, 2, 3, 4): 1 <sup>st</sup> year
Evaluator's Name: Patricia Davis		Date: 04/28/2015
<p><b>Note:</b> If multiple Departments use a Contractor, each user shall complete an evaluation. Inconsistencies in ratings shall be reviewed and discussed prior to finalizing evaluation forms.</p>		
Director's Signature:		Date:
General Comments, if any:		

**Assessment Ratings:**

**Excellent** – Performance exceeded some or all contractual requirements, and/or general expectations regarding contractor's performance. Problems, if any, were insignificant and/or were resolved in a timely manner; Extremely responsive to directives.

**Satisfactory** – Performance met minimum: contractual requirements, and/or general expectations regarding contractor's performance. There may have been minor problems that did not have a substantial and significant impact and/or corrective actions were satisfactory (acceptable); exhibits acceptable level of responsiveness to directives.

**Unsatisfactory** – Performance did not meet some or all contractual requirements, and/or general expectations after being provided an opportunity to cure where reasonable; may also have been unresponsive to directives.

**N/A** - not applicable, insufficient information to answer

**Scoring System:** (Unless noted otherwise)

**Excellent:** \_\_\_\_\_ +1 Point

**Satisfactory:** \_\_\_\_\_ 0 Points

**Unsatisfactory:** \_\_\_\_\_ -1 Point

**Aggregate Score of Entire Evaluation**

Evaluations producing a negative aggregate score may result in debarment for one or more years in the sole determination of the Housing Authority. However, **unsatisfactory evaluations** (those resulting in negative aggregate scores) will be reviewed to ensure the Contractor has been evaluated fairly and provided an opportunity to cure where the Housing Authority determines reasonable.

**Instructions:** Please mark with an **X** the choice best describing the statement.

**NOTE:** For each item marked "UNSATISFACTORY" please use attached sheets to provide reasons, including specific incidents and supporting documents. Identify the specific item number(s) the materials support, and attach the materials to this document.

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		Excellent (+1pt)	Satisfactory (0pt)	Unsatisfactory (-1pt)	N/A (0pt)
1.	Contractor performed all work as specified in the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The quality of Contractor's work met reasonable expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Contractor's performed each portion of the work within the time required by the contract, including time extensions or amendments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Contractor communicated in a clear and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Contractor was responsive to requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Contractor's billing accurately reflected the contract payment terms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<p>Contractor met their Section 3 commitments to the greatest extent feasible.</p> <p>(If unsatisfactory, please provide documentation of the commitment, efforts taken to meet the commitment and why unable to do so, and any other economic opportunities the contract provided, such as: paying into a Section 3 Fund, workshops, job fairs, etc.)</p> <p><b>Note:</b> "Unsatisfactory" rating for this part results in -2 points</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>**THIS PART FOR CONTRACT ADMINISTRATOR ONLY**</b>					
8.	<p>Contractor's responsiveness to administrator's inquiries or requests (e.g., insurance).</p> <p>If unsatisfactory in any regard, please specify the issues and attach them to this document.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<p>Was the contractor terminated for default?</p> <p>If "YES," please provide supporting documentation</p> <p><b>Note:</b> If "YES," will result in -3 points.</p>	<p><b>YES</b></p> <input type="checkbox"/>		<p><b>NO</b></p> <input type="checkbox"/>	

SCORE: \_\_\_\_\_