

**Petroleum Restoration Program**  
**Contractor Performance Evaluation (CPE)**  
**Quick Reference for Consistency in Completion**

**1. Project Timeliness**

- 1.a. Deliverable Timeliness
- 1.b. Field Notification Timeliness - Requires 7 days written notice
- 1.c. Response to Comments and Request Timeliness

**2. Invoicing**

- 2.a. Invoice Accuracy
- 2.b. Invoice Timeliness

**3. Reports**

- 3.a. Deliverable/Report – Clerical – non-technical/sloppy typos/errors
- 3.b. Deliverable/Report – Administrative/Management
- 3.c. ADaPT Submission

**4. Communication**

- 4.a. Progress Communication – Timely and Proposed Solutions
- 4.b. Contractor Response to Calls & emails

**5. Cost Control**

- 5.a. Identifying Cost Savings
- 5.b. Change Orders

**6. Quality and Technical Competence**

- 6.a. Technical Competence - Field Activities
- 6.b. Site Assessment - Technical Conclusions and Recommendations
- 6.c. Monitoring (NAM/PARM) and O&M - Technical Conclusions and Recommendations
- 6.d. Remedial Action Plan (RAP)
- 6.e. Remedial Action Construction (RAC)/Start-up or Source Removal (SR) or Short-Term RA (Injection)
- 6.f. Site Closure

**List Name/Date of Supporting Documentation Used for Ratings**

Enter comment on each topic area line to justify the score. Include dates of deliverables, invoices, notification, communication etc. This information should allow the reader (contractor or management) to understand why the rating was given.