

# STATE OF COLORADO

Bill Ritter, Jr., Governor  
James B. Martin, Executive Director

Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department  
of Public Health  
and Environment

## MEMORANDUM

Effective July 1, 2009, pursuant to C.R.S. §§ 24-102-205, 24-102-206, 24-103.5-101 and 24-105-102 requiring monitoring of contractor performance, the Colorado Department of Public Health and Environment (CDPHE) has adopted the contract management best practice of evaluating contractor performance. Evaluations will occur on a quarterly basis throughout the contract period. An evaluation of the entire contract period will occur when the contract expires. The evaluation that occurs at the end of the contract period is referred to as the final evaluation. For those contracts that meet the requirements of C.R.S. §§ 24-102-205, 24-102-206, 24-103.5-101, and 24-105-102, the final evaluation rating will be posted to the public website maintained by the Office of the State Controller. This website is a searchable database of all personal services contracts valued at \$100,000 or more entered into after July 1, 2009. The following link provides access to the website <http://contractsweb.state.co.us>. This evaluation process has been incorporated into the Department's routine contract oversight (or monitoring) practices.

All evaluations will be based on documentation of performance maintained in CDPHE program and contract files. The following categories will be used to evaluate performance: Quality, Timeliness, Budget/Price, Business Relations and Deliverables/Requirements specific to each contract.

The evaluation will result in an overall rating of either "Standard, Above Standard or Below Standard" for the evaluation period.

A "Standard" rating is defined as satisfactory. CDPHE documentation must demonstrate consistency in meeting standards, requirements and expectations as defined in the contract.

An "Above Standard" rating is defined as exceeding the standards, requirements and expectations as defined in the contract. CDPHE documentation must demonstrate consistent and exceptional performance or superior achievement beyond the requirements of the contract.

A "Below Standard" rating is defined as less than satisfactory. CDPHE documentation must demonstrate performance does not consistently meet the standards, requirements and expectations as defined in the contract.

The quarterly and final evaluation form used by CDPHE staff will be emailed to you by your program contact. The evaluation form will include a list of the documents reviewed. Please note that the instructions contained in the evaluation form are for Department use. The email will request a confirmation of receipt of the evaluation within a specific period of time. Your comments concerning the evaluation results or the Department's performance under the contract are welcome and encouraged.

If you have questions about the evaluation process, please contact Deb Polk, Contract Performance Manager for the Colorado Department of Public Health and Environment at 303-692-2136 or email at [deb.polk@state.co.us](mailto:deb.polk@state.co.us)

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