

## Contractor Evaluation

- From the Main panel, click on the **Contract Administration** icon.
- Click on the **Contractor Management** icon.
- Click on the **Contractor Evaluation** icon.
- Select a contract number.
- Enter the date in the **Evaluation Date** field in mm/dd/yy format. This date should be at least 10 days after the contractor has received the letter.
- Select the contractor name from the drop down menu under **Contractor**. Enter the 3 digit rating in the **Rating** field. Make sure the rating is input before the decimal (i.e., 106 would be 106.00 not .106).
- Enter in the end date for *both* the **Begin Date** and **End date** of the **Evaluation Period** in mm/dd/yy format.
- If the grade is for the entire period of the contract, place a check mark in the **Contract Evaluated Ind.**
- Enter in a **Work Description** if wanted.