

CONTRACT CLOSE OUT

- A & E CONSULTANT PERFORMANCE EVALUATION REPORT (ADM 2031)

State of California - Division of Procurement and Contracts
 ADM 2031 (Rev. 2/03)
 A&E Consultant Performance Evaluation Report

Instruction: Enter information in

Name and Address of Consultant	Evaluation Type <input checked="" type="radio"/> Interim <input type="radio"/> Final	
	Contract Number	Date of Last Evaluation
Consultant Project Manager (Name and Phone Number)		
Project Title		

Type of Work	Type of Contract <input checked="" type="radio"/> On-Call <input type="radio"/> Project Specific <input type="radio"/> Both
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Type of Payment <input type="checkbox"/> Specific Rate of Compensation (SROC) <input type="checkbox"/> Firm Fixed Price (FFP) <input type="checkbox"/> Other

Contract Date	DBE/DVBE Goals	
Expiration Date	Committed %	Met %
	DBE	
	DVBE	

Amount of Original Contract	Total Amount Amended	Total Contract Amount
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Contract Term Amended Incl. Extension	Actual Contract Completion Date	Actual Total Paid
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Type and Extent of Subcontracting	Task Order No.
	Amount of Task Order
	Amount Amended
	Total Task Order Amount
	Term of Task Order Begin End

Performance Summary Rating Scale							
10	9	8	7	6	5	4	
Superior		Above Reqmnts		Meets Reqmnts		Below Reqmnts	
						3	2
						Poor	

Summary of Criterion and Total Score (Click box 1-6 to enter scores for each criteria)		
Criteria	Comments	Score
1. Cooperation & Communication		N/A
2. [REDACTED]		N/A
3. [REDACTED]		N/A
4. [REDACTED]		N/A
5. DBE/DVBE Participation		N/A
6. [REDACTED]		N/A
Total Summary Score		
Number of Criteria		N/A
Average Summary Score		

Rated By (Project/Task Order Manager Name, Title & Phone No.)	Project/Task Order Manager Signature	Date
[REDACTED]	[REDACTED]	[REDACTED]
Rated By (State Contract Manager Name, Title & Phone No.)	State Contract Manager Signature	Date
[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/> Prior Contract Manager had input on Performance Evaluation Report		Name: [REDACTED]