

Contractor's Performance Evaluation Reporting System (CPE)

CPE Frequently Asked Questions (FAQs)

What is the CPE Reporting System?

The Contractor's Performance Evaluation (CPE) process is one indicator in assessing appropriate qualification for Contractors to participate in the construction program. The CPE specifically addresses the level of "construction quality" a Contractor or sub-contractor performs. These instructions are detailed to explain the scoring criteria for the CPE process, the unique reports for the CPE process, the schedule for submittals of the reports, the appeals process for the reports and the result of unsatisfactory performance.

1. If you save a PDF file on your "C:/" drive & want to continue at a later time using the same PDF file - How do you do that?

Open the file using CutePDF Pro. Then continue scoring and everything will append to the end of the open file.

- a. Go to Start (bottom Left hand of screen),
 - b. Click All Programs
 - c. Click CutePDF Professional,
 - d. Click CutePDF Pro to open
 - e. Click File
 - f. Click Open
 - g. Find the file you saved and double click.
 - h. Once it is open you can continue to score and the reports will append to the end of the file that you opened.
2. When I hit the roll bar nothing happens?
 - The roll bar has been disabled within this application.
 3. Once the CutePDF screen appears, how do I get back to the data entry screen to continue scoring?
 - Minimize the CutePDF Pro Screen (DO NOT EXIT). OR Go to bottom of screen and click on the Access icon that shows: *CPE Interim (CPEi) Reporting System*.
 4. How do I delete a page in the CutePDF Pro window?
 - In CutePDF Pro select "Tools", "Delete Pages" and use menu selections to select pages to be deleted. Click OK.
 5. When I try to print instead of going to CutePDF Pro, I get a message asking me to save a file.

What's wrong?

Check to see if CutePDF is set up as your default printer by doing the following:

- Click on Start
- Click on Printer and Faxes
- Look to see if a check is displayed by the CutePDF Writer selection.

If not:

- Right click on CutePDF Writer icon
- Click on Set as Default Printer
- Exit Printer and Faxes Screen and try again. If problem persist perform the following:
 - Open CutePDF Pro
 - Click on View
 - Click on TOOLS
 - Click on Integrate with CutePDF Writer.

6. I can not find my project number in the drop down list. What is wrong?

- Please ensure that you are using the most current version of the software.
- If project number is still not in your drop down list, contact your district representative.

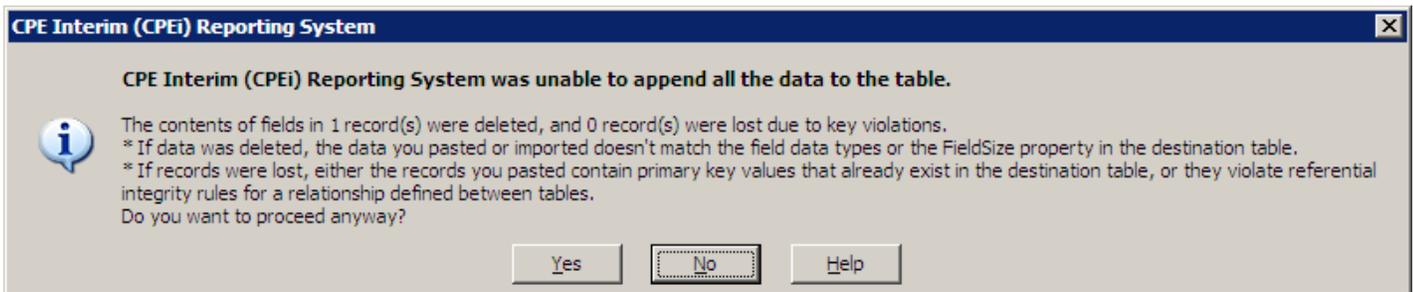
7. Problem: "Changes you requested to the table were not successful because they will create duplicate values in the index primary key or relationship. Change the data in the field or fields that contain duplicate data. Remove or redefine the index to permit duplicate entries and try again".

- The message you are receiving is not an error stipulates that you are attempting to enter a record that has been previously entered. You can never duplicate the same project number for the same vendor using the same review date. Each vendor should only be scored once per month for each project. If you need to update a record that was previously entered you should do so by going to "Update Contractor Scores" from the Main Menu of the program.

8. Problem:

Subject: CPE Final Report

When I click on final report in the CPEi version, this is the error message I get. This is not noted in the manual as a usual happening.



- Click on yes and continue to work. This message refers to fields that are being transferred to tables to be used when annual scoring is done. Not all fields are needed for the annual calculations and thus some fields are deleted and not transferred.

9. What will be the procedure for adding the projects to the inspectors' computers?

Scenario: An inspector has a project he is working on and gets assigned a project that can be found in the project number list nothing needs to be done.

Inspector just enters the project using the "Enter Contractor Scores" button.

Scenario: Inspector is working on a project and receives a new project that was just awarded.

Use the backup instructions on page 18 of manual for CPEi and CPEs.

Delete the following copies of the program (**in bold**) from the following folders: (DO NOT delete the folders)

C:\CPE\CPEiFiles\CPEi0907.mdb

C:\CPE\CPEsFiles\CPEs0907.mdb

Copy new copies of these files from the server into the appropriate folders as noted below.

After copying the first file - check to ensure the project number you need is in the project number list.

New project files are uploaded to the server monthly. If you happen not to find your project please send us an email.

Once you have copied files from the server use the restore procedures on page 18 to restore data to the new copies of the database.

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