

CPE INSTRUCTIONS

The following is additional guidance on the administration of the 5 direct points that are to be awarded by VDOT management to each of the four categories in the CPE Annual.

The CPE **Interim** Evaluation is based strictly on compliance with the specs and is designed to be based on a pass/fail grading system (just like CQIP). A “1” & “2” are failing scores and a “3” & “4” are passing. The reason to use the pass/fail method is that most specs can’t be exceeded. As an example consider the following; “All flagmen must be properly attired.” You cannot make them better than “properly attired.” In addition, since our specs are based on minimum standards, “minimum” is what we expect to get, and what we expect to pay for. There is usually little incentive for a contractor to exceed the minimum standard.

In contrast, the CPE **Annual** Evaluation is *by design* more subjective and is meant to be graded by VDOT management, capable of distinguishing between subtle differences in performance. Instead of a pass/fail system, management is required to judge the contractor’s performance based on “school grades” as shown below:

Direct Points per category

- 5 = “A” Far exceeds expectations
- 4 = “B” Exceeds expectations (regularly above average)
- 3 = “C” Meets expectations (average score)
- 2 = “D” Below expectations (occasionally below average)
- 1 = “F” Fails to meet expectations (regularly below average)
- 0 = Does not apply to this project

A grade of 3 (a “C”) is an average score. To receive a “C” the contractor did just what was required, but nothing more. On the extremes, a score of 5 should be very rare because that would represent extraordinary effort that is not usually economically feasible for the contractor. Likewise, a score of 1 should have required corrective action long before the evaluation.

The direct points of the Annual Evaluation have the effect of normalizing the combined score. As an example: If a contractor does all work according to the specs, he should get all passing scores and would receive a 100% score on the Interim evaluation. That is a very reasonable expectation. When transferred to the Annual Evaluation, that would represent 80 points. If the contractor get all 3s from VDOT management, that would represent 12 direct points. In this scenario, his total score (80 points from CPEi +12 direct points from CPE annual) would be 92, or an overall “A” grade. This is exactly what would be expected for a contractor that met all specs and managed the project in a normal fashion (i.e. average in project administration).

This guidance is to be used in conjunction with [CD-2007-4](#).