

Maine Department of Transportation Evaluation Process

for
Consultant Performance regarding Contracts for Transportation
Projects

Step 1: Upon Contract close out the Contract Administrator completes and signs the Evaluation form



Step 2: Contract Administrator will discuss the Evaluation with Consultant



Step 3: Consultant will be given time to review/comment on the Evaluation, sign it, and return Evaluation to Contract Administrator



Step 4: CS coordinates scanning the Evaluation into TEDOCS



Step 5: CS sends Evaluation to CPO to be added to the performance evaluation master list



Step 6: CPO will be the repository for the hard copy