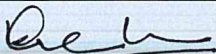



## Contractor Performance Assessment (CPA)

It is one of the requirement of all Australian Government funded projects to go through Annual Contractor Performance Assessment (CPA). It is designed to assess how well contractors are delivering the projects required in the agreements. The CPAs are internal documents for HEPF and the Australian High Commission. Data from CPA are used to inform future procurement evaluations, including tender evaluations and contractor selection decision making process.

CPA should be completed by the Infrastructure Project Managers (IPM) and be based on the most recent 12 month period where the contractor performance information is available. A proportional approach to completing the CPA should be adopted depending on the size and risk of the contract. Text is required to provide evidence to support the ratings and identify any areas for improvement. As CPAs inform future funding decisions, CMS and contractors must be given an opportunity to review the assessment. CMS and contractors should be provided with a minimum 10 working days to endorse the ratings. CPAs must be approved by DTL or Team Leader. For further information – contact M&E section (Rosemary.Hobart-Karo@hepf.net).

### Contract Summary

Contractor Name	P.R.A. Electricals Pty Ltd.		
Contract Description	Electrical upgrades at UPNG Waigani Campus, University of Papua New Guinea		
Contract Type	Construction	Contract No.	E034/03
Contract Start Date	16/03/2016	Contract Completion Date	30/07/2016
Reporting Period Start Date	16/03/2016	Reporting Period End Date	30/07/2016
Total contract value (AUD)	AUD895,520.97	Province(s)	NCD
CPA assessed by	Wasantha Kumara	CPA approved by	TL - Chris Manu
Signature		Signature	

12/12/2016

### HEPF - Rated Performance Criteria - Rate each statement using the following six point scale as a guide

Satisfactory		Less than Satisfactory	
6	Very good; satisfies criteria in all or almost all areas	3	Less than adequate; on balance does not satisfy criteria but does not fail in any major area
5	Good; satisfies criteria in most areas	2	Poor; does not satisfy criteria in major areas
4	Adequate; on balance satisfies criteria; does not fail in any major area	1	Very poor; does not satisfy criteria in major areas

#### 1. Management and Administrative Support – Does the Contractor have sufficient resources and support functions to deliver the projects?

	1	2	3	4	5	6
A. Adequacy of preparations and logistics support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Compliance with relevant contract terms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Contract Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Monitoring, Evaluation and Reporting system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Overall rating</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Assessment (no more than 300 words)**

To qualify the ratings given, it is mandatory to provide a text (or evidence) to support your ratings. This should include any identified areas of improvement and actions required.

Contractor provided excellent logistical support and complied with relevant contract terms. Contract administration and reporting was very good.

**2. Performance of Personnel – Does the Contractor have enough staff with skills and experience to deliver the project?**

	1	2	3	4	5	6
A. Contractor met all requirements of contract in employing personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Stakeholder engagement / Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Overall rating</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Assessment (no more than 300 words)**

To qualify the ratings given, it is mandatory to provide a text (or evidence) to support your ratings. This should include any identified areas of improvement and actions required.

Contractor employed competent personnel to carry out the job and the work was completed efficiently and effectively. Contractor responded to the university unrest positively and despite the disturbances and disruptions, they managed to complete all work within time and with excellent quality.

**3. Project deliverable outcomes – How well does Contractor perform in delivering the project milestones?**

	1	2	3	4	5	6
A. Project milestones are delivered on time, ensuring deliverables are of high quality, accurate and meet the requirements in the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Effectiveness – Project completed on budget and maximising value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Compliance to Contract terms and conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Promotes sustainability and where applicable, is prepared for transition in/out of the activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Overall rating</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Assessment (no more than 300 words)**

To qualify the ratings given, it is mandatory to provide a text (or evidence) to support your ratings. This should include any identified areas of improvement and actions required.

Milestones were delivered on time and the quality of work was very good. The project was completed within budget with minimum variations maximising value for money. Contractor complied with all contract terms and conditions.

**4. Collaboration, Communication and Responsiveness – Does the contractor work collaboratively, communicate effectively with stakeholders (including HEPF) and respond effectively to emerging issues?**

	1	2	3	4	5	6
A. Communicate effectively with stakeholders (including private sector, NGOs, beneficiaries, communities as appropriate), works collaboratively, builds effective relationships and ensures HEPF is consulted on key developments and emerging issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Demonstrate appropriate flexibility and responsiveness to HEPF requests and addresses problems/issues openly and constructively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Overall rating</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Assessment (no more than 300 words)**

To qualify the ratings given, it is mandatory to provide a text (or evidence) to support your ratings. This should include any identified areas of improvement and actions required.

Contractor communicated very effectively with all stakeholders including the UPNG and CMS. Despite the challenges that the contractor had to face due to the student unrest in University premises, contractor continued with the work without disruption and additional claims. Contractor responded to all requests from HEPF and CMS without any issue and the issues were resolved through open discussion.

**5. Cross-cutting Issues – Does the Contractor sufficiently address cross-cutting issues during project design or construction (implementation)**

	1	2	3	4	5	6
A. Gender Equality and Gender-based Violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. HIV and AIDS Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Child Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Overall rating</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Assessment (no more than 300 words)**

To qualify the ratings given, it is mandatory to provide a text (or evidence) to support your ratings. This should include any identified areas of improvement and actions required.

Contractor complied with all contractual requirements for cross cutting issues.