

DFCM Inspections Contract Performance Rating Standards

The Division of Facilities Construction and Management (DFCM) uses a rating scale of 1.00-5.00 to evaluate each contract based on the firms performance. All Code Inspection Services contract ratings will start with an overall score of 5.00. Based on the information below, contracts are subject to point deductions throughout the duration of the project*.

The following criteria will receive a maximum of 5.00 points per section:

Section 1: Budget Control

Firms will be evaluated based on how efficiently they manage the budget the project has been given. This includes, but is not limited to:

- a. Requesting contract increases via email before billing over the executed contract amount. Please note that invoices that exceed the contract amount are not payable per the State of Utah Division of Finance.
(.10 deduction per occurrence)
- b. Billing the approved rates for services and travel based on the current DFCM Code Inspection Rates. These rates can be found on the dfcm.utah.gov website under 'Building Code Official'.
(.25 deduction per occurrence)

Section 2: Invoice Accuracy

- c. The current DFCM Inspection Services Policy provides the 'Invoice Requirements' each invoice must include.
(.10 deduction per occurrence)
- d. All reports billed on a given invoice must be uploaded to EDMS prior to submitting the invoice.
(.10 deduction per occurrence)
DFCM's policy states that all travel and work performed in a calendar month must be invoiced by the 15th of the following calendar month.
Example: Travel and work for January 1st – January 31st must be invoiced for and sent to DFCM by February 15th
(.25 deduction per occurrence)

The DFCM Building Code Officials will rate firms a maximum of 5.00 points for each of the following criteria. Standard point deductions have not been set for these criteria and will be rated at the Building Code Officials discretion.

Section 3: Quality of reports

Section 4: Overall performance on the project

Point totals for all criteria will be averaged to provide the firm with their final score for the project and recorded in the DFCM performance rating database. Performance Ratings are used in the scoring process when selecting firms for projects being awarded through the VBS (Value Based Selection) process.

*Courtesy emails may be sent at DFCMs discretion to notify the firm of any mistakes before points are deducted.