

# CRITERIA FOR CHOOSING A CONTRACTOR

	1	2	3	4	5
<b>EXPERIENCE:</b> What projects or industries do they have experience with? Do they have references?	Does not have any past experience or references	Has experience from irrelevant industries	Has experience from similar industries, but could not provide references	Has experience from similar projects but has limited references	Know what to expect from similar projects and has references of past work
<b>RESPONSIVENESS:</b> Are they responsive to client requests? Do they respond in a timely manner?	Does not respond to requests	Delayed response and does not provide requested information	Delayed response with requested information	Responds within your ideal time frame with requested information	Responds before your ideal time frame with requested information
<b>RESOURCEFULNESS:</b> What resources do they have access to for saving money or time? How do they propose to add value?	Does not have access to a network	Has access to a limited network but cannot provide money or time savers	Has access to a limited network and is able to provide money or time savers	Has access to a limited network and is able to provide limited money and time savers	Has an extensive network allowing their clients access to money and time savers
<b>PREPAREDNESS:</b> How do they proactively plan for unforeseen circumstances and project delays?	Does not have a plan for unforeseen circumstances	Has a tentative plan for unforeseen circumstances to mitigate most delays	Has an established plan for unforeseen circumstances to mitigate most delays	Has an established pre-tested plan for unforeseen circumstances to mitigate some delays	Has an established pre-tested plan for unforeseen circumstances to mitigate most delays
<b>TRANSPARENCY:</b> How do they keep the owner involved? How do they incorporate designers, engineers, and consultants? How do they keep everybody working as a team? How do they hold themselves accountable for the results they produce and to the all parties involved?	They work independently of owners, designers, engineers, and consultants and does not hold themselves accountable for anything	Have a communication method for external parties to contact them	Have a communication method to ensure some parties are involved and set goals to ensure accountability	Have a communication method to ensure all parties are involved and set goals prior to the projects start	Have an established communication method to ensure all parties are involved and set quantifiable goals prior to the projects start to ensure accountability
<b>HONESTY:</b> What is their reputation? What did their references say?	Seem dishonest with no references to verify	Seem to show dishonesty, but references are mixed	Seem to show honesty, but do not have references to verify	Seem to show honesty, but has a few mixed references	Seems to show honesty and all references can verify
<b>INTEGRITY:</b> Are they focused on doing things correctly? Are they cutting budget and schedule only to change order the client later?	Do not value quality and have no references	Do not value quality and references claim cost changes occur frequently	Value quality but there are no references to verify	Value quality but references are mixed about cost changes	Value quality above all else while working within the client's budget and has references to verify

COMPANY'S NAME:

TOTAL: