



Contractor Performance Evaluation Appeal Procedure

Overview

A Contractor who does not agree with the evaluation of their performance has the right to appeal the final evaluation. The Contractor has five (5) business days from the date of receipt of the Performance Evaluation to file a written appeal with SDHC. Unless a Contractor files a timely appeal, the Contractor waives any and all rights to challenge their performance evaluation, whether by administrative process, judicial process, or any other legal process or proceeding.

Completing the Appeal Form

1. Provide the contract evaluation ID included on Contractor Information section of appeal form.
2. Rate the performance of your organization on the identified project utilizing the following ratings:

| RATING | DESCRIPTION OF RATING |
|----------------|---|
| Outstanding | Performance far exceeded expectations in all key areas of responsibility with exceptionally high quality of work and exceptional or unique contributions to project objectives and deliverables. |
| Satisfactory | Performance consistently met expectations in key areas of responsibility; at times may have exceeded expectations. The overall quality of work was good. |
| Unsatisfactory | Failed to meet essential project tasks and deliverables. Contractor showed a lack of improvement as previously documented through progressive field observation notes, punch cards and other forms of professional communication. |

3. Provide specific examples and data to support your ratings.
4. Submit the Appeal Form to the SDHC. The appeal can be hand delivered, certified mail or emailed to:

San Diego Housing Commission
Attn: SDHC Contractor Evaluation Review Board
1122 Broadway, Suite 300
San Diego, CA 92101
(PLEASE MARK ENVELOPE "CONFIDENTIAL")

Send appeal and relevant documentation to ContractorEvaluation@sdhc.org
Please include "Confidential- Contractor Evaluation Appeal" in subject line



Review of Appeal

SDHC will convene a Review Panel within five (5) business days of receiving the written appeal. Members of the Review panel will not have participated in the contractor evaluation process. The Panel will examine the appeal submitted by the Contractor, the Performance Evaluation Form and the facts surrounding the determination. The Review Panel reserves the right to request the Contractor and Project Manager be present during the meeting. The Panel will issue a formal recommendation to SDHC's Director of Procurement, who will make the final determination. The Director of Procurement's determination is final and will be formally issued within five (5) business days after receiving the Panel's recommendation.

Please be advised that there are no further administrative appeals. If the appeal is successful, the result will be a revised Performance Evaluation with an addendum explaining the final decision. The Contractor will be notified of the appeal decision within three (3) business days of the final determination.



I. CONTRACTOR INFORMATION SECTION

| | |
|---|--|
| Date: | |
| Contractor Name: | |
| Contractor Evaluation ID (CPE#): | |
| Date of Evaluation: | |
| Contact Information: | |

II. EVALUATION CRITERIA

| Performance Elements | SDHC Rating | Contractor Rating | Info. Supporting Contractor Rating |
|--|--------------------|--------------------------|---|
| 1. Quality of Work | | | |
| 2. Timely Performance | | | |
| 3. Effectiveness of Management | | | |
| 4. Compliance with Safety Standards | | | |
| 5. Compliance with Labor Standards | | | |
| 6. Compliance with Section 3 Standards | | | |

III. OTHER INFORMATION

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| Other Relevant Information from Contractor: |
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Signature:
