**DEFENCE INFRASTRUCTURE PANEL - MAJOR CONSTRUCTION**

**ANNUAL PERFORMANCE REVIEW**

**PART 2**

**CONTRACTOR PERFORMANCE ASSESSMENT – YYYY / YYYY**

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| **Instructions** |
| **Panellist**   1. For each **active** or **completed** engagement during the reporting period of **01 July YYYY – 30 June YYYY** please compete an individual DIP-MC Part 2 Contractor Performance Assessment document (e.g. if there are two projects there should be two separate word documents). 2. Please name each word document using the following format:    * Panellist Name – Project Identification Number 3. Please ensure you provide accurate and up to date Commonwealth Contract Manager details. 4. Please complete the *Project Identifier Table* and *Part A* for each of the individual *Delivery Performance Expectations.* 5. Please provide detailed responses to each of the individual Key Performance Indicators (KPI) that addresses the specific Delivery Performance Expectation (if you respond with one word or a sentence the document will be returned for re completion). |
| **Instructions** |
| **Commonwealth Contract Manager**   1. Please complete *Part B* for each of the individual *Delivery Performance Expectations.* 2. Do not delete the instructions throughout this document. 3. It is expected that if you disagree with the Contractors response your comments should have been discussed with them previously. 4. Please provide detailed narrative in response to the Contractors *Part A* self-assessment (if you respond with one word or a sentence the document will be returned for re completion). |

**Project Identifier Table**

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| Panel Member (Company Name): |  |
| Project Identification Number: |  |
| Project Title: |  |
| Commonwealth Agency: |  |
| Commonwealth Contract Manager - | Name: |
| Email: |
| Phone number: |

**Delivery Performance Expectations**

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| **Key Performance Indicator - *Works Delivery***   1. The Contractor managed the delivery of the Works in accordance with the Contract (eg. met timeframes, was responsive); 2. The Contractor Material (e.g. deliverables) met the Brief; and 3. The Contractor Material was of a high quality and tailored appropriately. |
| **Part A: Contractor Response (to be completed by Panellist)** |
| *(Please provide a detailed self-assessment on your performance as a panel member against the nominated Delivery Performance Expectation of* ***Works Delivery*** *ensuring you make reference to the 3 individual KPI points)*  1. [Insert response]  2. [Insert response]  3. [Insert response] |
| **Part B: Commonwealth Contract Manager response** |
| *Question 1: Do you agree with the Contractor’s response? Agree / Disagree / Partially Agree*  *Question 2: Please provide narrative in respect to your reasoning and in response to the Contractor’s self-assessment.*  *Question 3: Has the content of this review been discussed with the panellist previously? Yes or No. If ‘No’ please outline the reason why?* |
| **Key Performance Indicator – Program / *Schedule Management***   1. The Contractor met the timeframes and milestones under the contract; 2. The Contractor managed its efforts in accordance with the timeframes, milestones and program to minimise any possible slippage; and 3. Where changes to the timeframes, milestones and program occurred, the Contractor was responsive and proactive in minimising the impact of such changes. |
| **Part A: Contractors Response (to be completed by Panellist)** |
| *(Please provide a detailed self-assessment on your performance as a panel member against the nominated Delivery Performance Expectation of Program /* ***Schedule Management*** *ensuring you make reference to the 3 individual KPI points)*  1. [Insert response]  2. [Insert response]  3. [Insert response] |
| **Part B: Commonwealth Contract Manager response** |
| *Question 1: Do you agree with the Contractor’s response? Agree / Disagree / Partially Agree*  *Question 2: Please provide narrative in respect to your reasoning and in response to the Contractor’s self-assessment.*  *Question 3: Has the content of this review been discussed with the panellist previously? Yes or No. If ‘No’ please outline the reason why?* |

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| **Key Performance Indicator - *Cost Management***   1. The Contractor demonstrated a strong understanding of the scope of the engagement and managed changes to the scope of its Works in accordance with the Contract; any changes were in accordance with the Project Contract; and 2. The Contractor managed its efforts in accordance with the Project budget. |
| **Part A: Contractors Response (to be completed by Panellist)** |
| *(Please provide a detailed self-assessment on your performance as a panel member against the nominated Delivery Performance Expectation of* ***Cost Management*** *ensuring you make reference to the 3 individual KPI points)*  1. [Insert response]  2. [Insert response] |
| **Part B: Commonwealth Contract Manager response** |
| *Question 1: Do you agree with the Contractor’s response? Agree / Disagree / Partially Agree*  *Question 2: Please provide narrative in respect to your reasoning and in response to the Contractor’s self-assessment.*  *Question 3: Has the content of this review been discussed with the panellist previously? Yes or No. If ‘No’ please outline the reason why?* |

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| **Key Performance Indicator - *Contract Compliance***   1. The Contractor ensures its obligations in respect of compliance with all requirements; 2. The Contractor participated in discussions and agreed action items where non-compliance issues were identified; 3. The Contractor adhered to agreed action items resulting out of Contract non-compliance issues; and 4. The Contractor has engaged appropriately with Defence on performance related matters. |
| **Part A: Contractors Response (to be completed by Panellist)** |
| *(Please provide a detailed self-assessment on your performance as a panel member against the nominated Delivery Performance Expectation of* ***Contract Compliance*** *ensuring you make reference to the 4 individual KPI points)*  1. [Insert response]  2. [Insert response]  3. [Insert response]  4. [Insert response] |
| **Part B: Commonwealth Contract Manager response** |
| *Question 1: Do you agree with the Contractor’s response? Agree / Disagree / Partially Agree*  *Question 2: Please provide narrative in respect to your reasoning and in response to the Contractor’s self-assessment.*  *Question 3: Has the content of this review been discussed with the panellist previously? Yes or No. If ‘No’ please outline the reason why?*  *Yes / No (strike out the option not applicable)* |

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| **Key Performance Indicator - *Quality***   1. The Tenderer has integrated their existing quality assurance systems and processes with the requirements of each engagement; 2. The Tenderers quality assurance systems have demonstrated a benefit to each engagement; 3. The Tenderer has used their quality systems and processes to capture and analyse any issue that occurred during the engagement and then changed their internal processes if required to ensure the issue does not occur again. 4. The Tenderer has conducted continuous improvement activities that capture information at the project level to be used at the strategic panel management level; and 5. The Tenderer has submitted useful ‘Lessons’ to the Commonwealth. |
| **Part A: Contractors Response (to be completed by Panellist)** |
| *(Please provide a detailed self-assessment on your performance as a panel member against the nominated Delivery Performance Expectation of* ***Quality*** *ensuring you make reference to the 5 individual KPI points)*  1. [Insert response]  2. [Insert response]  3. [Insert response]  4. [Insert response]  5. [Insert response] |
| **Part B: Commonwealth Contract Manager response** |
| *Question 1: Do you agree with the Contractor’s response? Agree / Disagree / Partially Agree*  *Question 2: Please provide narrative in respect to your reasoning and in response to the Contractor’s self-assessment.*  *Question 3: Has the content of this review been discussed with the panellist previously? Yes or No. If ‘No’ please outline the reason why?* |