

Appendix H: CCNA Past Performance Rating

**CONSULTANT EVALUATION OF PAST PERFORMANCE
BY
PRIMARY DISCIPLINE
RATING CONVERSION CHART**

<u>AVERAGE SCORE</u>	<u>NUMBER OF POINTS</u>	<u>CAPES EVALUATION RATINGS</u>
100 - 97	5.00	25.00 - 24.25 = SUPERIOR
96 - 92	4.00	24.00 - 23.00 = SUPERIOR
91 - 84	3.00	22.75 - 21.00 = ACCEPTABLE
83 - 80	2.00	20.75 - 20.00 = ACCEPTABLE
79 - 75	1.00	19.75 - 18.75 = ACCEPTABLE
74 - 72	0.00	18.50 - 18.00 = MARGINAL
71 - 70	-1.00	17.75 - 17.50 = MARGINAL
69 - 68	-2.00	17.25 - 17.00 = MARGINAL
67 - 66	-3.00	16.75 - 16.50 = MARGINAL
65 - 64	-4.00	16.25 - 16.00 = MARGINAL
Below 64	-5.00	Below 16.00 = UNACCEPTABLE

NOTES REGARDING THE RATING CONVERSION CHART:

1. This conversion chart will be used in determining the past performance points to be assigned to a firm. The chart is based on the conversion of performance evaluation scores for the project's **primary** discipline (i.e. engineering, architecture, etc.) for Hillsborough County projects to past performance points.
2. The time period for which evaluations will be considered is 24 months prior to the submittal date. Firms with no prior evaluations on file will be assigned the County-wide average.
3. Scores falling between ranges (examples 56.40 and 69.56) will be rounded off as follows:
 If the fraction is less than 0.5, the fraction will be dropped. (Examples: 56.40 would round to 56.0.)
 If the fraction is 0.5 or greater, the score will be rounded to the next whole number. (Example: 69.56 would round to 70.0)

The Director of the Requesting Department is responsible for ensuring that evaluations (past performance) are conducted at a minimum at the end of each contract or work order (in the case of miscellaneous contracts). Interim evaluations may be completed at the reasonable discretion of the Requesting Department Director based on the length of the contract or work order. Evaluation data shall be provided to Department of Procurement Services through the Consultant Automated Performance Evaluation System (CAPES).