Contractor Evaluations

AASHTOWare Project Construction and Materials™
rev. April 2023

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Introduction

AASHTOWare Project™ (*AWP*) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials™ (*PrCM*) is a module designed to support the complete construction and materials management process.

Contractor Evaluations

A Contractor Evaluation is a review of the **Prime Contractor** at the end of the contract.

Roles that can create / edit / delete a Contractor Evaluation:

- PROJ ENG
- ARCE
- RCE

Roles that can submit a Contractor Evaluation for approval:
- RCE

Roles that can approve / unapprove a Contractor Evaluation:

- ADCE
- DCE

Adding a Contractor Evaluation

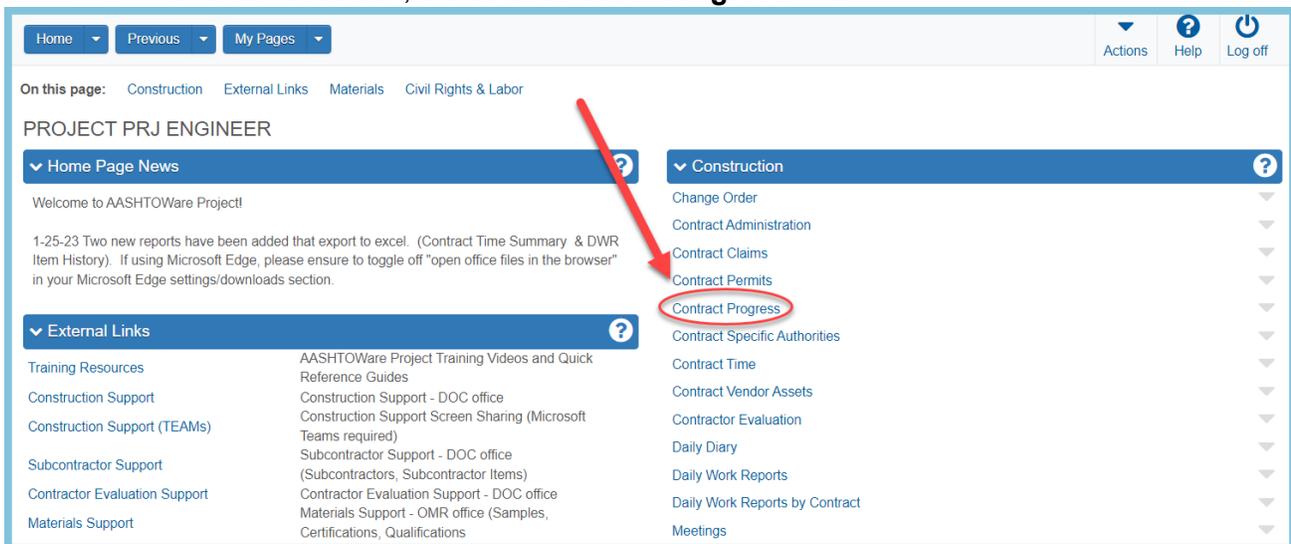1. From the Home Screen, click the **Contract Progress** link.

Figure 1 - Contract Progress

2. Locate the contract that requires the Contractor Evaluation.

3. Click the contract link.

Figure 2 – Select Contract
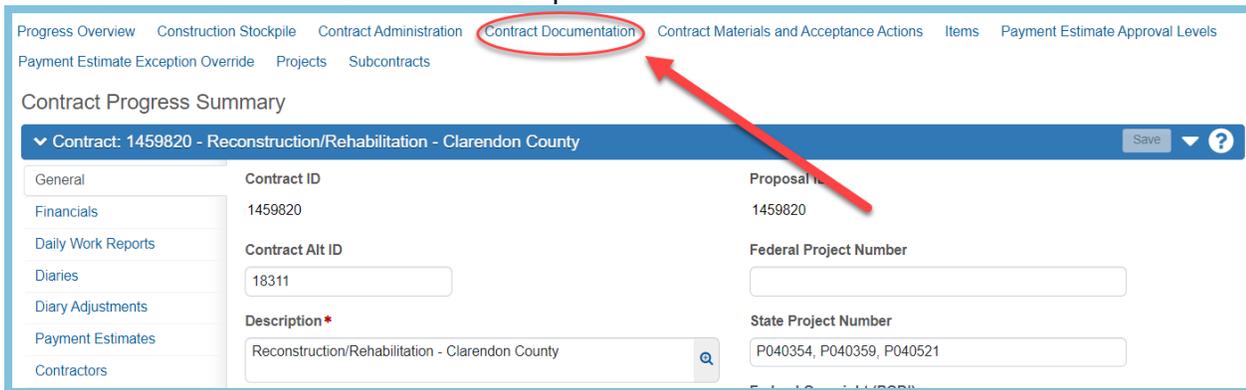
4. Click the Contract Documentation quick link.

Figure 3 - Construction Documentation

5. Select the Contractor Evaluation tab.

Figure 4 – Contractor Evaluation Tab

6. On the Row Action Menu for the **Prime Contractor**, click Add.

Figure 5 – Add Contractor Evaluation

7. Enter the Starting Date as the Notice to Proceed Date.

8. Enter the Ending Date as the Substantial Work Complete Date.

9. Enter the current date as the Evaluation Date.

10. Press **Save**.

Figure 6 – Enter Contractor Evaluation Dates

Contractor Evaluation Ratings

1. Select the Ratings tab and expand the Contractor Evaluation Group.

Figure 7 – Expand Ratings

2. Enter a Rating for each question.
   - *You can expand the question by using the magnifier.*
   - *Each question must have a Rating or the NA indicator can be used but not both.*
   - *If a Rating is 2 or less, a comment is required.*

Figure 8 – Enter Ratings

3. Complete the Ratings for the Plan Evaluation Group in the same manner.
4. Press **Save.**

Submitting a Contractor Evaluation for Approval

The RCE role must be used.

1. After reviewing, select the Row Action Menu and select Submit for Approval.

Figure 9 – Submit Contractor Evaluation for Approval

Changing Contractor Evaluation to Draft

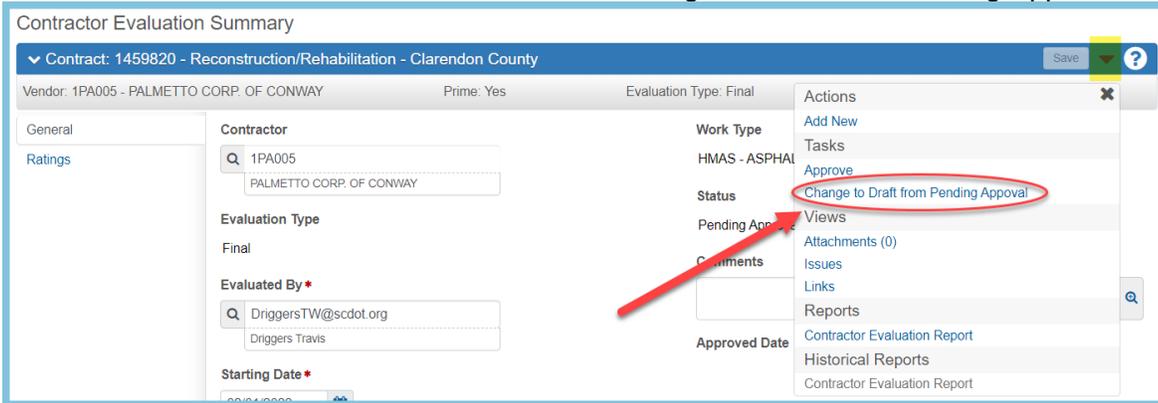1. Select the Row Action Menu and select Change to Draft from Pending Approval.

Figure 10 – Changing Contractor Evaluation for Draft

Approving the Contractor Evaluation

The DCE or ADCE role must be used.

1. After reviewing, select the Row Action Menu and select Submit for Approval.

Figure 11 – Approving Contractor Evaluation

Unapproving the Contractor Evaluation

The DCE or ADCE role must be used.

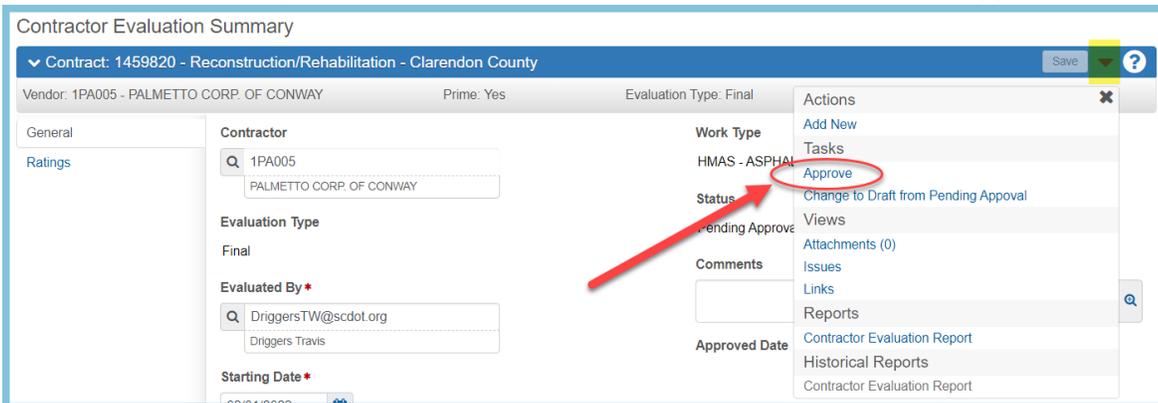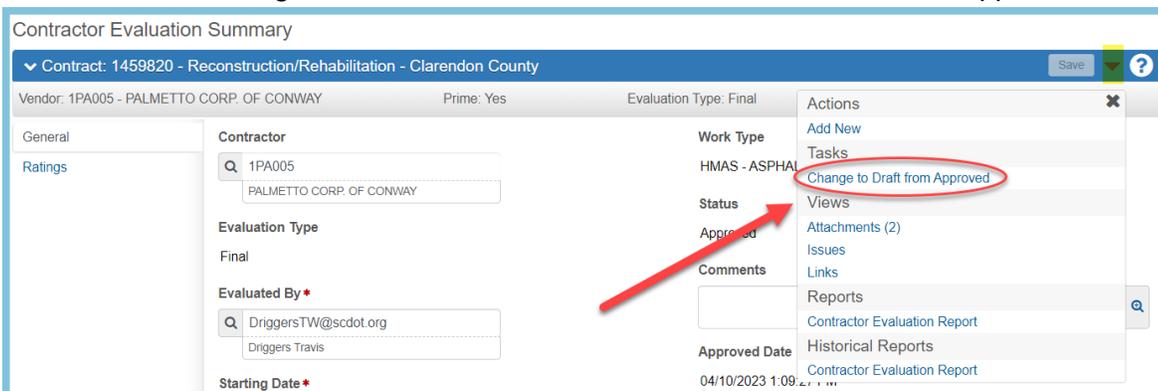1. After reviewing, select the Row Action Menu and select Submit for Approval.

Figure 12 – Unapproving Contractor Evaluation

Deleting a Contractor Evaluation

A Contractor Evaluation can be deleted while in a Draft status.

1. From the Contract Documentation Component, select the Row Action Menu, and select Delete.
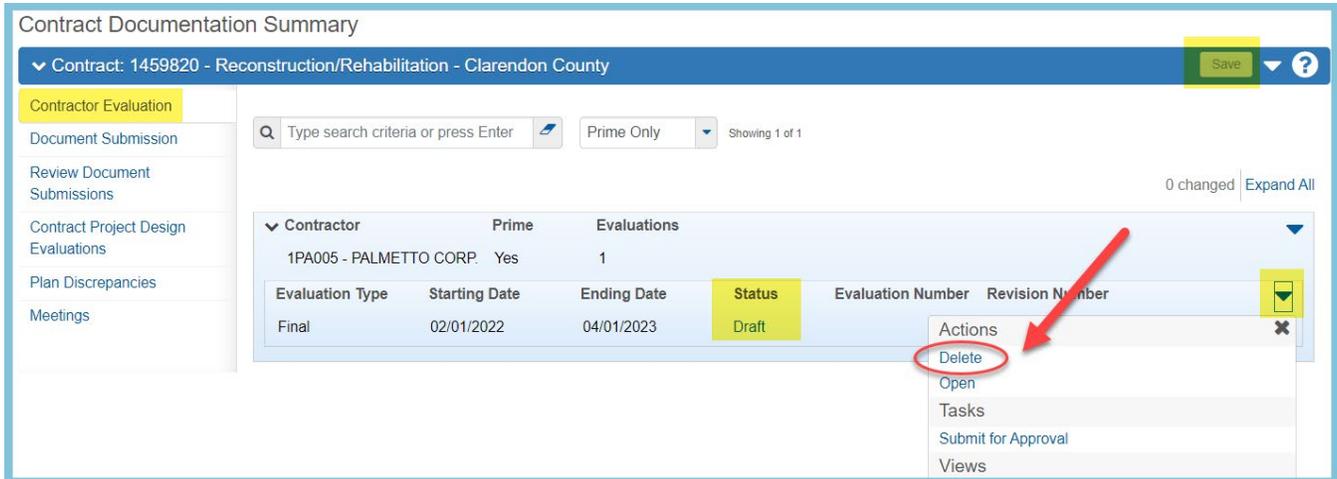2. Press **Save**.

Figure 13 – Deleting a Contractor Evaluation

Contractor Evaluation Reports

A Contractor Evaluation can report can be opened while viewing the record.

1. From the Contract Documentation Component, select the Row Action Menu, and select Delete.
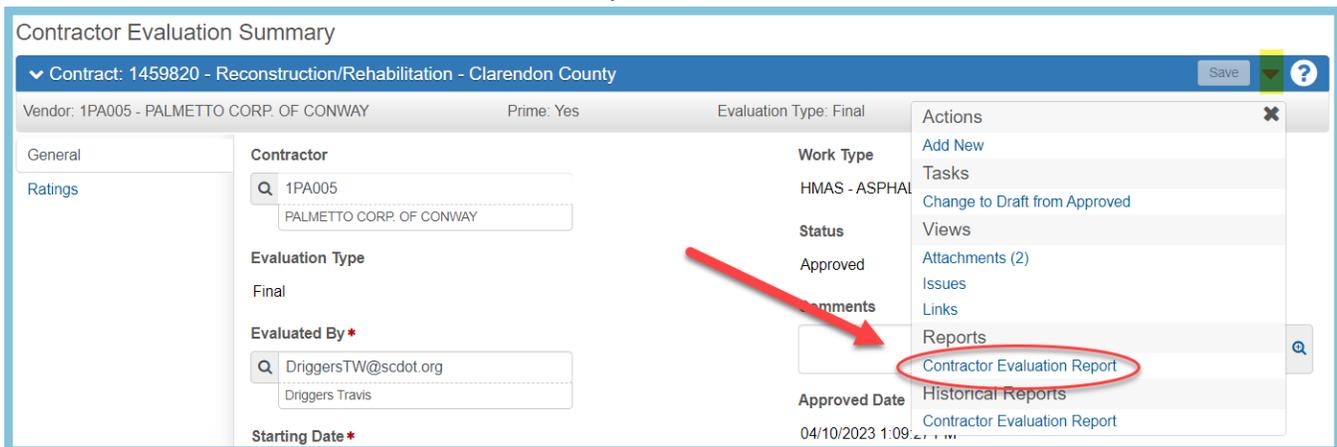

Figure 14 – Contractor Evaluation Reports

Note: A Historical Report is attached once the Contractor Evaluation is approved

Need Support?

*For all AASHTOWare Project
related support, please contact:*

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit

https://www.scdot.org/business/aashtowareproject.aspx

South Carolina Department of Transportation