

CPE

Contractor's Performance Evaluation
Interim, Subcontractor & Annual
Reporting System
V0709

Table of Contents

Quick Steps & System Requirements	3
Entering the CPEi Reporting System	4-6
Entering Prime Contractor Scores	5-6
Selecting Tabs	5-6
Printing Interim Report(s)	6-8
Entering Contractor Signature Status	7
Using Small Menu Selections	7-8
Frequently Asked Questions (FAQ)	9
Entering Subcontractor Scores	10-12
Importing & Exporting CPE Data	13
Importing & Exporting A Partial Final/Annual Evaluation	14
Data Entry & Reporting for Annual Evaluation	15-17
Backup & Restore	18
Updating New Projects and Vendors	19
Helpdesk Procedures	20
User Notes	21-23
Diagrams	
CPEi Display Instructions	D1 4
CPEi Main Menu	D2 5
Project Number	D3 6
VDOT Representative Comments	D4 6
Contractor Signature Status	D5 8
Printing & Saving Reports	D6 8
CPEs Display Instructions	D7 10
CPEs Main Menu	D8 11
Enter Subcontractor Scores	D9 12
CPE Data Export	D10 13
Export A Partial Final/Annual	D11 14
Enter Annual Evaluation Scores	D12 15
Contractor Comments	D13 16
Annual Central Office Update	D14 17
Updating Projects and Vendors	D15 19
Sample Reports	Appendix

QUICK STEPS for Interim Reporting

1. From the Main Menu Click on **Enter Contractor Scores Button**
2. Select a **Project Number** from the drop down box.
3. Click to Enter the **Review Date**.
4. Click to Enter an **Evaluation Period Ends Date**
5. Click to Select the **Categorical Tab** for contractor scoring.
6. Use **drop down menus** at the end of each question to **select a score** of 0-4.
7. After completing each category required, select **VDOT Representative Comments Tab**.
8. Enter any comments.
9. Click on **Print Entire Report**.
10. **After Appeals Process has been completed click on Final Report.**

System Requirements

Software

- MS Access 2003
- CutePDF Writer 2.7
- CutePDF Professional vs. 3.5
- Acrobat Reader 5.0 and higher or any other PDF viewer.
(Does not require the full version of Adobe Acrobat to run.)
- Microsoft Windows XP, 2003
- Internet Explorer Browser 6.0 (IE 6.0) or higher

Disk Space

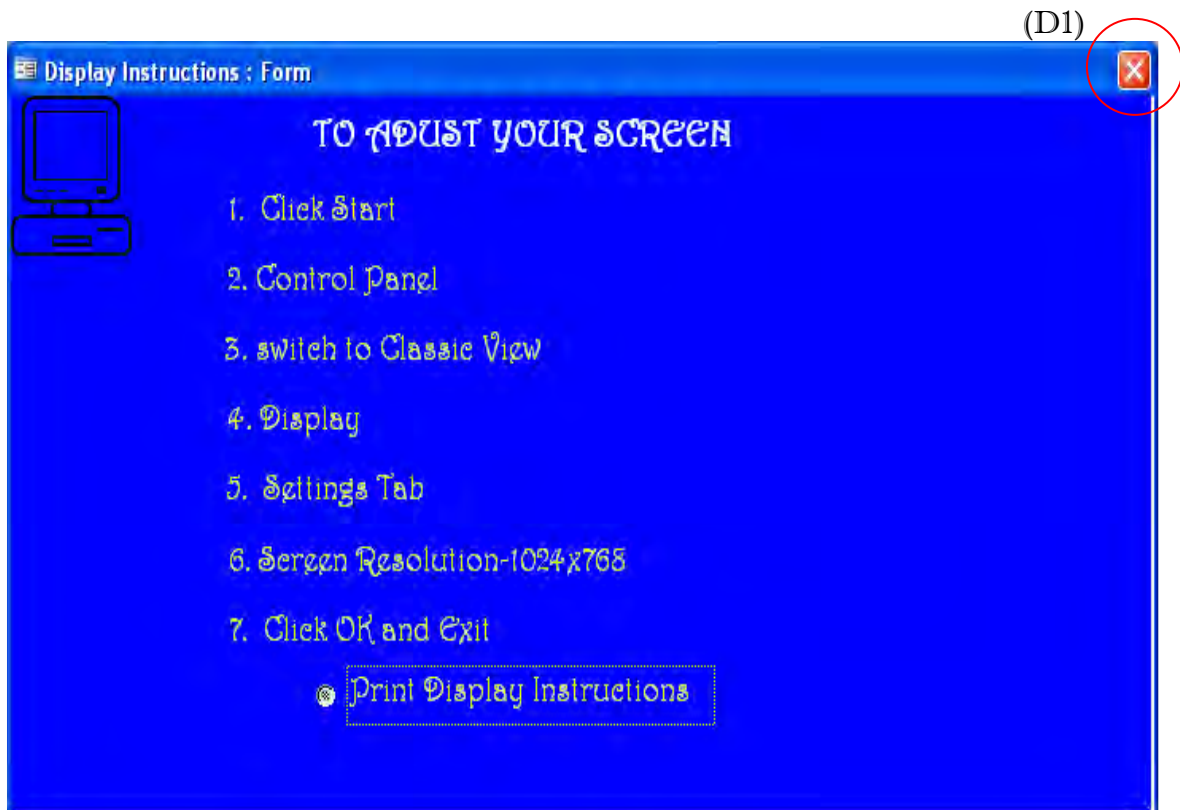
- 3 Gigabyte

Network Connection

- Needed for emailing and initial download

Entering the CPEi Reporting System

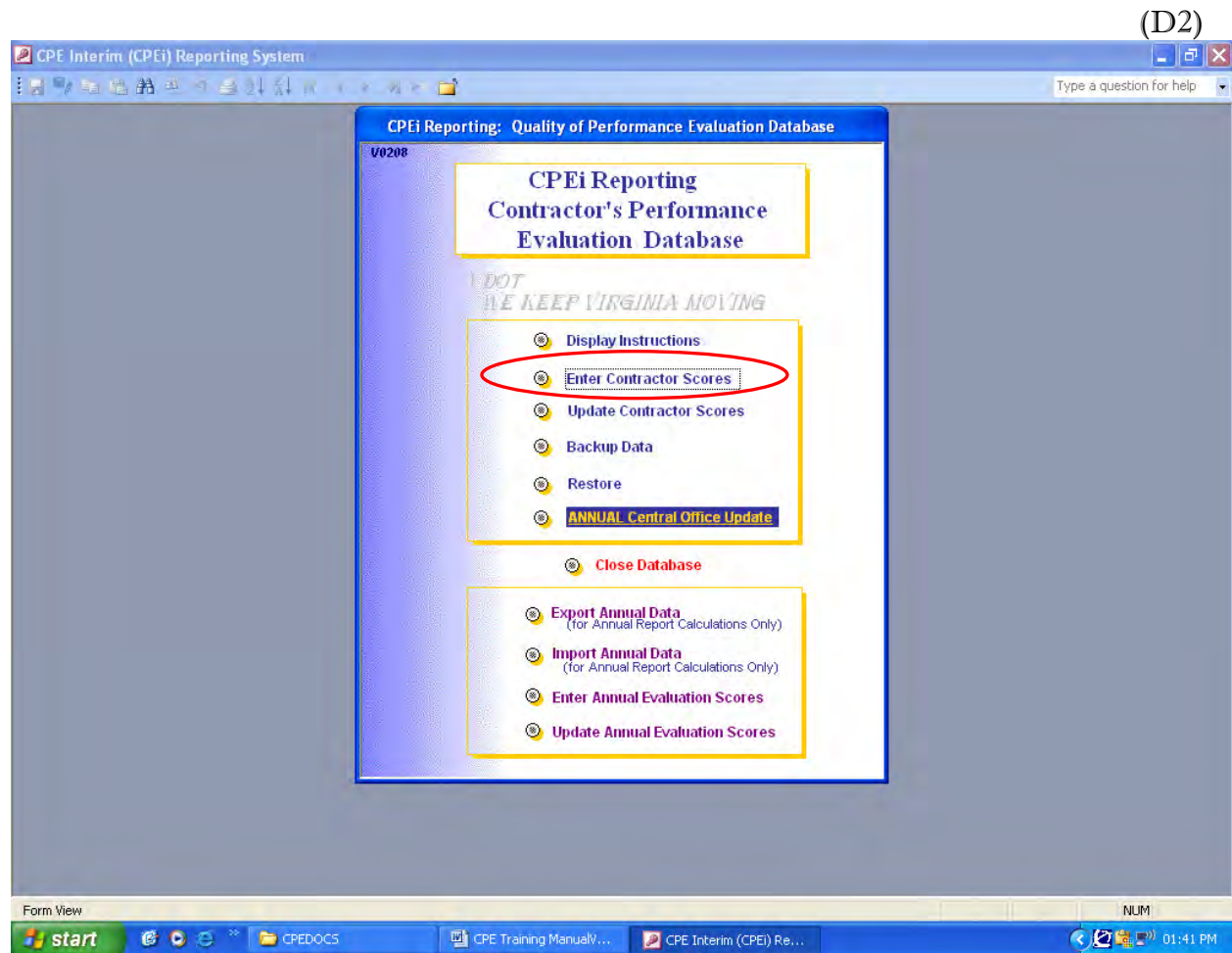
The following display instructions can be selected from the Main Menu for adjusting the display; if you desire to view the entire screen display without using the scroll bars. This is only necessary if the appearance settings in the control panel have been altered. This screen appears for 10 seconds. The exit button can be clicked to immediately enter the CPE system.



Entering Prime Contractor Scores

Click on the following: (See diagrams: D2, D3)

1. Enter Contractor Scores Button



2. Select a **Project Number** from the drop down box. (D3)
 - **Only items listed in the drop down are allowed**
 - If you do not see your project listed, use the **Update Project Listing** button on the left of the screen [see (D3) and note on pg. 7]
 - The **Vendor Number, Contractor** and **Contract ID** will automatically populate; once you select the project number.
4. Click to Enter the **Review Date** and **Evaluation Period Ends Date**.
5. Click to Select the **Categorical Tab** for contractor scoring or use the **Select Tab** drop down .
6. Use **drop down menus** at the end of each question to **select a score** of 0-4.
 - Only scores listed on the drop down are allowed
 - Scores are automatically saved. You can stop and come back to scoring anytime.
 - To return to a previously entered CPE, click on Update Contractor Scores from the Main Menu.
7. After completing each category required, select the **VDOT Representative Comments Tab**. (See D4) Note: The entire report will be print from this screen.

CPE Interim (CPEI) Reporting System - [CPEI Data Entry Screen]

Vendor Number District

Project Number ContractID

CPE INTERIM SCORING CONTRACTOR'S PERFORMANCE EVALUATION

Project Number

Prime Contr (FO) 0064-131-F11, C507 C958 CENTURY CONCRETE, INC.
 (FO) 0066-076-113, C501 S018 SHIRLEY CONTRACTING CO
 (FO) 0066-076-951,R201 C042 S. B. COX, INC
 (FO) 0077-017-109, N501 A006 ADAMS CONSTRUCTION CO
 (FO) 0095-96A-104,C501,B860-67 S018 SHIRLEY CONTRACTING CO
 (FO) 0295-043-742,N501 B850 BRANSCOME, INC.
 (FO) 0360-041-703, N501 W061 WHITE'S CONSTRUCTION CC
 (FO) 0360-041-703, N501 W061 WHITE'S CONSTRUCTION CC
 (FO) 9999-96A-040, N501 V160 VIRGINIA PAVING CO., DIV. O
 (FO) OVHD-965-101, N501 D011 DOREY ELECTRIC COMPANY

Review Date Select Project Number and Vendor from Drop Down List ONLY

Work wa
 0. Not Applicable
 1. Unacceptable
 2. Does Not Meet Specification Requirements
 3. Meets Specification Requirements
 4. Exceeds Specification Requirements

Contractor's Employee Safety | General Provisions | Contractor's Schedule

5 Questions - Contractor Employee Safety

- OSHA(01) On vehicles with an obstructed view to the rear, is the contractor using audible alarms or an effective ground guide system?
- OSHA(03) Does the contractor's competent person for excavation monitor all excavation sites?
- OSHA(05) Are employees using personal protective equipment for eyes, hands, feet, and any other body parts as required?
- OSHA(06) Where needed, is the proper fall protection device/devices being used?
- OSHA(09) Have required measures been taken prior to employees entering a confined space?

Record: 14 of 1

Select Project Number and Vendor from Drop Down List ONLY

Microsoft Access - [CPEI Data Entry Screen]

Vendor Number District

Project Number ContractID

CPE INTERIM SCORING CONTRACTOR'S PERFORMANCE EVALUATION

Project Number

Prime Contractor

Review Date

Work was performed during this period and will be scored using Scoring System is 1 thru 4:
 0. Not Applicable -- Rating not required in this area at this time.
 1. Unacceptable -- Requires an immediate corrective action.
 2. Does Not Meet Specification Requirements -- Corrective action is necessary.
 3. Meets Specification Requirements -- Complies with project requirements.
 4. Exceeds Specification Requirements -- Exceeds project requirements.

Evaluation Period Ends

Select Tab: **VDOT Representative Comments**

Seeding | Planting | Soil Retention Covering | General Traffic Control Devices | Pavement Markers & Markings | Lighting Systems | Special Provisions | VDOT Representative Comments | Contract

VDOT Representative Comments:

Print Entire Report | Final Report (sends final scores to Annual)

Enter VDOT Representative Comments for Project Summary Reports

Record: 14 of 1

Form View

8. When **Printing**, Select: PRINT ENTIRE REPORT

- A copy of the report will automatically open in **CutePDF Pro** (*if this is selected as your default printer*). (D6)
- An electronic copy can then be saved by clicking on the SAVE A Copy button (*upper left hand corner of screen*). (D6)
- An electronic copy can also be emailed by clicking on the envelope icon or clicking on File, Send PDF Document.
- A hardcopy can be printed using the PRINT button (*printer icon, upper left hand corner of screen*). (D6)
- Clicking **Cancel** will take you back to the previous screen

NOTE: THE FINAL REPORT BUTTON SHOULD BE SELECTED IN ORDER TO SUBMIT SCORES ONLY AFTER THE APPEALS PROCESS HAS BEEN COMPLETED. THIS BUTTON SENDS FINAL SCORES TO THE ANNUAL PORTION OF THE DATABASE FOR ANNUAL CALCULATIONS!

9. **Entering Contractor Signature Status:** The **Contractor's Comments Tab** allows you the option of checking a box noting which of the following comments apply. (D5)

1. **Contractor Refused to Sign**
2. **Contractor Signature on File**
3. **Contractor Comments on File**

10. **Update Project Listing:** Click to update project and vendor listings. This button can be used if you cannot find your project in the current list. A warning message comes up after clicking on this button. This is an informational message reminding users that they need to be connected to the VDOT network in order for the update to take place. Click "OK" and the project list will be updated.

11. **New Record Button:** Click to begin entering contractor scores for another contractor.

12. **Update Record Button** can be used to continue scoring or change scores on a previously entered record.

(D5)

Microsoft Access - [CPEi Data Entry Screen]

Vendor Number District

Project Number ContractID

CPE INTERIM SCORING CONTRACTOR'S PERFORMANCE EVALUATION

Project Number Review Date

Prime Contractor Evaluation Period Ends

Work was performed during this period and will be scored using Scoring System is 1 thru 4:
 0. Not Applicable -- Rating not required in this area at this time.
 1. Unacceptable -- Requires an immediate corrective action.
 2. Does Not Meet Specification Requirements -- Corrective action is necessary.
 3. Meets Specification Requirements -- Complies with project requirements.
 4. Exceeds Specification Requirements -- Exceeds project requirements.

Select Tab:
 VDOT Representative Comments

Soil Retention Covering | General Traffic Control Devices | Pavement Markers & Markings | Lighting Systems | Special Provisions | VDOT Representative Comments | Contractor Comments

Final Report
(sends final scores to Annual)

Contractor Comments: Contractor Refused to Sign Contractor Signature on File Contractor Comments on File

Record: 1 of 1

Enter Contractor Comments for Project Summary Reports

(D6)

CutePDF Professional (Evaluation) [Writer Job: OSHArpt]


File View Tools Help

Open | Append Jobs | Bookmarks | Security | Sign | FTP | Scan

Commenting | Booklet | Impose | Merge PDFs | Header & Footer | Page Tools | Stamps | Actions

Save a Copy | Select | 118%

Pages



CPE Interim Report

Contractor's Employee Safety Score

Monday, April 16, 2007

Project Number (FO) 0081-034-125, C501, B645	Contractor APAC-ATLANTIC, INC.
Contract ID 500056388C01	Vendor Number A837
	Date of Review 09-Dec-06

1. OSHA(01) On vehicles with an obstructed view to the rear, is the contractor using audible alarms or an effective ground guide system? 0

2. OSHA(03) Does the contractor's competent person for excavation monitor all excavation sites? 2

1 of 2

Frequently Asked Questions (FAQs)

1. I do not see my project on the list.
 - a. Make sure you are connected to the VDOT network, and then use the Update Project Listing button on the left hand side of the screen from the Enter Contractor Scores screen.
2. When I hit the roll bar nothing happens?
 - The roll bar has been disabled within this application.
3. I am a Construction Manager and have three different projects for which I need to create Final/Annual CPEs. Can I save all the attached files from the emails I have received at one time?
 - a. No, you must save one file at a time, and then import each file into the CPE system. Saving multiple files at the same time will just overwrite the previous file.
4. How do I delete a page in the CutePDF Pro window?
 - In CutePDF Pro select “Tools”, “Delete Pages” and use menu selections to select pages to be deleted. Click OK.
5. I keep getting an error that this record already exists.
 - a. Go to Update Contractor Scores. Your record, with the Contract ID and evaluation/report dates, should be there. You may need to use the arrow keys at the bottom of the screen to move to that record.
6. If you are having problems printing use the following steps to ensure CUTEPDF Professional was installed properly:
 - a. Make sure CutePDF Writer is your default Printer
 - b. Click Start, All Programs, CutePDF, and ensure CutePDF Professional has been installed.
 - i. If not, call the help desk and request that it be loaded.
 - ii. If so, continue with the instructions below.
 - c. Open CutePDF Professional
 - d. Click View
 - i. Ensure there is a check beside the following two options, if not click to ensure a checkmark appears, close and then try to print again.
 1. Integrate with CutePDF Writer
 2. Append CutePDF Writer Jobs

Contractor's Performance Evaluation for SUBCONTRACTORS

Please Note:

CPEs screen color is **green** to denote a difference between the CPEi and CPEs systems.

Entering the CPEs Reporting System

The following display instructions can be selected from the Main Menu for adjusting the display; if you desire to view the entire screen display without using the scroll bars. This is only necessary if the appearance settings in the control panel have been altered. This screen appears for 10 seconds. The exit button can be clicked to immediately enter the CPE system.

(D7)

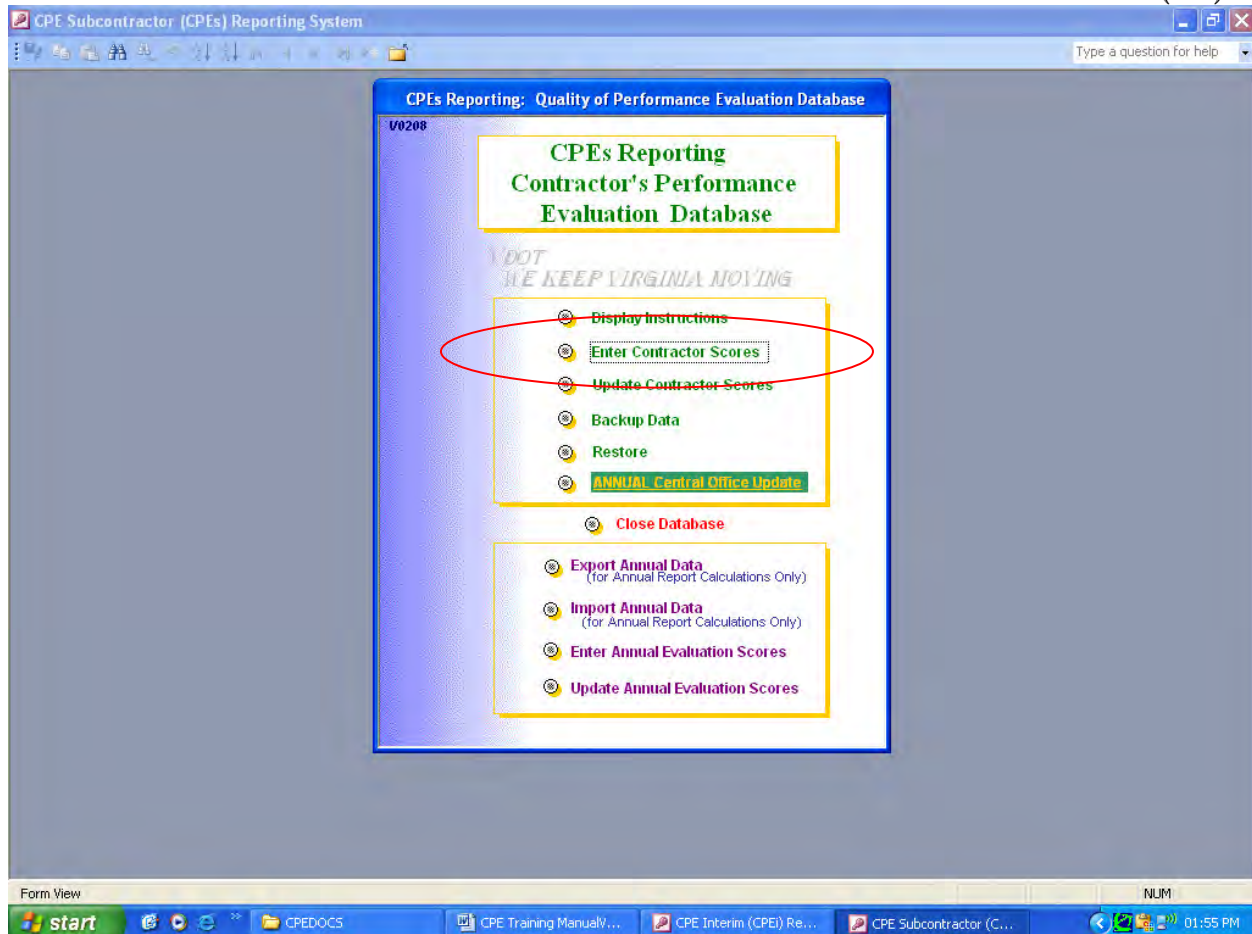


Entering Subcontractor Scores

Click on the following: (See diagrams: D8, D9)

1. Enter Contractor Scores Button

(D8)



2. Select a **Project Number** from the drop down box.
 - Only items listed in the drop down are allowed
 - The **Contract ID** will automatically populate.
3. Select a **Vendor** from the drop down box.
 - If **Contractor** does not appear in drop down, **Contractor Name** may be added.
 - The **Vendor ID** will automatically populate if listed in drop down.
 - Otherwise Click and enter Vendor ID in appropriate field.
4. Click to Enter the **Review Date** and **Evaluation Period Ends Date**.
5. Click to Select the **Categorical Tab** for contractor scoring.
6. Use **drop down menus** at the end of each question to **select a score** of 0-4.
 - Only scores listed on the drop down are allowed
7. SEE PAGE 6-7 for printing instructions.
8. **New Record Button**: To begin entering contractor scores for another contractor.
9. **Update Record Button** can be used to continue or change scores on a previously entered record.
10. **Update Project Listing**: Click to update project and vendor listings. (Computer must be connected to VDOT Network for project listing to update.)

CPE Subcontractor (CPEs) Reporting System - [CPEs Data Entry Screen]

Vendor Number Project Number (FO) 0066-076-113, C501

**CONTRACTOR'S PERFORMANCE EVALUATION
CPE SUBCONTRACTOR SCORING**

SPEC BOOK 2002

District 0A ContractID C00070043C01

Project Number (FO) 0066-076-113, C501 SubContractor

Review Date Evaluation Period Ends

Work was performed during this period and will be scored using scoring System is 1 thru 4:
0. Not Applicable -- Rating not required in this area at this time.
1. Unacceptable -- Requires an immediate corrective action.
2. Does Not Meet Specification Requirements -- Corrective action is necessary.
3. Meets Specification Requirements -- Complies with project requirements.
4. Exceeds Specification Requirements -- Exceeds project requirements.

Main Menu New Record
Update Project & Vendor Listings
Exit Database Update Record

Select Tab:

Contractor's Employee Safety General Provisions Contractor's Schedule Environmental Stipulations Clearing Grubbing Drainage Structures Earthwork Subgrade & Shoulders Hydraulics

Contractor's Employee Safety Report

5 Questions - Contractor Employee Safety

1. OSHA(01) On vehicles with an obstructed view to the rear, is the contractor using audible alarms or an effective ground guide system? 0
2. OSHA(03) Does the contractor's competent person for excavation monitor all excavation sites? 0
3. OSHA(05) Are employees using personal protective equipment for eyes, hands, feet, and any other body parts as required? 0
4. OSHA(06) Where needed, is the proper fall protection device/devices being used? 0
5. OSHA(09) Have required measures been taken prior to employees entering a confined space? 0

Record: 1 of 1

Select Project Number and Vendor from Drop Down List ONLY

start CPEDOCS CPE Training ManualV... CPE Interim (CPE) Re... CPE Subcontractor (C... 01:57 PM

Annual (CPE) Evaluations

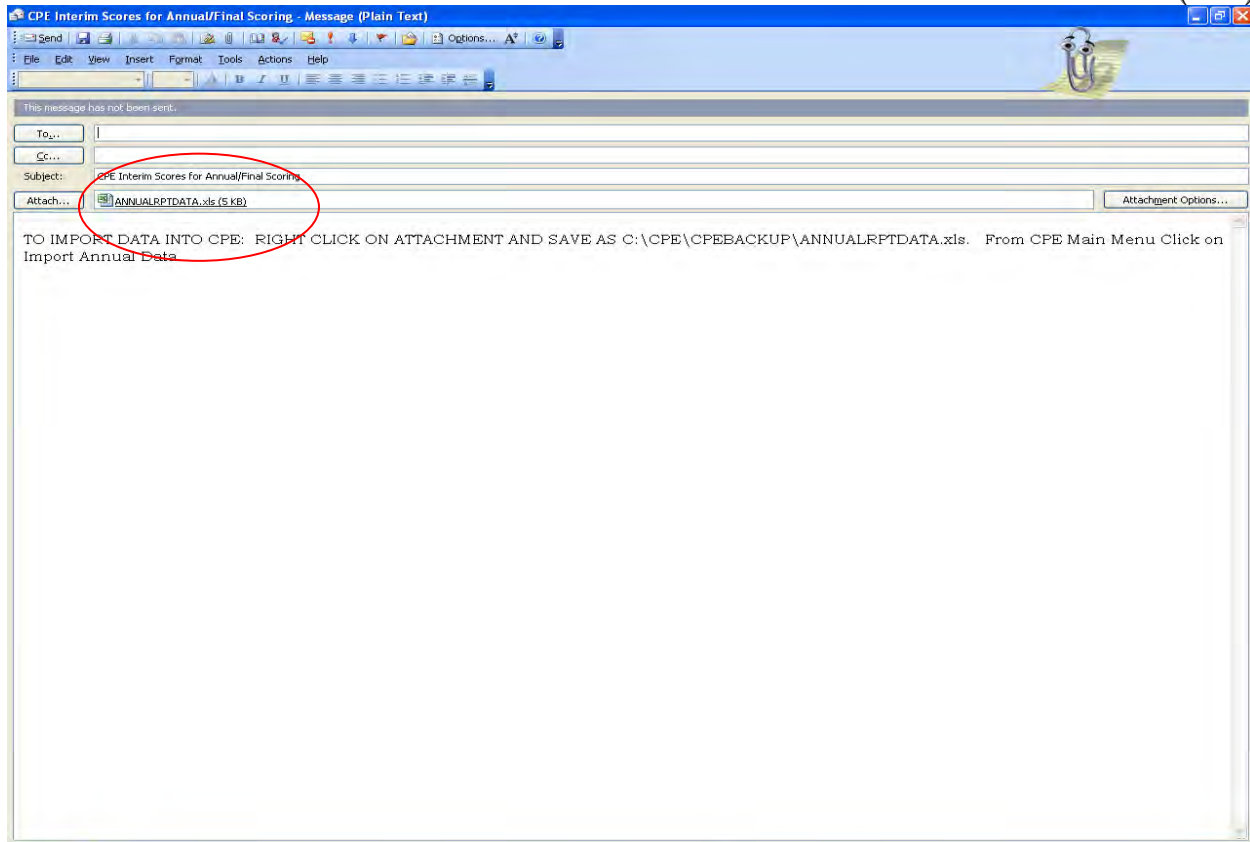
Exporting Files

Exporting files to ACE or VDOT personnel performing Annual Evaluation
(*Note: This is only necessary if evaluation will NOT be performed on the inspector's PC/laptop.*)

From the **Main Menu** shown in diagram (D2),
Click on the following items:

1. **Export Annual Data**
2. Outlook will open with an attachment called: ANNUALRPTDATA.xls.
3. Address email to the appropriate party and click send.

(D10)



Importing Files

Importing files for ACE or VDOT personnel performing Annual Evaluation.
(*Note: This is only necessary if evaluation will NOT be performed on the inspector's PC/laptop.*)

From the **Main Menu** shown in diagram (D2),
Click on the following items:

1. **Import Annual Data**
2. All files in C:\CPE\CPEBACKUP\ANNUALRPTDATA.xls and ANNUALRPTDATAsub.xls will automatically be imported into the database.

Exporting & Importing A Partially Completed Final or Annual Evaluation

When an inspector needs to complete the top portion of an annual evaluation before sending to an ACE or CM for completion the following fields should be completed:

- a. Project Number
- b. Contractor
- c. Work Performed
- d. Review Date
- e. Evaluation Period Ends
- f. Months & Scores Relevant to Project

The inspector will then click on the following:

- i. Click on Update Record
- ii. Click on Export Scores
- iii. Address the Email to the appropriate person
- iv. Click Send

(D11)

CPE Interim (CPEI) Reporting System - [CPEI Annual Scoring Data Entry Screen]

Vendor Number District

Project Number **CPE ANNUAL SCORING** ContractID
CONTRACTOR'S PERFORMANCE EVALUATION

Main Menu
New Record
Close Database

Project Number Review Date
Contractor Evaluation Period Ends
Work This Contractor Performed

Month (1)	Month (2)	Month (3)	Month (4)	Month (5)	Month (6)	Month (7)	Month (8)	Month (9)	Month (10)	Month (11)	Month (12)
Score (1)	Score (2)	Score (3)	Score (4)	Score (5)	Score (6)	Score (7)	Score (8)	Score (9)	Score (10)	Score (11)	Score (12)
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

0 = Does Not Apply 1 = Does Not Meet Expectations 5 = Excellent

Safety Company Management of Project Environmental Final Product VDOT Representative Comments Contractor Comments

3 Questions - Safety Safety Score

1. Was the safety of the project personnel and the traveling public a priority for the contractor?
2. Did the contractor plan and execute the work in compliance with the construction safety and health standards of the specifications?
3. Were there any written safety violations issued on the project?

Safety Comments

Type safety comments in this section.

Comment box can only contain 255 characters. Additional comments should be entered in the VDOT comments section.

Record: 14 of 1
Select Project Number and Vendor from Drop Down List ONLY

The ACE/CM receiving the email will follow the instructions in the email:

[Right Click on Attachment & Save as C:\CPE\CPEACECM\CPEdataEntrytbl.xls From CPE Main Menu Click on Update Annual Evaluations; Next find small box in lower left-hand corner of screen & click on Import Scores.]

Using the arrow keys at the bottom of the screen locate the record and continue scoring.

Data Entry & Reporting for Annual Evaluations

Entering Contractor Scores

Click on the following:

1. From **Main Menu** Click on **Enter Annual Evaluation Scores** (See diagram: D2)
(The following screen will open.)

(D12)

CPE Interim (CPEI) Reporting System - [CPEI] Annual Scoring Data Entry Screen

Vendor Number District

Project Number **CPE ANNUAL SCORING** ContractID
CONTRACTOR'S PERFORMANCE EVALUATION

Main Menu
New Record
Close Database
Update Record

Project Number Review Date

Contractor Evaluation Period Ends

Work This Contractor Performed

Month (1)	Month (2)	Month (3)	Month (4)	Month (5)	Month (6)	Month (7)	Month (8)	Month (9)	Month (10)	Month (11)	Month (12)
Score (1)	Score (2)	Score (3)	Score (4)	Score (5)	Score (6)	Score (7)	Score (8)	Score (9)	Score (10)	Score (11)	Score (12)
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

0 = Does Not Apply 1 = Does Not Meet Expectations 5 = Excellent

Safety Company Management of Project Environmental Final Product VDOT Representative Comments Contractor Comments

Are there VDOT Representative Comments? **Annual Performance Report**

Enter VDOT Representative Comments for CPE Annual Performance Report

Please note which sections additional comments are addressing.

Records: 1 of 1 Enter VDOT Representative Comments for CPE Annual Performance Report NUM

2. Select a **Project Number** from the drop down box.
 - **Only items listed in the drop down are allowed**
 - The **Vendor Number, Contractor and Contract ID** will automatically populate.
3. Click to Enter the **Review Date**.
4. Click to Enter Work Performed.
5. Click drop down for **Month 1** and select the date which designates the beginning of the Annual reporting period. (D12)
 - The **appropriate score will automatically populate**.
 - Continue this process for Months 2-12.
6. Click to Select the **Categorical Tab** for contractor scoring.
7. Use **drop down menus** at the end of each question to **select a score** of 1-5.
 - **Only scores listed on the drop down are allowed**
 - **Each category receives one overall score for the questions listed.**

8. After completing each category required, select the **VDOT Representative Comments Tab**. (See D12)

9. Enter any comments that will be printed on the **Annual Performance Report**..

(D13)

Month (1)	Month (2)	Month (3)	Month (4)	Month (5)	Month (6)	Month (7)	Month (8)	Month (9)	Month (10)	Month (11)	Month (12)
Score (1)	Score (2)	Score (3)	Score (4)	Score (5)	Score (6)	Score (7)	Score (8)	Score (9)	Score (10)	Score (11)	Score (12)
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

0 = Does Not Apply 1 = Does Not Meet Expectations 5 = Excellent

Contractor Comments

Annual Performance Report

Contractor Did Not Return Form Within Ten Days Contractor Requested An Appeal

Contractor Refused to Sign Contractor Signature on File Contractor Comments on File

10. Click **Annual Performance Report** Button

- A copy of the report will automatically open in **CutePDF Pro** (if this is selected as your default printer). (D6)
- An electronic copy can then be saved by clicking on the SAVE A Copy button (upper left hand corner of screen). (D6)
- An electronic copy can also be emailed by clicking on the envelope icon or clicking on File, Send PDF Document.
- A hardcopy can be printed using the PRINT button (printer icon, upper left hand corner of screen). (D6)
- Clicking **Cancel** will take you back to the previous screen

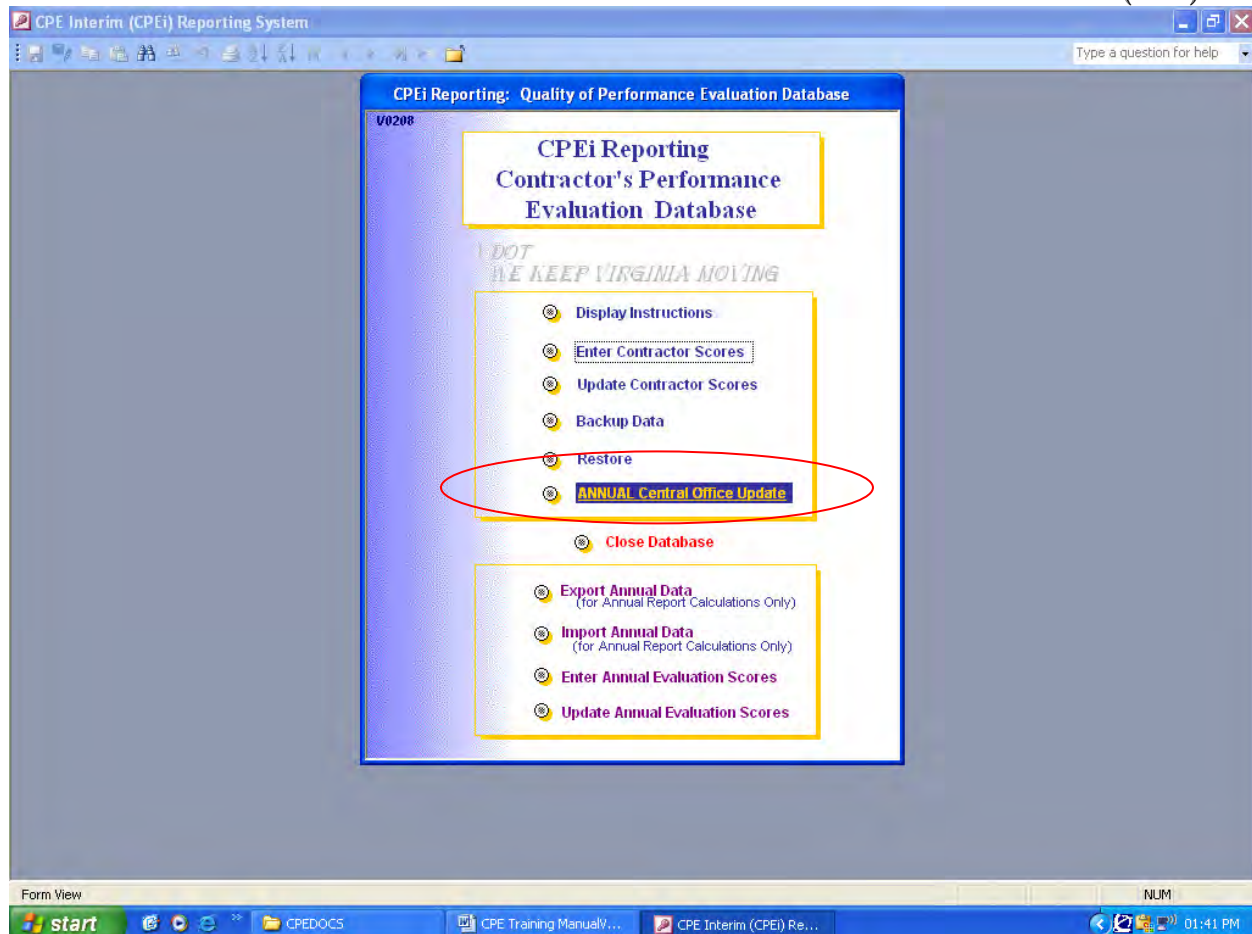
11. The **Contractor's Comments Tab** allows you the option of checking a box noting which of the following comments apply. (D13)

1. **Contractor Refused to Sign**
2. **Contractor Signature on File**
3. **Contractor Comments on File**
4. **Contractor Requested An Appeal**
5. **Contractor Did Not Return Form Within Ten Days**

- The annual report can also be printed from this tab, instructions listed in step 10.

Annual & Final Central Office Update

(D14)



1. Click Annual Central Office Update every 12 months or at the end of the project to send statistical data to the Central Office. (Computer must be connected to the VDOT Network for update to take place.)
2. Two messages will appear informing you that data will be emailed. Click YES on both messages prompting for email to be sent.

Backup & Restore

BACKUP

Backup and restore should be used to prevent loss of data.

These features should also be used to preserve current data when an inspector's laptop is being refreshed. The inspector should use the backup feature before the laptop is refreshed and inform the technician that there are files in the following folder that will need to be moved to his or her new laptop.

From the Main Menu (D2)

Click on Backup

Three files will automatically be saved to "C:\CPE\CPEBACKUP"

1. ANNUALRPTDATA.xls
2. C36DATAENTRYtbl.xls
3. CPEDATAENTRYtbl.xls

"CPEs" files are saved with the prefix "sub"

Example: subANNUALRPTDATA.xls

"CPE for ACECM" files are saved with the prefix "ace"

Example: aceCPEDataEntrytbl.xls

***If you receive a message noting any or all of the above files already exist, click YES to replace existing file.

These three files can be saved to a flash drive OR emailed to a user account and later saved to "C:\CPE\CPEBACKUP" after a new copy of the database has been loaded onto a new laptop.

RESTORE

The following three files need to be saved to "C:\CPE\CPEBACKUP" after receiving a new laptop.

1. ANNUALRPTDATA.xls
2. C36DATAENTRYtbl.xls
3. CPEDATAENTRYtbl.xls

"CPEs" files need to be saved with the prefix "sub"

Example: subANNUALRPTDATA.xls

"CPE for ACECM" files need to be saved with the prefix "ace"

Example: aceCPEDataEntrytbl.xls

From the Main Menu (D2)

Click on Restore

The above noted files will automatically be imported into the appropriate tables.

Updating Projects and Vendors

(D15)

The screenshot shows the 'CPE Interim (CPEi) Reporting System - [CPEi Data Entry Screen]' window. The title bar includes the text 'CPE Interim (CPEi) Reporting System - [CPEi Data Entry Screen]' and a search bar with the placeholder 'Type a question for help'. The main content area is titled 'CPE INTERIM SCORING CONTRACTOR'S PERFORMANCE EVALUATION SPEC BOOK 2002'. It features several input fields: 'Vendor Number', 'Project Number', and 'ContractID'. A navigation menu on the left contains 'Main Menu', 'New Record', 'Update Project Listing' (circled in red), and 'Exit Database'. Below the menu, there are fields for 'Project Number', 'Prime Contractor', 'Review Date', and 'Evaluation Period Ends'. A legend defines scoring levels: 0 (Not Applicable), 1 (Unacceptable), 2 (Does Not Meet Specification Requirements), 3 (Meets Specification Requirements), and 4 (Exceeds Specification Requirements). A tabbed interface at the bottom shows 'Contractor's Employee Safety' selected, displaying five questions with dropdown menus for scoring. The status bar at the bottom indicates 'Record: 1 of 1' and 'Select Project Number and Vendor from Drop Down List ONLY'.

1. If an inspector receives a new project, the “Update Project Listing” button can be clicked to add new projects and vendors to the listing. The update will only occur when connected to the VDOT network.
 - a. **Click to update project and vendor listings. A warning message comes up after clicking on this button. This is an informational message reminding users that they need to be connected to the VDOT network in order for the update to take place. Click “OK” and the project list will be updated.**

Helpdesk Procedures

1. Contact District CPEi Representative

Bristol:	<i>Phil East, District Contract Manager</i>
Salem:	<i>Sandra Elliot, Construction Engineer I</i>
Lynchburg:	<i>Phil Heckman, District Contract Manager</i>
Richmond:	<i>Barbara Jean Jacobs, Finals Consultants Coordinator</i> <i>Thomas Fegans, Contract Administration Manager</i>
Hampton Roads:	<i>Nicole Dale, Construction Program Manager</i>
Fredericksburg:	<i>Mary Gardner, District Contract Manager</i> <i>Tifani Fleming, Contract Administrator</i>
Culpeper:	<i>Kenneth J. Shirley, District Construction Engineer</i> <i>Richard Gutridge, Transportation Construction Inspector</i>
Staunton:	<i>Robert Good, Area Construction Engineer</i> <i>Heather Hull, District Contract Manager</i>
Northern Virginia:	<i>Don Farrow, Project Engineer</i>

If District CPE Representatives are unable to resolve problems please contact the help desk @ 1-866-637-8482.

APPENDIX

Sample Reports can found on the following pages.