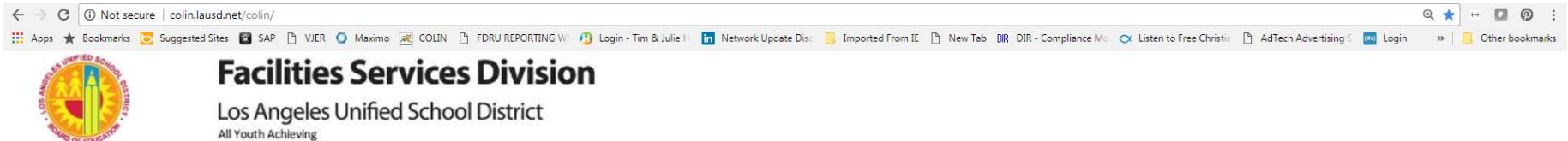


**ONLINE
CONTRACTOR PERFORMANCE
EVALUATIONS (CPE)
USER GUIDE**

Go to COLIN <http://colin.lausd.net> and sign-in using your full LAUSD email address and Single Sign-On password to access the online evaluation.



COLIN Login

Enter Email:

Enter Password:

COLIN Users

- Use your full LAUSD email (first.last@lausd.net) and Single Sign-On password to login

- The following browsers are supported:



- Note: Some COLIN features might not be available to Internet Explorer with Compatibility View. It needs to be turned [off](#).

Useful Links

- [EAC Tool](#)
- [Site Portal](#)
- [Citrix](#)

Login Problems?

- [Submit a ticket to FSD Help Desk](#)
- [Email FSD help desk](#)

1. Click-on **My Colin** (dropdown menu),
2. **My Tasks**.



Facilities Services Division

Los Angeles Unified School District

All Youth Achieving

Welcome

| Log Out
Server: colin.lausd.net

1. **My Colin**
2. **My Tasks**

My Calendar
My Personal Info
My Projects
My Timesheets

Projects SPMS Program E-PRF Reports Resources

1. Scroll through your tasks until to come to the **Contractor Evaluations** section.
2. Click-on the **Description** to view and start the evaluation.

My Colin

Projects

SPMS

Program

E-PRF

Reports

Resources

Tasks

Pending Tasks

1. Contractor Evaluations

2.

Proj ID	Proj Name	School Name	Trans Type	Description	Request Date	Requested By	Status	Ball-in-Court
10004609	Elysian Heights ES - Facelift	Elysian Heights ES	Informal	16828 - RENOVATE EXISTING IRRIGATION SYSTEM		John Storie	Reviewed by RCD	
10368015	Angeles Mesa ES - School Beautification & Safety Improvement	Angeles Mesa ES	Informal	19416 - R & R EXISTING VCT FLOORING IN AUDITORIUM		John Storie	Not Started	John Storie
10004111	University HS - Facelift	University HS	Informal	18085 - REMOVE & REPLACE EXISTING AUDITORIUM CURTAINS		John Storie	Not Started	John Storie
10364156	Portable Removal Incentive Program	Facilities Services Division: Program & Project Controls	Informal	16829 - RENOVATE EXISTING GARDEN SEATING & PLANTERS		John Storie	Not Started	John Storie
10366780	Micheltorena ES - SEEDS	Micheltorena ES	Informal	16794 - Substanable Environmental Enhancement Development Project (SEEDS)		John Storie	Not Started	John Storie
10366993	Walgrove ES - SEEDS	Walgrove ES	Informal	16917 - RENOVATE EXISTING IRRIGATION FOR SEEDS GARDEN		John Storie	Not Started	John Storie
10367562	Cheremoya ES - SEEDS	Cheremoya ES	Informal	17429 - RENOVATE GARDEN AREA (SEEDS)		John Storie	Not Started	John Storie

Go into the **Reviewer** field to assign your Director as the reviewer of the CPE

My Colin	Projects	SPMS	Program	E-PRF	Reports	Resources
Contactor Performance Evaluation - Assignments						
Project ID:	0					
Project Name:	please contact your system administrator!					
School Name:	null					
RFQ Number:	17429					
Contractor Name:	GERONIMO CONCRETE, INC.					
Owner's Authorized Representative (OAR):						
Reviewer:						Send Mail
Confirm (All fields above must be populated before the confirm button is clicked)						Confirm Close

1. Begin by typing your Director's name and select an entry from the dropdown menu. Click 2. **Confirm** to save your selection. Click on 3. **Close** to return to the evaluation form.

My Colin	Projects	SPMS	Program	E-PRF	Reports	Resources
Contactor Performance Evaluation - Assignments						
Project ID:	0					
Project Name:	please contact your system administrator!					
School Name:	null					
RFQ Number:	17429					
Contractor Name:	GERONIMO CONCRETE, INC.					
Owner's Authorized Representative (OAR):	John Storie john.storie@lausd.net					
Reviewer:	angela					Send Mail
Confirm (All fields above must be populated)						Confirm Close

1.

2.

3.

Complete the form (there are seven (7) questions).

Contactor Performance Evaluation

RFQ Number: 17429
Contractor Name: GERONIMO CONCRETE, INC.

OAR

OAR Name:

INTENT AND PURPOSE

The intent and purpose of this form is to provide Procurement Services Division, Facilities Contracts with information necessary to adequately assess a Contractor's overall work performance. Your input is vital and a required component of the Prequalification process.

INSTRUCTIONS

For each of the following questions, the designated rater shall score the contractor on a range of "Unsatisfactory" to "Exceptional", with the "Exceptional" being the highest score or shall represent no compliance deficiencies. A rating of "Unsatisfactory" or "Needs Improvement" shall require a written explanation or supporting documentation, such as meeting minutes, conversation records, photographs, emails, telephone records, written notices, incidence reports, letters, etc. A question that does not apply shall be scored as "Exceptional".

1. Timeliness: (5)

a. Rate the contractor's timeliness on this project. Did the Contractor complete the project on time and on budget (i.e. proper and timely notices of events for schedule impacted and/or delayed)? (5)

☐ Unsatisfactory ☐ Improvement needed ☒ Meets Expectations ☐ Exceeds Expectations ☐ Exceptional

Insert any **Additional Comments** for the Reviewer and Click **Save** to record the CPE entries.

Additional Comments: (Optional)
Contractor met the District's expectations.

CERTIFICATION

I understand that the LAUSD has a legitimate interest in the contractor's ability to perform work on public works projects. This reference is to be used solely for the LAUSD prequalification process for public works projects. I certify that the following evaluation is truthful, supported by written documentation and based on evaluations of the contractor pursuant to California Civil Code 47, subd. (c).

Back

Complete Evaluation

Save

View Evaluation

No Documents uploaded

Attach Document

Confirm record is **SAVED**

CERTIFICATION

I understand that the LAUSD has a legitimate interest in the contractor's ability to perform work on public works projects. This reference is to be used solely for the LAUSD prequalification process for public works projects. I certify that the following evaluation is truthful, supported by written documentation and based on evaluations of the contractor pursuant to California Civil Code 47, subd. (c).

Back

Complete Evaluation

Save

View Evaluation

Record(s) Updated!

UPLOADING DOCUMENTS

IMPORTANT: In order to upload / attach supporting documentation to the Contractor Performance Evaluation, you must save the record first.

To upload a document, click on

Additional Comments: (Optional)

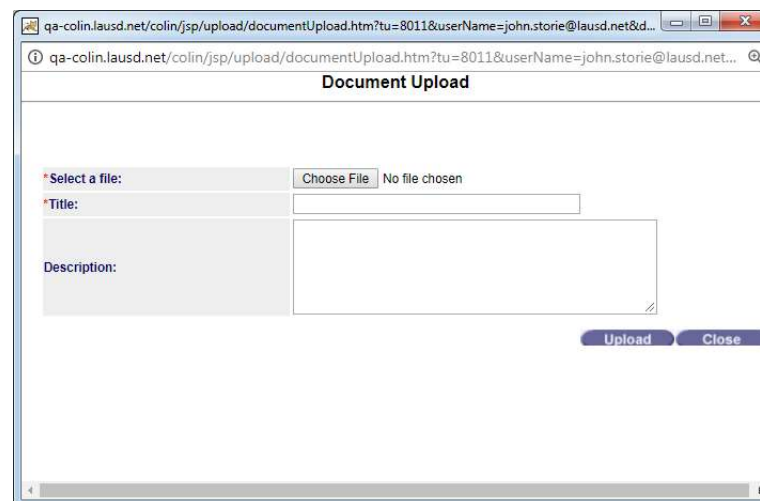
Contractor met the District's expectations.

CERTIFICATION

I understand that the LAUSD has a legitimate interest in the contractor's ability to perform work on public works projects. This reference is to be used solely for the LAUSD prequalification process for public works projects. I certify that the following evaluation is truthful, supported by written documentation and based on evaluations of the contractor pursuant to California Civil Code 47, subd. (c).

No Documents uploaded

The Document Upload screen will appear:



The screenshot shows a web browser window with the address bar displaying the URL: qa-colin.lausd.net/colin/jsp/upload/documentUpload.htm?tu=8011&userName=john.storie@lausd.net&... The page title is "Document Upload". The form contains the following fields and controls:

- * Select a file: No file chosen
- * Title:
- Description:
-

Using the form: **Select a document** from your computer, enter a document **Title** and **Description**, and click on **Upload**.

The screenshot shows a web browser window with the address bar displaying the URL: `qa-colin.lausd.net/colin/jsp/upload/documentUpload.htm?tu=8011&userName=john.storie@lausd.net&d...`. The page title is "Document Upload".

The form contains the following fields and controls:

- *Select a file:** A button labeled "Choose File" is next to the text "Maximo 7.5 ...9-2017).pdf".
- *Title:** A text input field containing the text "Maximo Guide 10/2017".
- Description:** A larger text input field containing the text "Maximo Guide, Testing 1, 2, 3|".
- Buttons:** At the bottom right, there are two buttons: "Upload" (highlighted with a red box) and "Close".

Click on **Close** to return to the evaluation form once you receive confirmation.

The screenshot shows a web browser window with the address bar displaying `qa-colin.lausd.net/colin/jsp/upload/documentUpload.htm?tu=8011&userName=john.storie@lausd.net&d...`. The page title is "Document Upload". A red-bordered box contains the text "Document Uploaded Successfully", with a large red arrow pointing to it from the right. Below this, the form includes a file selection area with a "Choose File" button and the text "No file chosen". The "Title:" field contains "Maximo Guide 10/2017", and the "Description:" text area contains "Maximo Guide, Testing 1, 2, 3". At the bottom right, there are two buttons: "Upload" and "Close". The "Close" button is highlighted with a red-bordered box.

The new document should now appear under the **Documents Uploaded** section

Back

Complete Evaluation

Save

View Evaluation

Record(s) Updated!

Documents Uploaded

Title	Last Modified	Category	Description	Action
Maximo Guide 10/2017	01/29/2018	A/E and Contractor Performance Evaluation	Maximo Guide, Testing 1, 2, 3, 4, 5	Revise/Delete

Attach Document

Once you complete the CPE and upload any supporting documents, click the **Complete Evaluation** button to submit it to your Director. Your Director will receive an email notification to inform him/her that the evaluation is ready to be reviewed.

Additional Comments: (Optional)

Contractor met the District's expectations.

CERTIFICATION

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Back

Complete Evaluation

Save

View Evaluation

Record(s) Updated!

REVIEWING AND APPROVING CPE

To review and approve the CPE, follow the link provided in the email notification you received. It will take you to the COLIN system. If you are not logged in, you will be prompted to enter your SSO email and password.

← → ↻

Not secure | colin.lausd.net/colin/

🔍 ⭐

⋮

Apps ⭐ Bookmarks 📁 Suggested Sites 📁 SAP 📁 VJER 📁 Maximo 📁 COLIN 📁 FDRU REPORTING W 📁 Login - Tim & Julie H 📁 Network Update Dis 📁 Imported From IE 📁 New Tab 📁 DIR - DIR - Compliance M 📁 Listen to Free Christ 📁 AdTech Advertising 📁 Login » 📁 Other bookmarks



Facilities Services Division
Los Angeles Unified School District
All Youth Achieving

COLIN Login

Enter Email:

Enter Password:

Sign In

COLIN Users

- Use your full LAUSD email (first.last@lausd.net) and Single Sign-On password to login
- The following browsers are supported:



Chrome Firefox IE
- Note: Some COLIN features might not be available to Internet Explorer with Compatibility View. It needs to be turned [off](#).

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- [Site Portal](#)
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Login Problems?

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- [Email FSD help desk](#)

Facilities Services Division | 333 South Beaudry Ave., Los Angeles, California 90017

REVIEWING THE EVALUATION

Once you are logged in, you will be directed to view the completed evaluation.



Facilities Services Division
Los Angeles Unified School District
All Youth Achieving

Welcome Angela Y. Mccloud | Log Out
Server qa-colln.lausd.net

My Colin	Projects	SPMS	Program	E-PRF	Reports	Resources
----------	----------	------	---------	-------	---------	-----------

Contractor Performance Evaluation

Project ID: 10100672
Project Name: Upgrade Fire Alarm System
School Name: Muir MS
RFQ Number: 17598
Contractor Name: MJ CONSTRUCTION DEVELOPMENT

OAR

Submitted by OAR on 01/11/2018 OAR Name: Sandra Odom sandra.odom@lausd.net

INTENT AND PURPOSE

The intent and purpose of this form is to provide Procurement Services Division, Facilities Contracts with information necessary to adequately assess a Contractor's overall work performance. Your input is vital and a required component of the Prequalification process.

INSTRUCTIONS

For each of the following questions, the designated rater shall score the contractor on a range of "Unsatisfactory" to "Exceptional", with the "Exceptional" being the highest score or shall represent no compliance deficiencies. A rating of "Unsatisfactory" or "Needs Improvement" shall require a written explanation or supporting documentation, such as meeting minutes, conversation records, photographs, emails, telephone records, written notices, incidence reports, letters, etc. A question that does not apply shall be scored as "Exceptional".

1. Timeliness: (5)

a. Rate the contractor's timeliness on this project. Did the Contractor complete the project on time and on budget (i.e. proper and timely notices of events for schedule impacted and/or delayed)? (5)

☐ Unsatisfactory ☐ Improvement needed ☒ Meets Expectations ☐ Exceeds Expectations ☐ Exceptional Modified by Sandra Odom on 01/11/2018

2. Project Management: Documentation and Logistics: (2)

a. Rate this contractor in regard to submitting required project paperwork. Did the Contractor submit all required warranties and owner's manuals? (1)

☐ Unsatisfactory ☐ Improvement needed ☒ Meets Expectations ☐ Exceeds Expectations ☐ Exceptional Modified by Sandra Odom on 01/11/2018

b. Rate the contractor in submitting required project paperwork, with regard to the Labor Compliance component of this project. Did the Contractor submit all Certified Payroll on a weekly basis and comply with other LAUSD Labor Compliance documents? (1)

☐ Unsatisfactory ☐ Improvement needed ☒ Meets Expectations ☐ Exceeds Expectations ☐ Exceptional Modified by Sandra Odom on 01/11/2018

3. Project Job-Site Safety: (15)

a. Rate the general performance of this contractor's on-site supervisory personnel. For this contract, did this Contractor provide adequate supervision including an on-site individual for safety, take adequate safety precautions, and respond quickly when public safety issues were identified to guarantee safe conditions for students, staff, facility, and the general public, as well as report any injuries

APPROVING THE EVALUATION

To approve the evaluation, scroll to the bottom of the evaluation and enter your comments in the “Reviewer Comments” text area and click the “**SUBMIT REVIEW**” button. This will record your comments and the date you submitted the review.

CERTIFICATION

I understand that the LAUSD has a legitimate interest in the contractor's ability to perform work on public works projects. This reference is to be used solely for the LAUSD prequalification process for public works projects. I certify that the following evaluation is truthful, supported by written documentation and based on evaluations of the contractor pursuant to California Civil Code 47, subd. (c).

[Back](#)

[View Evaluation](#)

Record(s) Submitted!

Documents Uploaded

Title	Last Modified	Category	Description	Action
Maximo Guide 10/2017	02/16/2018	A/E and Contractor Performance Evaluation	Maximo Guide, Testing 1, 2, 3	Revise/Delete

[Attach Document](#)

Reviewer Comments: (Required)

Thank you for completing this on time. I approve.

[Submit Review](#)

Once the evaluation is complete, you will see your comments and the date you approved the evaluation.

CERTIFICATION

I understand that the LAUSD has a legitimate interest in the contractor's ability to perform work on public works projects. This reference is to be used solely for the LAUSD prequalification process for public works projects. I certify that the following evaluation is truthful, supported by written documentation and based on evaluations of the contractor pursuant to California Civil Code 47, subd. (c).

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View Evaluation

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Documents Uploaded

Title	Last Modified	Category	Description	Action
Maximo Guide 10/2017	02/16/2018	A/E and Contractor Performance Evaluation	Maximo Guide, Testing 1, 2, 3	Revise/Delete

Attach Document

Reviewer Comments: (Required)

Thank you for completing this on time. I approve.

Reviewed by Jose Mendez on 02/07/2018

HAVE QUESTIONS?

If you should have any questions regarding the CPE process, please contact the Prequalification Unit at prequalification@laschools.org or 213-241-2651.

For technical assistance and to report system issues, please contact the FSD Help Desk at trackit@lausd.net or 213-241-4642.