

# Subcontractor Evaluation and Performance Policy

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

**Dear [Subcontractor's Name],**

We are committed to maintaining high standards of performance and quality in all our projects. In line with this commitment, we have implemented a Subcontractor Evaluation and Performance Policy that includes the following components:

## 1. Performance Criteria

- Quality of Work
- Timeliness of Deliverables
- Communication and Responsiveness
- Compliance with Safety and Regulatory Standards

## 2. Evaluation Process

Subcontractors will be evaluated on a regular basis through:

- Site Inspections
- Project Milestone Reviews
- Feedback from Project Managers

## 3. Performance Review Meetings

Regular meetings will be scheduled to discuss performance feedback and areas for improvement.

## 4. Recognition and Rewards

Outstanding subcontractors may be recognized for their performance and considered for future projects.

## 5. Consequences of Non-Performance

If performance issues are identified, corrective actions will be discussed, and continued lack of improvement may result in reevaluation of contract terms.

## **Conclusion**

We are looking forward to your cooperation in maintaining a productive and effective partnership. Should you have any questions regarding this policy, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]