

Subcontractor Evaluation Guidelines

Date: _____

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Subcontractor Evaluation

Introduction

This letter serves as a guideline for evaluating subcontractors working with [Your Company Name]. The following criteria will be used in the evaluation process:

Evaluation Criteria

1. **Quality of Work:** Assessment of completed projects for quality and adherence to specifications.
2. **Timeliness:** Evaluation of the ability to meet deadlines and schedules.
3. **Communication:** Analysis of the subcontractor's responsiveness and clarity in communication.
4. **Compliance:** Review of adherence to safety and regulatory requirements.
5. **Financial Stability:** Assessment of the subcontractor's financial health and insurance coverage.
6. **References:** Review of feedback from previous clients and projects.

Evaluation Process

The evaluation will be conducted on a periodic basis, with a detailed report generated after each evaluation cycle.

Conclusion

Your cooperation in this evaluation process is appreciated. Please feel free to reach out for any clarifications regarding these guidelines.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]