

# Contractor Evaluation Criteria

Date: [Insert Date]

To: [Contractor Name]

From: [Your Name/Organization]

Subject: Contractor Evaluation Criteria Outline

## 1. Project Management

- Timeline adherence
- Resource management
- Risk management practices

## 2. Quality of Work

- Compliance with specifications
- Attention to detail
- Quality assurance measures

## 3. Communication Skills

- Responsiveness
- Clarity of information shared
- Frequency of updates

## 4. Financial Stability

- Credit history
- Insurance coverage
- Profitability indicators

## 5. Safety Record

- Incidence of accidents
- Compliance with safety regulations
- Training and certifications

## 6. Customer References

- Feedback from previous clients
- Project completion history
- Reputation in the industry

## **Conclusion**

Please review the criteria outlined above as we conduct the evaluation process. Your cooperation is appreciated.

Best regards,

[Your Name]

[Your Position]

[Your Organization]