



User Guide on BCA Consultants' Performance Appraisal System

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1. Introduction

The Consultants' Performance Appraisal System (CPAS) is an electronic web-based application system and can be accessed through a portal managed and hosted by the Building and Construction Authority (BCA).

CPAS is developed with an aim to share the performance of Public Sector Panel of Consultant System (PSPC) listed consultants among Government Procurement Entities (GPEs) under a centralised & standardised format platform administered by the BCA.

Prior to the commencement of the construction project involving PSPC-listed consultants, GPEs shall be required to lodge a Project Registration Report (PRR) consisting of the project details, evaluation attributes and respective weightings in CPAS. As the construction project progresses, the GPEs shall submit Project Interim Reports (PIRs) to assess the performance of their consultants based on the assessment approach chosen.

Upon the completion of the construction project, the GPEs shall submit their Project Final Reports (PFRs) to give an overall assessment on the performance of their consultants. Based on the PIRs submitted by GPEs, CPAS will then calculate an overall Consultant's Performance Score (CPS) half-yearly to provide an overall moving-average score of each consultancy firm for each of its discipline listed under PSPC. The PFRs and CPS will provide GPEs with a holistic view on the performance of consultants which can be used for tender evaluation.

2. About This Guide

This document serves as a step-by-step instruction on the use of the functions in the Consultants' Performance Appraisal System (CPAS). This user guide will provide the required features and functions provided by the web-based application. The various functions available for the users are described in detail in this guide.

3. Before We Start

5 Important Steps in CPAS Assessment

BCA values agencies' assistance in observing the following steps as we make CPAS a robust performance appraisal platform together.

1

Establish a robust internal process



- *Establish an internal process to pre-determine the evaluation attributes and weightage*
- *To share with the awarded firm the performance expectation and evaluation attributes upfront*

What are the common evaluation attributes and weightage for CPAS?

As each project is unique, GPEs have the flexibility to determine the evaluation attributes together with their respective weightages. Example of evaluation attributes can be found from the user guide at www.bca.gov.sg/cpas

2

Submit Project Registration Report (PRR) early



- *To submit the PRR early so as to receive CPAS notifications prior to CPAS Appraisal Periods (APs), and to have ample time to complete and submit PIR during each AP*

When should PRR be submitted?

GPEs should start submitting PRR into the system once a tender is called . However, if the project is already ongoing, GPE can still submit their PRR based on the current stage of work involved.

5 Important Steps in CPAS Assessment

3

Provide feedback to firms prior to CPAS submissions



- *Provide feedback to firms on their performance prior to confirmation of CPAS score*, especially for very poor scores
- *Avoid miscommunication and encourage firms to improve performance, if required.*

What happen if there is an appeal from the firm on poor PIR scores?

Communication and an opportunity to be heard are important. As the PIR scores are assessed by GPEs, GPEs can provide early opportunities for firms to clarify the areas of poor performance identified.

4

Submit Project Interim Report (PIR) timely



- *Ensure the submission is accurately assessed for the first time.* Submitted CPAS scores cannot be changed unless GPEs provide justifications
- *To alert and allow firms for explanation if they have a "Very Poor" PIR (i.e. < 30 points) before the closing of each AP*

5 Important Steps in CPAS Assessment

How are firms affected if they have a “V Poor” PIR?

Firms with minimum 3 no. of very poor PIR in the most recent 2 appraisal period i.e. past 1 year will be subjected to **temporary delisting from PSPC listing**.

	No. of very poor PIR scores (in the most recent 2 appraisal periods, i.e. past 1 years)	Delisting period in PSPC
Example of temporary delisting from PSPC	3	3 months
	4	6 months

5

Submit Project Final Report (PFR) timely



- To summarize and share with firms their **final overall project performance** with respect to the project they undertaking.

We understand that PFR does not form part of CPAS score for tender evaluation. So how would PFR score of less than 30 points affect the firms?

Firms that have accumulated 5 no. of very poor PFR score (i.e. < 30 points) could be recommended for debarment.

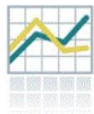
4. Registering for a CPAS account (coming soon)

On creating a CPAS account, each agency is mandatory to nominate a maximum of 2 central administrators to manage its own internal accounts. To find out who is/are your agency administrator(s), please go to <http://www.bca.gov.sg/cpas/> and click under "New User".

<p>Email</p> <input type="text"/>	<ul style="list-style-type: none">• Please approach your agency administrator to create account for you.• If you want to find out who is your agency administrator, please enter your email and click submit, system will send administrator info to your email address.
<p>Password</p> <input type="text"/>	
<p>New User? Forgot Password?</p>	
<p>Login</p>	
<p>i If you have forgotten your password or if your password has expired, please click "Forgot Password?". Enter your NRIC/FIN and Email address to reset your password. A new password will be sent directly to your email address.</p>	
	<p>Email Address</p> <input type="text"/>
	<p>Submit</p>
	<p>Please click here to go Login page</p>

5. Logging in

Key in the User name (i.e. NRIC) and Password



CPAS
Consultants' Performance
Appraisal System



Singapore Government
Integrity • Service • Excellence
[User Guide](#) | [Contact Info](#) | [Feedback](#)

Within BCA

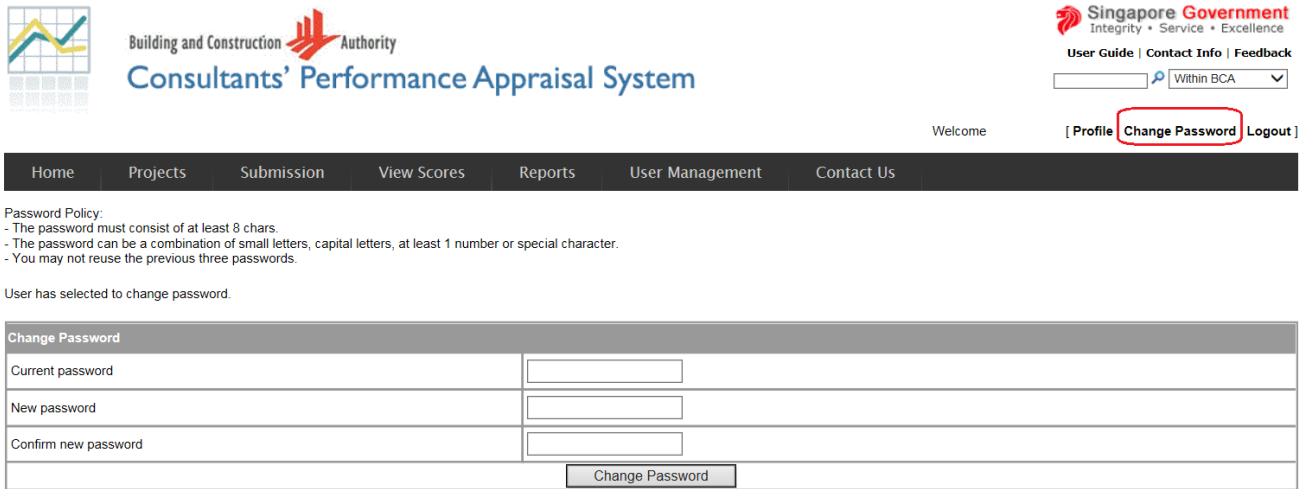
Best viewed in IE 7.0 and Above
Copyright 2012. All Rights Reserved.

[Terms of Use](#) [Privacy Policy](#)

User name	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/> <input type="button" value="Forgot Password"/>

6. Change Password

Key in the current password followed by the New Password twice and click the “Change Password” button to change the password.



The screenshot shows the top navigation bar of the CPAS system. On the left is the Building and Construction Authority logo and the text "Consultants' Performance Appraisal System". On the right is the Singapore Government logo with the tagline "Integrity • Service • Excellence" and links for "User Guide", "Contact Info", and "Feedback". Below the logo is a search bar with "Within BCA" and a dropdown arrow. The main navigation bar includes "Home", "Projects", "Submission", "View Scores", "Reports", "User Management", and "Contact Us". The "Change Password" link is highlighted with a red box. Below the navigation bar, a "Password Policy" section lists three rules: minimum 8 characters, combination of small letters, capital letters, and numbers/special characters, and no reuse of the previous three passwords. A message states "User has selected to change password." Below this is the "Change Password" form with three input fields: "Current password", "New password", and "Confirm new password", followed by a "Change Password" button.

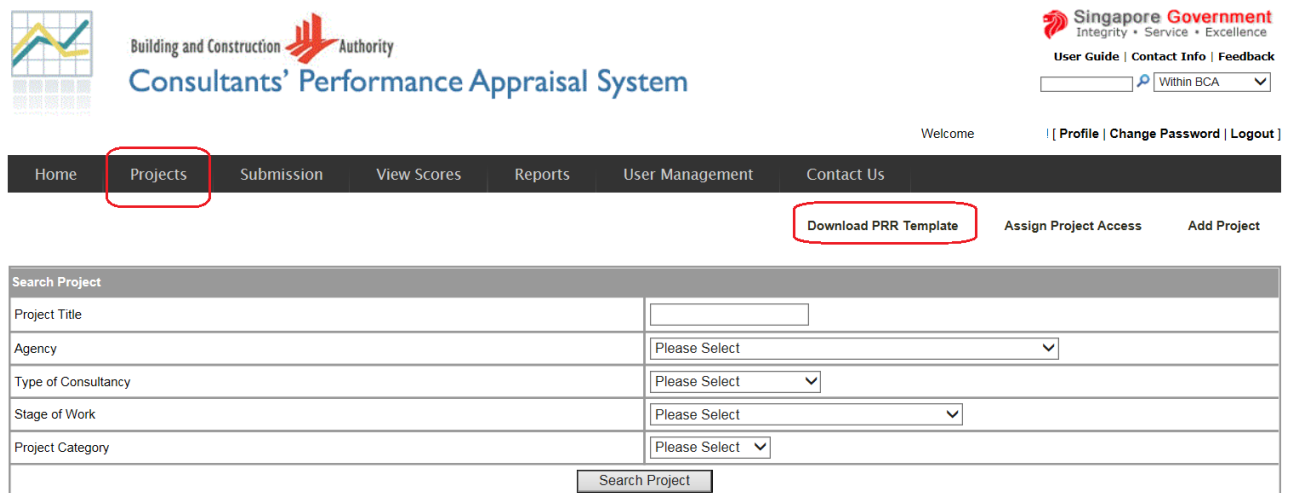
Note: The notification to “Change Password” will be displayed to the user if the user is logging in to the CPAS application for the first time OR if the last change in password was more than 90 days ago OR if the user had forgotten the password and requested for a password reset.

7. GPE User Functions

7.1 Register New Projects

Add the project using the Project Registration Report (PRR) template

7.1.1 : Please download the latest Project Registration Report (PRR) template to ensure that the most recent list of PSPC registered consultants is available.



The screenshot shows the "Projects" section of the CPAS system. The "Projects" link in the navigation bar is highlighted with a red box. Below the navigation bar, there are three buttons: "Download PRR Template" (highlighted with a red box), "Assign Project Access", and "Add Project". Below these buttons is the "Search Project" form with the following fields: "Project Title" (text input), "Agency" (dropdown menu), "Type of Consultancy" (dropdown menu), "Stage of Work" (dropdown menu), and "Project Category" (dropdown menu). A "Search Project" button is located at the bottom of the form.

7.1.2: Once the template is downloaded, please fill in the mandatory project details in the PRR template.

CPAS - PROJECT REGISTRATION REPORT TEMPLATE (Note: * refers to mandatory field)					
A. Project Details					
Project Title*	Project 004				
Short Description of Project*	SP004				
Construction Value (\$mil)*	20000				
Commencement Date (DD/MM/YYYY)*	01/01/2016	Anticipated Completion	03/07/2016		
Project Category*	Commercial	Others (pls. Specify)			
B. Consultancy Services					
Type of Consultancy	Architectural	Civil & Structural	Mechanical & Electrical	Quantity Surveying	Project Management
Firm Details					
i) PSPC Panel*	AR01	CS02			
ii) Consultancy Firm*					
iii) Contract No/Tender Ref No.*	SP004	SP004			
Personnel Details					
i) QP Name					
ii) BOA/PEB Registration No.					
iii) BOA/PEB Practising Certificate No.					
Assessment Approach					
Type of Assessment*	Milestone				
C. (1) Stage of Work Involved: FEASIBILITY STUDIES AND PRELIMINARY DESIGN STAGE					

C. (1) Stage of Work Involved: FEASIBILITY STUDIES AND PRELIMINARY DESIGN STAGE					
From (Period)*	01/01/2016		01/01/2016		
To (Period)*	03/03/2016		03/03/2016		
Technical Consideration	Evaluation Attribute	Weightage	Evaluation Attribute	Weightage	
7	Technical	20%	Technical	10%	
Documentation	Evaluation Attribute	Weightage	Evaluation Attribute	Weightage	
7	Document	30%	Document	80%	
Service Quality	Evaluation Attribute	Weightage	Evaluation Attribute	Weightage	
7	Respond	50%	Respond	10%	
TOTAL WEIGHTAGE		100%	TOTAL WEIGHTAGE		100%
C. (2) Stage of Work Involved: DESIGN STAGE					
From (Period)*	01/03/2016		01/01/2016		
To (Period)*	01/04/2016		03/03/2016		
Design Quality	Evaluation Attribute	Weightage	Evaluation Attribute	Weightage	
10	Technical	0%	Technical	0%	
TOTAL WEIGHTAGE		100%	TOTAL WEIGHTAGE		100%
C. (3) Stage of Work Involved: TENDER STAGE					
From (Period)*	01/05/2016		01/01/2016		
To (Period)*	01/06/2016		03/03/2016		
Design Quality	Evaluation Attribute	Weightage	Evaluation Attribute	Weightage	
10	Technical	0%	Technical	0%	
TOTAL WEIGHTAGE		100%	TOTAL WEIGHTAGE		100%
C. (4) Stage of Work Involved: CONSTRUCTION STAGE					
From (Period)*	01/07/2016		01/01/2016		
To (Period)*	01/08/2016		03/03/2016		
Construction Supervision	Evaluation Attribute	Weightage	Evaluation Attribute	Weightage	
7	Technical	20%	Technical	10%	
7	Respond	0%	Respond	0%	
TOTAL WEIGHTAGE		100%	TOTAL WEIGHTAGE		100%
C. (5) Stage of Work Involved: POST CONSTRUCTION STAGE					
From (Period)*	01/09/2016		01/01/2016		
To (Period)*	31/12/2016		03/03/2016		

Note: Please do not edit or change any of the pre-defined values provided in the PRR template. Changing these might cause the validation of the project to fail during the upload phase.

7.1.3: Once PRR template is completed, please click on the “Add Project” follow by “Upload Project from template”.

The screenshot shows the CPAS dashboard. At the top left is the logo for Building and Construction Authority and the text 'Consultants' Performance Appraisal System'. At the top right is the Singapore Government logo and navigation links: 'User Guide | Contact Info | Feedback'. Below this is a search bar with 'Within BCA' and a dropdown arrow. A navigation menu contains 'Home', 'Projects', 'Submission', 'View Scores', 'Reports', 'User Management', and 'Contact Us'. The 'Projects' menu item is circled in red. Below the menu are links for 'Download PRR Template', 'Assign Project Access', and 'Add Project', with 'Add Project' circled in red. A 'Search Project' form is visible below, with fields for Project Title, Agency, Type of Consultancy, Stage of Work, and Project Category, each with a 'Please Select' dropdown and a 'Search Project' button.

This screenshot shows the same CPAS dashboard as above, but with the 'Add Project' button replaced by 'Upload Project from template' and 'Search and Manage Project'. The 'Upload Project from template' button is circled in red. The navigation menu and other elements remain the same.

7.1.4: Click “Browse” button to attach the completed PRR template and click “Upload Project” to register the new project, project stages and project evaluation attributes & weightages.

The screenshot shows the 'Project Registration - Add Project from template' form. At the top right, there are links for 'Welcome', '[Profile | Change Password | Logout]', and a navigation menu with 'Home', 'Projects', 'Submission', 'View Scores', 'Reports', 'User Management', and 'Contact Us'. Below the menu are links for 'Add Project' and 'Search and Manage Project'. The main form area has a title 'Project Registration - Add Project from template' and a 'Project template:' label. The text box next to it contains the file path 'C:\Users\bca_elainey SOE\Documents\BCA\CPAS\CPAS_PRR_template\CPAS_PRR_Template.pptx' and a 'Browse...' button, both of which are circled in red. Below the text box is an 'Upload Project' button.

7.2 Edit Project Details

7.2.1 To edit a project details, key in the project based on at least one (1) specified filter criteria and click “Search Project”.

Home **Projects** Submission View Scores Reports User Management Contact Us

Download PRR Template Assign Project Access Add Project

Search Project

Project Title	<input type="text"/>
Agency	Please Select ▾
Type of Consultancy	Please Select ▾
Stage of Work	Please Select ▾
Project Category	Please Select ▾
<input type="button" value="Search Project"/>	

7.2.2 Click on the “Edit” link to edit the project details.

Welcome S1460323!! | [Profile](#) | [Change Password](#) | [Logout](#)

Home Projects Submission View Scores User Management Contact Us

Download PRR Template Assign Project Access Add Project Search and Manage Project

Project Title	Agency	Accessing Officer	Designation	Type of Consultancy	
Commercial Development at Jurong Lake (Jurong Planning Area)	Test Agency (TA)	CPAS_User1	Manager	Architectural	Edit Re-Assign

7.2.3 You are only allowed to edit the following;

- Add, change or delete the evaluation attributes and weightages for the given stages. You can select specific stages to edit the evaluation attributes using the project stage links on the top of the page
- Change the “From” and “To” periods of the stage.

Click the “Save Attributes” button to save the updated changes.

Edit Project >> Edit Evaluation Attributes

Project Stages: | **Feasibility Studies & Preliminary Design Stage** | Design Stage | Tender Stage | Construction Stage | Post Construction Stage |

Current Project Stage: Feasibility Studies & Preliminary Design Stage

From (period) To (period)

Project Assessment Criteria: Technical Consideration

Evaluation Attribute: Weightage: (%)

Evaluation Attribute: Weightage: (%)

Evaluation Attribute: Weightage: (%)

Evaluation Attribute: Weightage: (%)

Evaluation Attribute: Weightage: (%)

Evaluation Attribute: Weightage: (%)

Total Weightage: %

7.3 Re-assign Project User (Only for GPE Central Administrator)

7.3.1 Click on the Re-Assign” link shown in the last column of the project listings to re-assign the project to another assessing officer.

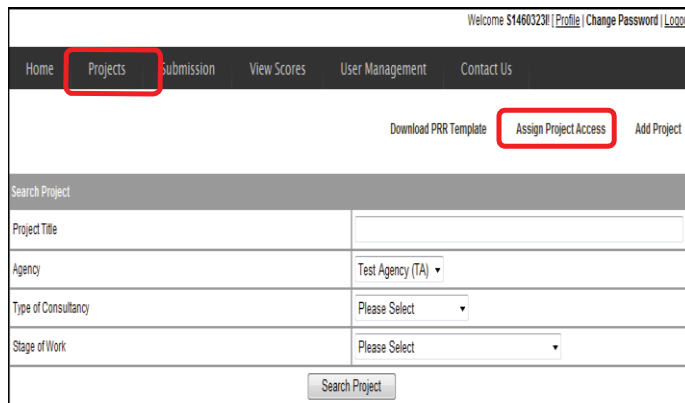
Welcome S1460323!!! Profile Change Password Logout					
Home	Projects	Submission	View Scores	User Management	Contact Us
Download PRR Template		Assign Project Access		Add Project	
Search and Manage Project					
Project Title	Agency	Accessing Officer	Designation	Type of Consultancy	Edit Re-Assign
Commercial Development at Jurong Lake (Jurong Planning Area)	Test Agency (TA)	CPAS_User1	Manager	Architectural	Edit Re-Assign

7.3.2 Select the new user to be assigned to this project from the “Re-assigned Officer” list of the users.

Welcome S1460323!!! Profile Change Password Logout	
Home	Projects
Submission	View Scores
User Management	Contact Us
Add Project	
Search and Manage Project	
Re-Assign Project User	
Project Title	Commercial Development at Jurong Lake (Jurong Planning Area)
Name of Agency	Test Agency (TA)
Type of Consultancy	Architectural
Accessing Officer Name	CPAS_User1
Accessing Officer Designation	Manager
Accessing Officer Department	Procurement
Re-assigned Officer	Select User
<input type="button" value="Re-Assign User"/>	

7.4 Assign Project Access to Users

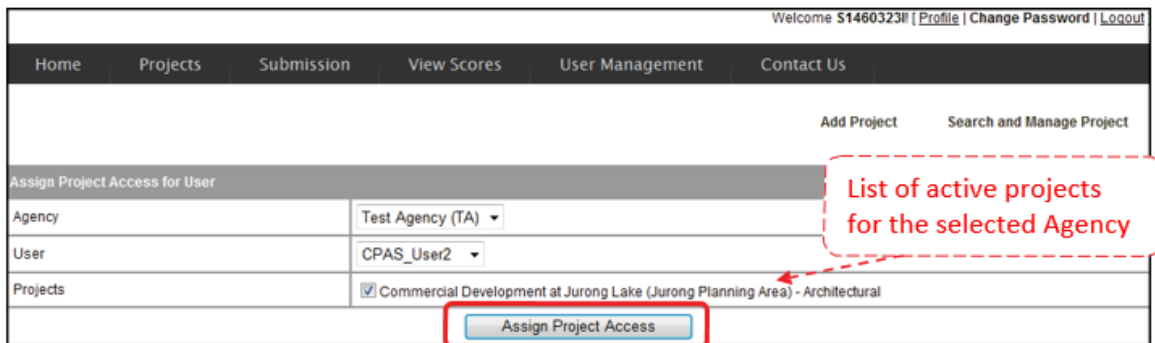
7.4.1 To assign project access to users, click on the “Assign Project Access” button from the project menu.



The screenshot shows the top navigation bar with 'Home', 'Projects', 'Submission', 'View Scores', 'User Management', and 'Contact Us'. The 'Projects' menu item is highlighted with a red box. Below the navigation bar, there are links for 'Download PRR Template', 'Assign Project Access' (highlighted with a red box), and 'Add Project'. A search form is visible below, with fields for 'Project Title', 'Agency' (set to 'Test Agency (TA)'), 'Type of Consultancy' (set to 'Please Select'), and 'Stage of Work' (set to 'Please Select'). A 'Search Project' button is at the bottom of the form.

7.4.2 Choose a user to whom the project access has to be given from the user list. A list of projects for this agency will be displayed with a check box against each project title. Check the box against the project that you need to assign access to the selected user. If you need to remove access to a project for the selected user, just uncheck the box.

7.4.3 Click on the “Assign Project Access” button to save and complete the project access assignment.



The screenshot shows the 'Assign Project Access for User' form. The 'Agency' field is set to 'Test Agency (TA)'. The 'User' field is set to 'CPAS_User2'. The 'Projects' field shows a list of active projects for the selected agency, with a red dashed box highlighting the list and a red arrow pointing to the 'Assign Project Access' button. The list includes a checkbox and the project title: 'Commercial Development at Jurong Lake (Jurong Planning Area) - Architectural'. The 'Assign Project Access' button is highlighted with a red box.

7.5 Submit Project Interim Reports

GPE Users can submit Project Interim Report (PIRs) at the end of each assessment period for timeline based projects. All projects which are due for PIR submission are shown on the user home page, upon successful login.

7.5.1 Click on the “PIR” link to submit the Project Interim Report for a selected project.

Welcome S1460323!! | [Profile](#) | [Change Password](#) | [Logout](#)

Home Projects Submission View Scores User Management Contact Us

Brief overview
 The CPAS is a property of the Building and Construction Authority (BCA) and only made available to government agencies. The information shall not be circulated by any purposes other than tender evaluations. This report is also not allowed to be given or shared with any other unauthorised personnel.

Kerine Chow
 Executive Manager
 CPAS Administrator

Projects Due for Submission

Project Title	Type of Work	Agency	Submission Due Date	
Commercial Development at Jurong Lake (Jurong Planning Area)	Architectural	Test Agency (TA)	22/03/2013	PIR

Alternatively, you can also search for the project and select the project due for PIR submission.

7.5.2 Click on the “Submission” button from the Menu bar to display the Search Project page. Provide the Project Title or search for the projects without any specific criteria and select the desired project from the project listing.

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Home Projects **Submission** View Scores User Management Contact Us

Search Project

Project Title	<input type="text"/>
Agency	Test Agency (TA) ▾
Type of Consultancy	Please Select ▾
Stage of Work	Please Select ▾

Figure: Search Project for Submitting the Project Interim Report

7.5.3 The PIR submission link will be displayed for the projects, which are eligible for submission. Click on the “PIR” link to start assessing the select project.

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Home Projects Submission View Scores User Management Contact Us

Search Project

Project Title	Agency	Accessing Officer	Type of Consultancy	
Commercial Development at Jurong Lake (Jurong Planning Area)	Test Agency (TA)	CPAS_User1	Architectural	PIR

Figure: Project listing for Report Submission

7.5.4 To assess the project, select the Performance Grade for each attributes. **You are required to submit the assessment for all project stages due.** If the attribute does not qualify for the assessment, you should select “Not Applicable” for the performance grade. Click the “Submit PIR” button after all the performance grades have been selected for all the attributes.

Submit PIR

Project Stages: **Design Stage** **Tender Stage** Please ensure all PIRs are submitted for all the stages reflected here

Project Title	Architecture, Civil & Structural, Mechanical & Electrical,		
Project Category	Others		
Type of Consultancy	Civil & Structural		
Project Stage	Design Stage		
From (Period)	01/06/2018	To (Period)	30/12/2019
Last PIR Submit Date	12/02/2020		

Assessment Criteria	Evaluation Attributes	Weightage	Performance Grades	Remarks
Design Quality	Quality of proposal	20 %	Good	
	Buildability	10 %	Good	
	Health & Safety consideration	10 %	Satisfactory	
Documentation	Quality of drawings/BIM	20 %	Satisfactory	
Service Quality	Responsiveness	20 %	Good	
	Communication	20 %	Good	

Submit PIR

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7.6 Submit Project Final Report

All projects that are due for PFR submissions are shown on the user home page upon successful login. Alternatively, you can also search for the project and select the project for PFR submission.

Welcome S14603230 | Profile | Change Password | Logout

Home Projects **Submission** View Scores User Management Contact Us

Search Project

Project Title	<input type="text"/>
Agency	Test Agency (TA) ▾
Type of Consultancy	Please Select ▾
Stage of Work	Please Select ▾

Search Project

The PFR link will only be visible when the entire stages of the project have been completed and when the “Estimated Project completion Date” and “Project stage” date have ended.

7.6.1 Click on the “PFR” link to submit the Project Final Report for a selected project.

Welcome S14603230 | Profile | Change Password | Logout

Home Projects Submission View Scores User Management Contact Us

Search Project

Project Title	Agency	Accessing Officer	Type of Consultancy	PFR
Commercial Development at Jurong Lake (Jurong Planning Area)	Test Agency (TA)	CPAS_User1	Architectural	
Project Test 1	Test Agency (TA)	CPAS_User1	Architectural	PFR

7.6.2 The user is required to enter a **mandatory comment**. Click the “Submit PFR” button to submit the final report.

Figure: Project Final Report Submission form

7.7 View CPAS Score

GPE users are able to view the Consultant’s Performance Appraisal System Score (CPAS Score).

7.7.1 Select the “View Scores – View CPAS Score” button from the Menu bar to search for a consultant’s performance score.

7.7.2 Once the consultant search page is displayed. Click the “Search Consultant” button to search for the specified consultant or a list of consultants in the selected type of consultancy.

7.7.3 Click on the “View CPAS score” link in the last column of the consultant list to view the selected consultant’s performance score.

Home	Projects	Submission	View Scores	Documents
Consultant Name		Type of Consultancy		
Company A		Project Management		View CPAS Score
Company B		Project Management		View CPAS Score
Company AAA		Project Management		View CPAS Score
Company BBB		Project Management		View CPAS Score

7.7.4 The selected consultant’s performance score displayed will include all its individual project performance score achieved over the last 6 Assessment Period (ie. 36 months) from all the GPEs.

Project Performance Score						
	2010	2010	2011	2011	2012	2012
	AP1 [Jan-Jun]	AP2 [Jul-Dec]	AP1 [Jan-Jun]	AP2 [Jul-Dec]	AP1 [Jan-Jun]	AP2 [Jul-Dec]
Proposed Upgrading to Existing Woodlands Ring Primary School	50	50	-	-	-	-
Proposed New Erection, Addition and Alteration to Existing ITE Balestier for the New NorthLight School	-	-	-	-	56	-
Upgrading to Nanyang Primary School	-	-	-	-	74	-

Consultant's Performance Score						
	Mar 2010 - Sep 2010	Oct 2010 - Feb 2011	Mar 2011 - Sep 2011	Oct 2011 - Feb 2012	Mar 2012 - Sep 2012	Oct 2012 - Feb 2013
PM LINK PTE LTD (Project Management)	NA	NA	NA	NA	NA	57.5

Figure: Consultant’s Performance Score

7.7.5 To view the project details, click on the Project Name.

The screenshot displays the 'View Project Details' window of the Consultants' Performance Appraisal System. The interface includes the Building and Construction Authority logo and the Singapore Government logo. The project details are as follows:

Project Performance Score			
	2010	2011	2011
	AP2 [Jul-Dec]	AP1 [Jan-Jun]	AP2 [Jul-Dec]
Proposed Upgrading to Existing Woodlands Ring Primary School	50	-	-
Proposed New Erection, Addition and Alteration to Existing ITE Balestier for the New NorthLight School	-	-	-
Upgrading to Nanyang Primary School	-	-	-

Consultant's Performance Score			
	Sep 2010 - Feb 2011	Mar 2011 - Aug 2011	Sep 2011 - Feb 2012
PM LINK PTE LTD (Project Management)	NA	50	NA

Project Details			
Project Title	Proposed Upgrading to Existing Woodlands Ring Primary School		
Project Description	PRIME upgrading work, New Design Norms facilities, synthetic turf system and construction of an Indoor Sports Hall		
Construction Value (e.g 10,000,000)	21,400,000		
Project Start Date	02/11/2009	Estimated Project Completion Date	12/07/2015
Consultancy Services			
Type of Consultancy	Project Management		
PSPC Panel	PM01	Consultancy Firm	PM LINK PTE LTD
Contract No./Tender Ref No	MOE/RPM/MOA/2009/050	QP Name	Phan Chin Poh
BOA/PEB Practising Certificate No.		BOA/PEB Registration No.	
Stage of Work	<input checked="" type="checkbox"/> Feasibility Studies & Preliminary Design Stage <input checked="" type="checkbox"/> Design Stage <input checked="" type="checkbox"/> Tender Stage <input checked="" type="checkbox"/> Construction Stage <input checked="" type="checkbox"/> Post Construction Stage		
Procuring Agency			
Name of Agency	Ministry Of Education (MOE)		
Division/Department/Unit	FDD/PDMB		

7.8 View Project Interim Report (PIR) Score

GPE User is able to view the PIR scores.

- 7.8.1 Select the “View Scores – View PIR Score” button from the Menu Bar to select the project.

Welcome S

Home	Projects	Submission	View Scores	Documents
Search by Project				
Project Title	View PIR Score			
Agency	CPAS Score Central			Civil Aviation Authority Of Singapore (CAAS) ▾
Project Category				Please Select ▾
Project Sub-Category				Please Select ▾
Search Project				

- 7.8.2 Enter the project title or a partial title to search for a project. If no title is entered, the search will list all the projects for the selected agency. Click on “Search Project” to search for projects.

Welcome S1460323!! | Profile | Change Password | Logout

Home	Projects	Submission	View Scores	User Management	Contact Us
Search by Project					
Project Title	<input type="text"/>				
Agency	Test Agency (TA) ▾				
Search Project					

- 7.8.3 Click on the “View PIR Score” link to display the project scores for the selected project.

Welcome S000000A! | Change Password | Logout

Home	Projects	Submission	View Scores	Documents
Project Title	Agency Name	Type of Consultancy	View PIR Score	
CAAS-CPAS Project 0001	Test Agency (TA)	Architectural		

- 7.8.4 The project scores for the 6 recent assessment period are displayed for the selected project.

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Home	Projects	Submission	View Scores	User Management	Contact Us
Project Name	Commercial Development at Jurong Lake (Jurong Planning Area)				
Agency Name	Test Agency (TA)				
Consultancy Firm	AWP PTE. LTD.				
Project Performance Score					
2010	2010	2011	2011	2012	2012
AP1 [Jan-Jun]	AP2 [Jul-Dec]	AP1 [Jan-Jun]	AP2 [Jul-Dec]	AP1 [Jan-Jun]	AP2 [Jul-Dec]
-	-	-	-	-	-

8. User Management - (Only for GPE Central Administrator)

GPE Central Administrator users are able to perform the following

- a) Search/ list the users within their Agency,
- b) Add new GPE users,
- c) Edit user details and
- d) Disable or enable user's rights.

8.1 User Management - Search / list the users within own Agency

8.1.1 To search for a specific user, click on the “User Management” button on the Menu bar and enter the NRIC or Full Name or Email Address of the user.

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Home Projects Submission View Scores **User Management** Contact Us

Add User

Search User

NRIC	<input type="text"/>
Full Name	<input type="text"/>
Email Address	<input type="text"/>
Agency	Test Agency (TA) ▾
<input type="button" value="Search User"/>	

Otherwise, click the “Search User” button to list all the user under the specified agency.

Home Projects Submission View Scores **User Management**

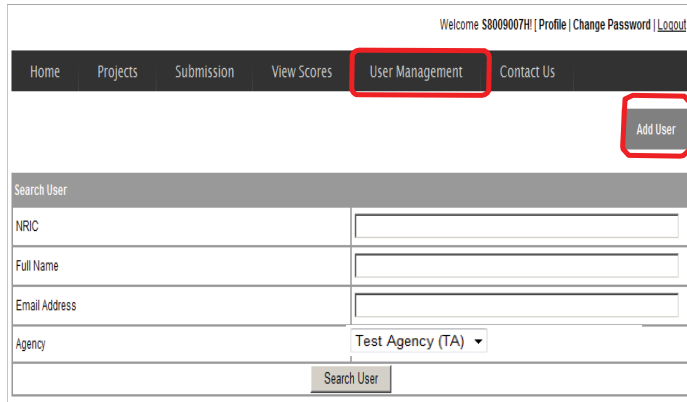
Add User Search User

NRIC	Name	User Role	Email Address	Agency	
S000001A	bcaUSER1	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
cutech	CPAS Test User1	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
S1234567A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
S1234567A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
S1234567A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
S1234567A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
S1234567A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
S001234A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
S1234567A	John Doe	BCA USER	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
S1234567A	John Doe	BCA USER	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable

1 2 3 4 >>>

8.2 User Management - Add New User

8.2.1 Click on the “Add User” button at the User Management section.



Welcome S8009007H | Profile | Change Password | Logout

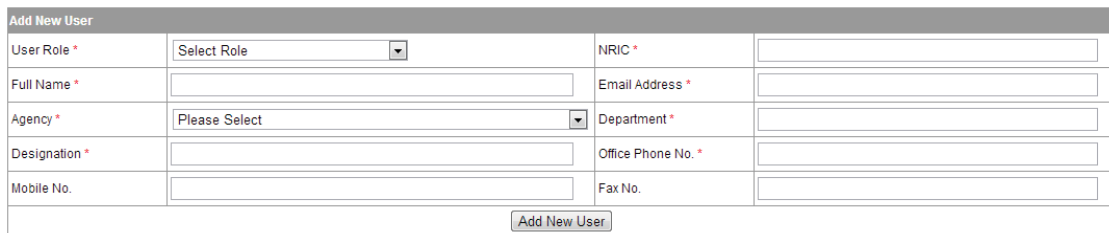
Home Projects Submission View Scores **User Management** Contact Us

Add User

Search User

NRIC	<input type="text"/>
Full Name	<input type="text"/>
Email Address	<input type="text"/>
Agency	Test Agency (TA) ▼

8.2.2 Key in all the detail of the new user and click on the “Add New User” button to save and complete the creation of the new user.

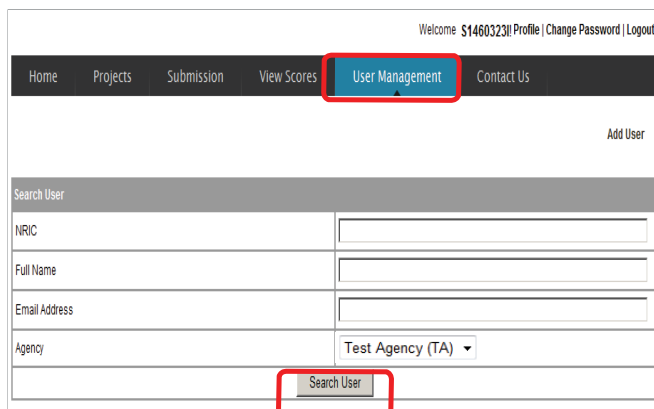


Add New User

User Role *	Select Role ▼	NRIC *	<input type="text"/>
Full Name *	<input type="text"/>	Email Address *	<input type="text"/>
Agency *	Please Select ▼	Department *	<input type="text"/>
Designation *	<input type="text"/>	Office Phone No. *	<input type="text"/>
Mobile No.	<input type="text"/>	Fax No.	<input type="text"/>

8.3 User Management - Edit User Details

8.3.1 To edit a specific user details, click on the “User Management” button on the Menu bar and enter the NRIC or Full Name or Email Address of the user.



Welcome S1460323H | Profile | Change Password | Logout

Home Projects Submission View Scores **User Management** Contact Us

Add User

Search User

NRIC	<input type="text"/>
Full Name	<input type="text"/>
Email Address	<input type="text"/>
Agency	Test Agency (TA) ▼

8.3.2 Click on the “Edit” link in the last column of the user list to edit the selected user details.

NRIC	Name	User Role	Email Address	Agency	
S000001A	bcaUSER1	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
cutech	CPAS Test User1	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
S1234567A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
S1234567A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable
S1234567A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit Disable

8.3.3 Click the “Save Details” button to save and complete the editing of the user details.

Edit User Details			
User Role *	BCA SYSTEM ADMINISTRATOR	NRIC *	S000001A
Full Name *	bcaUSER1	Email address *	CPAS_TEST@BCA.GOV.SG
Agency *	Building And Construction Authority (BCA)	Department *	
Designation *	Manager	Office Phone No. *	68012345
Mobile No.		Fax No.	
Save Details			

8.4 User Management - Enable/Disable User

8.4.1 To Enable/ Disable a user, click on the “User Management” button on the Menu bar and enter the NRIC or Full Name or Email Address of the user.

Search User	
NRIC	<input type="text"/>
Full Name	<input type="text"/>
Email Address	<input type="text"/>
Agency	Test Agency (TA) <input type="text"/>
Search User	

8.4.2 Click on the “Enable” or “Disable” link in the last column of the user list to enable/disable the selected user.

Home	Projects	Submission	View Scores	User Management	Admin	Reports		
NRIC	Name	User Role	Email Address	Agency			Add User	Search User
S000001A	bcaUSER1	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit	Disable		
cutech	CPAS Test User1	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit	Enable		
S1234567A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit	Disable		
S1234567A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit	Disable		
S1234567A	John Doe	BCA SYSTEM ADMINISTRATOR	CPAS_TEST@BCA.GOV.SG	Building And Construction Authority (BCA)	Edit	Disable		

8.4.3 A prompt is displayed to confirm the operation. Click “OK” to accept or “cancel” to enable/disable the user.



9. Annex

9.1 Definitions of the 6 Performance Grades

The definitions of the 6 performance grades are:-

- a. **Excellent (E)**: Denotes that the performance has been consistently and significantly better than expected and that required by the Consultancy Agreement. (E is given 100% of the points allocated to that attribute)
 - b. **Very Good (VG)**: Denotes that the performance has consistently met the requirement and in many occasions exceeded that required by the Agreement (VG is given 85% of the points allocated to that attribute)
 - c. **Good (G)**: Denotes that the performance has consistently met the requirement and occasionally exceeded that required by the Agreement with no supervision required. (G is given 70% of the points allocated to that attribute)
 - d. **Satisfactory (S)**: Denotes that the performance has generally attained that required by the Agreement with some level of supervision. (S is given 50% of the points allocated to that attribute)
 - e. **Poor (P)**: Denotes that the performance is below that required by the Agreement whereby instructions/reminders have to be repeatedly issued and the work has to be redone frequently in order to attain a satisfactory level; or the performance could only attain that required by the Agreement through enhanced supervision effort from the project office. (P is given 30% of the points allocated to that attribute)
 - f. **Very Poor (VP)**: Denotes that the performance is significantly below that required by the Agreement whereby instructions/reminders have to be repeatedly issued and the work has consistently to be redone but is still unable to attain a satisfactory level. (VP is given 0% of the points allocated to that attribute)
-

9.2 Suggested Evaluation Attributes

LIST OF SUGGESTED EVALUATION ATTRIBUTES WITH EXPLANATIONS

FEASIBILITY STUDIES AND PRELIMINARY DESIGN STAGE		
3 BROAD ASSESSMENT CRITERIA	EVALUATION ATTRIBUTE	GUIDELINES FOR ASSESSING EACH EVALUATION ATTRIBUTE
Technical Consideration	Quality of Study	Perform sufficient and well-planned site survey, investigation and consultation with authorities, government departments and stakeholders.
		Collect all relevant information and data, correct interpretation and make good use of information and data collected.
	Quality of recommendation	Conduct detailed analysis taking into account the information and data collected. Comply with development parameters, functional, economical, practical, sustainable, and well-balanced recommendations & deliverables which weight favourably among technical, costs, risks, environment, health and safety, public aspirations and other relevant factors. Put forward recommendations & deliverables and identify risk, constraints and development opportunities with proper judgement and constructive thoughts. Apply innovative ideas in the recommendations & deliverables to enhance quality, optimize costs, and minimize risks & impacts.
Documentation	Quality of Report	Produce drawings, plans and figures which are legible and appealing to the readers. It should allow readers to visualize conceptual schemes proposed in the recommendations & deliverables. Clear reporting of progress and issues.
	Quality of Delivery	Deliver the report in a timely and professional manner including proper compilation, indexing and pagination of the documents.
Service Quality	Responsiveness	Respond quickly to the request and instructions of client.
	Senior Management Commitment	Senior management attending the meetings.
		Senior management giving their opinions.
Communication	Provide regular programme updates. Establish and maintain good communication with the client. Establish and maintain good communication with other consultants. Establish and maintain good communication with the relevant authorities.	

DESIGN STAGE

3 BROAD ASSESSMENT CRITERIA	EVALUATION ATTRIBUTE	GUIDELINES FOR EACH EVALUATION ATTRIBUTE FOR CONSIDERATION WHEN ASSESSING
Design Quality	Quality of Design (Arch, CS, ME)	Able to provide clear design as shown by minimal Request for Information (RFIs) by client and other parties. Achieve minimal Variation Orders or Changes.
	Technical Considerations	Able to identify and comply with client's requirements and meet project objectives. Explore comprehensively, creatively, and imaginatively alternatives and innovative schemes. Adopt Value Engineering approaches to improve design efficiency and enhance cost-effectiveness in design (i.e. Value for Money solutions). Provide design solutions which are compatible with the surrounding environment with further environmental enhancement. Avoid using materials harmful to the environment and people Adopt renewable energy technology and energy efficient features as appropriate. Reduce usage of non-renewable resources and relate people with the natural environment. Conduct comprehensive budgeting (for QS discipline).
	Buildability	Fulfil requirements on buildability and constructability and strives towards higher productivity.
	Health and Safety	Design for safety. Provide adequate and effective mitigation measures to reduce health & safety hazards that may occur during construction, operation, maintenance and subsequent replacement. Conduct risk assessment and risk management of workplace.
Documentation	Quality of Drawings	Produce drawings, plans and figures which are legible, appealing to the readers and allowing the readers to visualize conceptual schemes proposed in the recommendations & deliverables.
	Quality of Delivery	Deliver the drawings in a timely and professional manner including proper compilation and indexing of the drawings.
Service Quality	Responsiveness	Respond quickly to the request and instructions of client. Performed statutory submission and fulfil regulatory requirements in timely and effectively manner.
	Senior Management Commitment	Senior management attending the meetings. Senior management giving their opinions.
	Communication	Provide regular programme updates. Establish and maintain good communication with the client. Establish and maintain good communication with other consultants. Establish and maintain good communication with the relevant authorities.

TENDER STAGE

3 BROAD ASSESSMENT CRITERIA	EVALUATION ATTRIBUTE	GUIDELINES FOR EACH EVALUATION ATTRIBUTE FOR CONSIDERATION WHEN ASSESSING
Technical Consideration	Tender Preparation	Comply with tender publishing and assessment procedures, etc. Select the most suitable contract packaging arrangements and procurement approach for the works.
	Tender assessment	Provide sufficient & adequate attributes with proper scoring for the Quality portion in the tender evaluation approach. Provide adequate technical support in facilitating a thorough tender assessment. Construct thorough evaluation and sound recommendations with due regard to all relevant factors and considerations.
	Cost estimate / Reliability (For QS only)	Prepare accurate, appropriate, clear and comprehensive tender evaluation reports.
Documentation	Quality of Tender documents	The contract documents are well coordinated, thorough and consistent in its use of graphic symbols and terminology or supported with sufficient calculations, data, and report. Provide clear and straight forward writing style/presentation with adequate back-up.
	Quality of Delivery	Produce contract documents and drawings which are complete, adequate and comprehensive for the works with little/no addendum issued in a timely fashion. All comments and review requests adequately incorporated into the report/documents.
Service Quality	Responsiveness	Respond quickly to the request and instructions of client.
	Senior Management Commitment	Senior management attending the meetings. Senior management giving their opinions.
	Communication	Provide regular programme updates. Establish and maintain good communication with the client. Establish and maintain good communication with other consultants and tenderers.

CONSTRUCTION STAGE

3 BROAD ASSESSMENT CRITERIA	EVALUATION ATTRIBUTE	GUIDELINES FOR EACH EVALUATION ATTRIBUTE FOR CONSIDERATION WHEN ASSESSING
Construction Supervision	Time Control / Progress	<p>Develop realistic and adequate programme by substantiating the time allowed in major critical activities and appropriate allocation of floats in the programme .</p> <p>Provide timely, accurate, appropriate, clear and comprehensive drawings, manuals and other records efficiently and effectively for the timely completion of the works.Minimal Request for Information (RFI) initiated by the contractors.</p> <p>Effective and efficient project progress monitoring and control.</p> <p>Provide clear and accurate programme updates and progress reports , as appropriate in relation to the assignment and the project as a whole and Extension of Time claims.</p>
	Cost Control / Budget	<p>Effective and efficient project cost/budget monitoring and control.</p> <p>Minimal Variation Orders (VOS) initiated by the consultant.</p> <p>Provide timely updates on the financial position including prompt valuation of variations and claims.</p> <p>Forecast forthcoming expenditure and keep the client/client's representative abreast of the financial position of the works contracts including the likely costs of major variations.</p> <p>Alert client/client's representative timely on the likelihood of the approved budgetary expenditure being exceeded due to e.g. variation and other commitments and provide the necessary information and support.</p> <p>Prompt and fair and detailed assessment of contractor's claims and timely determination of the claims in accordance to the contract (including reasons for acceptance or rejections of claims) and prevailing Acts & Regulations.</p> <p>Keep the client/client's representative abreast of contractor's monetary and Extension of Time claims and the progress in the handling of the claims.</p> <p>Keep the client/client's representative well informed of progress & quality of works, milestone events and any latest development.</p> <p>Accurate and expeditious certification of payments.</p>
	Management of site staff	<p>Deploy sufficient and adequate site staff (in terms of qualifications and experience) for different construction stages to ensure proper supervision throughout the construction period.</p> <p>Implement effective site staff management plans.</p> <p>Effective management of the contractor in the aspects of its manpower, construction approach, project management and planning.</p>
	Problem solving/ avoidance ability	<p>Ability to anticipate , handle and resolve site problems</p> <p>Capability in identifying potential problems so as to minimize future problems from happening.</p>
	Safety and Health management	<p>Take all necessary mitigation measures and follow-up actions promptly to ensure the quality, health & safety and environmental friendliness of the works and reduce health & safety hazards throughout the construction period.</p> <p>Conduct risk assessment and risk management of workplace.</p>

CONSTRUCTION STAGE

3 BROAD ASSESSMENT CRITERIA	EVALUATION ATTRIBUTE	GUIDELINES FOR EACH EVALUATION ATTRIBUTE FOR CONSIDERATION WHEN ASSESSING
Documentation	As-built Drawings	Drawings which are complete,adequate and comprehensive for the works.
	Documentations required for TOP/CSC	The necessary ground works to obtain TOP/CSC have been done and the application/submission process is smooth.
	Quality of progress report	Clear and comprehensive reporting of progress and issues.
Service Quality	Responsiveness	Respond quickly to the request and instructions of client.
	Senior Management Commitment	Senior management attending the meetings. Senior management giving their opinions.
	Communication	Provide regular programme updates. Establish and maintain good communication with the client. Establish and maintain good communication with other consultants. Establish and maintain good communication with the contractors.

POST CONSTRUCTION STAGE

3 BROAD ASSESSMENT CRITERIA	EVALUATION ATTRIBUTE	GUIDELINES FOR EACH EVALUATION ATTRIBUTE FOR CONSIDERATION WHEN ASSESSING
Maintenance	Defects Inspection	Develop inspection programme setting out the areas, periods and procedures of inspection.
		Perform proper inspection in accordance to the procedures set out.
	Defects Rectification	Monitor closely and ensure defects are properly rectified. Minimal re-occurrence of defects.
Documentation	Quality of defects rectification records	Clear reporting of defects rectification,progress and issues. Records are updated with accurate,clear and comprehensive provision of sketches, drawings and other documents.
	Settlement of outstanding claims	Keep the client/client's representative abreast of contractor's monetary and Extension of Time claims and the progress in the handling of the claims. Prompt, fair and detailed assessment of contractor's claims and timely determination of the claims in accordance to the contract (including reasons for acceptance or rejections of claims) and prevailing Acts & Regulations.
	Settlement of final account	Accurate,fair and expeditious preparation, settlement and certification of final accounts.
Service Quality	Responsiveness	Responding quickly to the request and instructions of client.
	Senior Management Commitment	Senior management attending the meetings. Senior management giving their opinions.
	Communication	Provide regular programme updates. Establish and maintain good communication with the client. Establish and maintain good communication with other consultants. Establish and maintain good communication with the contractors.

