

Embedding Social Considerations in Building Performance Procurement: **Contractor Selection Criteria Checklist**



This document includes recommended information to use as part of the contractor selection criteria when reviewing bids and responses to RFPs and RFQs, when working within existing legal frameworks. Included are elements that support greater diversity participation in a building project and progress towards environmental, social, and governance goals.

Contractor Name			
Threshold		Y/N	Comments
1	Contractor has a good reputation	YES NO	
2	Bonded and insured against liabilities	YES NO	
3	OSHA certification	YES NO	
4	No history of permit violations	YES NO	
5	No history of violating labor & wage laws	YES NO	

6	No history of racial, ethnic or gender discrimination of any kind	YES NO	
7	Evidence of a skilled & trained workforce	YES NO	
Experience		Y/N	Comments
8	Demonstrated direct experience on a similar project.	YES NO	
9	References provided verbal checks for similar work & good performance	YES NO	
10	Previous projects came in on time, on budget & on scope	YES NO	
Proposal		Y/N	Comments
11	Complete estimate that covers all/most of the owner and other contractor concerns	YES NO	

12	All permits will be secured by contractor	YES NO	
13	Equipment and materials were specified	YES NO	
14	Equipment and materials will meet sustainability standards (ENERGY STAR, LEED, etc.)	YES NO	
Team		Y/N	Comments
15	Project team members are licensed & qualified to do the work	YES NO	
16	Project team carries insurance	YES NO	
17	All subcontractors identified	YES NO	
18	Subcontractors are credible companies with good reputations	YES NO	

19	Subcontractors have no history of racial, ethnic or gender discrimination	YES NO	
Specifications		Y/N	Comments
20	Energy savings are specified	YES NO	
21	There is a warranty on energy savings	YES NO	
22	There is a warranty on equipment	YES NO	
23	There is a time-bound warranty on the work	YES NO	
Community		Y/N	Comments
24	Track record of company staff diversity (race, ethnicity, sex, gender, disability, etc.) and staff wages provided	YES NO	

25	Company has a plan with steps toward providing staff and workers with opportunities to engage in progressive learning and responsibilities, growth within the position and advancement	YES NO	
26	Previous project staffing utilization breakdown included (# jobs, workhours, wages)	YES NO	
27	Current project staffing utilization plan outlined (targeted communities, near-term and long-term jobs)	YES NO	
28	Local procurement and supplier diversity (race, ethnicity, sex, gender, disability, etc.) project plans outlined (\$ and % of total contract value to minority, women, veteran, disabled, small companies)	YES NO	
29	Proposed MWDBE partners identified	YES NO	

30	Alignment with DC local/ disadvantaged workforce training programs	YES NO	
31	Proposed project wages are fair & livable	YES NO	
32	Innovative co-benefits included (i.e. flexible contract structure, onsite renewable energy, construction energy efficiency goals, workforce education, advancing local community goals, etc.)	YES NO	