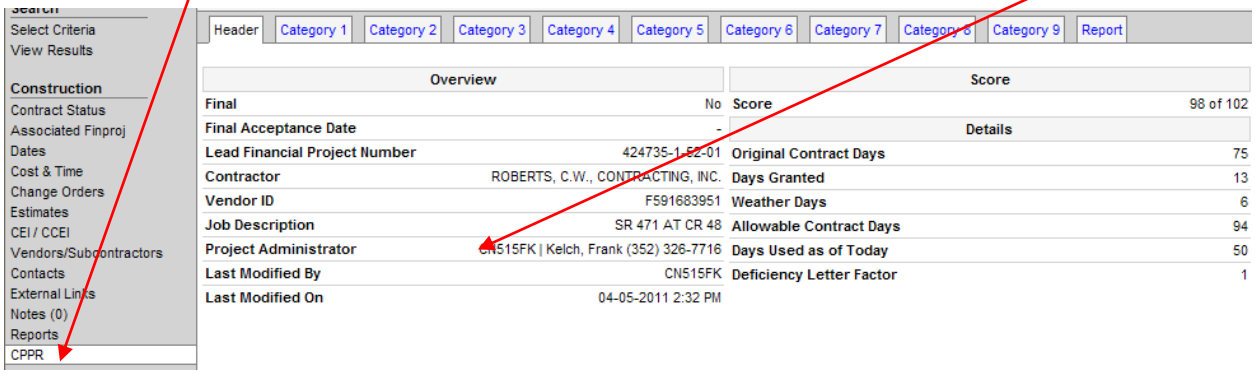
CPPR in CIM

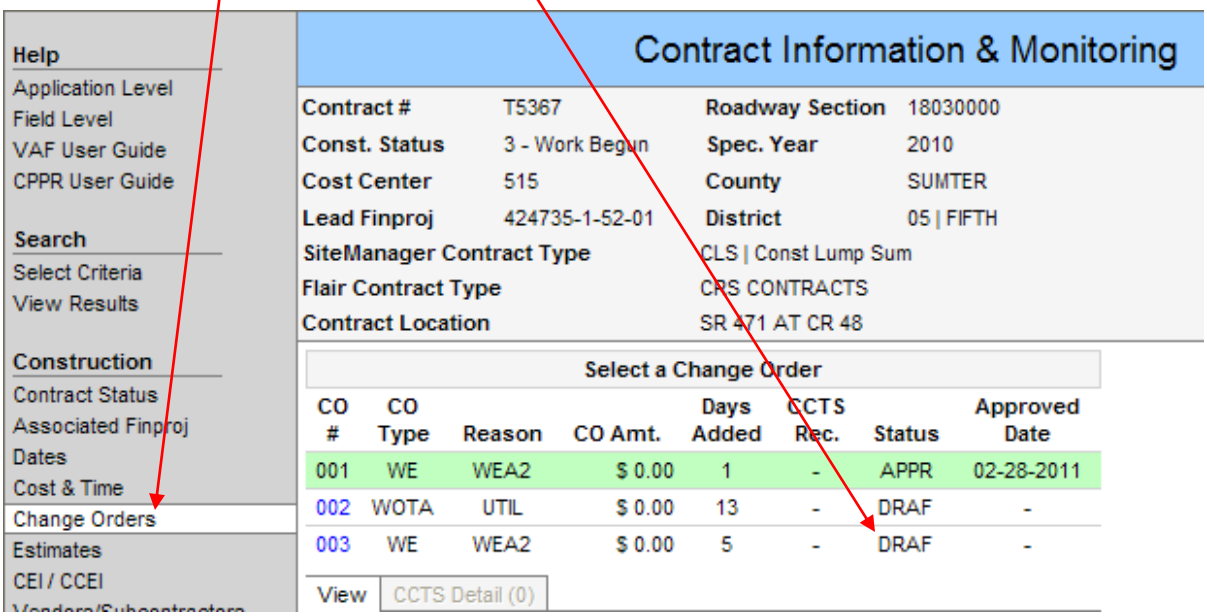
For projects let after September 29, 2010

Prior to starting CPPR in CIM

1) All SiteManager Dailies must be uploaded
2) All SiteManager Dailies must be approved
3) Enter Change Order in SiteManager for Weather and Holidays granted
4) Enter Change Order Time Adjustments
5) Go to CIM, click CPPR, and look at the Header tab to see if you are listed as the Project Administrator
   A. If you are not listed, send email to your District Coordinator (Data updates overnight)



6) Email your District Coordinator to approve your Change Order in SiteManager
7) District Coordinator will email in return to let you know it has been approved
   A. Your Change Order will remain in DRAF mode



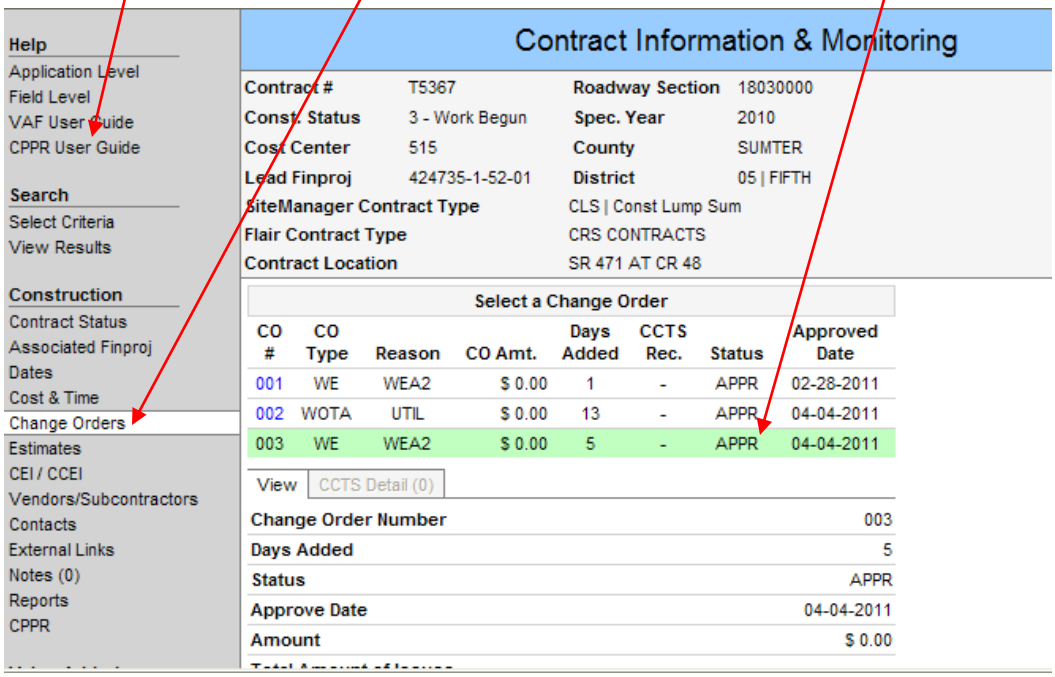
Data updates overnight

CPPR in CIM

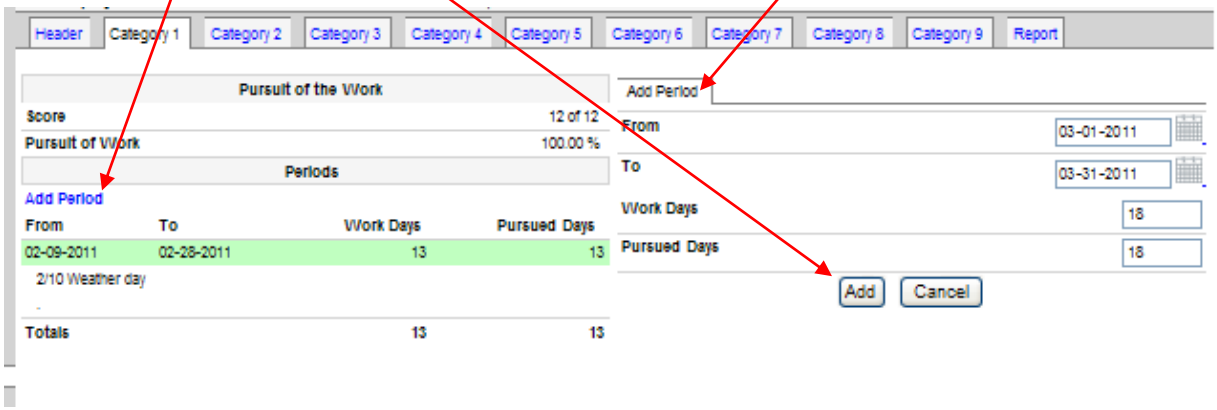
For projects let after September 29, 2010

Begin CPPR in CIM

8) Following day, go to CIM, click on Change Orders to see if your Change Order is approved, then you may proceed
   A. A CPPR user guide will show how the CPPR calculations work



9) Click on CPPR – **Category 1** "Pursuit of the Work" Tab
   A. Click on blue "**Add Period**" and enter information to the Right under the "Add Period" Tab
      - Enter From Date
      - Enter To Date
      - Enter Work Days
      - Enter Pursued Days
      - Hit the "Add" button

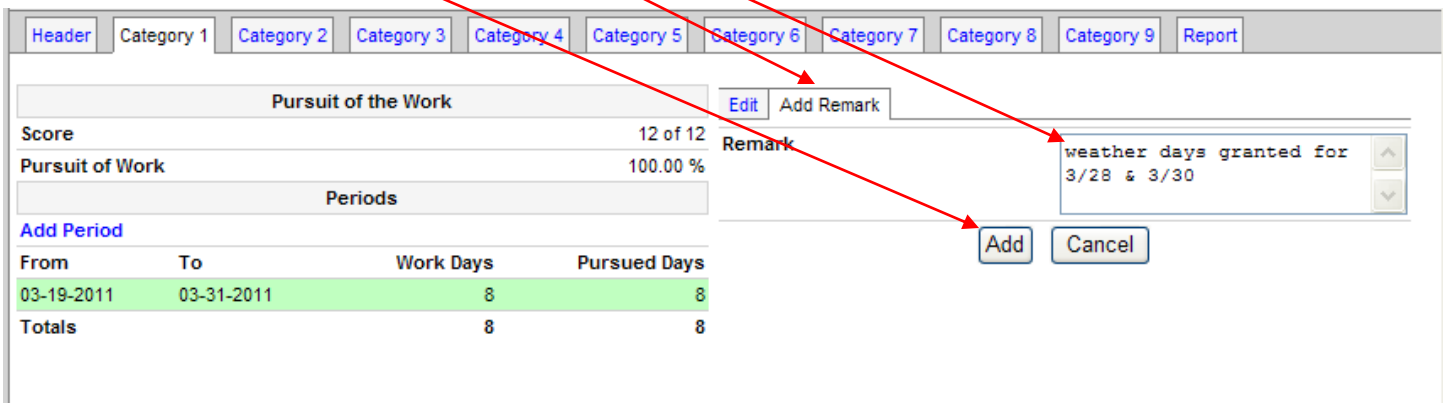


CPPR in CIM

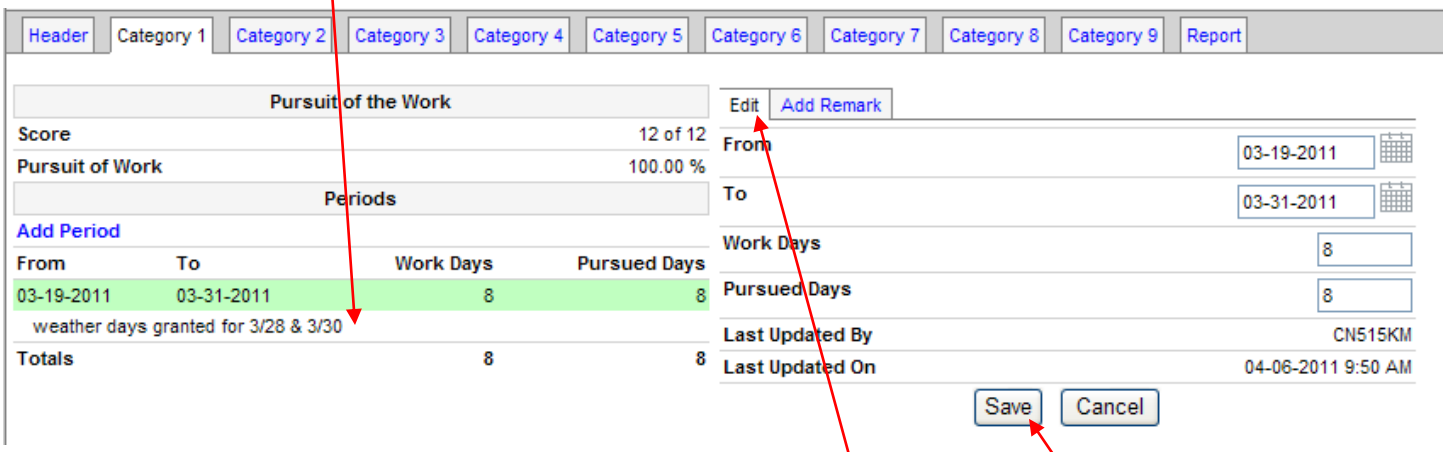
For projects let after September 29, 2010

B. Click on the blue "**Add Remark**" Tab

- Enter in the remark box Dates granted for Weather, Holiday, and etc.
- Hit the "Add" button



- Comments should then show up under the appropriate time period



- If any changes need to be made, do so using the "Edit" tab and click "Save" when done

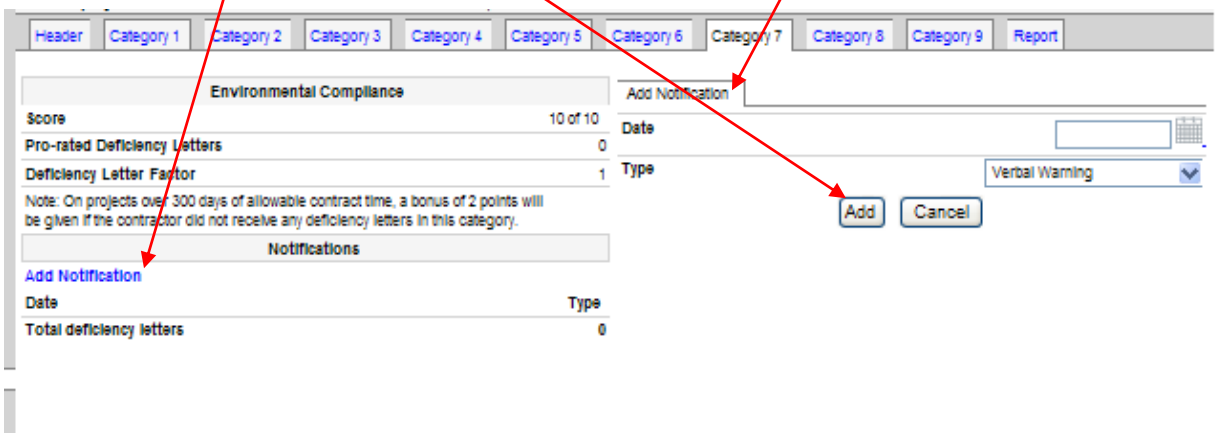
CPPR in CIM

For projects let after September 29, 2010

10) **Categories 2-7** document deficiency notifications to Contractor. If none, proceed to **Category 8** tab. See example below:

A. Click on blue **Add notification** and enter information to the Right "Add Notification" Tab

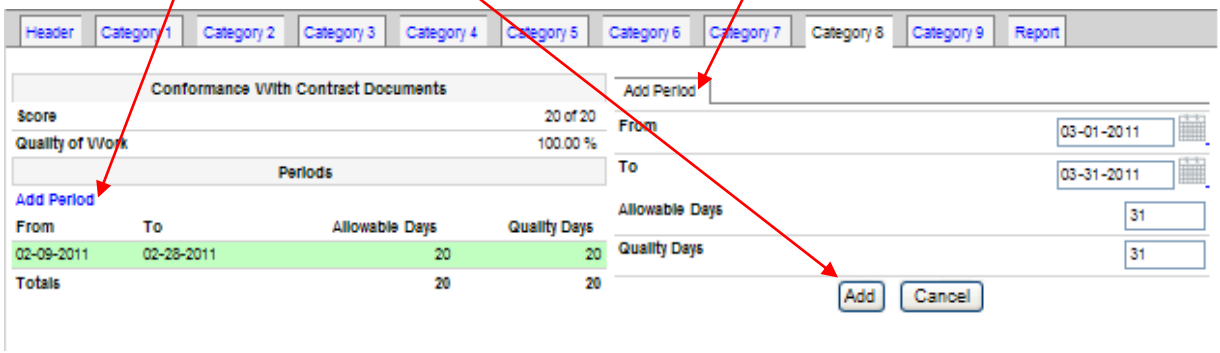
- Enter Date
- Drop-Down box to choose Type of warning
- Hit the "Add" button



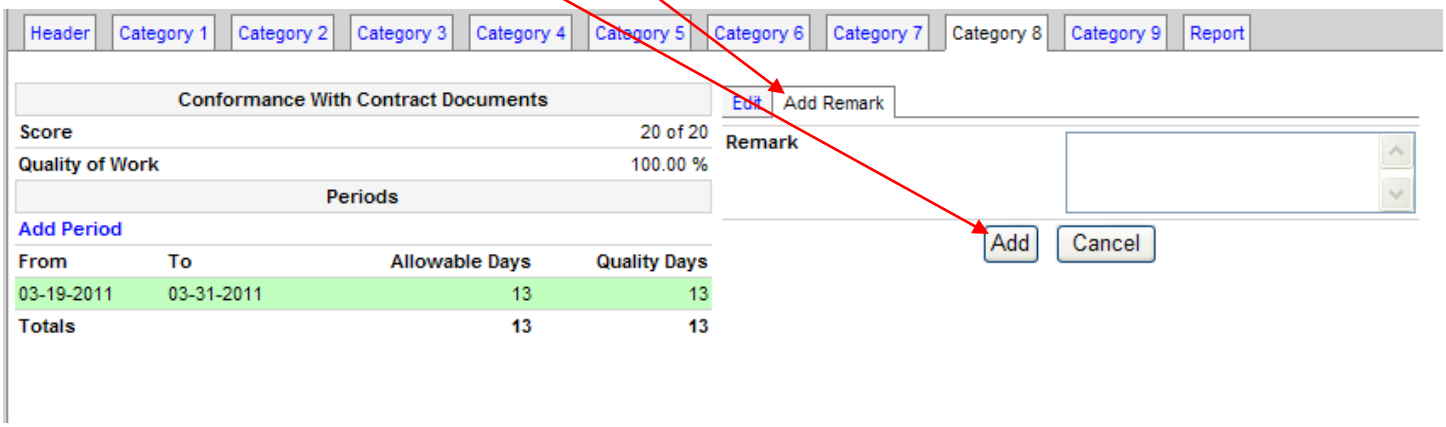
11) **Category 8** "Conformance With Contract Documents" tab

A. Click on blue **Add Period** and enter information to the Right "Add Period" Tab

- Enter From Date
- Enter To Date
- Enter Allowable Days
- Enter Quality Days
- Hit the "Add" button



B. Click on "Add Remark" tab if you have non-quality days to document
- Enter in the remark box Dates of non-quality days
- Hit the "Add" button
- Hit the "Save" button



12) **Category 9** "DBE Utilization" is used for the Final Report only – see Instruction # 15

13) Click on "**Report**" tab
   A. Choose "**Interim Report**" for Monthly

CPPR in CIM

For projects let after September 29, 2010

B. Review Report for accuracy and send to Contractor

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISTRICT 05
CONTRACTOR'S PAST PERFORMANCE RATING

Date of the Report:	April 06, 2011 Revised:04-06-2011	**Original Contract Days:**	130
FIN ID:	421989-1-52-01	**Days Granted:**	0
Contractor Number:	T5349	**Weather Days:**	2
Contractor:	D.A.B. CONSTRUCTORS, INC.	**Allowable Contracto Days:**	132
Job Description:	SR 500 US 27 FROM N OF NE 136 AVE TO MARION COUNTY LINE	**Days Used:**	0
Project Administrator:	Madrid, Karen (352) 326-7736	**Deficiency Ltr. Factor (DLF):**	1

Contractor Performance Rating (Max. of 102):	98	**Interim**	Yes	**Final**	

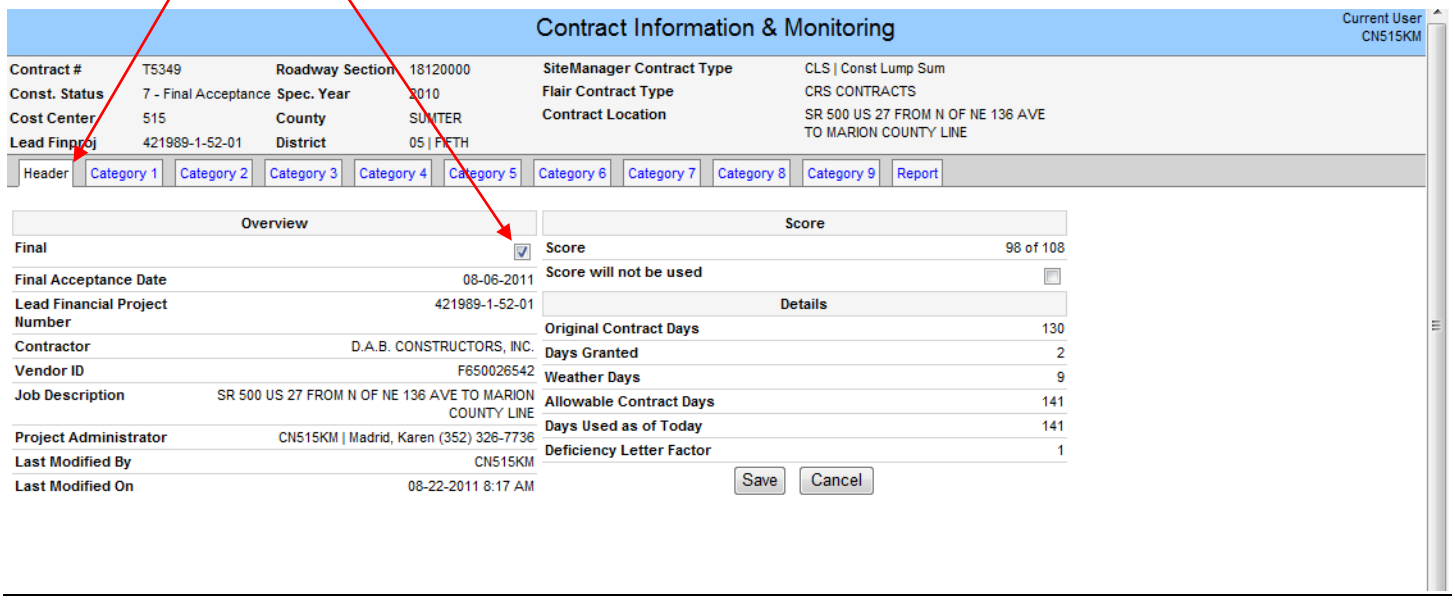
CATEGORY 1 - Pursuit of the Work	**Score (Max of 12):**	12
	Pursuit of Work	100.00 %

From	To	Work Days	Pursued Days	Remarks
03-19-2011	03-31-2011	8	8	weather days granted for 3/28 & 3/30

Final CPPR in CIM

14) Click on "**Header**" tab

A. Click in the Final box



CPPR in CIM

For projects let after September 29, 2010

15) Complete **Category 9** "DBE Utilization"

Header | Category 1 | Category 2 | Category 3 | Category 4 | Category 5 | Category 6 | Category 7 | Category 8 | Category 9 | Report

DBE Utilization

Score	0 of 4

Note: A bonus of up to 4 points may be applied to this category after the grade has been marked as Final.

Questions

Question	Answer
Contractor achieved or exceeded the DBE availability percentage shown in the bid proposal	☐
Contractor achieved 8% or more DBE utilization	☐

Save | Cancel

16) Click on "**Report**"

A. Click on "**Final report**"

Header | Category 1 | Category 2 | Category 3 | Category 4 | Category 5 | Category 6 | Category 7 | Category 8 | Category 9 | Report

Interim report (Opens in new window, Unknown Size)
Final report (Opens in new window, Unknown Size)

Overview | **Scoring**

17) You are ready to send out the Final CPPR!

Rule 14-22.015, F.A.C.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONTRACTOR'S PAST PERFORMANCE REPORT

700-010-25
CONSTRUCTION
09/05

D.A.B. CONSTRUCTORS, INC. (Contractor Name)	421989-1-52-01 (FIN Project No.)
- (Address)	SUMTER (County) T5349 (Contract No.)
$ 878,888.88 (Final Contract Amount)	0221 WIDEN/RESURFACE EXIST LANES (Type Of Work)
Madrid, Karen (352) 326-7736 / Leesburg Operations (Project Administrator/Firm or Residency)	08-06-2011 (Date Final Accepted)

ANSWER ALL QUESTIONS

Performance	Maximum Value	Rated Value
1. Pursuit of the Work	12	12
2. Proper MOT and Minimize Impacts to Traveling Public	12	12
3. Timely and Complete Submittal of Documents	8	8