



# INDIANA DEPARTMENT OF TRANSPORTATION

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**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

August 26, 2021

## CONSTRUCTION MEMORANDUM 21-10

**TO:** District Deputy Commissioners  
District Construction Directors  
District Technical Services Directors  
District Area Engineers  
District Project Management Director  
Project Management Director  
District Traffic Engineers  
District Testing Engineers  
District LPA Coordinators  
Project Engineers/Supervisors  
Field Engineers  
Division of Materials and Tests

**FROM:** Gregory G. Pankow, P.E., Director   
Division of Construction Management and District Support

**SUBJECT:** Implementation of the Contractor Performance Evaluation (CPE) system

**SUPERSEDES:** Construction Memorandum 16-05

The purpose of this memorandum is to notify all field personnel of the implementation of the Contractor Performance Evaluation (CPE) 2.0 system. This revised system will replace all previous versions of CPE. The evaluation system will be online and accessible through the INDOT Technical Applications Pathway (ITAP).

The revised CPE 2.0 system features an updated user interface and new features designed to create an evaluation environment that reinforces the concept of continued improvement. The new system will improve routing efficiency and will provide a more intuitive scoring process. The new CPE 2.0 system will also provide Central Office Prequalification with a more detailed contractor performance database to utilize. Several new features within CPE 2.0 are listed below.

- Provides the user with an updated interface dashboard.
- Creates new terminology to help clarify the overall process. New evaluation terminology is defined as a “snapshot”.
- Snapshots may be generated at any time during the contract period.

- Contractors may request snapshots to help them evaluate their performance.
- Other authorized individuals may provide comments for snapshots.
- Creates the ability to add any subcontractor to the list of evaluations to be completed.
- Provides improved interaction between Evaluators and Contractors.

Contractors contact information, entered in the system through email addresses, will include a “responsible person” to help ensure snapshots are viewed by Contractors. Contractors will also have a more transparent process within CPE 2.0. Appeals will be more transparent and clearer as well.

The date of implementation of the CPE system will be August 23, 2021. Existing Contractor evaluations submitted on or after this date will be automatically transitioned to the new system. A new CPE 2.0 Instruction Manual for Construction, Consultants, and Contractors is available on the Department’s website at:

<https://erms12c.indot.in.gov/sitemanagermanuals/?startkeywords=CPE>.

Questions should be directed to the Division of Construction Management.

GGP/KAP