



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

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MINISTRY OF FINANCE & THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

December 6, 2023

Circular No. 32

Cabinet Secretary
Permanent Secretaries
Heads of Procuring Entities
Chief Executive Officers

Re: Guidance Note - Contractor and Consultant Performance Evaluation

Cabinet Secretary, Permanent Secretaries, Heads of Departments, Chairmen of Boards, Chief Executive Officers and other Heads of Procuring Entities are hereby advised of the following guidance related to the Government of Jamaica (GOJ) Contractor and Consultant Performance Evaluation Programme (CCPEP), **set out in the accompanying Guidance Note (GN 2/2023)** issued by this Ministry pursuant to Section 7(1)(c) of The Public Procurement Act 2015 (“the Act”). This Guidance Note is issued further to Cabinet’s approval of:

- i. The establishment of a Government of Jamaica (GOJ) Contractor and Consultant Performance Evaluation Programme (CCPEP); and
- ii. The GOJ Contractor and Consultant Performance Evaluation Policy.

The Contractor and Consultant Performance Evaluation Programme (CCPEP), is the Government of Jamaica’s official and standardised mechanism for assessing the performance of contractors and consultants on particular procurement contracts over specified periods of time. These evaluations aim to improve value delivery during the implementation of procurement contracts and will guide source selections, the administration of contracts and may form the basis for the debarment of suppliers by the Public Procurement Commission. It offers a centralized consolidated registry of past and on-going performance evaluations of contractors and consultants who participate in public procurement.

The GOJ Contractor and Consultant Performance Evaluation Policy (“policy”) provides the framework and utilization of the Government of Jamaica (GOJ) Contractor and Consultant Performance Evaluation (CCPE) system. The enclosed Guidance Note explains the process, system and structures required for creation, and maintenance of authoritative, reliable and accessible contractor and consultant performance evaluations to support the accountability requirements of the procuring entity.

Circular No.

Division: Public Expenditure Policy Co-ordination

December 6, 2023

Re: Guidance Note – Contractor and Consultant Performance Evaluation

Commencing December 11, 2023, all procuring entities are required to integrate and implement the policy which requires that certain considerations be taken throughout procurement proceedings – from the procurement planning stage through to the contract award stage. To clarify the foregoing, both the GOJ Contractor and Consultant Performance Evaluation Policy and Guidance Note (GN 2/2023) are enclosed.

The Public Procurement Commission (PPC) is responsible for undertaking the implementation of the CCPEP. Training and sensitisation activities will be carried out with procuring entities to support the contractor and consultant performance evaluation process. Onboarding to the Data Visualisation and Business Intelligence (DVBI) platform for mandatory performance reporting will require that procuring entities make contact directly with the PPC.

Should you have further questions or concerns in relation to the aforementioned, please contact the Chief Public Procurement Policy Officer, Mr. Andrei Bennett by email at andrei.bennett@mof.gov.jm or the Senior Director, Contractor Performance Monitoring, Ms. Cheyenne McClarthy by email at cheyenne.mcclarthy@ppc.gov.jm.



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Darlene Morrison, CD
Financial Secretary