

Priority Hire Performance Reporting for Contractors

Purpose

Prime and/or subcontractors on CWA projects may request information on workforce performance and measure improvements over time.

Timeframe

The prime or subcontractor may want weekly or bi-weekly, in addition to the monthly JAC report. While monthly JAC data may be appropriate if a contractor is performing significant hours on a project over a long period of time, weekly or bi-weekly data shows real-time improvements and allows the contractor to respond more quickly.

Priority Hire Performance Report Process

1. Sign into LCPtracker.
2. Go to the Reports tab.

Prime Approvers: Go to Custom Reports, then Priority Hire Performance Report.



Subcontractors: Click on Priority Hire Performance Report.



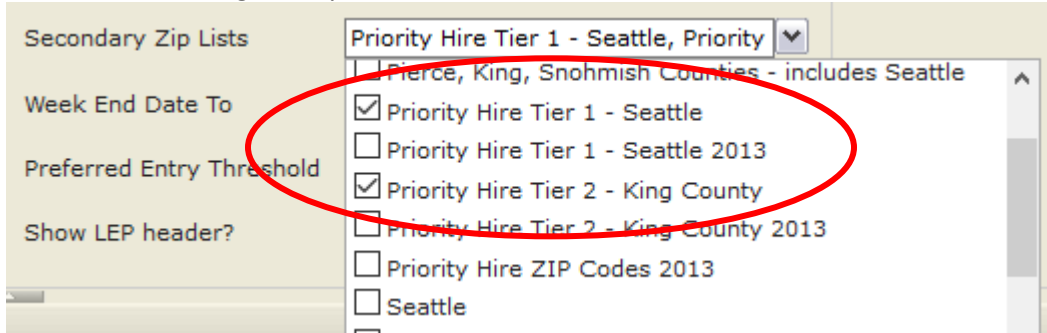
3. Choose the following filters:
 - a. Project Status – Active
 - b. Department – Default Department
 - c. Project Type – All Project Types
 - d. Project Group – All Project Groups
 - e. Project – select your project
 - f. Jurisdiction – City of Seattle
 - g. Contractor – Select All

Note: If you want to check an individual contractor performance, select only that contractor. If you want to check separate contracts for one subcontractor, you'll need to use the Assignment filter (next).

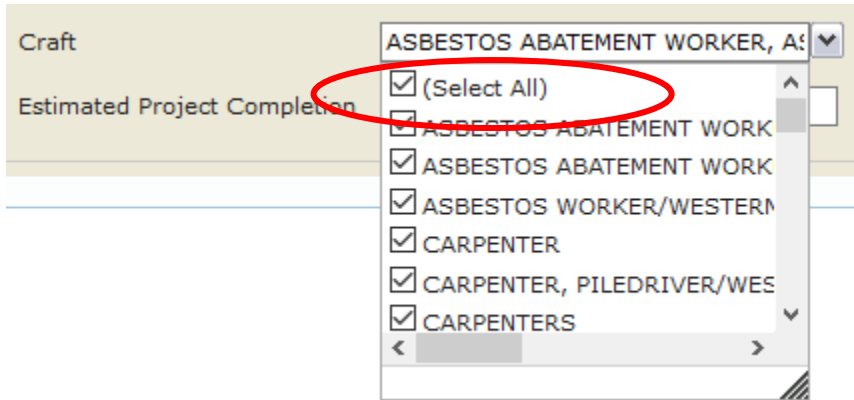
- h. Assignment – All assignments
You can use this filter to check individual contracts. To do so, deselect All assignments and select the contract you want to look at. Note: If you select more than one contractor, you will be unable to run performance by contract.

- i. Priority ZIP List – Priority Hire ZIP Codes

- j. Secondary ZIP Lists – select both Priority Hire Tier 1 – Seattle AND Priority Hire Tier 2 – King County



- k. From and To – choose dates for the report
- l. Craft – Select all



- m. Preferred Entry Threshold – select the threshold specific to your project (350 or 700)
Check the bid documents to see if the preferred entry threshold for your project is 350 or 700. This information is also communicated during pre-bid meetings and post-award CWA meetings with prime contractors.

Department: Default Department, DoIT, FAS, Office

Project Group: Priority Hire

Jurisdiction: City of Seattle

Assignment: All assignments

Secondary Zip Lists: Priority Hire Tier 1 - Seattle, Priority

Week End Date To: 12/31/2016

Preferred Entry Threshold: (Null)

Show LEP header? (Null)

350

700

View Report

- n. Estimated Project Completion – leave blank
- o. Show LEP header? – True
- 4. Click View Report.
Note: If a contractor is using two accounts for two subcontracts on a project, their workers may be counted twice (once for each contract). However, their hours will remain accurate.
- 5. To export the report, click on the blue disk with the green arrow.

1 of 2 Find | Next

CITY OF SEATTLE - PRIORITY HIRE PERFORMANCE REPORT

Project: PW#2012-050AC: Elliott Bay Seawall - GCCM
 Reporting Period: 1/1/2015 – 12/31/2016
 Contractor: Multiple Contractors
 Estimated Project Completion:

To learn more about the Labor Equity Program, go to www.seattle.gov/priorityhire.

AMONG WA WORKERS...	WA WORKERS (N=2,642)	
	Performance	
PRIORITY HIRE ZIP CODES	549	20.8

Word
Excel
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed

URS	Performance
71.5	24.5%

Still have questions? Contact Jeanne Fulcher at 206-684-0903 or jeanne.fulcher@seattle.gov.