



**PAST PERFORMANCE EVALUATION
FORM**

Offeror Name: _____

Performance Element (See Description p. 2)	Excellent *	Good	Acceptable	Poor	Unacceptable**
Quality of Services/ Work					
Timeliness of Performance					
Cost Control					
Business Relations					
Customer Satisfaction					

1. Name of Evaluating Organization: _____

2. Name & Title of Evaluator: _____

3. Telephone Number of Evaluator: _____

4. E-mail address of Evaluator: _____

5. Signature of Evaluator: _____ Date: _____

6. Describe type of service received: _____

7. Contract Number _____ Contract Amount _____

8. Contract Period of Performance _____

*Remarks on Excellent Performance: Provide data supporting this observation.
(Continue on separate sheet if needed)

** Remarks on Unacceptable Performance: Provide data supporting this observation.
(Continue on separate sheet if needed)

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions as guidance in making these evaluations.

	Quality Product/Service	Cost Control	Timeless of Performance	Business Relations
	-Compliance with contract requirements -Accuracy of reports directions	-Within budget (over/under target costs) -Responsive to technical requirements	-Meet Interim milestones -Reliable -Responsive to contract	-Effective management -Businesslike correspondence complete billings
	-Current, accurate, and personnel -Technical excellence	-Relationship of negated costs to actual -Cost efficiencies -Change order issue	-Completed on time, including wrap-up and -contract administration -No liquidated damages assessed	-Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program

0. Zero	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1, Unacceptable	Nonconformances require major Agency resources to ensure achievement of contract responsive.	Cost issues require major Agency resources to ensure achievement of contract marginally effective and	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is requirements. requirements.
2. Poor	Nonconformance require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract responsive.	Delays require minor Agency resources to ensure achievement of contract somewhat effective and	Responses to inquiries, technical/ service/administrative issues is requirements. achievement of contract requirements.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			