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**PAST PERFORMANCE EVALUATION FORM**

**DCAM-18-CS-0105**

**Design Build Services for Shepard Recreation Center**

(Check appropriate box)

**OFFEROR \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance**  **Elements** | **Excellent** | **Good** | **Acceptable** | **Poor** | **Unacceptable** |
| **Quality of Services/ Work** |  |  |  |  |  |
| **Timeliness of**  **Performance** |  |  |  |  |  |
| **Cost Control** |  |  |  |  |  |
| **Business**  **Relations** |  |  |  |  |  |
| **Customer**  **Satisfaction** |  |  |  |  |  |

1. Name and Title of Evaluator:

2. Signature of Evaluator:

3. Name of Organization:

4. Telephone Number of Evaluator:\_

E-mail address of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. State type of service received:

6. State Contract Number, Amount and Period of Performance

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

8. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

**Please submit completed evaluation to** [**elouise.fripp@dc.gov**](mailto:elouise.fripp@dc.gov)

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RATING GUIDELINES

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 a guidance in making these evaluations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Quality** |  | **Timeless** | **Business** |
| **Product/Service** | **Cost Control** | **of Performance** | **Relations** |
| -Compliance with contract requirements | -Within budget (over/  under target costs) | -Meet Interim milestones  -Reliable | -Effective management  -Businesslike correspondence |
| -Accuracy of reports  -Appropriateness of | -Current, accurate, and  complete billings | -Responsive to technical  directions | -Responsive to contract  requirements |
| personnel  -Technical excellence | -Relationship of negated  costs to actual  -Cost efficiencies | -Completed on time,  including wrap-up and  -contract administration | -Prompt notification of contract  problems  -Reasonable/cooperative |
|  | -Change order issue | -No liquidated damages  assessed | -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 | Cost issues are comprising performance of contract requirements. | Delays are comprising  the achievement of contract requirements, Despite use | Response to inquiries, technical/ service/administrative issues is not effective and responsive. |
|  | Agency resources |  | of Agency resources. |  |
| **1**, Unacceptable | Nonconformances require major | Cost issues require major | Delays require major | response to inquiries, technical/ |
|  | Agency resources to ensure  achievement of contract requirements. | Agency resources to ensure  achievement of contract requirements. | Agency resources to ensure  achievement of contract requirements. | service/administrative issues is  marginally effective and responsive. |
| **2. Poor** | Nonconformances require minor Agency resources to ensure achievement of contract | Costs issues require minor Agency resources to ensure achievement of contract | Delays require minor  Agency resources to ensure achievement of contract | Responses to inquiries, technical/ service/administrative issues is somewhat effective and |
|  | requirements. | requirements. | requirements. | responsive. |
| **3. Acceptable** | Nonconformances do not impact | Cost issues do not impact | Delays do not impact | Responses to inquires, technical/ |
|  | achievement of contract  requirements. | achievement of contract  requirements. | achievement of contract  requirements. | 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.