

PAST AND PRESENT PERFORMANCE SURVEY

FOR OFFICIAL USE ONLY (When filled in)

Note: If information is inaccurate, please correct. Please complete a separate evaluation form for each relevant contract.

A. GENERAL INFORMATION:

Contractor's Name:

Address:

Point of Contact:

Telephone Number:

Project Title and Brief Description of Work:

Contract Number provided by Offeror:

Contract Period or Dates of Performance Provided by Offeror:

Contractor acted as the () prime contractor or the () sub-contractor.

B. RESPONDENT INFORMATION:

Name of respondent:

Title:

Address:

Telephone number:

FAX number:

Email address:

C. PERFORMANCE INFORMATION

Choose the category below that most accurately describes the contractor's performance or situation. Please provide a narrative explanation for any rating of Exceptional, Marginal, or Unsatisfactory.

EXCEPTIONAL: Performance met all contract requirements and exceeded many. Problems, if any, were negligible, and were resolved in a timely, highly effective manner. Essentially no doubt exists that the offeror will successfully perform the required effort.

VERY GOOD: Performance met all contract requirements and exceeded some. There were a few minor problems, which the contractor resolved in a timely, effective manner. Little doubt exists that the offeror will successfully perform the required effort.

SATISFACTORY: Performance met contract requirements. There were some minor problems and the contractor's corrective actions were satisfactory. Some doubt exists that the offeror will successfully perform the required effort.

NEUTRAL: No record of performance or the record is inconclusive. (See FAR 15.305 (a) (2) (iii) and (iv).

MARGINAL: Performance did not meet some contractual requirements. There were problems, some of a serious nature, for which corrective action was only marginally effective. Substantial doubt exists that the offeror will successfully perform the required effort.

UNSATISFACTORY: Performance did not meet most contractual requirements. There were serious problems and the contractor's corrective actions were ineffective. Extreme doubt exists that the offeror will successfully perform the required effort.

1. MANAGEMENT EFFECTIVENESS

a. Contractor provided experienced managers and supervisors with technical and administrative abilities to meet contract requirements

b. Contractor maintained appropriate staffing levels (number/Qualifications). Please comment if workload varied.

c. Contractor maintained records/reported data	E	V	S	N	M	U
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d. Contractor's overall management effectiveness	E	V	S	N	M	U
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2. QUALITY OF SERVICE AND WORKMANSHIP

a. Contractor maintained acceptable standards of workmanship E V S N M U

b. Contractor provided acceptable-quality materials	E	V	S	N	M	U
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c. Contractor's overall quality of service	E	V	S	N	M	U
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3. TIMELINESS/ADHERENCE TO SCHEDULES

a. Contractor completed scheduled tasks within stated time frames

E V S N M U

b. Contractor was proactive in keeping you informed of schedule changes if they were going to occur

E V S N M U

	E	V	S	N	M	U
c. Overall contractor timeliness	0.00	0.00	0.00	0.00	0.00	0.00

E V S N M U

4. QUALITY CONTROL

- a. Contractor adhered to its quality control plan E V S N M U
- b. Contractor's quality control resulted in little/no work on your part to achieve acceptable service (i.e.-few failed inspections) E V S N M U
- c. Contractor documented its quality control checks/corrective actions E V S N M U
- d. Contractor's overall quality control E V S N M U

5. CUSTOMER SATISFACTION

- a. Contractor maintained a professional working relationship E V S N M U
- a. Contractor was reasonable and cooperative in resolving customer complaints E V S N M U
- c. Contractor was flexible in responding to customer requirements E V S N M U
- d. Overall customer satisfaction E V S N M U

6. If past performance information is from a government contract, did the contractor receive any Contract Discrepancy Reports, Letters of Concern, or Cure Notices?

_____ If yes, please describe:

7. If given the opportunity, would you award another contract to this contractor?

Please

explain. _____

8. Additional Comments:
