

District of Columbia  
Office of the Chief Financial Officer  
Office of Contracts



**CONTRACTOR PAST PERFORMANCE EVALUATION FORM**

(Check appropriate box)

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

1. NAME & TITLE OF EVALUATOR /(COTR): \_\_\_\_\_
2. SIGNATURE OF EVALUATOR/(COTR): \_\_\_\_\_ DATE: \_\_\_\_\_
3. NAME OF AGENCY: \_\_\_\_\_
4. TELEPHONE NUMBER OF EVALUATOR/(COTR): \_\_\_\_\_
5. NAME OF FIRM BEING EVALUATED \_\_\_\_\_
6. Type of service received: \_\_\_\_\_
7. Contract Number, Amount and period of Past Performance \_\_\_\_\_  
\_\_\_\_\_
8. Remarks on Excellent Past Performance: Provide data supporting this observation.  
(Continue on separate sheet if needed)
9. Remarks on Poor and Unacceptable Past Performance: Provide data supporting this observation.  
(Continue on separate sheet if needed)

## RATING GUIDELINES

Summarize Contractor past 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

- Compliance with contract requirements
- Accuracy of reports
- Appropriateness of personnel
- Technical excellence

#### Cost Control

- Within budget (over/under target costs)
- Current, accurate, and complete billings
- Relationship of negated costs to actual
- Cost efficiencies
- Change order issue

### Timeliness

#### of Past Performance

- Meet interim milestones
- Reliable
- Responsive to technical directions
- Completed on time, including wrap-up and contract administration
- No liquidated damages assessed

### Business

#### Relations

- Effective management
- Business-like correspondence
- Responsive to contract requirements
- Prompt notification of contract problems
- Reasonable/cooperative
- Flexible
- Pro-active
- Effective contractor recommended solutions
- Effective small/small disadvantaged business Subcontracting program

#### 0. Zero

Nonconformances are compromising the achievement of contract requirements, despite use of Agency resources.

Cost issues are compromising performance of contract requirements.

Delays are compromising 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 requirements.

Cost issues require major agency resources to ensure achievement of contract requirements.

Delays require major agency resources to ensure achievement of contract requirements.

Response to inquiries, technical/service /administrative issues is marginally effective and responsive.

#### 2. Poor

Nonconformances require minor agency resources to ensure achievement of contract requirements.

Cost issues require minor agency resources to ensure achievement of contract requirements.

Delays require minor agency resources to ensure achievement of contract requirements.

Response to inquiries, technical/service /administrative issues is somewhat effective and responsive.

#### 3. Acceptable

Nonconformances do not impact the achievement of contract requirements.

Cost issues do not impact achievement of contract requirements.

Delays do not impact the achievement of contract requirements.

Response to inquiries, technical/service /administrative issues is usually effective and responsive.

#### 4. Good

There are no quality problems.

There are no cost issues.

There are no 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.