



Today's Date

## PAST PERFORMANCE RATING EVALUATION

Firm Name

Firm Contact

Contact Email

Firm Contact Title

Contact Phone

Project Number

Contract Number

Contract Completion Date

Contract Amount \$

Project Name

Name of DFCM Evaluator / Title

Evaluator Contact *(phone / email)*

Service Provided *(e.g. design work, construction services, study, commissioning, etc.)*

**Use the Rating Guidelines provided as guidance in making the evaluation. Assign each area a rating of 1 (Unsatisfactory), 2 (Below Average), 3 (Average), 4 (Above Average), or 5 (Exceptional). Summarize by providing comments on firm's performance in any of the four categories if the firm has demonstrated an above average performance level, or an below average performance level.**

Rating Guideline	QUALITY OF PRODUCT OR SERVICES	COST CONTROL	TIMELINESS OF PERFORMANCE	BUSINESS RELATIONS
<b>5 - Exceptional</b>	Contractor/AE has demonstrated an exceptional performance level in any of the above four categories that justifies adding a point to the score. Contractor performance clearly exceeds the performance levels described as "Very Good"			
<b>4 - Above Average</b>	Contractor/AE is in compliance with contract requirements and/or delivers quality product/service	Contractor/AE is effective in managing costs and submits current, accurate, and complete billings	Contractor/AE is effective in meeting milestones and delivery schedule	Response to inquiries, technical/service/administrative issues is effective
<b>3 - Average</b>	Minor inefficiencies/errors have been identified	Contractor/AE is usually effective in managing cost	Contractor/AE is usually effective in meeting milestones and delivery schedules	Response to inquiries technical/service/administrative issues is somewhat effective
<b>2 - Below Average</b>	Major problems have been encountered	Contractor/AE is having major difficulty managing cost effectively	Contractor/AE is having major difficulty meeting milestones and delivery schedule	Response to inquiries, technical/service/administrative issues is marginally effective
<b>1 - Unsatisfactory</b>	Contractor/AE is not in compliance and is jeopardizing achievement of contract objectives	Contractor/AE is unable to manage costs effectively	Contractor/AE delays are jeopardizing performance of contract objectives	Response to inquiries, technical/service/administrative issues is not effective

RATE THE FOLLOWING

COMMENTS

Quality of Product or Services

Cost Control

Timeliness of Performance

Business Relations

Overall Rating