



PAST PERFORMANCE RATING EVALUATION

Today's Date

Firm Name

Firm Contact

Firm Address

Firm Contact Title

City, State & Zip Code

Firm Contact E-mail Address & Phone

Project & Contract No.

Project Name

Name of DFCM Evaluator / Title

Evaluator Contact *(phone / email)*

Project Completion Date

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

Contract Amount \$

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
5 - Exceptional	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"			
4 - Above Average	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
3 - Average	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
2 - Below Average	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
1 - Unsatisfactory	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

At Risk Performance Rating Conversation Information:

Conversation had with (name and title):

Date conversation took place:

Overall Rating

0