

# PAST PERFORMANCE REPORT

**SOLICITATION NO.:** N00173-\_\_\_\_\_

**I. CONTRACTOR IDENTIFICATION**(Complete all information or mark N/A)

Contractor Name:\_\_\_\_\_

Subcontractor/Consultant to:\_\_\_\_\_

Contract Number:\_\_\_\_\_

Contract Type: \_\_\_\_\_

Period of Performance: \_\_\_\_\_

Initial Contract Cost/Price:\_\_\_\_\_

Current Contract Cost/Price:\_\_\_\_\_

Description of Supplies or Services Provided:

\_\_\_\_\_  
\_\_\_\_\_

**II. PREPARED BY**

Organization:\_\_\_\_\_

Name/Title/Telephone:\_\_\_\_\_

Signature/Date:\_\_\_\_\_

**III. RATING SCALE**

RATING SCALE	SCORING
<b>EXCEPTIONAL</b> – Exceeded many contractual requirements to the Government's benefit	<b>4</b>
<b>VERY GOOD</b> – Met contractual requirements and exceeded some to the Government's benefit	<b>3</b>
<b>SATISFACTORY</b> – Met contractual requirements	<b>2</b>
<b>MARGINAL</b> – Did not meet some contractual requirements	<b>1</b>
<b>UNSATISFACTORY</b> – Did not meet most contractual requirements	<b>0</b>

**SOURCE SELECTION INFORMATION - SEE FAR 2.101 and 3.104**

**IV PAST PERFORMANCE QUESTIONS****A. PERFORMANCE HISTORY**

Rate questions in accordance with the rating scale above, as applicable, by circling one of the numbers.

1. Adherence to contract delivery schedules?

4    3    2    1    0    N/A

2. Timely submission of required reports and documentation?

4    3    2    1    0    N/A

3. Accuracy and completion of reports and documentation?

4    3    2    1    0    N/A

4. Ability to solve contract performance problems without extensive guidance from Government counterparts?

4    3    2    1    0    N/A

5. Displayed initiative in meeting requirements?

4    3    2    1    0    N/A

6. Committed adequate resources to the contract to meet the requirement and to successfully solve problems?

4    3    2    1    0    N/A

7. Submission of required proposals in a timely manner?

4    3    2    1    0    N/A

8. Responsiveness to technical directions and/or contract change orders?

4    3    2    1    0    N/A

9. Timely, accurate, and appropriate content of problem tracking/reporting documentation?

4    3    2    1    0    N/A

10. Effectiveness in interfacing with the Government's staff?

4    3    2    1    0    N/A

11. Adherence to the Key Personnel requirements throughout the performance of the contract?

4    3    2    1    0    N/A

12. Effective coordination and integration of subcontractor management?

4    3    2    1    0    N/A

**SOURCE SELECTION INFORMATION - SEE FAR 2.101 and 3.104**

**B. TERMINATION HISTORY**

1. Has the contract been partially or completely terminated for default or convenience?

No       Yes:       Default       Convenience

If yes, explain (e.g., inability to meet cost, performance, or delivery schedules.)

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2. Are there any pending terminations?

No       Yes

If yes, explain and indicate the status.

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**C. COST HISTORY**

1. Adherence to the original cost estimates/targets?

No       Yes

2. Did the contractor overrun or underrun the contract amount?

No       Yes       Overrun       Underrun

If yes, explain reason for cost overrun or underrun.

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Would you select this firm again? Explain.

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**SOURCE SELECTION INFORMATION - SEE FAR 2.101 and 3.104**