ATTACHMENT J.1.7

CONTRACTOR’S PAST PERFORMANCE EVALUATION
# PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

<table>
<thead>
<tr>
<th>Performance Elements</th>
<th>Excellent</th>
<th>Good</th>
<th>Acceptable</th>
<th>Poor</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Service/Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timeliness of Performance</td>
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<tr>
<td>Cost Control</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Business Relations</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Customer Satisfaction</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

1. Name & Title of Evaluator:____________________________________________________

2. Signature of Evaluator:____________________________________________________

3. Name of Organization:____________________________________________________

4. Telephone Number of Evaluator:____________________________________________

5. State type of service received:____________________________________________

6. State Contract Number, Amount and period of Performance ____________________

7. Remarks on Excellent Performance: Provide data supporting this observation. (Continue on separate sheet if needed)

8. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)
RATING GUIDELINES

Summarize Contractor 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 a guidance in making these evaluations.

<table>
<thead>
<tr>
<th>Quality Product/Service</th>
<th>Cost Control</th>
<th>Timeless of Performance</th>
<th>Business Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Compliance with contract requirements</td>
<td>-Within budget (over/ under target costs)</td>
<td>-Meet Interim milestones</td>
<td>-Effective management</td>
</tr>
<tr>
<td>-Accuracy of reports</td>
<td>-Current, accurate, and complete billings</td>
<td>-Reliable</td>
<td>-Businesslike correspondence</td>
</tr>
<tr>
<td>-Appropriateness of personnel</td>
<td>-Relationship of negated costs to actual</td>
<td>-Responsive to technical directions</td>
<td>-Responsive to contract requirements</td>
</tr>
<tr>
<td>-Technical excellence</td>
<td>-Cost efficiencies</td>
<td>-Completed on time, including wrap-up and contract administration</td>
<td>-Prompt notification of contract problems</td>
</tr>
<tr>
<td></td>
<td>-Change order issue</td>
<td>-No liquidated damages assessed</td>
<td>-Reasonable/cooperative</td>
</tr>
</tbody>
</table>

0. Zero
Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources.

1. Unacceptable
Nonconformances require major Agency resources to ensure achievement of contract requirements.

2. Poor
Nonconformances require minor Agency resources to ensure achievement of contract requirements.

3. Acceptable
Nonconformances do not impact achievement of contract requirements.

4. Good
There are no quality problems.

5. Excellent
The contractor has demonstrated an exceptional performance level in some or all of the above categories.

Cost issues are comprising performance of contract requirements.

Delays are comprising the achievement of contract requirements, Despite use of Agency resources.

Response to inquiries, technical/service/administrative issues is not effective and responsive.

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.

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.

Cost issues do not impact achievement of contract requirements.

Delays do not impact achievement of contract requirements.

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

There are no cost issues.

There are not delays.

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