

EXHIBIT E – Incident Blanket Purchase Agreement (I-BPA) Performance Evaluation

Highlighted blocks are required to be completed.

Agreement Number:	Rating Period: From _____ to _____.
Contracting Office <i>(Including Address)</i> :	Fire Name: _____ Resource Order Number: _____
Contractor Name:	Requirement Description <i>(Equipment Type)</i> :

Ratings

Summarize contractor performance and check the number which corresponds to the rating for each rating category *(See attached Rating Guidelines)*.

Quality of Product or Service *(How did the Contractor perform, document any noncompliance or performance issues)*

___	N/A	___	0=Unsatisfactory	___	1=Marginal	___	2=Satisfactory	___	3=Very Good	___	4=Exceptional
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Government Comments for Quality of Product or Service (2000 characters maximum):

Timeliness of Performance (Schedule) *(Did the Contractor arrive when expected, demob timely; and perform the work in a timely manner)*

___	N/A	___	0=Unsatisfactory	___	1=Marginal	___	2=Satisfactory	___	3=Very Good	___	4=Exceptional
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Government Comments for Timeliness of Performance (2000 characters maximum):

Business Relations *(Did the Contractor perform in a business-like manner; complete administrative requirements timely)*

___	N/A	___	0=Unsatisfactory	___	1=Marginal	___	2=Satisfactory	___	3=Very Good	___	4=Exceptional
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Government Comments for Business Relations (2000 characters maximum):

Would you recommend ordering this contractor again? _____ **Yes** _____ **No (Check one)**

Government Comments on Customer Satisfaction (2000 characters maximum): *If no above, explain below*

Contractor Comments:

Contractor (signature) This rating has been discussed with me

Date

Rated By (signature)

Date

Admin Info
Please Print

Project Officer/COTR *(Individual completing the evaluation)*

Name: _____

Phone: _____

E-mail Address: _____

Contractor Representative

Name: _____

Phone: _____

E-mail Address: _____

****EVALUATOR to RETURN A COMPLETED EVALUATION FORM TO FINANCE SECTION****

Rating Guidelines

Quality of Product or Service; Timeliness of Performance; and Business Relations

0 = Unsatisfactory 1 = Marginal 2 = Satisfactory 3 = Very Good 4 = Exceptional

Unsatisfactory	<p>Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.</p> <p>NOTE: To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the Government. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters).</p>
Marginal	<p>Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.</p> <p>NOTE: To justify Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the Government. A Marginal rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency reports, or letters).</p>
Satisfactory	<p>Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.</p> <p>NOTE: To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. A fundamental principle of assigning ratings is that contractors will not be assessed rating lower than Satisfactory solely for not performing beyond the requirements of the contract.</p>
Very Good	<p>Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor was effective.</p> <p>NOTE: To justify a Very Good rating, identify a significant event and state how it was a benefit to the Government. There should have been no significant weaknesses identified.</p>
Exceptional	<p>Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.</p> <p>NOTE: To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Government. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.</p>

Source: Rating guidelines are from the CPAR Quality Checklist (<http://www.cpars.csd.disa.mil/cparsfiles/pdfs/qualcheck08.pdf>)