PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

Performance Elements	**RATING** (See Rating Guidelines on Page 2)					
	5 – Excellent	**4** – Good	**3** – Acceptable	**2** – Minimally Acceptable	**1** – Poor	**0** – Unacceptable
Quality of Services/Work						
Timeliness of Performance						
Cost Control						
Business Relations						
Customer Satisfaction						

1. Name of Contractor being Evaluated: _____

2. Name & Title of Evaluator:_____

3. Signature of Evaluator:_____

4. Name of Evaluator's Organization:_____

5. Telephone Number of Evaluator:_____

6. Type of service received: _____

7. Contract Number, Amount and period of Performance _____

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

_____

_____

9. 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.

	Quality Product/Service	**Cost Control**	**Timeless of Performance**	**Business Relations**
	-Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence	-Within budget (over/ under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue	-Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and -contract administration -No liquidated damages assessed	-Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program
0. Unacceptable	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	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.
1, Poor	Nonconformances require major Agency resources to ensure achievement of contract requirements.	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.
2. Minimally Acceptable	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			

Attachment (B)

OFFICE OF THE CHIEF TECHNOLOGY OFFICER (OCTO)
DC-NET
STATEMENT OF WORK

The Office of Contracting and Procurement, on behalf of *Office of the Chief Technology Officer / DC-NET* seeks a vendor or vendors to provide general telecommunications installation hardware. The bill of materials listed in C.3 is broad representation of the anticipated needs but is not a complete exclusive list; items, similar in nature to those listed, may be needed to meet specific installation situations or new/updated equipment configurations.
It is expected that one vendor alone may not be able to provide all materials covered in this list; therefore at least two vendors are anticipated. Preference would be desired for stocking distributors to provide faster response to orders placed allowing DC-NET to operate with a lower net inventory level. This would reduce the amount of space that has to be delegated to stocking materials.
This procurement will be funded by DC-NET operational dollars and used in various wireless, converged VOIP, and data only agency site deployments.
General working stock replenishment requisitions would be expected to be filled within two weeks of submission. I would be desirable to be able to expect rush requisitions for limited quantities of a few items, to meet odd, un-anticipated, and emergency needs, to be handled and delivered within 1 to 3 days.

C.2 BACKGROUND

The installation hardware is used by DC-NET for the installation of customer premise equipment, network nodes, switch site facilities and end-user telephone & data station wiring. These materials cover mechanical attachment of cabinets, racks, enclosures, and the equipment itself; also the signal interconnection and electrical power connection (both AC and DC-battery plant) materials, wire, and connectors are covered. These materials are typically not provided by equipment manufacturers and are not orderable from them; quantities are usually well below the normal threshold for generating a purchase order for individual installations. Further, the cost to purchase the quantities used for an individual installation would be significantly more expensive than the purchase in standard package quantities or standard lengths.