

Attachment A – Course Description
Effi Barry HIV/AIDS Capacity-Building Initiative
Year One - Basic

Date	Time	Session **	Location
Thursday, April 3	9:00 – 4 p.m.	<p>Orientation – Participants will receive an overview of Program and Panel presentation from experts in the field of HIV/AIDS.</p> <p>Logic Models – Participants will learn how to develop a tool that you will be able to use to visually describe the linkages between your program goals, activities, and expected outcomes</p>	World Bank Mail Complex Executive Floor Omolara Fatiregun
Strategic Planning Track			
Thursday, April 10	9:00 – 4 p.m.	<p>Strategic Planning – Participants will determine their organization’s long-term goals and then identify the best approach for achieving those goals.</p> <p>Strategic Relationships – Participants will learn how to collaborate with interdisciplinary groups to enhance their HIV/AIDS services.</p>	TBD Stephen Broyles
Governance Track			
Thursday, April 24	9:00 – 4 p.m.	Board Development - Participants will learn how to raise the quality of their Board’s operations up another level to become The organization’s greatest asset.	TBD Chester France
Thursday, May 1	9:00 – 4 p.m.	Policies and Procedures – Participants will review and/or develop policies and procedures manuals that will include but will not limited be to job descriptions, time reports, and human resource policies.	Judiciary Square 441 4 th Street, NW Gable Barmer
Financial Track			
Tuesday, May 13	9:00 – 4 p.m.	Financial Management – Participants will discuss the crucially important issues of how to properly account for contributions, how to match mission with financial resources, and how to read and understand nonprofit financial statements.	Judiciary Square 441 4 th Street, NW Mike Gellman
Friday, May 16	9:00 - 4 p.m.	Budgeting – Participants will receive valuable information and guidance on planning the organization’s budget cycle, budget preparation, and budget reporting.	Judiciary Square 441 4 th Street, NW Mike Gellman
Resource Development Track			
Tuesday, May 27	9:00 – 4 p.m.	<p>Resource Development – Participants will learn how to identify, cultivate, and secure financial and in-kind support for their organization.</p> <p>Grant Proposal Writing – Participants will learn how to write proposals for federal and local government grant makers as well as foundations.</p>	Sumner School James Lindsey

Date	Time	Session **	Location
HIV Program Planning Curriculum Track			
Thursday, June 5	9:00 – 4 p.m.	Programmatic Needs Assessment and Assets Mapping: Participants will learn how to conduct internal needs assessments and assets mapping of internal programmatic indicators and external community indicators to assess resources, identify needs, and address gaps in ongoing services and proposed programs.	Judiciary Square 441 4 th Street, NW Debbie Levy
Wednesday, June 18	9:00 – 4 p.m.	"Translation of Data to Action" Using information to Plan Data Driven Responses: participants will learn how to use primary and secondary quantitative and qualitative data to enhance data driven program planning.	Judiciary Square 441 4 th Street, NW Jay Blackwell
Thursday, June 19	9:00 – 4 p.m.	Program Monitoring and Evaluation: Development of Monitoring & Evaluation Standards Part 1: Participants will learn how to develop program monitoring and evaluation plans including design, implementation, an evaluation of program quality assurance and program indicators	Judiciary Square 441 4 th Street, NW Jay Blackwell
Thursday, July 24	9:00- 4 p.m.	Program Monitoring and Evaluation: Data Collection Methods Part 2: Participants will learn the importance of data collection methods to ensure data quality, and how to use this information to enhance existing programs and plan new programs.	TBD Jay Blackwell
Thursday, August 7	9:00- 4 p.m.	Program Planning Part 1: Participants will learn about health education, evidence based program models and health behavior change theory, and how to translate these theories into effective program planning.	Judiciary Square 441 4 th Street, NW Stephen Broyles
Communications Track			
Thursday, August 21	9:00- 4 p.m.	Cultural Competency - Participants will learn how to effectively communicate with diverse HIV/AIDS vulnerable populations. Social Marketing - Participants will learn how to develop messages and products designed to promote the HIV/AIDS problem.	TBD Jay Blackwell
Presentation of Learning			
Tuesday June 24	8:30 – 12 noon	Networking Breakfast	Kellogg Conference Centern & Hotel Gallaudet College
September 11	9:00- 4 p.m.	Presentation of Learning (POL) Designing Health Promotion Program: Participants will work in groups to apply lessons learned in HIV program planning curriculum section to design an HIV program. Exercises and group presentations will be reviewed at the end of the session.	
Wednesday September 24	5:00 – 8 p.m.	Graduation	TBD

Attachment B – Course Description
Effi Barry HIV/AIDS Capacity-Building Initiative
Year Two - Advanced

Date	Time	Session **	Location
March 6	9:00 – 4 p.m.	<p>Orientation – Participants will receive an overview of Program and Panel presentation from experts in the field of HIV/AIDS.</p> <p>Programmatic Needs Assessment and Assets Mapping: Participants will learn how to conduct internal needs assessments and assets mapping of internal programmatic indicators and external community indicators to assess resources, identify needs, and address gaps in ongoing services and proposed programs.</p>	<p>Summer School 1201 17th Street, NW Washington, DC</p> <p>Omolara Fatiregun</p>
HIV Program Planning Curriculum Track			
March 12	9:00 – 4 p.m.	<p>"Translation of Data to Action" Using information to Plan Data Driven Responses: participants will learn how to use primary and secondary quantitative and qualitative data to enhance data driven program planning.</p>	<p>Hillwood Museum & Gardens 4155 Linnean Ave NW Washington, DC 20008 Deborah Scott JayBlackwell</p>
March 13	9:00 – 4 p.m.	<p>Program Monitoring and Evaluation: Development of Monitoring & Evaluation Standards Part 1: Participants will learn how to develop program monitoring and evaluation plans including design, implementation, an evaluation of program quality assurance and program indicators.</p>	<p>Antioch Baptist Church 1105 50th Street, NE Washington, DC 20019 Deborah Scott JayBlackwell</p>
April 9	9:00- 4 p.m.	<p>Program Monitoring and Evaluation: Data Collection Methods Part 2: Participants will learn the importance of data collection methods to ensure data quality, and how to use this information to enhance existing programs and plan new programs.</p>	<p>Holland & Knight 2099 Pennsylvania Avenue, NW Washington DC 20006 Tiller K. Fowler Room Deborah Scott JayBlackwell</p>
May 22	9:00- 4 p.m.	<p>Program Planning Part 1: Participants will learn about health education, evidence based program models and health behavior change theory, and how to translate these theories into effective program planning.</p>	<p>Antioch Baptist Church 1105 50th Street, NE Washington, DC 20019 Stephen Broyles</p>
May 29	9:00- 4 p.m.	<p>Program Planning Part 2: Participants will learn to apply health theory to program planning and HIV service delivery.</p>	<p>Holland & Knight 2099 Pennsylvania Avenue, NW Washington DC 20006 Chesterfield Smith Room Stephen Broyles</p>
June 12	9-12	<p>POL Planning – Participants will work with their assigned partners to begin planning</p>	TBD
Tuesday June 24	8:30 – 12 noon	Networking Breakfast	Kellogg Conference Center & Hotel Gallaudet College
July 17	9 – 12 noon	Project Update	TBD
August 14	9-12 noon	Project Update	TBD
September 4	9:00- 4 p.m.	<p>Presentation of Learning (POL) Designing Health Promotion Program: Participants will work in groups to apply lessons learned in HIV program planning curriculum section to design an HIV program. Exercises and group presentations will be reviewed at the end of the session.</p>	TBD
Wednesday September 24	5:00 – 8 p.m.	Graduation	TBD

Attachment C – Participants
Effi Barry HIV/AIDS Capacity-Building Initiative
Year One - Basic

Organization	Ward	Contact Person	Contact Info.	HAA Project Officer
1-AKERU Afrikan Cultural Arts and Discipline Sciences System. 7074 8 th St., SE, Suite 200, Washington, DC 20004-Free Quickbooks1/Pick-up by Dr. Miller	6,7	Dr. Germon Miller	550-1146 gyneme@yahoo.com	Gail Hansen 671-5091 Gail.Hansen@dc.gov
2-Angels and Associates 6071/2 Rhode Island Ave., NW, Washington, DC 20001-Free Quickbooks2/Pick-up by Ina	1,2,5,8	Jacqueline McReynolds	526-3761 Mobile: (240)-271-2681 Angelsinc77@aol.com	Luiqi Buitrago 671-4813 Luiqi.Buitrago@dc.gov
3-Children's National Medical Center HIV Services Adolescent Prevention Education Program 111 Michigan Ave., NW Washington, DC 20010-Free Quickbooks3/Pick-up by Maranda	5	Maranda Ward	476-5449 Fax: 476-3711 mward@cnmc.org	Gail Hansen 671-5091 Gail.Hansen@dc.gov
4-Cornerstone Community, Inc. , 2720 Ontario Road, NW Washington, DC 20009-Free Quickbooks4/Pick-up by Tom	1	Tommy Zarembka	595-7001	Luiqi Buitrago 671-4813 Luiqi.Buitrago@dc.gov
5-Emory Beacon of Light, Inc. 6120 Georgia Ave., NW Washington, DC 20011-Free Quickbooks5/Pick-up by Stephaine	4	Marsha C. Brown	829-5732 Marsha.brown@emorybol.org	Patrice Bailey 671-4946 Patrice.Bailey@dc.gov
6-Empowerment Center 5137 Astor Place, SE, Suite #3 Washington, DC 20019-Free	7	Dr. Kristal C. Owens	584-1111 Mobile: (301)-873-9702 info@empowerment-center.org	Patrice Bailey 671-4946 Patrice.Bailey@dc.gov

Quickbooks6/Pick-up by Elaine						
7-Ethiopian Community Center, Inc. , 7603 Georgia Ave., NW, Suite 100 Washington, DC 20012-Free Quickbooks7/Pick-up by Mesfin	4	Hermela Kebede Mesfin Ebera	Kri101@aol.com 726-0800 Mobile: (301)-442-9448 hermelakebede@yahoo.com eth@prodigy.net	Luiji Buitrago 671-4813 Luiji.Buitrago@dc.gov		
8-Greater Mount Calvary Holy Church HIV/AIDS Ministry , 610 Rhode Island Ave., NE, Washington, DC 20002-Free Quickbooks8/Pick-up Melfi	5	Katitia Pitts *email Tycely photo*	832-8190 Main: (703)5989-1214 Katitiaj15@yahoo.com	Clifton Roberson 671-4807 Clifton.Roberson@dc.gov		

Organization	Ward	Contact Person	Contact Info.	HAA Project Officer
9-Greater Works Outreach Ministries , 601 Edgewood St., NE, Unit 716, Washington, DC 20017-Free Quickbooks9/Pick-up by Kisha	5, 8	Derrick L. Blue	491-4199 DerrickLBlue@aol.com	Clifton Roberson 671-4807 Clifton.Roberson@dc.gov
10-National Community Advisory Partnership c/o Health Education Network 612 Whittier St., NW Washington, DC 20012-Free Quickbooks10/Pick-up by Kevin	7, 8	Kevin Dennis	723-2263 kevinterryleedennis@hotmail.com	Patrice Bailey 671-4946 Patrice.Bailey@dc.gov
11-Institute for Behavioral Change, Inc. 401 H St., NE Washington, DC 20002-Free Quickbooks11/Pick-up Abesha	6	Vanessa Marengo Howard Mabry	675-8315 Vanessa@ibcmabry.com ibcmabry@verizon.net	Gail Hansen 671-5091 Gail.Hansen@dc.gov
12-Institute of Urban Living, Inc. , 3536 Minnesota Ave., SE Washington, DC 20019-Free Quickbooks Friday	7	Urla Barrow	301-693-0023 cell Urbrr@aol.com	Clifton Roberson 671-4807 Clifton.Roberson@dc.gov
13-Institute for the Prevention and Eradication of Violence 4409 S. Capitol St., SW Washington, DC 20032-Free Quickbooks12	8	Corrine Simons	373-1815 Ipev2@hotmail.com	Patrice Bailey 671-4946 Patrice.Bailey@dc.gov
14-Neighbors of Seaton Place, Inc. , 40 R Street, NE Washington, DC 20002-Free Quickbooks13	5	Cleopatra Jones	234-5399 487-7503 neighborsseaton@yahoo.com	Clifton Roberson 671-4807 Clifton.Roberson@dc.gov
15-Oromo Center. 811 Upshur St., NW Washington, DC 20011-Free Quickbooks14/Pick-up by Abera	4	Abera Tefera Raya Abagaro	247-7226 Mobile: (240)-478-4684 Oromocenter96@yahoo.com	Luigi Buitrago 671-4813 Luigi.Buitrago@dc.gov

<p>16-Pediatric AIDS/HIV Care, Inc., PO Box 77543 Washington, DC 20013-7543/Pick-up Kiana</p>	<p>2</p>	<p>Khadijah Tribble</p>	<p>347-5366 Ktribble@pediatricaidshivcare.org</p>	<p>Luigi Buitrago 671-4813 Luigi.Buitrago@dc.gov</p>
<p>17-Residing in Group Housing Together (RIGHT) Inc. P.O. Box 31170 Washington, DC 20020/Pick-up by Mary</p>	<p>8</p>	<p>Mary Hughes</p>	<p>889-7700 rightinc@aol.com</p>	<p>Clifton Roberson 671-4807 Clifton.Roberson@dc.gov</p>

Organization	Ward	Contact Person	Contact Info.	HAA Project Officer
18-SamariCorp Community Development Corp., Inc. 1016 Florida Ave. Washington, DC 20002-Free Quickbooks15/Pick-up Carolyn	5, 6	Elder Anne M. Powell	399-3995 apowell@newsamaritan.org	Gail Hansen 671-5091 Gail.Hansen@dc.gov
19-Street Wize Foundation 611 Pennsylvania Ave., SE, #341, Washington, DC 20006-Free Quickbooks17/Pick-up Chris	6	Chris Bryant	359-1612 info@streetwizefoundation.com	Gail Hansen 671-5091 Gail.Hansen@dc.gov
20-Ward 7 Arts Collaborative 4645 Nannie Helen Burroughs Ave., NE, Washington, DC 20019	7	Wanda Aikens	399-1997 Ward7artscollab@yahoo.com	Patrice Bailey 671-4946 Patrice.Bailey@dc.gov
21-African American Music Association, Inc. 4212 East Capital St., NE Washington, DC 20019-Free Quickbooks16/Pick-up by Farida	7	Saleem Hylton	398-3470 Shylton252@aol.com	

Attachment D – Participants
Effi Barry HIV/AIDS Capacity-Building Initiative
Year Two - Advanced

Organization	Ward	Contact Person	Contact Info.
Antioch Baptist Church 1105 50 th St., NE, WDC 20019	7	Rev. William Gibbs	399-8188 church@antiochabc.org whgibbsabc@msn.com
Community Education Group 707 8 th St., SE, WDC 20003	6	A. Toni Young	543-2376 atoniyoung@aol.com
Covenant House Washington 2001 Mississippi Ave., SE, WDC 20020	7	Vincent Rucker Adrienne Hawkins	610-9600 vrucker@chdc.org ahawkins@chdc.org
Homes for Hope 3003 G St., SE, WDC 20019	7	Dr. Veronica Jenkins	582-0169 Homesforhope@yahoo.com
Hughes Memorial United Methodist Church 25 53 rd St., NE, WDC 20019	7	Rev. Connie Smith	398-3411 pastor@hughesmemorial.org
Planned Parenthood Ophelia Egypt Center 3319 Minnesota Ave., NE, WDC 20019	7	Irwin Royster	399-5036 Irwin_Royster@yahoo.com
Prevention Works 1407 S St., NW, WDC 20009	2	Ken Vail	588-5580 kvail@preventionworksdc.org
Unity Health Center Hunt Place 4130 Hunt Pl., NE, WDC 20019	7	Darryl Bowden	388-8160 dbowden@unityhealthcare.org
Concerned Citizens 3115 Martin Luther King Jr. Ave., SE, WDC 20032	8	Sam Foster Charles Avery	563-3209 charleswavery@yahoo.com
Christ House 1717 Columbia Rd., NW, WDC 20009	1	Allen Goetheus David Inoue	328-1100 dinoue@christhouse.org
Different Avenues 829 Upshur St., NW, WDC 20011	4	Darby Hickey	829-2103 darby@differentavenues.org
Deaf Reach 3521 12 th St., NE, WDC 20003	5	Sarah Brown	832-6681 browns@deaf-reach.org
Echelon Community Services 302 V St., NE, WDC 20002	1	Sonja Mattress	388-9400 Echelon1@comcast.net
Hill's Community Residential Support Services 1217 Evarts St., NE, WDC 20018	5	Marilyn Hill Dr. Irvin Barnes	636-3786 Marilynhill4@aol.com Drirvinbarnes@yahoo.com
Our Place DC 801 Pennsylvania Ave., SE, WDC 20003	6	Cherie Lindsay	548-2400 clindsay@ourplacedc.org

Organization	Ward	Contact Person	Contact Info.
RISE Inc. 3219 Martin Luther King Jr. Ave., SE, WDC 20032	8	Valerie Bloomfield	561-3440 vbloomfield@riseinc-dc.org
Transgender Health Empowerment 1711 N. Capitol St., NE, WDC 20032	1	Brian Watson	636-1646 Bwatson@theincdc.org
Union Temple Baptist Church 1225 W St., SE, WDC 20002	8	Rev. Dana Olds-Tolliver	889-5346 revjackie@verizon.net
Gospel Truth Ministries 3109 Martin Luther Jr. Ave., SE, WDC 20032	8	Elder Ronald Williams	678-1281 ElderRonaldL@yahoo.com

ATTACHMENT E – INSTRUCTIONS

PREPARE PROPOSAL IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW

1. Proposal Submission Requirements

The proposal shall consist of two separately bound sections, a technical proposal and a price proposal. **One (1) original and three (3) copies** of each must be submitted in sealed envelopes conspicuously marked: “Proposal in Response to Request for Quotation No. 413620.

All proposals must be submitted on 8.5” by 11” paper and typewritten. Telephonic proposals will not be accepted unless otherwise directed in writing.

2. Technical Proposal

This section shall be submitted under a separate cover titled “Technical Proposal.” The technical portion shall, at minimum, include the following:

2.1 Technical Approach and Capacity

- a. Offeror shall provide a brief narrative which demonstrates its understanding of the District’s requirement.
- b. The Offeror shall provide a narrative, describing its expertise and ability to implement activities in accordance with the statement of work.
- c. Offeror shall provide resumes of proposed staff to be assigned to this project, documenting experience in accordance with the statement of work.

2.2. Past Performance and Demonstrated Results

- a. Offeror shall provide at least three (3) previous clients (preferably with whom it has provided claims adjusters or assistants) with whom it has performed successfully within the last three (3) years. The Offer’s submission shall indicate the name, address, and telephone number of clients that requested such services. The Offeror shall have its client reference complete the attached Past Performance Evaluation Form (Attachment G) and **return the signed form directly to Andrei Howze, Contract Specialist via fax at 202-727-8843 or via email at Andrei.howze@dc.gov on or before July 15, 2008.**
- b. The Offeror shall provide the point of contact and other relevant information for references.

3. Price Proposal

This section shall be submitted under a separate cover titled **“Price Proposal”**. The offeror shall complete Attachment B – Price Schedule. Pricing shall include all costs for the service described in Attachment C – Statement of Work.

Offeror shall provide a breakdown of the labor categories and number of hours proposed. Pricing shall be a firm fixed price.

4. Proposal Submission Date and Time

Proposals must be submitted no later than **2 p.m. EST on Monday, July 15, 2008**. Offerors may submit proposals by mail, at the address below, by fax to 202-727-8843, or email to andrei.howze@dc.gov. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
- (b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
- (c) The proposal is the only proposal received.

4.1 Hand Delivery or Mailing of Solicitation

Deliver or Mail to:
Government of the District of Columbia
Office of Contracting and Procurement
441 4th Street, N.W., Suite 703 South
Washington, D.C. 20001
Attn: Andrei Howze

Email to:

Andrei.howze@dc.gov

4.2 Proposal Submission Date

The closing date for receipt of proposals is **July 15, 2008 by 2:00 p.m.** local time.

5. Evaluation for Award

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror’s best terms from a price and technical standpoint.

6. Proposal Evaluation

The District will evaluate proposals using the following criteria listed in descending order of importance:

A. Technical Approach and Capacity (40%)

- a. Offeror shall provide a brief narrative which demonstrates its understanding of the District’s requirement.
- b. The Offeror shall provide a narrative, describing its expertise and ability to implement activities in accordance with the statement of work.
- c. Offeror shall provide resumes of proposed staff to be assigned to this project, documenting experience in accordance with the statement of work.

B. Past Performance and Demonstrated Results (40%)

- a. Offeror shall provide at least three (3) previous clients (preferably with whom it has provided claims adjusters or assistants) with whom it has performed successfully within the last three (3) years. The Offer’s submission shall indicate the name, address, and telephone number of clients that requested such services. The Offeror shall have its client reference complete the attached Past Performance Evaluation Form (Attachment D) and **return the signed form directly to Andrei Howze, Contract Specialist via fax at 202-727-8843 or via email at Andrei.howze@dc.gov on or before July 15, 2008.**

C. Price (20%)

- a. The Offeror’s pricing proposal will be evaluated separately from the technical proposal.

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The District will use the total estimated maximum in the calculation. The following formula will be used to determine each offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 20 = \text{Evaluated price score}$$

The technical evaluation criteria above serve as the standard against which all proposals will be evaluated and serve to identify the significant areas which the offeror should specifically address in complying with the requirements in the Scope of Work. The technical proposal and price proposal shall be evaluated separately.

ATTACHMENT F – PRICE SCHEDULE

- B.1** Pricing shall be firm fixed price and inclusive of all costs, including administrative and overhead costs.
- B.2** The District contemplates award of a firm fixed price contract.

BASE YEAR

Contract Line Item No. (CLIN)	Item Description	Quantity (Hours)	Unit Price (Per Hour)	Total Amount
0001	Consulting services to provide technical assistance to local non-profit organizations participating in the Effi Barry HIV/AIDS Initiative by supporting them in the implementation and compliance of their financial and operational Capacity-Building Action Plans.	_____	\$ _____	\$ _____

OPTION YEAR ONE

Contract Line Item No. (CLIN)	Item Description	Quantity (Hours)	Unit Price (Per Hour)	Total Amount
1001	Consulting services to provide technical assistance to local non-profit organizations participating in the Effi Barry HIV/AIDS Initiative by supporting them in the implementation and compliance of their financial and operational Capacity-Building Action Plans.	_____	\$ _____	\$ _____

OPTION YEAR TWO

Contract Line Item No. (CLIN)	Item Description	Quantity (Hours)	Unit Price (Per Hour)	Total Amount
2001	Consulting services to provide technical assistance to local non-profit organizations participating in the Effi Barry HIV/AIDS Initiative by supporting them in the implementation and compliance of their financial and operational Capacity-Building Action Plans.	_____	\$ _____	\$ _____

OPTION YEAR THREE

Contract Line Item No. (CLIN)	Item Description	Quantity (Hours)	Unit Price (Per Hour)	Total Amount
3001	Consulting services to provide technical assistance to local non-profit organizations participating in the Effi Barry HIV/AIDS Initiative by supporting them in the implementation and compliance of their financial and operational Capacity-Building Action Plans.	_____	\$ _____	\$ _____

OPTION YEAR FOUR

Contract Line Item No. (CLIN)	Item Description	Quantity (Hours)	Unit Price (Per Hour)	Total Amount
4001	Consulting services to provide technical assistance to local non-profit organizations participating in the Effi Barry HIV/AIDS Initiative by supporting them in the implementation and compliance of their financial and operational Capacity-Building Action Plans.	_____	\$ _____	\$ _____

ATTACHMENT G – 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: _____
(Continue on separate sheet if needed)
7. 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 (Minimally Acceptable), 3 (Acceptable), 4(Good), or 5 (Excellent). Use the following instructions as guidance in making these evaluations.

	Quality of Service/ Work	Cost Control	Timeliness of Performance	Business Relations
	<ul style="list-style-type: none"> -Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence 	<ul style="list-style-type: none"> -Within budget (over/ under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue 	<ul style="list-style-type: none"> -Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and contract administration -No liquidated damages assessed 	<ul style="list-style-type: none"> -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.			