**PAST PERFORMANCE RATING FORM**

**INSTRUCTIONS**

If applicable in accordance with Section L.5.4. of the solicitation, the Offeror must provide this Past Performance Rating Form to the Contracting Officer, Contracting Officer Representative or Program Manager of the awarding agency responsible for the project. No other format is allowable. The awarding agency must provide the form back to the Offeror in .pdf format for the Offeror to be able to fill out their Self Scoring Worksheet and to submit the form with their proposal. The awarding agency may at their discretion provide the OASIS Program Management Office a copy by e-mailing it to OASISSB@gsa.gov

**PAST PERFORMANCE PROJECT IDENTIFICATON (*To be filled out by the Offeror*):**

| CONTRACTOR NAME: | Click here to enter text. |
| --- | --- |
| CONTRACT or ORDER NUMBER: | Click here to enter text. |
| PROJECT TITLE: | Click here to enter text. |
| TOTAL PERIOD OF PERFORMANCE, INCLUDING OPTIONS | Click here to enter text. |

**PAST PERFORMANCE REFERENCE INFORMATION (*To be filled out by the Rater*):**

| NAME: | Click here to enter text. |
| --- | --- |
| TITLE: | Click here to enter text. |
| AGENCY or CUSTOMER: | Click here to enter text. |
| PHONE: | Click here to enter text. |
| E-MAIL | Click here to enter text. |

For each of the Five (5) criteria listed below, the rater must choose One (1) Adjectival Rating by checking the box, as applicable. At a minimum, for any rating that is checked Marginal or Unsatisfactory, please submit additional comments to substantiate the rating. If Cost Control is N/A, Please explain why.

**1. QUALITY OF SERVICE**

| **RATING** | **Adjectival Rating** | **Definition** |
| --- | --- | --- |
|  | **Exceptional** | Performance meets contractual requirements and exceeds many to the Government’s benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the Contractor were highly effective |
|  | **Very Good** | Performance meets contractual requirements and exceeds some to the Government’s benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor were effective |
|  | **Satisfactory** | Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory |
|  | **Marginal** | Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the Contractor has not yet identified corrective actions. |
|  | **Unsatisfactory** | Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the Contractor’s corrective actions appear or were ineffective. |

**ADDITIONAL COMMENTS:**

| Click here to enter text. |
| --- |

**2. SCHEDULE**

| **RATING** | **Adjectival Rating** | **Definition** |
| --- | --- | --- |
|  | **Exceptional** | Performance meets contractual requirements and exceeds many to the Government’s benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the Contractor were highly effective |
|  | **Very Good** | Performance meets contractual requirements and exceeds some to the Government’s benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor were effective |
|  | **Satisfactory** | Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory |
|  | **Marginal** | Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the Contractor has not yet identified corrective actions. |
|  | **Unsatisfactory** | Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the Contractor’s corrective actions appear or were ineffective. |

**ADDITIONAL COMMENTS:**

| Click here to enter text. |
| --- |

**3. COST CONTROL**

| **RATING** | **Adjectival Rating** | **Definition** |
| --- | --- | --- |
|  | **Exceptional** | Performance meets contractual requirements and exceeds many to the Government’s benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the Contractor were highly effective |
|  | **Very Good** | Performance meets contractual requirements and exceeds some to the Government’s benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor were effective |
|  | **Satisfactory** | Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory |
|  | **Marginal** | Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the Contractor has not yet identified corrective actions. |
|  | **Unsatisfactory** | Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the Contractor’s corrective actions appear or were ineffective. |
|  | **N/A** |  |

**ADDITIONAL COMMENTS:**

| Click here to enter text. |
| --- |

**4. BUSINESS RELATIONS**

| **RATING** | **Adjectival Rating** | **Definition** |
| --- | --- | --- |
|  | **Exceptional** | Performance meets contractual requirements and exceeds many to the Government’s benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the Contractor were highly effective |
|  | **Very Good** | Performance meets contractual requirements and exceeds some to the Government’s benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor were effective |
|  | **Satisfactory** | Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory |
|  | **Marginal** | Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the Contractor has not yet identified corrective actions. |
|  | **Unsatisfactory** | Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the Contractor’s corrective actions appear or were ineffective. |

**ADDITIONAL COMMENTS:**

| Click here to enter text. |
| --- |

**5. MANAGEMENT OF KEY PERSONNEL**

| **RATING** | **Adjectival Rating** | **Definition** |
| --- | --- | --- |
|  | **Exceptional** | Performance meets contractual requirements and exceeds many to the Government’s benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the Contractor were highly effective |
|  | **Very Good** | Performance meets contractual requirements and exceeds some to the Government’s benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor were effective |
|  | **Satisfactory** | Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory |
|  | **Marginal** | Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the Contractor has not yet identified corrective actions. |
|  | **Unsatisfactory** | Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the Contractor’s corrective actions appear or were ineffective. |

**ADDITIONAL COMMENTS:**

| Click here to enter text. |
| --- |