**Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TO Number: \_\_\_\_\_\_\_\_\_**

**Period Assessed**

 **From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessor Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Assessment Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SENSITIVE UNCLASSIFIED INFORMATION – FOR OFFICIAL USE ONLY

Due to the sensitive nature of contractor performance, disclosure of contractor performance data to contractors other than the contractor that is the subject of the report, or other entities outside the FAA, is not authorized.**

**Disclosure of contractor performance data to advisory and assistance support contractors other than the contractor that is the subject of the report is strictly prohibited.**

**Quality**

**Proposed Rating:**

 Choose an item.

**Assessor Comments:**

***Note: Comment box may be increased as necessary to 24,000 character limit***

Strengths:

Weaknesses and Corrective Actions taken, as applicable:

**Schedule**

**Proposed Rating:**

 Choose an item.

**Assessor Comments:**

***Note: Comment box may be increased as necessary to 24,000 character limit***

Strengths:

Weaknesses and Corrective Actions taken, as applicable:

**Cost Control**

**Proposed Rating:**

 Choose an item.

**Assessor Comments:**

***Note: Comment box may be increased as necessary to 24,000 character limit***

Strengths:

Weaknesses and Corrective Actions taken, as applicable:

**Management**

**Proposed Rating:**

 Choose an item.

**Assessor Comments:**

***Note: Comment box may be increased as necessary to 24,000 character limit***

Management Responsiveness

Strengths:

Weaknesses and Corrective Actions taken, as applicable:

Subcontract Management

Strengths:

Weaknesses and Corrective Actions taken, as applicable:

Program Management and Other Management

Strengths:

Weaknesses and Corrective Actions taken, as applicable:

Management of Key Personnel

Strengths:

Weaknesses and Corrective Actions taken, as applicable:

**Regulatory Compliance**

**Proposed Rating:**

 Choose an item.

**Assessor Comments:**

***Note: Comment box may be increased as necessary to 24,000 character limit***

Strengths:

Weaknesses and Corrective Actions taken, as applicable:

**Assessor Summary and Recommendation**

**Given what I know today about the contractor’s ability to perform in accordance with this contract or order’s most significant requirements, I <**Choose an item.**> recommend them for similar requirements in the future.**

**Summary:**

***Note: Comment box may be increased as necessary to 24,000 character limit***

*Summarize key points using comments from previous five areas assessed (i.e., Quality, Schedule, Cost Control, Management, and Regulatory Compliance).*

|  |  |  |
| --- | --- | --- |
| **Rating** | **Definition** | **Note** |
| **Exceptional** | **Performance meets contractual requirements and exceeds many to the Government’s benefit. The contractual performance of the element or sub-element being evaluated was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.** | **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.** |
| **Very Good** | **Performance meets contractual requirements and exceeds some to the Government’s benefit. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions taken by the contractor was effective.** | **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.** |
| **Satisfactory** | **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.** | **To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract/order. There should have been NO significant weaknesses identified. A fundamental principle of assigning ratings is that contractors will not be evaluated with a rating lower than Satisfactory solely for not performing beyond the requirements of the contract/order.** |

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| --- | --- | --- |
| **Rating** | **Definition** | **Note** |
| **Marginal** | **Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being evaluated 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.** | **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 report or letter).** |
| **Unsatisfactory** | **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.** | **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).** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating** | **Contract Requirements** | **Problems** | **Corrective Actions** |
| **Exceptional** | **Exceeds Many** **– Gov’t Benefit** | **Few Minor** | **Highly Effective** |
| **Very Good** | **Exceeds Some – Gov’t Benefit** | **Some Minor** | **Effective** |
| **Satisfactory** | **Meets All** | **Some Minor** | **Satisfactory** |
| **Marginal** | **Does Not Meet Some****-Gov’t Impact** | **Serious: Recovery Still Possible** | **Marginally Effective; Not Fully Implemented** |
| **Unsatisfactory** | **Does Not Meet Most****-Gov’t Impact** | **Serious: Recovery Not Likely** | **Ineffective** |