1.0 PURPOSE
To define the method used for evaluation and reporting of a subcontractor’s performance.

2.0 GENERAL
2.1. The purpose of the review is to evaluate the subcontractor’s performance on an interim and final basis. It serves as a tool to let the subcontractor know how the SAIC-F project team evaluated subcontractor’s performance in a wide range of categories as they relate to the contract.

3.0 PROCEDURE
The Periodic Assessment of Contractor Performance (Exhibit A) shall be filled out by the Project Manager, the COTR and the Construction Contracts Specialist and perhaps other key team members.

3.1. The review shall be upon completion of the contract. When issues related to contractor performance arise during the course of the contract, the review form may be used at intermediate points rather than at contract completion. This approach gives the project team and the subcontractor an opportunity to review and discuss problem items prior to contract completion.
3.1.1. The assessment shall be filled out in a timely fashion for review and signature prior to issuance to the subcontractor.
3.1.2. The original copy shall be given to the senior site representative for the subcontractor with a copy being retained by the contract specialist and a copy put into the project files.
3.1.3. Any assessments generated will be retained to provide a record over the duration of the contracted work which may span many months or a year or more.

3.2. Interim assessments shall be used in preparing the Final Contractor Performance Evaluation (Exhibit B).
3.2.1. The Final Performance Evaluation shall be jointly filled out by the Facilities Maintenance & Engineering (FME) project team using the periodic reports as a guide.
3.2.2. Completion of the evaluation shall be part of the final project closeout procedure, reference FMEP-P-0810.
3.2.3. The form shall be returned to the Contracts Specialist, where by, it will be forwarded to the Contractor’s senior site representative for their review, comment and signature. The Contractor is given a period of time usually 60 calendar days in which to respond. If the Contractor does not respond within the designated time frame, the Contracting Officer will note this on the form and forward a copy to the FME Project Manager for placing in the project files.

4.0 EXHIBITS
Exhibit A – Periodic Assessment of Contractor Performance (1 page)
Exhibit B – Interim/Final Contractor Performance Evaluation (3 pages)
SAIC-Frederick, Inc.

**Periodic Assessment of Construction Contractor Performance**

Date: __________________________

Subcontract No: __________________________ Project: __________________________

W.O. No: __________________________ Contractor: __________________________

**NOTE:** Numerical Ratings (4-0) are based on:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Highly Satisfied</td>
</tr>
<tr>
<td>3</td>
<td>Very Satisfied</td>
</tr>
<tr>
<td>2</td>
<td>Generally Satisfied</td>
</tr>
<tr>
<td>1</td>
<td>Dissatisfied</td>
</tr>
<tr>
<td>0</td>
<td>Very Dissatisfied</td>
</tr>
<tr>
<td>N/A</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

1. Staff’s attitude/spirit of cooperation: 4 3 2 1 0 N/A
2. Staff’s communication with SAIC-F: 4 3 2 1 0 N/A
3. Honoring commitments (meetings, correspondence, returning calls, etc.): 4 3 2 1 0 N/A
4. Management ability of field staff: 4 3 2 1 0 N/A
5. Performance of field staff (Superintendents and Field Supervisors) Safety Officer: 4 3 2 1 0 N/A
6. Safety Performance: 4 3 2 1 0 N/A
7. Timeliness of change order proposals: 4 3 2 1 0 N/A
8. Schedule adherence: 4 3 2 1 0 N/A
9. Reasonableness of change order proposals: 4 3 2 1 0 N/A
10. Quality of construction: 4 3 2 1 0 N/A
11. Job site cleanliness: 4 3 2 1 0 N/A
12. Project documentation (redline drawings and daily reports): 4 3 2 1 0 N/A
13. Overall performance: 4 3 2 1 0 N/A
14. Other comments or suggestions: __________________________________________

Project Manager: __________________________

COTR: __________________________

Construction Contracts Specialist: __________________________
CONTRACTOR PERFORMANCE EVALUATION

FIRM NAME: __________________________

PROJECT TITLE: __________________________

SUBCONTRACT NO.: __________________________

EVALUATED BY: Name: __________________________

Organization: __________________________

Title: __________________________

SIGNATURE: __________________________

DATE: __________________________

PERFORMANCE INFORMATION: Choose the number on the scale of 1 to 5 that most accurately describes the contractor’s performance or situation. Additional comments favorable/unfavorable are highly encouraged please provide them in the space provided below. PLEASE PROVIDE A NARRATIVE EXPLANATION FOR ANY RATINGS OF 1 OR 2.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Performance did not meet most contractual requirements. There were serious problems and the contractor’s corrective actions were ineffective.</td>
<td>Performance did not meet some contractual requirements. There were some problems, none of a serious nature, for which corrective action was only marginally effective.</td>
<td>Performance met contract requirements. There were some minor problems and corrective actions taken by the contractor were satisfactory.</td>
<td>Performance met all contract requirements and exceeded some to the government’s benefit. There were a few minor problems which the contractor resolved in a timely manner.</td>
</tr>
</tbody>
</table>

1. QUALITY OF WORK

<table>
<thead>
<tr>
<th>How well did the contractor perform in terms of compliance with contract plans and specifications?</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the contractor comply with all applicable safety standards to protect personnel and company/agency resources?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Did the contractor comply with all applicable labor standards?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Was the contractor’s effort successful in ensuring quality workmanship on the project? Was it apparent that the contractor has procedures in place for quality control? Were they committed to customer satisfaction?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Did the contractor exceed contractual requirements as it relates to quality of work on a way that was deemed beneficial to your organization?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Was there a need for re-work?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>How effective was the contractor in scheduling required outages?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Did the contractor minimize disruption to building occupants?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>What was the quality and availability of redline as-built drawings?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>What is your overall assessment of the contractor’s quality of work?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
</tbody>
</table>

2. COST CONTROLS

<table>
<thead>
<tr>
<th>Did the contractor perform the required services at the contract price without adverse effect on performance?</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the contractor submit a reasonable proposal when requested to perform additional work?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
</tbody>
</table>

SAIC FREDERICK
A Division of Science Applications International Corporation
CONTRACTOR PERFORMANCE EVALUATION

INTERIM ☐  FINAL ☐

FIRM NAME: ___________________________  SUBCONTRACT NO. ___________________________

PROJECT TITLE: ___________________________

If the contract you are referring to be an indefinite delivery construction type contract (e.g. Multiple Award Construction Contract, Task Order Contract, etc.), has the Contractor submitted competitive quotes on the individual orders issued under this contract?  
1  2  3  4  5  N/A

What would your overall rating for Cost Controls?  
1  2  3  4  5  N/A

3. TIMELINESS OF PERFORMANCE

Was the contractor timely in submitting schedules, reports, billings, and other contract submittals?  
1  2  3  4  5  N/A

Was the contractor timely in responding to requests for proposals for additional work?  
1  2  3  4  5  N/A

Did the contractor complete the contract on time taking into account all excusable delays? Did they take measures to ensure timely contract completion?  
1  2  3  4  5  N/A

Was the contractor assessed any liquidated damages for deductions for late nonperformance of required work?  
1  2  3  4  5  N/A

Did the contractor exceed contractual requirements in relation to timeliness of performance in a way that was deemed beneficial to your agency?  
1  2  3  4  5  N/A

What is your overall assessment for Timeliness of Performance?  
1  2  3  4  5  N/A

4. EFFECTIVENESS OF MANAGEMENT

Did the contractor award subcontracts in a timely manner and properly manage them?  
1  2  3  4  5  N/A

If applicable, how did the contractor meet its small, small disadvantage and women-owned business participation goals?  
1  2  3  4  5  N/A

How would you rate the management of this firm as it relates to the completion of your contract and to the qualifications of its on-site personnel?  
1  2  3  4  5  N/A

Were any financial difficulties encountered on your contract, i.e. payment of subcontractors, labor disputes, strikes, etc.  
1  2  3  4  5  N/A

Was a manageable punch list developed?  
1  2  3  4  5  N/A

Was punch list work completed within the required time frame?  
1  2  3  4  5  N/A

How effective was the contractor coordinating the various trades?  
1  2  3  4  5  N/A

What is your overall assessment of Management Effectiveness?  
1  2  3  4  5  N/A

5. ENVIRONMENTAL AWARENESS

Were any specific steps/approaches, etc., taken by the contractor to control any harmful substances that may have been harmful to the environment? Were specific containment techniques employed, and did the contractor protect the property and surrounding areas?  
1  2  3  4  5  N/A

OVERALL CONTRACTOR PERFORMANCE ASSESSMENT:
Please circle rating below.

EXCEPTIONAL  VERY GOOD  SATISFACTORY  UNSATISFACTORY

SAIC FREDERICK
A Division of Science Applications International Corporation
CONTRACTOR PERFORMANCE EVALUATION

INTERIM ☐ FINAL ☐

FIRM NAME: ________________________________
PROJECT TITLE: ____________________________ SUBCONTRACT NO. ____________________________

CONCURRENCE BY: ____________________________
SUBCONTRACT SPECIALIST ____________________________ DATE ____________

CONTRACTOR COMMENTS: (Use attachment if necessary) CHECK IF APPLICABLE ☐

TYPE NAME ______________ SIGNATURE ____________________________ TITLE ______________ DATE ____________

CONCURRENCE BY: ____________________________
CONTRACTING OFFICER ____________________________ DATE ____________

COMMENT ATTACHMENT: ☐ Project Manager ☐ Subcontract Specialist ☐ Contractor ☐ Contracting Officer