

SUBCONTRACTOR PERFORMANCE ASSESSMENT

(When required, usually applicable to Subcontracts of \$100,000 or above)

1. NAME/ADDRESS/PHONE NUMBER OF SUBCONTRACTOR	2. FINAL REPORT	3. DATE OF REPORT					
	3. SUBCONTRACT NUMBER/SUPPLEMENTAL AGREEMENTS						
	4. DATE OF AWARD	5. SUBCONTRACT VALUE					
	7. SUBCONTRACT COMPLETION DATE						
6. PROJECT TITLE	8. PROCUREMENT ADMINISTRATOR						
	9. CONSTRUCTION COORDINATOR/TASK MANAGER						
	10. SENIOR SAFETY OFFICER						
	11. COMPETITIVE	NONCOMPETITIVE					
12. SUBCONTRACT TYPE AND LIST OF SUB-SUBCONTRACTORS							
13. SUBCONTRACT EFFORT DESCRIPTION (HIGHLIGHT EACH DISCRETE ACTIVITY AND FUNCTION AS APPLICABLE)							
14. EVALUATE THE FOLLOWING AREAS:	Past Rating	N/A	(1) Unsat	(2) Marginal	(3) Satisfactory	(4) Very Good	(5) Exceptional
a. Business Relations							
b. Management of Key Personnel							
c. Schedule							
d. Cost Control							
e. ES&H (as a minimum the following factors)							
(1) Accident and injury report on the job							
(2) Adherence to company safety program							
(3) Adherence to the HA documents							
(4) Mandatory training completed							
(5) Training records management							
(6) Compliance with safety standards rules							
(7) Observation of work activities							
(8) Use of PPE when required							
f. Performance/Quality of Construction							
(1) Qualified Workers							
(2) As-built drawings							
(3) Submittals							
g. Other (specify)							
(1)							
(2)							
(3)							
(4)							
OVERALL EVALUATION							

15a - PERFORMANCE EVALUATION/PROGRAM TEAM EVALUATION NARRATIVE (CONSENSUS)(Attach additional documents as necessary)

15b - GIVEN WHAT WE KNOW TODAY ABOUT THE SUBCONTRACTOR'S ABILITY TO EXECUTE WHAT WAS IN THE SUBCONTRACT:

- ☐ We definitely would not recommend a future award -
- ☐ We probably would not recommend a future award -
- ☐ We might or might not recommend a future award -
- ☐ We probably would recommend a future award -
- ☐ We definitely would recommend a future award -

16. NAME OF PROCUREMENT ADMINISTRATOR TEAM HEAD

MAIL STATION

PHONE NUMBER

SIGNATURE

DATE

17a. REVIEW BY REVIEWING OFFICIAL

☐ Concur

☐ Do not concur

17b. REVIEWING OFFICIAL'S COMMENTS:

18. NAME OF REVIEW OFFICIAL

MAIL STATION

PHONE NUMBER

SIGNATURE

DATE

INSTRUCTIONS FOR COMPLETING FORM

ITEM	DESCRIPTION
1 through 13	To be completed by the Procurement Administrator within 30 days after subcontractor completion
14	To be completed by the Evaluation/Program Team
14.a	BUSINESS RELATIONS -- Assess the integration and coordination of all activity needed to execute the subcontract, specifically the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals, the subcontractor's history of reasonable and cooperative behavior, customer satisfaction, timely award and management of sub-subcontracts, and whether the subcontractor met small/small disadvantaged and women-owned business participation goals.
14.b	MANAGEMENT OF KEY PERSONNEL -- Assess the subcontractor's performance in selecting, retaining, supporting, and replacing, when necessary, key personnel
14.c	SCHEDULE -- Assess the timeliness of the subcontractor against the completion of the subcontract, task orders, milestones, delivery schedules, administrative requirements, (e.g. efforts that contribute to or effect the schedule variance).
14.d	COST CONTROL -- Assess the subcontractor's effectiveness in forecasting, managing, and controlling subcontractor costs.
14.e	ES&H -- Assess the subcontractor's compliance with the overall safety concerns related to the subcontract (e.g. environmental, safety and health standards).
14.f	PERFORMANCE/QUALITY OF CONSTRUCTION -- Assess the subcontractor's conformance to contract requirements, specifications and standards of good (e.g. commonly accepted technical and professional standards).
14.g	OTHER -- List any other factor that may be relative to this the subcontractor.
OVERALL EVALUATION	Enter the overall evaluation for this subcontractor performance
15	To be completed by the evaluation/program team
16	Signature of the Chair Evaluation/Program team
17	To be completed by the Reviewing/Approving Official
18	Signature of the Reviewing/Approving Official

ASSESSMENT RATING SYSTEM

<u>Exceptional.</u> Performance meets the contractual requirements and exceeds many to Fermilab's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the subcontractor were highly effective.
<u>Very Good.</u> Performance meets contractual requirements and exceeds some to Fermilab's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems which corrective actions taken by the subcontract were effective.
<u>Satisfactory.</u> Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the subcontractor appear or were satisfactory.
<u>Marginal.</u> Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the subcontractor has not yet identified corrective actions. The subcontractor's proposed actions appear only marginally effective or were not fully implemented.
<u>Unsatisfactory.</u> 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 serious problem(s) for which the subcontractor's corrective actions appear or were ineffective.

Distribution: Contract Administrator, Requisitioner, File