**[Date]**

**CONTRACTOR PERFORMANCE EVALUATION QUESTIONNAIRE**

The Acquisition and Management Division is requesting feedback for the development of the “**COURSE NAME”**.This feedback will be used to improve the quality of AVLE courseware/content products and assist with developing processes that foster innovation. Completion of this form may be done in collaboration with the Alternate COR assigned to this task order or you may elect to complete the form without collaboration. In any case, the completed form will be submitted back to the Acquisition and Management Division COR.

The Acquisition and Management Division relies on inputs from proponents that have firsthand experience with AVLE contractor’s performance during the courseware/content development process.

The areas of interest are summarized in the questionnaire below. We kindly request that the questionnaire is completed during the courseware/content development process and returned to the COR prior the end of the period of performance.

Please complete Sections II and III of the below questionnaire. Use the rating scale and definitions found in the questionnaire to rate each performance element. Please sign the questionnaire.

The Acquisition and Management Division encourages comments. The last page may be used if additional space is needed for comments to assist us with improving AVLE courseware products.

Thank you for your time and participation.

 Sincerely,

 COR NAME

 Title

**CONTRACTOR PERFORMANCE EVALUATION QUESTIONNAIRE**

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| --- |
| SECTION I: CONTRACT IDENTIFICATION (To be filled out by COR) |
| 1. CONTRACTOR’S NAME:
 | 1. COURSEWARE NAME:
 |
| 3. Period of Performance: | ( lEAVE bLANK ) |
| 5. PROPONENT:  | 6. aLTERNATE cOR Name: |

**SECTION III. CONTRACTOR PERFORMANCE EVALUATION QUESTIONNAIRE**

Adjectival ratings definitions to be used in your response:

**EXCEPTIONAL (E) (Blue):** During the contract period, contractor performance meets or met contractual requirements and exceeds or exceeded many to the Government'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 contractor were highly effective.

**VERY GOOD (VG) (Purple):** During the contract period, contractor performance meets or met contractual requirements and exceeds or exceeded some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective

**SATISFACTORY(S) (Green):** During the contract period, contractor performance meets or met contractual requirements. The contractual performance of the element or sub-element being assessed contained someminor problems for which corrective actions taken by the contractor appear or were satisfactory.

**MARGINAL (M) (Yellow):** During the contract period, contractor performance does not or did not meet some contractual requirements. The contractual performance of the element or sub-element being assessed 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.

**UNSATISFACTORY (U) (Red): D**uring the contract period, contractor performance does not or did not meet most contractual requirements and recovery in a timely manner is not likely. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.

**No Knowledge of This Element (NA)**: No knowledge of this element or does not apply to meeting contractual requirements

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| **SECTION III. CONTRACTOR PERFORMANCE EVALUATION QUESTIONNAIRE**  **PERFORMANCE QUESTIONS/EVALUATION** |
| **PAST PERFORMANCE ELEMENT** | **RATING** |
|  | **E** | **VG** | **S** | **M** | **U** | **NA** |
| 1. Contractor demonstrated a thorough understanding of courseware requirements of the contract.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:  |
| 2. Contractor managed and directed resources (i.e. subject matter expert, personnel, etc.) effectively. Contractor accurately forecasted and met or exceeded milestone schedule and performance goals. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3. Contractor recruited, hired, and trained a qualified workforce with the appropriate skill levels to perform the required work.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:  |
| 4. Contractor retained a qualified workforce with the appropriate skill levels and maintained an appropriate turnover rate. Contractor replaced departing personnel with employees of the same quality and skills with minimal disruption to performance. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:  |
| 5. Contractor developed and implemented innovative processes and methodologies. Contractor improved efficiencies through innovative processes and approaches. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:  |
| 6. Contractor anticipated, identified, and resolved problems effectively and in a timely manner. Contractor suggested alternative approaches to unresolved problems. Contractor identified and reduced unanticipated risks.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:  |
| 7. Contractor provided accurate, complete and high quality performance and deliverables. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 8. Contractor developed realistic schedules and met established schedules and delivery dates. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:   |
| 9. Contractor was responsive to contract changes. Contractor complied with the terms of the contract. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:  |
| 10. Contractor cooperated with Government personnel after award. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:  |
| 11. Contractor provided an innovative solution.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:  |
| 12. I would recommend award to this contractor again. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments:  |

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| **OVERALL RATING** |
| [ ]  **EXCEPTIONAL** **(E) (Blue)** | [ ]  **VERY GOOD**  **(VG) (Purple)** | [ ]  **SATISFACTORY****(S) (Green)** | [ ]  **MARGINAL****(M) (Yellow)** | [ ]  **UNSATISFACTORY** **(U) (Red)** |
| Comments:  |

**ALTERNATIVE COR SIGNATURE Date**