Attachment 2

PAST PERFORMANCE EVALUATION SURVEY		
PLEASE FAX WITHIN 5 DAYS OF RECEIPT TO: **US DEPT OF HUD** **ATTN:** **RE:** **FAX: (404) 730-3426**	FROM: (POC Reference) NAME OF OFFEROR:	DATE:

1. NAME AND ADDRESS OF REFERENCE :

2. CONTRACT NUMBER OR IDENTIFIER | TYPE OF CONTRACT* | AWARD DATE | COMPLETION DATE | VALUE

_____ _____ _____ _____ $_____

*INCLUDE ALL THAT APPLY: FIRM-FIXED PRICE (FFP); FIXED-PRICE, ECONOMIC PRICE ADJUSTMENT (FP-EPA); COST-PLUS-FIXED-FEE (CPFF), COMPLETION OR TERM; COST-PLUS-INCENTIVE-FEE (CPIF); COST-PLUS-AWARD -FEE (CPAF) ; COST; COST-SHARING; INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ); BASIC ORDERING AGREEMENT (BOA); FEDERAL SUPPLY SCHEDULE; REQUIREMENTS; LABOR HOUR; TIME AND MATERIALS (T&M); OTHER

3. DESCRIPTION(S) OF PRODUCTS OR SERVICES PROVIDED:

4. USING THE ATTACHED PERFORMANCE RATING GUIDELINES CHART, PLEASE RATE THE COMPANY LISTED IN 1 ABOVE ON THE CONTRACTS/PROJECTS LISTED IN 2 ABOVE. PROVIDE COMMENTS FOR RATINGS OF EXCELLENT, POOR, OR UNSATISFACTORY

4a. QUALITY OF PRODUCTS AND SERVICES

☐ EXCELLENT (5) ☐ GOOD (4) ☐ FAIR (3) ☐ POOR (2) ☐ UNSATISFACTORY (1)

Comments:

4b. TIMELINESS OF PERFORMANCE:

☐ EXCELLENT (5) ☐ GOOD (4) ☐ FAIR (3) ☐ POOR (2) ☐ UNSATISFACTORY (1)

Comments:

4c. COST CONTROL

_____☐ EXCELLENT (5) ☐ GOOD (4) ☐ FAIR (3) ☐ POOR (2) ☐ UNSATISFACTORY (1)

Comments:

4d. BUSINESS RELATIONS:

☐ EXCELLENT (5) ☐ GOOD (4) ☐ FAIR (3) ☐ POOR (2) ☐ UNSATISFACTORY (1)

Comments:

5. WAS/IS THE FIRM COMMITTED TO CUSTOMER SATISFACTION?

☐ YES ☐ NO

Comments:

6 WOULD YOU SELECT THIS FIRM AGAIN AND WHY? PLEASE INCLUDE COMMENTS REGARDING ANY SPECIFIC KEY PERSONNEL ON YOUR CONTRACT(S) THAT ARE RELEVANT. ATTACH ADDITIONAL SHEET IF NECESSARY.

7a. PRINTED/TYPED NAME AND SIGNATURE OF PREPARER OF SURVEY RESPONSE:	7b. TELEPHONE NUMBER:

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PERFORMANCE RATING GUIDELINES IF A FACTOR IS NOT APPLICABLE (FOR EXAMPLE, COST CONTROL ON A FIXED-PRICE CONTRACT), THEN MARK THAT FACTOR AS N/A IN THE COMMENTS ON THE RATING SHEET.				
MEASUREMENT CATEGORIES AND APPROPRIATE CRITERIA	QUALITY OF PRODUCTS AND SERVICES -Compliance with contract requirements -Accurate reporting -Use of appropriate personnel -Technical excellence	TIMELINESS OF PERFORMANCE -Performance milestones & delivery schedules reliably met -Responsive to technical direction -Timely completion, including wrap-up & contract admin. -No liquidated damages	COST CONTROL -Performance within budget/targeted costs -Current, accurate and complete billings -Actual costs in line with negotiated costs -Cost efficient -No change orders due to poor cost control	BUSINESS RELATIONS -Effective management -Businesslike communications -Prompt notification of problems -Reasonable, cooperative, flexible, pro-active -Effective small/small disadvantaged business subcontracting
EXCELLENT	There were no quality problems.	There were no delays.	There were no cost issues	Responses to inquiries and technical/service issues were consistently effective and responsive.
GOOD	Nonconformances had no effect on achievement of contract requirements.	Delays had no effect on achievement of contract requirements.	Cost issues had no effect on achievement of contract requirements.	Responses to inquiries and technical/service issues was usually effective and responsive.
FAIR	Nonconformances required minor resources to ensure achievement of contract requirements.	Delays required minor resources to ensure achievement of contract requirements.	Cost issues required minor resources to ensure achievement of contract requirements.	Responses to inquiries and technical/service issues were occasionally effective and responsive.
POOR	Nonconformances required significant resources to ensure achievement of contract requirements.	Delays required significant resources to ensure achievement of contract requirements.	Cost issues required significant resources to ensure achievement of contract requirements.	Responses to inquiries and technical/service issues were marginally effective and responsive.
UNSATISFACTORY	Nonconformances compromised achievement of contract requirements.	Delays compromised compliance with contract requirements.	Cost issues compromised achievement of contract performance requirements.	Responses to inquiries and technical/service issues were consistently ineffective and unresponsive.