

ACASS

Architect-Engineer Contract Administration System

FAR 42.1502 & 42.1503: Agencies shall prepare an Evaluation of Contractor Performance and Submit to PPIRS

FAR 15.304: Past Performance shall be used evaluated in all source selections for negotiated competitive acquisitions

FAR 36.602: Agency Must Consider Offeror Past Performance in Selection of Firms for Architect-Engineer Contracts

Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Dark Blue – Exceptional	Exceed Many – Gov’t Benefit	Few Minor	Highly Effective
Purple – Very Good	Exceed Some – Gov’t Benefit	Some Minor	Effective
Green – Satisfactory	Meets All	Some Minor	Satisfactory
Yellow – Marginal	Does Not Meet Some	Serious: Recovery Still Possible	Marginally Effective; Not Fully Implemented
Red – Unsatisfactory	Does Not Meet Most	Serious: Recovery Not Likely	Ineffective

Narrative Guidelines

- Address Contractor Performance
 - Must be accurate, fair and comprehensive and recent and relevant
- Collect Input From Entire Program/Project Team
- Provide Reader a Complete Understanding of the Contractor’s Performance
- Narrative Required for Each Rated Element
- Address Rating Changes from Prior Reports to include Benefit/Impact to Government
- Recognize Risk inherent in Effort and Government’s Role in Contractor’s Inability to Meet Requirements
- Indicate major/Minor Strengths/Weaknesses
- Consistent with Contract Scope and Objective
- Document Problems & Solutions
- Contain Non-Personal and Objective Statements



Contractor Name _____

1) Contract Number _____

2) Order Number _____

3) Reporting Period of Performance _____

4) COTR or AOTR _____

5) PM (s) _____

6) Project Title and Location - **Narrative**

7) Description of Project - **Narrative**

8) Project Complexity – Difficult Routine

9) Ratings –

A. **Overall Rating** – The Architect-Engineer Evaluation form is designed to evaluate prime Contractor performance. However, for those performance elements where a subcontractor performs a significant amount of work or their actions have significantly influenced the prime Contractor's performance in a negative or positive way, record the subcontractor's DUNS, name, address, and the specific actions taken in 10) Remarks. The ratings given by the Government should reflect how well the Contractor met the cost, schedule and performance requirements of the contract and the business relationship. MANDATORY.

Exceptional Very Good Satisfactory Marginal Unsatisfactory



B. Engineering Disciplines - Evaluates a prime Contractor's performance with respect to each rated element. However, for those performance elements where a subcontractor performs a significant amount of work or their actions have significantly influenced the prime Contractor's performance in a negative or positive way, record the subcontractor's DUNS, name, address, and the specific element and actions taken in **10) Remarks. MARK AS APPLICABLE TO CONTRACT/ORDER, AT LEAST ONE IS MANDATORY.**

Architectural	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Structural	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Civil	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Mechanical	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Electrical	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Fire Protection	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Surveying	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Cost Estimating	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Value Engineering	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Environmental Engineering	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Geotechnical Engineering	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Master Planning	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Hydrology	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Chemical Engineering	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Geology	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Chemistry	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Risk Assessment	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Safety/Occupational Health	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Hydrographic Surveying	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Other Area: (Fill in)	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Other Area: (Fill in)	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Other Area: (Fill in)	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory

C. Key Consultants - If applicable, identify the Key Consultant(s) by providing Name, Address, and Discipline(s)

Name	Address	Discipline

D. Design or Engineering Services - **MARK AS APPLICABLE TO CONTRACT/ORDER, AT LEAST ONE IS MANDATORY.** For those attributes where a subcontractor performs a significant amount of work or their actions have significantly influenced the prime Contractor's performance in a negative or positive way, record the subcontractor's DUNS, name, address, and the specific attribute and actions taken in **10) Remarks.**

Thoroughness of Site Investigation/Field Analysis	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
---	--------------------------------------	------------------------------------	---------------------------------------	-----------------------------------	---



Quality Control Procedures and Execution	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Plans/Specs Accurate and Coordinated	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Plans Clear and Detailed Sufficiently	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Management and Adherence to Schedules	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Meeting Cost Limitations	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Suitability of Design or Study Results	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Solution Environmentally Sustainable	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Cooperativeness and Responsiveness	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Quality of Briefings and Presentations	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Innovative Approaches/Technologies	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Other Areas: (Fill in)	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Other Areas: (Fill in)	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory
Other Areas: (Fill in)	<input type="checkbox"/> Exceptional <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory

E. How many 100% resubmittals were required because of Poor A-E Performance? _____(if applicable)

F. Recommended for Future Contracts: Yes No Conditionally

MANDATORY

10) Remarks Provide a brief narrative with sufficient detail to assist contracting officers in determining the Contractor's responsibility. Comments should be tailored to be of maximum usefulness to source selection boards considering this A-E firm for future work, and to the administrators of contracts with this firm in the future. Emphasize key components, technologies and requirements; key milestone events and major modification(s) to contract during this period. MANDATORY

Narrative

Name: _____

Title: _____



** Organization and Code*

MILLENNIUM
CHALLENGE CORPORATION
UNITED STATES OF AMERICA

Phone Number

Fax Number

Email