

ATTACHMENT 1: CONTRACTOR PAST PERFORMANCE REPORT – CONSULTING SERVICES

Note: Continuation sheets may be used if more space is required.

1. Consultant Name and Address: 	2. MCA Entity: _____ Country: _____ Point of Contact (POC) Name: _____ POC Position: _____	3. [] Final Report From: _____ To: _____ [] Interim Report From: _____ To: _____
4. Contract Number:	8. Total Value of Base Period:	
5. Number of Contract Modifications:	9. Total Value of Option(s):	
6. Contract Award Date:	10. Number of Options:	
7. Contract End Date:	11. Total Contract Value (Base Period (+) All Option Periods):	
12. Describe the services performed on the contract in Block 4; include the specific location(s) of performance.		
13. Was the contract Terminated for Cause during the reporting period? ___Yes ___ No. If yes, explain the circumstances.		
14. Was a Notice of Intent to Terminate the Contract issued? ___Yes ___ No. If yes, explain the circumstances and the corrective actions taken, if any:		
15. Was the Consultant notified that any Options would not be exercised? ___Yes ___ No. If yes, explain the circumstances.		
16. Did the Consultant ever receive notification that they would be required to address and correct/remedy deficiencies in their performance? ___Yes ___ No. If yes, explain the circumstances.		
17. Were there any Claims or Disputes filed during the performance of this contract? ___Yes ___ No. If yes, explain who filed, what the outcomes were, and whether arbitration was used.		
18. Due to any fault of the Consultant, did the MCA Entity need to devote any unanticipated resources to the contract in order to ensure satisfactory performance? ___Yes ___ No. If yes, explain.		
19. Were all submitted deliverables technically acceptable? ___Yes ___ No. If no, in what respect were they technically unacceptable? If no, did the MCA Entity have to personally go back and correct the deliverables after the Consultant’s submission?		
20. Did any deliverables exceed the expectations set forth in the contract? ___Yes ___ No. If yes, in what respect did they exceed the expectations?		

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21. Were all deliverables provided on time? ___Yes ___ No. If no, how late were they? What was the reason?

Description of Services	Days Late	Reason

22. Were all key personnel positions filled during the reporting period? ___Yes ___ No. If no, how long were they vacant? Why?

Position	Duration	Reason For Vacancy

23. Were the Key Personnel used the same persons originally proposed? ___Yes ___ No. If no, was this change approved by the MCA Entity?

24. Were there any requests to change and/or replace Key Personnel during the period of performance? ___Yes ___ No. If yes, what was the reason? Was the request(s) granted?

25. Was a significant portion of the services subcontracted? ___Yes ___ No. If yes, provide the name and address of each significant subcontractor and the subcontract value.

26. Was a significant portion of the services performed by a consortium member or joint venture partner? ___Yes ___ No. If yes, provide the name, address, and approximate percentage of work performed by each such member or partner.

27. Would you select this Consultant in the future? Explain.

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28. How would you rate this Consultant's overall performance? Select one of the following:

Outstanding
 Very Good
 Adequate
 Unacceptable

Rating	Definition
OUTSTANDING	The Consultant provided excellent support and routinely provided increased efficiencies beyond minimum requirements. The Consultant performed exceptionally and delivered the highest quality work in an efficient manner. The Consultant routinely exceeded requirements and added significant value to the project. The Consultant's work rarely, if ever, required revisions to content or form.
VERY GOOD	The Consultant provided very good support and sometimes provided increased efficiencies beyond minimum requirements. The Consultant performed well and delivered quality work in an efficient manner. The Consultant sometimes exceeded requirements and added some additional value to the project. The Consultant's work sometimes required revisions to content or form.
ADEQUATE	The Consultant provided adequate support and rarely increased efficiencies beyond minimum requirements. The Consultant met requirements and added no additional value to the project. The Consultant's work may have required several revisions to content and form.
UNACCEPTABLE	The Consultant provided unacceptable support and was unable to deliver acceptable levels of quality in their work. The Consultant routinely failed to meet the expectations and requirements of the contract. The Consultant's work was not acceptable even after multiple intensive revisions to form or content.

29. MCA Entity Project Director Name:

Phone/FAX/Internet Address: _____

Signature: _____

Date: _____

30. Approval by the Procurement Director: Yes No

Name: _____

Signature: _____

Date: _____

31. Consultant's Review. Were comments or additional information provided? Yes No. If yes, attach comments or additional information.
 Number of Pages of Attachment ____

32. Consultant's Contact Name:

Phone/FAX/Internet Address: _____

Signature: _____

Date: _____

33. MCA Entity Review. Were the Consultant's comments reviewed by the Director General or Chief Executive Officer of the MCA Entity? Yes No.

If yes, attach comments of MCA Entity Director General/CEO.
 Number of Pages of comments ____

34. MCA Entity Director General/CEO Name:

Phone/FAX/Internet Address: _____

Signature: _____

Date: _____

35. Is the Key Personnel Reference form attached? Yes No.

END OF FORM

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Additional Guidance on Completing the Forms:

- Block 5: State how many contract modifications were executed under this contract.
- Block 11: Contract dollar value shall include base period plus all options. If funding was increased or decreased during the evaluation period, it should be reflected in the overall value.
- Block 12: Provide a brief description and location of the services.
- Block 13: Describe any early termination of the contract, if applicable.
- Block 18: Describe any circumstances that may have required unanticipated resources from the MCA Entity due to a fault of the Consultant (e.g., MCA Entity was required to establish additional oversight to monitor Consultant performance, MCA Entity increased contract funding in order to facilitate delivery, etc.).
- Block 27: Provide supporting rationale for why you would or would not select this Consultant to provide consulting services in the future.
- Block 28: Provide an overall rating of the Consultant based upon the definitions supporting each adjectival rating description.
- Blocks 31-32: **Consultant’s Review:** The Consultant should be provided an opportunity to review and endorse the past performance report. Forward the completed report to the Consultant and instruct them to review and sign the document on Block 32 within 15 calendar days of the date of your correspondence. If comments are unfavorable, the Consultant **must** be afforded an opportunity to comment. More time may be granted, as reasonable, but should not extend beyond 30 calendar days. Signature by the Consultant does not necessarily indicate agreement. If concern or disagreement is received from the Consultant, additional MCA Entity review at a level higher than the MCA Entity Project Director/Procurement Director is required.
- Blocks 33-34 **MCA Entity Review:** This is the review by the Director General/CEO of the MCA Entity. Review cannot be delegated below the Deputy Director/DCEO. Comments should be provided, as appropriate. Attach additional pages as needed. The Director General/CEO’s signature certifies that they have reviewed the entire file and have either concurred with the original rating or established a different final rating.

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1. Contractor Name and Address: 	2. MCA Entity: _____ Country: _____ Point of Contact (POC) Name: _____ POC Position: _____	3. [] Final Report From: _____ To: _____ [] Interim Report From: _____ To: _____
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5. Number of Contract Modifications:	9. Total Value of Option(s):	
6. Contract Award Date:	10. Number of Options:	
7. Contract End Date:	11. Total Contract Value (Base Period (+) All Option Periods):	
12. Describe the works performed on the contract in Block 4; include the specific location(s) of performance.		
13. Was the contract Terminated for Cause during the reporting period? ___ Yes ___ No. If yes, explain the circumstances.		
14. Was a Notice of Intent to Terminate the Contract ever issued? ___ Yes ___ No. If yes, explain the circumstances and the corrective actions taken, if any:		
15. Was the Contractor notified that any Options would not be exercised? ___ Yes ___ No. If yes, explain the circumstances.		
16. Did the Contractor receive a Cure Notice at any time? ___ Yes ___ No. If yes, explain the circumstances.		
17. Did the Contractor ever receive notification that they would be required to address and correct/remedy deficiencies in their performance? ___ Yes ___ No. If yes, explain the circumstances.		
18. Were there any Claims or Disputes filed during the performance of this contract? ___ Yes ___ No. If yes, explain who filed, what the outcomes were, and whether arbitration was used.		
19. Due to any fault of the Contractor, did the MCA Entity need to devote any unanticipated resources to the contract in order to ensure satisfactory performance? ___ Yes ___ No. If yes, explain.		
20. Did the Contractor's performance cause any Delay Damages? If no, were there any other schedule delays, particularly to the critical path?		

ATTACHMENT 1: CONTRACTOR PAST PERFORMANCE REPORT – WORKS

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<p><input type="checkbox"/> Yes <input type="checkbox"/> No.</p>
<p>21. Were Liquidated Damages provisions included in this contract? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, were any Liquidated Damages applied to the Contractor for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain.</p>
<p>22. Was all work completed in a technically acceptable manner? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, in what respect were they technically unacceptable? If no, did the MCA Entity have to go back and correct the deliverables after the Contractor's submission?</p>
<p>23. Did any deliverables exceed the standards set forth in the contract? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, in what respect did they exceed the standards?</p>
<p>24. How many Variation Orders were requested by the Contractor? <input type="checkbox"/> How many variations were issued by the MCA Entity? <input type="checkbox"/></p>
<p>25. Was the Contractor able to ensure the retention of qualified Key Personnel? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, was there an adverse impact to the contract cost, schedule, or scope? Were additional resources readily and easily on-boarded?</p>
<p>26. Was the Contractor able to maintain an adequate workforce for successful completion of the contract? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, explain.</p>
<p>27. Was a significant portion of the work subcontracted? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, provide the name and address of each significant subcontractor and the subcontract value.</p>
<p>28. Did the Contractor encounter any supply chain issues that adversely impacted their performance or the success of the contract? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain.</p>
<p>29. Did the Contractor encounter any problems procuring and using the appropriate hardware, equipment, or tools for this contract? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain.</p>
<p>30. Was the Contractor ever asked to correct, cure, or remedy any health or safety violations during performance? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain. Was the Contractor able to correct their poor performance? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, explain.</p>

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ESA Director of MCA Entity Signature is required for this answer: _____

31. Would you select this Contractor in the future? Explain.

32. How would you rate this Contractor's overall performance? Select one of the following:

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UNACCEPTABLE	The Contractor provided unacceptable support and was unable to deliver acceptable levels of quality in their work. The Contractor routinely failed to meet the expectations and requirements of the contract. The Contractor's work was not acceptable even after multiple intensive revisions to form or content.

33. MCA Entity Project Director Name:

 Phone/FAX/Internet Address: _____

34. Approval by the Procurement Director: ___Yes ___ No
 Name: _____
 Signature: _____

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Signature: _____ Date: _____	Date: _____
35. Contractor's Review. Were comments or additional information provided? ___ Yes ___ No. If yes, attach comments or additional information. Number of Pages of Attachment ____	
36. Contractor's Contact Name: _____ Phone/FAX/Internet Address: _____	Signature: _____ Date: _____
37. MCA Entity Review. Were the Contractor's comments reviewed by the Director General or Chief Executive Officer of the MCA Entity? ___ Yes ___ No. If yes, attach comments of MCA Entity Director General/CEO. Number of Pages of comments ____	
38. MCA Entity Director General/CEO Name: _____ Phone/FAX/Internet Address: _____	Signature: _____ Date: _____
39. Is the Key Personnel Reference form attached? ___ Yes ___ No.	
END OF FORM	

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- Block 31: Provide supporting rationale for why you would or would not select this Contractor to provide consulting services in the future.
- Block 32: Provide an overall rating of the Contractor based upon the definitions supporting each adjectival rating description.
- Blocks 35-36: **Contractor’s Review:** The Contractor should be provided an opportunity to review and endorse the past performance report. Forward the completed report to the Contractor and instruct them to review and sign the document on Block 36 within 15 calendar days of the date of your correspondence. If comments are unfavorable, the Contractor **must** be afforded an opportunity to comment. More time may be granted, as reasonable, but should not extend beyond 30 calendar days. Signature by the Contractor does not necessarily indicate agreement. If concern or disagreement is received from the Contractor, additional MCA Entity review at a level higher than the MCA Entity Project Director/Procurement Director is required.
- Blocks 37-38 **MCA Entity Review:** This is the review by the Director General/CEO of the MCA Entity. Review cannot be delegated below the Deputy Director/DCEO. Comments should be provided, as appropriate. Attach additional pages as needed. The Director General/CEO’s signature certifies that they have reviewed the entire file and have either concurred with the original rating or established a different final rating.