

**ATTACHMENT 1**  
**Contractor Performance Report**

Your assistance is requested by the Fleet and Industrial Supply Center San Diego Contracting Office (Code 200) to assist with establishing the performance history for the contractor named below. Please complete this questionnaire and return by Email or FAX to the following:

**NAVSUP Fleet Logistics Center San Diego Code 220**  
Contracting Officer  
Attention: Charles E. Fletcher II  
3985 Cummings Road  
San Diego, CA 92136-4200  
Email: [charles.e.fletcher@navy.mil](mailto:charles.e.fletcher@navy.mil)  
FAX: (619) 556-9781

<b>Contract Number/Task Order:</b>  <b>Contractor Name:</b>  <b>Performance Period</b>  <b>Type of Service:</b>	
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**INSTRUCTIONS:** Please check the appropriate rating and provide comments in the space provided or on a separate sheet of paper.

**Technical Performance (Quality of Product/Service)**

- EXCEPTIONAL** · Met all performance requirements / Exceeded 20% or more · Minor problems with highly effective corrective actions and improved performance/quality results
- VERY GOOD** · Met all performance requirements / Exceeded 5% or more · Minor problems / Effective corrective actions.
- SATISFACTORY** · Met all performance requirements · Minor problems / Satisfactory corrective actions
- MARGINAL** · Some performance requirements not met · Performance reflects serious problem / Ineffective corrective actions
- UNSATISFACTORY** · Most performance requirements are not met · Recovery not likely

**Comments:**

**Cost Control**

- EXCEPTIONAL** · Significant reductions while meeting all contract requirements · Use of innovative management techniques · Quickly resolved cost issues / Effective corrective actions facilitated cost reductions
- VERY GOOD** · Reduction in overall cost/price while meeting all contract requirements · Use of innovative management techniques · Quickly resolved cost/price issues / Effective corrective actions to facilitate overall cost/price reductions
- SATISFACTORY** · Met overall cost/price estimates while meeting all contract requirements
- MARGINAL** · Did not meet cost/price estimates · Inadequate corrective action plans / No innovative techniques to bring overall expenditures within limits
- UNSATISFACTORY** · Significant cost overruns · Not likely to recovery cost control

**Comments:**

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**Schedule (Timeliness)**

- EXCEPTIONAL** · Significantly exceeded delivery requirements (All on-time with many early deliveries to the Government's benefit) · Quickly resolved delivery issues / Highly effective corrective actions
- VERY GOOD** · On-Time deliveries / Some early deliveries to the Government's benefit · Quickly resolved delivery issues / Effective corrective actions
- SATISFACTORY** · On-time deliveries · Minor problems / Did not effect delivery schedule
- MARGINAL** · Some late deliveries · No corrective actions
- UNSATISFACTORY** · Many late deliveries · Negative cost impact / Loss of capability for Government · Ineffective corrective actions / Not likely to recover

Comments:

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**Business Relations**

- EXCEPTIONAL** · Highly professional / Responsive / Proactive · Significantly exceeded expectations · High user satisfaction · Minor changes implemented without cost impact / Limited change proposals
- VERY GOOD** · Professional / Responsive · Exceeded expectations · User satisfaction · Limited change proposals / Timely definitization of change proposals
- SATISFACTORY** · Professional / Reasonably responsive · Met expectations · Adequate user satisfaction · Reasonable change proposals / Reasonable definitization cycle
- MARGINAL** · Less Professionalism and Responsiveness · Low user satisfaction / No attempts to improve relations · Unnecessary change proposals / Untimely definitization of change proposals
- UNSATISFACTORY** · Delinquent responses / Lack of cooperative spirit · Unsatisfied user / Unable to improve relations · Excessive unnecessary change proposals to correct poor management · Significantly untimely definitization of change proposals

Comments:

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**EXERCISE OF OPTIONS**

The requirement covered by the option fulfills an existing Government need.     **YES**    **NO**

The need for the services provided continues.     **YES**    **NO**

The exercise of the option is the most advantageous method of fulfilling the Government's need, price and other price factors considered.     **YES**    **NO**

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The information provided has been previously shared with the Contractor.    **YES**    **NO**

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**Signature**

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**Date Signed**

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**Telephone Number**

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**Printed Name/Title**

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