

Past Performance Report Form Template

CONTRACTOR PERFORMANCE REPORT - SHORT FORM	
PART I. Contract Information (to be completed by Offeror)	
1. Name of Contracting Entity:	2. Contract No.:
	3. Contract Type:
Dates:	4. Contract value (TEC):
5. Description of Work/Services:	
6. Problems: (If problems encountered on this contract, explain corrective action taken.) N/A	
7. AED Contact (Name, Telephone # and E-Mail Address):	
a. Contracting Officer:	
b. Technical Officer (COTR):	
8. Offeror: Academy for Educational Development	
9. Information Provided in Response to RFP No.:	
PART II. Performance Assessment (to be completed by Agency):	
1. Quality of product or Service. Comment:	
2. Cost Control. Comment:	
3. Timeliness of performance. Comment:	
4. Customer satisfaction - client. Comment:	
5. Customer satisfaction - end users. Comment:	
6. Effectiveness of key personnel. Comment:	
Information Provided By: Phone/Fax/Internet address Date:	Name: Information Collected By: Name/Office: Signature:
	OMB NO.: 9000-0142