

**TITLE: CIB 92-26 Evaluation of Contractor Performance**

December 17, 1992

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC

FROM: DAA/FA, John F. Owens, Procurement Executive

SUBJECT: Evaluation of Contractor Performance

**CONTRACT INFORMATION BULLETIN 92-26**

In July, the Administrator sent out a memorandum to the Agency's executive staff concerning the joint AID and Office of Management and Budget (OMB) recommendations for management improvement in AID. The Administrator and senior AID staff endorsed the findings and recommendations of the joint AID/OMB group, and agreed to implement their recommendations.

This CIB helps to implement the recommendation that states:

"AID project managers should routinely and consistently evaluate contractor performance and document whether contractors have met contract terms and satisfied project requirements."

Effective April 1, 1993, no contracting officer will (except as authorized in writing by the Head of the Contracting Activity) sign any contract for \$250,000 or more unless the cognizant project/technical office satisfies the contracting officer that an evaluation plan has been developed for the contract.

No formal system for ongoing evaluation of contractor performance by project managers has been established by AID as of the time this CIB is issued. For purposes of the requirement levied by this CIB, an acceptable contractor performance plan is one which provides a reasonable means for the project/technical office to assess the contractor's progress and to identify potential performance problems. The performance plan should provide for scheduled progress assessments to be made by the project/technical office using the standards or benchmarks established by the performance plan. Copies of each assessment are to be provided to the contractor and to the contracting officer. At a minimum, each assessment should provide the project/technical office's estimation of the contractor's progress in performing the contract. To the extent that potential problems are identified, the contracting officer will coordinate with the project/technical office to determine what corrective action may be necessary. Copies of each assessment will be retained in the contract file.

The evaluation plan may be, but does not have to be, incorporated in the contract. It should be in writing in a form which demonstrates the project/technical office's obligation to evaluate contractor's on-going performance. A copy will be retained in the contract file. You should provide a copy of this CIB to each of your Project officers.