INSERT DATE

FROM:

TO: MCICOM Contracting

SUBJECT: EXERCISE OF OPTION *Insert #* UNDER CONTRACT *M95494-XX-X-XXX*

REF: (a) FAR 17.207

1. Subject contract contains FAR 52.217-9, Option to Extend the Term of the Contract, to renew the contract for the period *Insert Date Range.*

2. Pursuant to reference (a) the Contracting Officer must determine whether it is to the advantage of the Government to exercise the option or to resolicit for a new contract. To facilitate that determination, the following information is required.

1. Will there be a need for contract support and will funds be made available?

**\*INSERT ANSWER\***

1. What changes in the contract have occurred, such as increases or decreases in services or scope?

**\*INSERT ANSWER\***

1. Has the contractor’s performance under the contract, been satisfactory?

**\*INSERT ANSWER\***

1. Provide a statement delineating need for these services and the impact or cost of disrupting services.

**\*INSERT ANSWER\***

1. The Contractor Performance Assessment Report (CPAR) was submitted for the previous period of performance on:
2. Completed questionnaire is attached to this memo.

\*SIGN HERE\*

*Name, Title*

**CONTRACT *M95494-XX-X-XXXX* FOR *Insert Description* AS REQUIRED BY *Insert Command.***

**Contractor: *Insert Name***

**Performance Evaluation for the Period: *Insert Date Range***

**INSTRUCTIONS:** Pleaseprovide ratings and comments regarding the Contractor’s performance in each area below using the following ratings: Exceptional, Very Good, Satisfactory, Marginal, or Unsatisfactory. See next page for definition of ratings.

**For ratings of “Exceptional” or “Unsatisfactory,” please provide a brief explanation.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **EXCEPTIONAL** | **VERY GOOD** | **SATISFACTORY** | **MARGINAL** | **UNSATISFACTORY** |
| OVERALL PERFORMANCE RATING  Please provide an overall rating of the Contractor’s performance for the referenced contract/delivery order. |  |  |  |  |  |
| **a.) Quality of Product or Service:** Conformance to contract requirements, appropriateness of personnel, accuracy of reports, and technical excellence |  |  |  |  |  |
| **b.) Timeliness or Scheduling of Supplies/Deliveries:** Timeliness of performance, met interim milestones, reliable, responsive to technical and contractual direction as to scheduling. |  |  |  |  |  |
| **c.) Business Relations/Customer Satisfaction:** Effective management, prompt notification of problems, reasonable/cooperative behavior, proactive, timely award and management of subcontracts, effective small business/small disadvantaged business subcontracting program and satisfaction with Contractor’s service. |  |  |  |  |  |
| **d.) Key Personnel and Staffing (Including Subcontractors):** Qualified personnel, effective performance and conduct. |  |  |  |  |  |

3. Would you hire this Contractor to provide supplies/services for your organization in the future? Yes  No  Please provide comments using additional pages if desired.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEFINITION OF RATINGS FOR PAST PERFORMANCE**

|  |  |
| --- | --- |
| Exceptional | Performance meets/met contractual requirements and exceeds/exceeded many to the customer’s benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective. |
| Very Good | Performance meets/met contractual requirements and exceeds/exceeded some to the Customer’s benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective. |
| Satisfactory | Performance meets/met contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the contractor appear to be or were satisfactory. |
| Marginal | Performance does not/did not meet some contractual requirements. The element being assessed reflects a serious problem for which the contractor has not yet or did not identify corrective actions. |
| Unsatisfactory | Performance does not/did not meet most contractual requirements and if currently being performed, recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective. |