

FACTOR: SITE VALIDITY AND SUITABILITY

RATING: _____

During this rating period, has the contractor complied with all applicable local, state, national health, safety, environmental laws, regulations, Executive Orders, and building codes? Has the contractor maintained appropriate liability insurance? Are there any new areas of public concern within a ½ mile radius of the facility? Are zoning and occupancy permits still valid? **Have you discussed the strengths and weaknesses?**

BOP Narrative:

FACTOR: PERSONNEL

RATING: _____

How effective has the contractor been in ensuring adequate staff have been recruited, trained, and retained? Have staff met the annual training requirements? Are new staff receiving orientation within SOW guidelines? Have new staff received and signed for integrity guidelines? Have there been patterns of unresolved integrity issues during this rating period? **Have you discussed the strengths and weaknesses?**

BOP Narrative:

FACTOR: COMMUNICATIONS/RESPONSIVENESS

RATING: _____

Communication: During the specified rating period, has the contractor maintained open lines of communication with Bureau staff? Does the contractor establish and maintain effective communication with U.S. Probation and local authorities?

Responsiveness: Is the contractor responsive to Bureau requirements, directions, and requests for information? How well does the contractor deal with significant incidents? **Have you discussed the strengths and weaknesses?**

BOP Narrative:

10. OVERALL ADJECTIVAL RATING:

BOP OVERALL ADJECTIVAL RATING NARRATIVE: (Ensure you discuss overall strengths and weaknesses.)

11. REGIONAL MANAGEMENT TEAM REPRESENTATIVE SIGNATURE & DATE:

Signature:

Date:

12. CONTRACTING OFFICER'S SIGNATURE & DATE:

Signature:

Date:

13. CONTRACTOR COMMENTS: CONTRACTOR SIGNATURE AND DATE: _____

(Authorized Negotiator Only)

I have reviewed the CEF and have no rebuttal comments.

I have reviewed the CEF and my rebuttal comments are attached.

14. Rebuttal comments have been reviewed by a supervisory contracting officer.

I have reviewed the rebuttal comments submitted by the contractor and make the following determination:

Signature: _____ Date: _____

Printed Name: _____

FACTOR RATINGS ADJECTIVE / DESCRIPTION:

<u>Very Good:</u>	Contractor's performance meets or exceeds the requirements of the contract. One or more significant strengths exist. Weaknesses may exist, but none are considered significant and are easily correctable.
<u>Acceptable:</u>	Contractor's performance meets the contract's minimum requirements. Contractor has demonstrated acceptable solutions for meeting the needs and objectives of the program. Strengths and weaknesses may exist. The weaknesses are correctable.
<u>Poor:</u>	Contractor's performance does not meet the requirements of the contract. Contractor's performance has shown poor solutions for meeting the needs and objectives of the program. Weaknesses outweigh any strengths that may exist. The weaknesses are difficult to correct.
<u>Unacceptable:</u>	Contractor's performance fails to meet the requirements of the contract. Contractor's performance shows unacceptable solutions for meeting the needs and objectives of the program. There are numerous weaknesses. The weaknesses will be very difficult to correct or are not correctable.

Each factor will have a written narrative that describes, in detail, performance during the specified rating period. The use of the monitoring reports for this period will be critical as the CEF should mirror the monitoring reports and summarize the strengths and weaknesses found during each facility inspection. Based on the narrative, an adjectival rating will be assigned to each factor. Once all factors have been rated, the overall rating will be determined by the rating most used. In the event of a tie, the COTR will provide an additional narrative (on an attached sheet of paper) thoroughly explaining/justifying the decision for the overall rating.

Original: Official Contract File (maintained by Contracting Officer)
CC: Field Office File/MCA and CCM