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**TITLE: CIB 96-24 - Monitoring and Evaluating Performance**

October 11, 1996

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

FROM: M/OP/OD, Marcus L. Stevenson, Procurement Executive

SUBJECT: Monitoring and Evaluating Performance

**CONTRACT INFORMATION BULLETIN 96-24**

The purpose of this CIB is to make performance reporting procedures consistent with FAR provisions requiring past performance evaluations. The AIDAR reports clause (752.7026) is being modified. Until such time, all service contracts in excess of \$100,000 shall include language requiring both periodic performance monitoring reports and past performance evaluation reports as specified in this CIB and in CIB 96-18, Interim and Final Evaluation Reports.

This CIB supersedes and cancels CIB 94-21, New AIDAR Reports Clause. The clause at AIDAR 752.7026 is hereby suspended and shall not be used in any solicitations or contracts issued after the date of this CIB. Instead, the attached version of the clause, which will be published in the Federal Register as a Proposed Rule for comments, shall be used.

Periodic performance monitoring reports (PMRs), initiated by the contractor, will be the principal instrument for monitoring performance. Agency-initiated performance evaluation reports (PERs) will be the principal instrument for assessing performance.

The revised AIDAR reports clause reduces the reporting requirements for contractors. Contractors no longer have to submit completion reports as required by AIDAR 752.7026(b). Instead, the Agency will conduct an evaluation of performance (PER), as required by FAR 42.1502, upon completion of activities.

The revised clause also makes better use of the contractor's periodic PMRs which are required by AIDAR 752.7026(a). The Agency will use the PMRs periodically submitted by the contractor as the primary source of information in preparing the PERs.

All Agency policies relating to performance reporting remain in effect. The revised version of AIDAR 752.7026 simplifies procedures, integrates the monitoring and evaluation functions, and makes better use of the information collected.

If you have any questions, or require any information on this CIB, please contact M/OP/SPU, Joseph Beausoleil at (703) 875-1090 or M/OP/P, Diane Howard at (703) 875-1310.

Attachment: AIDAR 752.7026 (Revised October 1, 1996)

Attachment

752.7026 Reports (Revised October 1, 1996)

The following clause shall be included in all contracts requiring technical or professional services.

REPORTS (October 1996)

1. Performance monitoring reports (PMRs): The contractor shall submit performance reports summarizing progress of the major activities in process in relation to the requirements of the contract, indicating any problems encountered, and proposing remedial actions as appropriate.

a) Performance reports shall be submitted within 30 days of the three-month periods (calendar quarters) ending on March 31, June 30, September 30, and December 31.

b) The contractor shall submit the reports to the cognizant Contracting Officer's Technical Representative (COTR) identified in Section G of the Schedule, who will forward the reports to the responsible Contracting Officer.

2. Performance evaluation reports (PERs): The CO shall use information contained in the periodic PMRs, discussed in paragraph 1, and input from the COTR, to evaluate contractor performance on completion of activities and, for multi-year contracts, on an interim basis.

a) The Contractor Performance Report (AID form 1420-66) which will be used to evaluate performance is attached to the Schedule (See list of attachments, Section J).

b) Contractors shall have 30 days to comment on or rebut the assessment, or may simply concur with the assessment by signing and returning the CPR form to the CO.

3. No other performance reports shall be required. The contractor, however, shall promptly notify the CO and COTR of any problems, delays, or adverse conditions which materially impair the contractor's ability to meet the requirements of the contract.

(End of clause)