|  |  |  |
| --- | --- | --- |
| **Incident Name/Number** | **Order Number (E Number)** | **Agreement Number (EERA)** |
|  |  |  |
| **Hiring Office** | **Evaluation Period** |
|  | **From:** |  | **To:** |  |
| **Contractor Name** | **Contractor Address** |
|  |  |
| **Operator’s Printed Name** | **Equipment Type** | **Contractor’s Phone Number** |
|  |  |  |
| **Rater’s Printed Name** | **Rater’s Position on Incident** | **Rater’s Home Unit** | **Rater’s Phone Number** |
|  |  |  |  |
| **Ratings** |
| Summarize contractor performance and circle number which corresponds to the rating for each category attaching additional pages, if needed *(see back page for Rating Guidelines)*. |
| 0=Unsatisfactory |  | 1=Poor |  | 2=Fair |  | 3=Good |  | 4=Excellent |  | 5=Outstanding |
| **Knowledge of the Job or Equipment Condition** |
| *(How knowledgeable was the Contractor, how much supervision was required, did the equipment operate as expected)* |
|  |
|  |  |  |  |  |  |  |  |  |  |  |
| 0=Unsatisfactory |  | 1=Poor |  | 2=Fair |  | 3=Good |  | 4=Excellent |  | 5=Outstanding |
| **Fireline Performance and Timeliness** |
| *(How did the Contractor perform, did Contractor arrive when expected, demob timely: document any noncompliance or performance issues)* |
|  |
|  |  |  |  |  |  |  |  |  |  |  |
| 0=Unsatisfactory |  | 1=Poor |  | 2=Fair |  | 3=Good |  | 4=Excellent |  | 5=Outstanding |
| **Business Relations** |
| *(Did the Contractor perform in a business-like manner; complete administrative requirements timely)* |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Evaluator’s Signature |  | Date |  | Operator’s Signature |  | Date |

**Rating Guidelines**

**Knowledge of the Job or Equipment Condition**

|  |  |  |
| --- | --- | --- |
| 0 | Unsatisfactory | Contractor/Operator is inexperienced and/or unsafe. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards containing similar requirements. Equipment cannot be repaired or is inadequate and must be (or has been) released. |
|  |  |  |
| 1 | Poor | Contractor has minimal experience. Overall compliance requires close or continuous supervision to ensure achievement of desired results. Significant down time for equipment or equipment is barely adequate. |
|  |  |  |
| 2 | Fair | Overall compliance requires some supervision to ensure achievement of desired results. Some breakdowns or repairs for equipment or equipment is relatively underpowered or slow at achieving contract requirements. |
|  |  |  |
| 3 | Good | There are no or very minimal quality problems and the Contractor has met the contract requirements with minimal supervision. Minimal breakdowns or repairs for equipment. |
|  |  |  |
| 4 | Excellent | There are no quality issues and the Contactor has substantially exceeded the contract performance requirements without commensurate additional costs to the State. No mechanical breakdowns. |
|  |  |  |
| 5 | Outstanding | The contractor has demonstrated an outstanding performance level that was significantly in excess of anticipated achievements and is commendable as an example to others. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as “Excellent”. Equipment is superior. |

**Fireline Performance or Timeliness**

|  |  |  |
| --- | --- | --- |
| 0 | Unsatisfactory | Contractor is failing to meet performance requirements or follow direction. Delays are jeopardizing the achievement of contract requirements. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards. |
|  |  |  |
| 1 | Poor | Contractor performance is considered marginal. Delays require significant Agency resources to ensure achievement of contract requirements. |
|  |  |  |
| 2 | Fair | Contractor performance meets minimum acceptability standards and some improvements are needed. Delays require minor Agency resources to ensure achievement of contract requirements. |
|  |  |  |
| 3 | Good | Contractor performance is fully acceptable. There are no, or minimal delays that impact achievement of contract requirements. |
|  |  |  |
| 4 | Excellent | Contractor has excellent skills and techniques. Performance is consistently above average. There are no delays and the contractor has exceeded the agreed upon time schedule. |
|  |  |  |
| 5 | Outstanding | The Contractor has demonstrated an outstanding performance level. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as “Excellent”. |

**Business Relations**

|  |  |  |
| --- | --- | --- |
| 0 | Unsatisfactory | Response to inquiries and/or technical, service, administrative issues is not effective. If not substantially mitigated or corrected it should constitute a significant impediment in considerations for future awards. |
|  |  |  |
| 1 | Poor | Response to inquires and/or technical, service, administrative issues is marginally effective. |
|  |  |  |
| 2 | Fair | Response to inquires and/or technical, service, administrative issues is somewhat effective. |
|  |  |  |
| 3 | Good | Response to inquires and/or technical, service, administrative issues is consistently effective. |
|  |  |  |
| 4 | Excellent | Response to inquires and/or technical, service, administrative issues exceed State expectation. |
|  |  |  |
| 5 | Outstanding | The contractor has demonstrated an outstanding performance level. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as “Excellent”. |