

The image features a large, light gray watermark of the USAID seal in the background. The seal is circular and contains the text "UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT" around the perimeter. In the center of the seal is a shield with a map of the United States, and the word "USAID" is prominently displayed in a dark gray box across the middle of the seal.

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TITLE: CIB 96-27 - Evaluations of Indefinite-Delivery Contracts

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

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

SUBJECT: Evaluations of Indefinite-Delivery Contracts

DATE: December 3, 1996

CONTRACT INFORMATION BULLETIN 96-27

The purpose of this CIB is to clarify that task and delivery orders are subject to past performance evaluations required by FAR 42.1502. The procedures described in CIB 96-18 for evaluating contracts apply equally to task or delivery orders. Effective immediately, past performance evaluations will be performed on task or delivery orders valued in excess of \$500,000.

Completed past performance reports will be used in making future source selection decisions. They are particularly useful in comparing relative performance of contractors competing for task or delivery orders under multiple-award IQCs, as well as for follow-on IQCs in the same sector. Since a contractor's future work now depends on past and present performance, the evaluations should be initiated immediately on completion of activities if the task or delivery order is for one year or less. Task or delivery orders, with a period of performance exceeding one year, should have an interim evaluation on completion of the first year and a final evaluation on completion of activities.

The initial assessment of performance must be provided to the contractor for review within 30 days of the date on which the task or delivery order falls due for an interim or final evaluation. The completed Performance Evaluation Report must be filed in the Agency's Past Performance Information Database before 90 days have elapsed. The 90 days includes not only the 30 days given to the contractor to review and comment on the assessment but also the time needed for a higher level review, if necessary, prior to making the final ratings.

All task or delivery orders issued after the date of this CIB must: a) make reference to the fact that performance evaluations will be conducted in accordance with CIB 96-18; and b) identify the technical officer, e.g., COTR, who will be the principal source of information regarding contractor performance in meeting the task or delivery order requirements and end-user satisfaction with the services or supplies.

A list of the task or delivery orders currently due for interim or final evaluations may be obtained electronically by sending an e-mail to "past performance@op.od@aidw." Questions on this CIB can be directed to M/OP/SPU, Joseph Beausoleil at (703) 875-1090.