General Instructions

(Performance Report)

1. The enclosed Performance Report form shall be completed by the Contracting Officer's Representative (COR) whenever the COR performs contract monitoring/surveillance on the Utility Privatization (UP) Contract.

2. Completed reports shall be kept in the COR's official contract file.

3. In addition to annotation of the Performance Report, any contract discrepancy found as a result of monitoring/surveillance activity will require completion of a DD Form 2772, *Contract Discrepancy Report*. The COR will complete blocks 1 thru 8 of the DD Form 2772. Prior to submittal of a DD Form 2772 to the Contractor, the DD Form 2772, along with the originating Performance Report, shall be coordinated with the Contracting Officer (KO).

4. The Performance Report should document the results of the COR's observation of the Contractor's performance under the contract, using various surveillance/monitoring methods:

    a. <u>Direct Observation</u> (e.g. real-time observation of utility system activities or meetings being performed by the Contractor)

    b. <u>Assessment of Deliverables</u> (e.g. verification of the timeliness and quality/sufficiency of required submittals, such as monthly outage reports and the Annual Corrections/ Upgrades/Connections/R&R Plan)

    c. <u>Review of Invoices/Payments</u> (e.g. verification of the accuracy of submitted invoices and payment receipts for all billable costs, to include travel and miscellaneous expenses)

    d. <u>Sample Reviews</u> (e.g. review of operation & maintenance procedures/plans at an unspecified/unannounced frequency)

5. The Report should be used by the COR to capture both negative and positive aspects of the Contractor's performance on the UP contract. IMPORTANT: Any observations/results recorded by the COR in the Performance Report(s) can serve as a good source of documented contractor performance. This information can then be used in developing the COR Monthly Report to the Contracting Officer.

Performance Report

COMPLIANCE: This document is in accordance with the Inspection of Services Clause FAR 52.246-4 and the Quality Assurance Surveillance Plan requirements.

1. CONTRACT NUMBER: Click here to enter text.

2. CONTRACTOR: Click here to enter text.

3. DATE & TIME OF OBSERVATION: Click here to enter text.

4. DETAILS OF OBSERVATION:

   a. Item/Area(s) Being Observed: Click here to enter text.

   b. Method(s) of Surveillance (ex: Direct Observation, Assessment of Deliverables, Review of Invoices/Payments, Sample Reviews): Click here to enter text.

   c. Frequency of Surveillance (ex: monthly, quarterly, unannounced, etc): Click here to enter text.

   d. Surveillance Results: Click here to enter text.

5. ADDITIONAL COR COMMENTS: Click here to enter text.

6. SIGNATURE: I hereby certify the accuracy of the observations/results noted above.

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CONTRACTING OFFICER'S REPRESENTATIVE SIGNATURE / DATE