

# Past Performance Review Template

Updated: January 10, 2025

Applicants complete all information in Part I. If one of the items does not apply, simply note N/A in that row. Parts II and III should be completed by the evaluating organization/personnel. The evaluating organization/personnel should then submit the completed form to [ppded@usda.gov](mailto:ppded@usda.gov). Please use the subject line “Past Performance Review for [Application Name]”. USDA/FAS will confirm receipt of reviews submitted via [ppded@usda.gov](mailto:ppded@usda.gov). USDA/FAS may contact the evaluating organization/personnel for verification.

<b>PART I: Award Information (to be completed by Applicant)</b>
1. Name of Applicant’s Organization
2. Contact Name:
3. Title:
4. Phone Number:
5. Email Address:
6. Name of Project:
7. Award Number:
8. Award Type
9. Award Value
10. Description or Work/Services:
11. Location Where Work was Performed:
12. Contracting/Agreement Officer:
13. Contracting/Agreement Officer Phone Number:
14. Contracting/Agreement Officer Email Address:
15. Technical Officer (if applicable):
16. Technical Officer Phone Number:
17. Technical Officer Email Address:

**PART II Performance Assessment (to be completed by Evaluating Organization)**

1. Contact Name (person(s) completing this document):

2. Title:

3. Name and address of organization:

4. Phone number:

5. Email address:

**PART III: Performance Assessment (to be completed by Evaluating Organization)**

1. Instances of good performance as measured by results achieved and quality of deliverables or services, including, but not limited to the following: timeliness, consistency in meeting goals and targets, effectiveness and appropriateness of personnel, cooperation and effectiveness of the organization in identifying or addressing problems, and cost control issues including forecasting costs as well as accuracy in financial reporting. Comment:

2. Instances of poor performance as measured by results achieved and quality of deliverables or services, including, but not limited to the following: timeliness, consistency in meeting goals and targets, effectiveness and appropriateness of addressing problems, and cost control issues including forecasting costs as well as accuracy in financial reporting. Comment:

3. Significant achievements: including relationships with beneficiaries, initiation and management of several complex activities simultaneously, coordination among country partners, and correction of problems. Comment:

4. Significant Problems: including relationships with beneficiaries, initiation and management of several complex activities simultaneously, coordination among country partners, and correction of problems. Comment: