



Washington, D.C. 20530

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**MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS**

**FROM:** James A. Sposato  
Procurement Executive

**Subject:** Implementation of Past Performance Evaluation Procedures

Our recent review of the implementation of past performance evaluation procedures within the Department indicates broad compliance with these requirements but also revealed a few problem areas and uneven implementation from bureau to bureau. In addition, we found general concerns on the part of your personnel regarding the nature of the evaluation process, liability issues, and meaningfulness of the ratings. These are broad issues we will discuss more fully at our next DOJ Procurement Forum.

My main concern, however, is our finding that regular timely contractor evaluations are not being conducted by all bureaus as required by the Federal Acquisition Regulations. This issue must be clearly addressed in your policies and procedures, and if necessary, revisions made to assure compliance. To that end I ask, that within thirty days of the date of this memorandum, you provide me with a complete description of your policies and procedures in this area and any other steps you take or will take to assure that regular timely evaluations are conducted. I expect this deficiency to be corrected quickly and will send my staff to reevaluate your compliance in June 1999.

Thank you for your support in this effort. I realize that some of you have done a very good job with respect to timely evaluations and you have my praise for your efforts. However, this is a very serious issue on which we all need to stay focused. Existing policies and procedures, even if currently successful, should be reexamined. Where necessary new ones need to be developed. If you have any questions please call H.B. Myers at 616-3758.