

## PAST PERFORMANCE SURVEY INSTRUCTIONS

The Department of Veterans Affairs Network Contract Office 7 (NCO 7), located in Decatur, Georgia is considering the Offeror for award of a VA contract. Your comments would be appreciated regarding this firm's past performance. The information you provide will be instrumental in allowing the Government to evaluate how well the contractor performed under your contract(s) with your firm.

1. Please complete all sections of the attached questionnaire. Include your name and title, organizational address, e-mail address, telephone and fax number.
2. Include the contractor's name and address, the title and/or description of the type of work performed the award number, the value of the contract (including options), the award and completion date of the project and the type of award/solicitation.
3. Use the rating scale found on the bottom left corner of the questionnaire to rate each performance element.
4. Comments are encouraged and would be appreciated. Clear handwritten responses are sufficient.
5. Please e-mail or FAX your response no later than January 24, 2014, by email to:  
[Joseph.Leyte@va.gov](mailto:Joseph.Leyte@va.gov) or fax (404) 728-7758.

Thank you for your time and participation.



Joseph Leyte  
Contract Specialist

**PAST PERFORMANCE SURVEY**  
**SOLICITATION VA247-14-Q-0170, CHLORINE DIOXIDE GENERATOR**

<b>Your Name &amp; Title:</b>	
<b>Your Organizations Address:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	
<b>Contract Number:</b>	
<b>Contract Description:</b>	
<b>Contract Performance Dates:</b>	
<b>Contract Value:</b>	

<b>Please evaluate the Past Performance using only the following ratings without variation. If the rating is Marginal or Unacceptable, please provide additional information in the appropriate block or in the remarks section of this form.</b>	
Outstanding	Performance greatly exceeded contract requirements (considered a passing rating)
Above Average	Performance exceeded contract requirements (considered a passing rating)
Satisfactory	Performance met contract requirements (considered a passing rating)
Marginal	Performance met the minimum contract requirements bus some material aspects of the contractors performance were less than satisfactory (considered a failing rating)
Unacceptable	Performance was poor and/or did not satisfy contract requirements (considered a failing rating)

<b>PAS PERFORMANCE ELEMENT</b>	<b>RATING</b> <i>Please Circle your selection</i>		
1. Contractor demonstrated a thorough understanding of technical requirements of the contract/task.	Outstanding Marginal	Above Average Unacceptable	Satisfactory N/A
<u>Comments:</u>			
2. Contractor anticipated/identified and resolved problems effectively.	Outstanding Marginal	Above Average Unacceptable	Satisfactory N/A
<u>Comments:</u>			

PAS PERFORMANCE ELEMENT	<b>RATING</b> <i>Please Circle your selection</i>		
3. Contractor managed and directed resources (i.e. personnel, subcontractors, equipment, etc.) effectively.	Outstanding Marginal	Above Average Unacceptable	Satisfactory N/A
<u>Comments:</u>			
4. Contractor provided the necessary skilled personnel to perform the required work.	Outstanding Marginal	Above Average Unacceptable	Satisfactory N/A
<u>Comments:</u>			
5. Contractor retained the necessary skilled personnel and maintained a low turnover rate.	Outstanding Marginal	Above Average Unacceptable	Satisfactory N/A
<u>Comments:</u>			
6. Contractor met scheduled contract delivery dates.	Outstanding Marginal	Above Average Unacceptable	Satisfactory N/A
<u>Comments:</u>			
7. Contractor provided accurate, complete and high quality deliverables.	Outstanding Marginal	Above Average Unacceptable	Satisfactory N/A
<u>Comments:</u>			
8. Contractor complied with the terms of the contract.	Outstanding Marginal	Above Average Unacceptable	Satisfactory N/A
<u>Comments:</u>			
9. Contractor was diligent in forecasting and controlling contract cost.	Outstanding Marginal	Above Average Unacceptable	Satisfactory N/A
<u>Comments:</u>			
10. I would recommend award to this contractor again.	Outstanding Marginal	Above Average Unacceptable	Satisfactory N/A
<u>Comments:</u>			

**PLEASE RETURN COMPLETED RESPONSE TO: JOSEPH LEYTE**  
**EMAIL: [JOSEPH.LEYTE@VA.GOV](mailto:JOSEPH.LEYTE@VA.GOV) or FAX: 404 728-7758**