

## PAST PERFORMANCE QUESTIONNAIRE COVER SHEET

### PAST PERFORMANCE QUESTIONNAIRE FOR SOLICITATION RFP # VA248-15-R-0363

Offerors submitting satisfactory past performance information are required to include this cover sheet with their proposal submission. The entire questionnaire should be forwarded to your previous clients for projects identified in the experience forms provided in response for factor 3 for completion. Clients shall directly return the cover sheet and questionnaire to Joey Grismore, Contracting Officer at e-mail address: Joey.Grismore@va.gov.

It is the offeror's responsibility to ensure correct and verifiable point of contact information.

#### *(Offeror Fill-In Below)*

1. Offeror Name (Name of Organization/Firm being Evaluated):
2. Name of Organization/Firm Providing Reference:
3. Address of Organization/Firm Providing Reference:
4. Contract Number:
5. Project Description:
6. Contract/Task Order Amount:
7. Performance Period:
8. Evaluator's Point of Contact Information: Name and Title: _____ Phone Number: _____ Fax Number: _____ E-Mail Address: _____

PAST PERFORMANCE QUESTIONNAIRE FOR SOLICITATION RFP #VA248-15-R-0363

ADJECTIVAL RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT YOUR  
EVALUATION OF THE CONTRACTOR'S PERFORMANCE

E (EXCELLENT)	Performance meets contractual requirements and exceeds expectations. The contractual performance of the element assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective. (High Confidence).
G (GOOD)	Performance meets contractual requirements and exceeds some requirements. The contractual performance of the element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective. (Significant Confidence).
S (SATISFACTORY)	Performance meets contractual requirements. The contractual performance of the elements contains some minor problems for which corrective action taken by the contractor is satisfactory. (Confidence).
M (MARGINAL)	Performance does not meet some contractual requirements. The contractual performance of the element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented. (Little Confidence).
P (POOR)	Performance does not meet most contractual requirements and recovery is no likely in a timely manner. The contractual performance of the element contains serious problems for which the contractor's corrective actions appear or were ineffective. (No confidence).
NR (NO RATING)	No relevant past performance record is identifiable upon which to base a meaningful performance risk prediction. A search was unable to identify any relevant past performance information for the contractor or their key personnel. (This is neither a negative or positive assessment).

EVALUATOR: PLEASE CIRCLE THE ADJECTIVAL RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE						
Was this a competitive contract?	YES			NO		
Role of the contractor	Prime Contractor			or Subcontractor		
Compliance with contractual terms and conditions	E	G	S	M	P	NR
Ability to meet quality standards specified for technical performance	E	G	S	M	P	NR
Adequacy of initial progress schedule	E	G	S	M	P	NR
Adherence to approved schedule	E	G	S	M	P	NR
Resolution of Delays	E	G	S	M	P	NR
Identification/correction of deficient work in a timely manner	E	G	S	M	P	NR
Cooperation and responsiveness	E	G	S	M	P	NR
Professional Conduct	E	G	S	M	P	NR
Ability to hire and retain a qualified workforce to this effort.	E	G	S	M	P	NR
Coordination and Control of Subcontractors(s)	E	G	S	M	P	NR
Effectiveness of overall contract management (including ability to effectively lead, manage, and control the project.)	E	G	S	M	P	NR
Effectiveness of on-site management and control of multidiscipline construction categories, including management of subcontractors.	E	G	S	M	P	NR
Contractor was reasonable and cooperative in dealing with staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports).	E	G	S	M	P	NR
Timeliness/effectiveness of contract problem resolution without extensive customer guidance.	E	G	S	M	P	NR
Ability to successfully respond to emergency situations.	E	G	S	M	P	NR
Payroll properly completed and submitted	E	G	S	M	P	NR
Contractor Safety Record.	E	G	S	M	P	NR
Contractor responsiveness to safety issues.	E	G	S	M	P	NR
Contractor's timeliness, completeness, and accuracy in submitting invoices.	E	G	S	M	P	NR
Adequacy of Site Clean-up	E	G	S	M	P	NR
Warranty Response	E	G	S	M	P	NR
If this was a Government contract, has the contract been terminated for default or Convenience? Indicate if show cause or cure notices were issued or any default action in the comment section below.	E	G	S	M	P	NR

REMARKS: Please explain marginal or poor ratings.

Evaluator's Point of Contact Information:

Signature and Title:\_\_\_\_\_

Phone Number:\_\_\_\_\_

E-Mail Address:\_\_\_\_\_