

SUBJECT: Past Performance Evaluation Form for VA786A-15-R-0025, Design Build 7,500 Niche Columbarium at Florida National Cemetery

You are requested to answer the attached Past Performance Questionnaire in response to a solicitation issued by the Department of Veterans Affairs (VA), National Cemetery Administration (NCA), Contracting Service. It is stressed that this questionnaire be filled out by the addressee and not the Offeror, and that the information then forwarded to the Government individual identified below. The addressee is requested to sign the questionnaire as a validation of the assessment. **DO NOT RETURN YOUR RESPONSE TO THE CONTRACTOR THAT FORWARDED THIS QUESTIONNAIRE TO YOU.**

This letter, as well as the attached questionnaire, has been forwarded to you by _____ (insert name of firm). This firm intends to submit a proposal as either a prime Contractor or a Subcontractor in response to the Design Build 7,500 Niche Columbarium at Florida National Cemetery. The company has been instructed to forward this correspondence. Please complete the questionnaire and email it to the following email address on or before July 15, 2015:

tiffany.thornton@va.gov

Please use the following information in the subject line of the email: Past Performance Evaluation Form for VA786A-15-R-0025, Design Build 7,500 Niche Columbarium at Florida National Cemetery

A member of our evaluation group may be in contact with you regarding your response should it become necessary. In the event that your response contains derogatory or superlatively positive responses/comments regarding the Contractor's performance, you are requested to discuss your response and submit available documentation supporting these assessments. Your submittal of such documentation will hopefully eliminate post-response inquiries.

If you have any questions about this form or the overall past performance process, please contact Tiffany M. Thornton at tiffany.thornton@va.gov or 202-632-5891. Your cooperation in this matter is greatly appreciated.

Sincerely,

TIFFANY M. THORTON
Contracting Officer

Signature of Offeror

Title

Typed or Printed Name

Date

PAST PERFORMANCE QUESTIONNAIRE

TO REFERENCE: _____ (Enter name of reference entity the questionnaire is being sent to)

REFERENCE'S PHONE NUMBER: _____

REFERENCE'S EMAIL: _____

FROM REQUESTING FIRM: _____
(Name of Firm and contact information of the person requesting the accomplishment of the questionnaire.)

Your assistance is requested in support of a source selection. The Department of Commerce (DOC) is in the process of soliciting offers from companies capable of developing the NOAA NextGen 4 D Weather Data Cube. [Our firm] has provided your name and organization as a reference regarding our record of past performance under Contract No. [CONTRACT NO.].

Please **complete this Questionnaire and forward a PDF copy** to Xxx Xxxx (Contracting Officer), at Xxx.Xxxx@noaa.gov.

[Our firm] is competing for **Solicitation #xxx-xxx-xxx** as a:

_____ Prime Contractor

_____ Subcontract to (please identify the Prime Contractor under which you will compete for the contract awards): _____

When complete, the information on this form is SOURCE SELECTION SENSITIVE INFORMATION (41 U.S.C. 423) and shall be protected accordingly.

SECTION I - TO BE COMPLETED BY OFFEROR

1. CONTRACTOR NAME & ADDRESS:	2. CONTRACT NO.:
	3. CAGE CODE:
	4. PERIOD OF PERFORMANCE:
	5. COMPETITIVELY AWARDED (circle one) YES or NO
	6. INITIAL CONTRACT VALUE (with options): \$
	7. CURRENT CONTRACT VALUE (with options): \$
	8. TYPE OF CONTRACT:

9. REASONS FOR DIFFERENCE (IF ANY) BETWEEN INITIAL CONTRACT VALUE AND CURRENT CONTRACT VALUE:

10. DESCRIPTION OF CONTRACT REQUIREMENTS:

Please add a continuation page if additional space necessary.

SECTION II - EVALUATION - TO BE COMPLETED BY EVALUATING ORGANIZATION REPRESENTATIVE

11. CUSTOMER OR AGENCY NAME (AND DESCRIPTION):

12. EVALUATOR'S NAME:

13. EVALUATOR'S TITLE:

14. EVALUATOR'S PHONE NUMBER:

15. EVALUATOR'S EMAIL ADDRESS:

16. NUMBER OF YEARS OR MONTHS EVALUATOR HAS MONITORED CONTRACTOR'S PERFORMANCE:

17A. INDIVIDUAL RATINGS EVALUATION:

Please indicate your satisfaction with the contractor's performance by placing an "X" in the appropriate block using the scale provided to the right of each question. This scale is defined as follows:

CODE PERFORMANCE LEVEL

- E** EXCEPTIONAL - Quality of performance exceeded all contractual requirements and expectations. The contract performance specification was accomplished with only minor problems for which corrective actions taken by the contractor were highly effective. The contractor was pro-active in identification of problems, providing alternatives and recommendations.
- VG** VERY GOOD - Quality of performance met contractual requirements and exceeded many expectations. The contract scope of work was accomplished with some minor problems for which corrective actions taken by the contractor were highly effective.
- S** SATISFACTORY – Quality of performance met contractual requirements. The contract scope of work was accomplished with some problems for which corrective actions taken by the contractor were satisfactory.
- M** MARGINAL – Quality of performance did not meet some contractual requirements. The contract scope of work had some serious problems which the contractor did not resolve to the customer's satisfaction. The contractor's proposed corrective actions appeared to be only marginally effective or were not fully implemented by the contractor.
- U** UNSATISFACTORY – Quality of performance did not meet most contractual requirements and recovery is not likely in a timely manner. The contract scope of work performance had major problems for which the contractor's corrective actions were ineffective.
- NA** NOT APPLICABLE - Unable to provide a score as the question does not apply.

Technical Performance	E	VG	S	M	U	NA
T1.						
T2.						
T3.						
T4.						
T5.						
T6.						
T7.						
T8.						
T9.						
T10.						
T11.						

Management Capability	E	VG	S	M	U	NA
M1. Effectiveness of overall contract management (including ability to effectively lead, manage and control the program)						
M2. Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes)						
M3. Timeliness/effectiveness of contract problem resolution without extensive customer guidance						
M4. Understand/complied with customer objectives and technical requirements						
M5. Successfully responded to emergency and/or surge situations						
M6. Quality/effectiveness of sub-contracted efforts						
M7. Effectiveness of material management (including Government Furnished Property, Information, or Material)						
M8. Effectiveness of acquisition management						
M9. Contractor proposed alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the customer						
M10. Contractor implemented responsive/flexible processes to improve quality and timeliness of support.						
M11. Successfully managed an integrated team inclusive of subcontractors/teammates.						
M12. The Contractor's management plans (such as the Program Management Plan (PMP), Integrated Master Schedule/Plan (IMS/IMP), Risk Management Plan (RMP), Information Support Plan (ISP), and Integrated Logistics Support Plan (ILSP)) met the customer's requirements and resulted in efficient, effective and adaptable program planning and execution						
M13. Obtained and updated the human knowledge capital required for successful contract execution						
M14. Retained Key Personnel, staff and subcontractors with sufficient qualifications, experience and had successful methods for accommodating changes in staffing levels in a dynamic environment which yielded efficient, effective and adaptable planning and execution of the program						
M15. Successfully recruited and retained employees qualified for the effort						

Transition/phase-in	E	VG	S	M	U	NA
T1.						
T2.						

Small and Small Disadvantaged Business Participation	E	VG	S	M	U	NA
S1. Ability to meet or exceed small business and small disadvantaged business goals set forth in the approved subcontracting plan.						
S2. Ability to effectively manage small business participation to meet technical performance.						

Cost Performance	E	VG	S	M	U	NA
C1 Accuracy in forecasting contract costs						
C2 Demonstrated ability to meet forecasted costs and perform within contract costs						
C3 Demonstrated ability to alert Government of unforeseen costs before they occur						
C4 Sufficiency and timeliness of cost reporting						

17B. Please discuss each response for which you indicated E (Exceptional), M (Marginal) or U (Unsatisfactory) in response to the questions above (use additional sheets, if necessary).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

18. OVERALL EVALUATION RATING (circle one):

Overall Assessment: (a) EXCEPTIONAL (b) VERY GOOD (c) SATISFACTORY (d) MARGINAL (e) UNSATISFACTORY (f) NOT OBSERVED

19. Any unsatisfactory performance identified above has been shared with the contractor. () Yes: written or oral ? () No

20. Government Contracts ONLY: Has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations?

Yes___ Default___ Convenience___ Pending Terminations___ No___

If yes, please explain (e.g., inability to meet cost, performance, or delivery schedules, etc).

21. Would you have any reservations about soliciting this Contractor in the future or having them perform one of your critical and demanding programs?

Yes____ **No** ____

If yes, please explain (e.g., inability to meet cost, performance, or delivery schedules, etc).
