

## PAST PERFORMANCE QUESTIONNAIRE

**RFQ: VA256-15-Q-0912**

### **INSTRUCTIONS TO CONTRACTOR**

Complete the CONTRACTOR INFORMATION section, below (type answers into light blue shaded boxes). Save the document. Send an electronic or hard copy print of the form to each of your reference contacts, asking them to please complete the form and submit it according to the instructions, below.

### **INSTRUCTIONS TO REFERENCE CONTACT**

Complete the RESPONDENT INFORMATION section below.

The contractor named below is submitting an offer for a United States Department of Veterans Affairs contract requirement, and has sent this form to you, in your role as a past performance reference contact. Please complete this form in full (all areas shaded in light yellow, below). Once completed, please send the form to the Contracting Specialist via email at [John.Adams1B4996@va.gov](mailto:John.Adams1B4996@va.gov)

Please return the completed form by August 14, 2015 1:00 P.M local CST.

### **GENERAL INFORMATION** [completed by Contractor]

Contractor Company Name	
Address	
Contractor Point of Contact Name	
Point of Contact Phone Number	
Email	
Reference Project Title	
Contract Number	
Contract Period of Performance (start to finish):	
Contract Dollar Value	
Description of Work	
Role of Contractor on This Project (check appropriate box)	<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Key Personnel

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**RESPONDENT INFORMATION** [completed by Reference Contact]

Company Name	
Address	
POC Name	
Phone Number	
Fax Number	
Email	

**PERFORMANCE INFORMATION:** Choose the number on the scale of 1 to 5 that most accurately describes the contractor's performance or situation. ***PLEASE PROVIDE A NARRATIVE EXPLANATION FOR ANY RATINGS OF 1 OR 2*** in the Remarks section, below (text box will expand to whatever extent is necessary).

1	2	3	4	5
UNSATISFACTORY	MARGINAL	SATISFACTORY	VERY GOOD	EXCEPTIONAL
Performance did not meet most contractual requirements to the government's detriment. There were serious problems and the contractor's corrective actions were ineffective.	Performance did not meet some contractual requirements to the government's detriment. There were problems, some of a serious nature, for which corrective action was only marginally effective.	Performance met contractual requirements. There were some minor problems and corrective actions taken by the contractor were satisfactory.	Performance met all contract requirements and exceeded some to the government's benefit. There were a few minor problems, which the contractor resolved in a timely, effective manner.	Performance met all contract requirements and exceeded many to the government's benefit. Problems, if any, were negligible and were resolved in a timely, highly effective manner.

[illegible]

## PAST PERFORMANCE QUESTIONNAIRE

	Cooperated with Government personnel after award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provided timely and effective communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Was responsive to contract changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identified problems as they occurred and provided timely resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Suggested alternative approaches to problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Home office participated in solving significant local problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provided experienced managers and supervisors with the technical and administrative abilities needed to meet contract requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrated ability to hire, maintain, and replace, if necessary, qualified personnel during the contract period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Timely of awards to subcontractors and management of subcontractors, including subcontract costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Utilization of Small Business (applicable to contracts with subcontracting plans)						
	Provided good faith effort to meet goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Regulatory Compliance						
	Followed approved quality control plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provided effective quality control and/or inspection procedures to meet contract requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Met reporting requirements (i.e. fSRS, FAPIIS, Safety and Labor Regulations, Recovered material, Hazadeous Material Identification)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Followed approved safety plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provided accurate reports/data/documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	How would you rate the contractor's overall performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Was the contractor ever issued a cure or show cause notice under the referenced contract? If yes, explain outcome in "remarks."	<input type="checkbox"/>					
		YES					
9.	Would you award another contract to this contractor? If not, please explain in "remarks."	<input type="checkbox"/>					
		YES					
10.	To the best of your knowledge, is the contractor rated in CPARS?	<input type="checkbox"/>					
		YES					

REMARKS (Please use as much space as is needed – the box will expand as you type).

\_\_\_\_\_  
Name of Person Completing Form

\_\_\_\_\_  
Signature