



**DEPARTMENT OF VETERAN AFFAIRS
Service Area Office Central Region
708 South Third Street, Suite 108E
Minneapolis, MN 55415**

MEMORANDUM FOR PROSPECTIVE EVALUATORS

FROM: Department of Veterans Affairs
Service Area Office – Central Region
Minneapolis, MN 55415

SUBJECT: Solicitation VA-240C-15-R-0005, SAO Central Region Medical Grade Bulk
Liquid Oxygen, Past Performance Questionnaire

1. Department of Veterans Affairs is conducting a proposal evaluation for subject solicitation at Minneapolis VA Medical Center. Under the solicitation, the VA will perform a Basic Source Selection evaluation in accordance with FAR 15 of the Federal Acquisition Regulation. The contractor listed in Part I of the attached questionnaire has identified your office as a source to evaluate their past performance. All responses should be based on progress meetings, contract discrepancy reports, or correspondence. There should be no unexpected responses or surprises to the contractor. Contractor should have opportunity to respond to all negative responses before our final receipt.
2. The individual most knowledgeable of the contractor's day-to-day operations and overall condition of the services being rendered should complete the survey. However, we do request the contracting officer review the completed survey for accuracy and completeness.
3. Complete the questionnaire by indicating your rating and providing comments wherever applicable. Handwritten responses are acceptable, however, if handwritten, responses must be legible. For any rating of Fair or Unsatisfactory, request that you provide an explanation and attach it to your response. This can be a copy of a discrepancy report or other documentation and the contractor's corrective measures. The narratives need not be lengthy, but should be detailed and descriptive. Space for narrative comments is included on the last page of the survey. If more space is needed, use the back of the survey or attach additional pages. Use separate evaluation forms for each contract/order being evaluated. As this questionnaire relates to an ongoing solicitation for the services identified in the cover letter, request that all information provided within the questionnaire be safeguarded against unauthorized disclosure. Once complete, please sign the document in the space provided.
4. Your time and effort in providing this vital information is greatly appreciated and is critical to our evaluation. Government contracts may be awarded after review of your questionnaire. Please allow sufficient time to complete this questionnaire and return the

completed package as soon as possible but no later than October 26, 2015. You may Fax it to (612) 338-1274 attention Christi Hamblen or e-mail VHACOSAOCentralRegionContractStaff@va.gov or submit to the following address:

Department of Veterans Affairs
Attn: Christi Hamblen
708 S. Third Street, Suite 108E
Minneapolis, MN 55415

5. If you have any questions, please contact me at (612) 344-2176 or e-mail kimberly.hurt@va.gov. Thank you for your cooperation and quick response to this request.

//signed//
Kimberly C. Hurt
Contracting Officer

Attachment:
Past Performance Questionnaire