

EXHIBIT A PERFORMANCE RELEVANCY QUESTIONNAIRE

PART 1: Prepare four (4) Part 1 forms.

Provide the following information requested **in this format** for each of the projects/contracts being described. Projects may be on going and cannot have been completed any later than 5 years prior to the solicitation issue date. Provide frank, concise comments regarding YOUR PERFORMANCE on the contracts you identify. Use additional space as required.

A. Offeror (Your) Name (Company/Division):

B. Project/Contract Title:

C. Contract Specifics:

1. Description of Effort as _____Prime or _____Subcontractor
2. Contract Number _____
3. Original Contract \$ Value _____ Current/Final Contract \$ Value _____
4. If amounts in 3 above are different, provide a brief description of the reason:
5. Completion Date:
 1. Original Date: _____
 2. Current Schedule _____
 3. Estimate/Final Completion Date: _____
 4. Primary cause for Contract Modifications _____

D. Provide detailed description of the work performed under the contract and describe why you believe the work is very relevant, relevant or semi-relevant to this solicited project. (Use as much space as necessary)

In addition, address the following

1. Describe the specific elements of the work performed by your firm.
 2. Indicate what elements of work were performed by your major subcontractors and indicate if those same subcontractors will be used on this project. Should you intend to use these same subcontractors, please list their company names and described their principal areas of work that they will perform.
 3. Address any technical areas about this project you consider uniquely relevant to this solicitation.
- E. Point of Contact for Owner/Government agency Contracting Officer and or inspector (COR / COTR); include a current phone number, email address and facsimile number for each.

End of Part 1- Questionnaire Requirements – Prepare and send Exhibit C Package to the reference(s) for each of the Four Construction Projects, or Specialty Trade if applicable.

PART 2: Provide the following information. This information only needs to be submitted once.

2A. Name subcontractors and/or Teaming Partners to be utilized on this contract. As a minimum, provide the name(s) of subcontractors to be utilized in the following areas:
(Specialty Trades will address their specific trade for any major subcontractor or Teaming partner)

Plumbing
HVAC
Electrical
Roofing
Testing
Civil Site Work
Painting
Masonry
Steel Erection
Windows
Carpentry

Each major subcontractor and/or Teaming Partner must also complete an Exhibit B, “Subcontractor Information and Consent Form” to be considered. Offerors shall have major subcontractors identify on the Exhibit B three references, owners (if they were the Prime) or other Prime contractors they have worked for. References for subcontractors from the proposing offeror are not acceptable. See Exhibit “B” format for information to be provided. Written references for subcontractors may be included and are encouraged. However, subcontractors do not need to send out Exhibit C questionnaires.

2B. Provide information regarding the assessment of liquidated damages on any contracts within the last five years. (Frequency, circumstances, severity of problem, etc.)

2C: Offerors are strongly encouraged to include with their proposals information on problems encountered on relevant projects and the specific corrective actions taken to remedy the problems.

2D. Other Considerations. Information provided, shall be limited to the period starting 5 years prior to the solicitation release date.

-Effectiveness of value engineering (VEC) proposals you submitted on prior contracts. (Provide a brief description; impact on cost, schedule, efficiency or quality; contract number; name and phone number of customer benefiting from the VEC).

-Professional/Industry awards (Identify award type, date of award and copy of certificate if applicable), Letters of appreciation, recognition or commendations.

-Discuss unique skills and accomplishments (Explain unique skills and/or accomplishments and provide supporting information for verification).

EXHIBIT B – SUBCONTRACTOR INFORMATION AND CONSENT FORM

Subcontractor and/or Teaming Partner Consent for the Release of Information to the Prime Contractor and Reference Information:

Information concerning subcontractors and teaming partners cannot be disclosed to a private party without the subcontractor's or teaming partner's consent. Because a prime contractor is a private party, the Government will need that consent before disclosing subcontractor/teaming partner past and present performance information to the prime during exchanges. In an effort to assist the Government in assessing your technical experience we request that the following consent form be completed by the major subcontractors/teaming partners identified in your proposal. The completed consent forms shall be submitted to the offering contractor for submission with the past performance volume.

_____ (Name of Firm) is currently planning on participating as a (subcontractor and or a teaming partner) with _____ (prime contractor or name of entity providing proposal) in responding to the Request for Proposal Number VA250-15-R-0340 for the SCI Outpatient Clinic to be performed at the Department of Veterans Affairs, Louis Stokes VA Medical Center, Cleveland, Ohio 44106.

We understand that the Government is placing increased emphasis on past performance in order to obtain best value in source selections. In order to facilitate the performance confidence assessment process we are signing this consent form to allow you to discuss our past and present performance information with the prime contractor during the source selection process.

(Signature) (Title of Individual with authority to sign for and legally bind the company)

Company Name: _____ Telephone # _____

Address: _____

City/State/Zip Code: _____ Date: _____

Reference List (required):

1. Contract No. And Title _____
Describe your role (Prime/Sub) and work Performed _____
Reference POC Name _____ Phone _____ Fax _____
Email address: _____
2. Contract No. And Title _____
Describe your role (Prime/Sub) and work Performed _____
Reference POC Name _____ Phone _____ Fax _____

Email address: _____

3. Contract No. And Title _____
Describe your role (Prime/Sub) and work Performed _____
Reference POC Name _____ Phone _____ Fax _____
Email address: _____

EXHIBIT C PACKAGE INFORMATION AND FORMS

Instructions to Offeror for sending Reference Questionnaire Forms: Prepare and send a reference questionnaire package for each project listed on your Exhibit A, Performance Relevancy Questionnaires. For Government contracts, send to Contracting Officer or Technical Representative. For commercial references send to personnel with duties similar to those for Government contracts. It is your responsibility to follow-up and to encourage your references to send in their questionnaire. If you have multiple references at one location, send one cover letter and questionnaire for each contract you want a reference for. Your questionnaire package should contain the following.

Cover Letter (See SAMPLE) (Exhibit C1)

Respondent Information Rating Sheets (Exhibit C2) Offeror should put name in spaces indicated and ensure it is on every page for identification purposes.

Suggested - Pre Addressed stamped envelope to return to Contracting Officer.

OFFEROR SHALL PLACE THEIR NAME ON TOP OF EACH QUESTIONNAIRE PAGE!!!

OFFEROR IS REQUESTED TO DELETE THESE INSTRUCTIONS BEFORE SENDING OUT QUESTIONNAIRES

EXHIBIT C1
SAMPLE TRANSMITTAL LETTER
AND
PAST PERFORMANCE EVALUATION QUESTIONNAIRE
Your Company Letterhead

Date: _____
To: _____

We have listed your firm as a reference for the work we have performed for you as listed below. Our firm has submitted a proposal under a project advertised by the Department of Veterans Affairs, VA Healthcare Systems of Ohio Network Contracting Office (NCO) 10, Cleveland, OH. In accordance with Federal Acquisition Regulations (FAR), they will evaluate our firm's past performance. Your candid response to the attached questionnaire will assist the evaluation team in this process. We understand that you have a busy schedule and your participation in this evaluation is greatly appreciated. Please complete the enclosed questionnaire as thoroughly as possible. Space is provided for comments. Understand that while the responses to this questionnaire may be released to the offeror, FAR 15.306 (e)(4) prohibits the release of the names of the persons providing the responses. Complete confidentiality will be maintained. Only one response from each office is required.

Please send your completed questionnaire to the following address to arrive NOT LATER THAN January 25, 2016. Do not return them to our company.

Department of Veterans Affairs
VA Healthcare Systems of Ohio
Network Contracting Office (NCO) 10
ATTN: Donald P. Tam/ Jason E Lawson
3140 Governors Place Dr., Suite 210
Kettering, OH 45409

or email to: donald.tam@va.gov / jason.lawson@va.gov

If you have questions regarding the attached questionnaire, or require assistance, please contact Donald Tam or Jason E Lawson at (937) 268-6511 ext. 3094

Thank you for your assistance.

Please be advised that "E-Mail" is the preferred method of receiving the requested information.

Donald P. Tam
Contracting Officer

Jason E Lawson
Contract Specialist

WHEN COMPLETED THE INFORMATION CONTAINED HEREIN IS “SOURCE SELECTION SENSITIVE” ***** AND IS NOT TO BE RELEASED OUTSIDE GOVERNMENT CHANNELS*****
 RETURN THIS PAGE WITH QUESTIONNAIRE:

| RATING | DEFINITION |
|---------------------------------|--|
| Exceptional (E) | Indicates the contractor’s performance record within the area of evaluation <u>Exceeded</u> that required by the contract. |
| | |
| Very Good (VG) | Indicates the contractor’s performance record within the area of evaluation <u>Met All</u> contractual requirements. |
| | |
| Satisfactory (S) | Indicates the contractor’s performance record within the area of evaluation <u>Met Essentially All</u> contractual requirements. |
| | |
| Marginal (M) | Indicates the contractor’s performance record within the area of evaluation <u>Met Some</u> of the contractual requirements. However, changes to the contractor’s existing processes may be necessary in order to achieve contract requirements. |
| | |
| Unsatisfactory (U) | Indicates the contractor’s performance record within the area of evaluation <u>Failed to Meet</u> the minimum Government requirements. |
| | |
| Unknown or Not Applicable (N/A) | The question does not apply. No performance record identifiable within the area of evaluation. |

RATING DESCRIPTIONS: Use the following descriptions as guidance in providing ratings.

(Exhibit C2) RESPONDENT IDENTIFICATION AND RATINGS

(Part 1 Contractor submitting Proposal fill-in)

Reference is provided for: _____

Contract Number or Project Title _____

Date of Award/Completion Date _____

Location _____

Dollar Amount _____

Brief Description of work and your role in the referenced contract: _____

(Part 2 Person providing Reference) Reference is provided by: _____

Company/Agency: _____

Business Address: _____

Telephone Number: _____

E-Mail Address: _____

Relationship to Contract: _____

If information in Part 1 is not accurate please indicate.

To obtain an electronic version of the form please contact: donald.tam@va.gov and jason.lawson@va.gov

THE QUESTIONNAIRE SHOULD BE SUBMITTED BY THE FOLLOWING MEANS: Return via email to the email address shown above. Forms may be mailed to Department of Veterans Affairs, Network Contracting Office (NCO) 10, ATTN: Donald Tam & Jason Lawson, 3140 Governors Place Dr., Suite 210 Kettering, OH 45409

Mark cover sheet: (Attention: RFP VA250-15-R-0340) “Source Selection Sensitive Information”)

Quality- Management and Workmanship

(1) How well did the Offeror utilize quality control process that ensured conformance to scope and quality requirements?

| | | | | | |
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| | G | | | | A |

REMARKS:

(2) Adequacy of Submittals. Were submittals well researched and did they clearly identify the proposed item?

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REMARKS:

(3) Did reports / records submitted completely and accurately satisfy requirements. ?

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REMARKS:

Timeliness and adherence to schedule: Rate how well the Offeror met the following:

(4) Timeliness in completing the project

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REMARKS:

(5) Did the contractor provide timely notices of delays/schedule revisions?

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REMARKS:

(6) Timeliness in submitting submittals and reports and responding to agency inquiries, RFP's, etc.

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REMARKS:

Offeror's Specification Compliance, business practices/Customer Relationship and Ability to Perform

(7) Did the contractor provide adequate, competent and qualified management, key personnel and technical personnel capable of meeting contract requirements throughout the performance period of the contract and did contractor comply with specifications?

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REMARKS: _____

(8) How well did the contractor work independent of Government guidance, oversight and assistance?

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REMARKS:

(9) Did contractor maintain a good relationship with agency contracting and technical/project mgt. personnel?

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REMARKS:

(10) How effective was the contractor in meeting Cost/Price performance targets and controlling costs (i.e. changes, etc.)? Did they demonstrate reasonableness in modifications scope and costs?

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REMARKS:

(11) Were Subcontractors / tradesmen adequately managed and coordinated? Explain any subcontracting issues (positive or negative) that impacted the performance of your contract(s).

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REMARKS:

(12) How flexible, cooperative, and reasonable was the contractor in meeting mission requirements, particularly when faced with short-notice mission changes?

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REMARKS:

(13) How timely and effective were the contractor's responses to and resolution of Technical problems? Did the Site Manager have sufficient authority to make decisions or take actions during project performance? () yes () no

| | | | | | |
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| | G | | | | A |

REMARKS:

(14) How effective was the offeror's environmental program, oversight, project management and Quality Control staff?

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REMARKS:

(15) Was the Site Manager consistently present on site when work was performed?

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REMARKS:

(16) Did the contractor demonstrate the ability to execute multiple projects at the same time?

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REMARKS:

(17) Applicable to Federal Contracts – How well did the contractor comply with applicable Federal Laws and Regulations such as Davis Bacon Act – timely payrolls and compliance; Drug-Free Workplace; Environmental Regulations and Use of Recovered Materials; Executive Order 13101?

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REMARKS:

(18) How would you rate the Contractor's overall performance? Given the opportunity, would you select this offeror again? (Y____N____)

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REMARKS:

(19) What were the contractor's top documented strengths, if any, in performing the contract requirements?

REMARKS:

(20) What were the contractor's top documented weaknesses, if any, in performing the contract requirements?

REMARKS:

(21) Please Provide Any Additional Information You Feel Is Important Not Covered Elsewhere:

REMARKS:

(22) Applicable to Design Build Offerors ONLY. How well did the contractor and the designed comply with the terms and conditions of the contract?

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REMARKS:

Thank you for your remarks. Be sure to return to the Contracting Agency and not to the Contractor you are providing a reference for.

OFFEROR NAME _____

Respondent Signature _____ Date

Completed: _____