

**DEPARTMENT OF VETERAN AFFAIRS  
SOURCE SELECTION PLAN  
PORT JERVIS NEW/RELACING LEASE  
NCO 3**

**Attachment 4 – PAST PERFORMANCE QUESTIONNAIRE**

**Introduction:**

This questionnaire is designed to collect past performance information on Offerors (Landlord/Lessors) competing for award of this lease. Please note the questionnaire is not based on the past performance of brokers facilitating the procurement, but rather for the prospective awardees that will be responsible for the lease under consideration.

**Instructions for the Offeror:**

Please complete Section 1 on Page 2. If the “no relevant past performance” box is checked, then do not proceed in filling out the form and email (preferred) or mail form to the Contract Specialists’ contact information below.

For the Offeror to have relevant past performance, at least one of the following must be true:

- The Offeror recently leased a space for 10,000 RSF or less within the last 3 years
- The Offeror recently leased medical office or general office space within the last 3 years
- The Offeror recently leased space to any Government entity within the last 3 years

If the Offeror has relevant past performance, the Offeror must forward a copy of this questionnaire to 3 tenant references that fulfill at least one of the criteria listed above. The Offeror must instruct the References to complete pages 3-5 of this form. Once the respondents have completed the form, they must email the form to the Contract Specialist listed below.

**Attn:** Jemeek Morris, Contract Officer  
Department of Veteran Affairs, NCO 3

**Mailing Address:** VA Hudson Valley HCS  
2094 Albany Post Road  
Bldg. 29, Rm 338  
Montrose, NY 10548

**Subj:** Past Performance Questionnaire Contract # **VA**  
**Email:** [jemeek.morris@va.gov](mailto:jemeek.morris@va.gov)  
**Office:** 914-737-4400 x4124  
**Fax:** 914-788-4878

For assistance with this form please contact the Contract Specialist listed above. Hand written responses will be accepted. Responses will be treated as confidential and procurement sensitive.

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**SECTION 1 – Lessor (to be evaluated) Information:**

Name or Company:

Phone Number:

Email:

Only check this box if the Offeror has no relevant past performance ☐

**NOTE:**

**IF THE ABOVE STATEMENT IS CHECKED, PLEASE DO NOT PROCEED ANY FURTHER  
AND EMAIL THE FORM TO THE CONTRACT SPECIALIST LISTED ON PAGE 1.**

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**Instructions for the Respondent:**

Please complete Sections 2 and 3 on the following page to the best of your knowledge using the appropriate ratings below. When completed, please email (preferred) or mail the form to the Contract Specialists' contact information below.

**Attn:** Jemeek Morris, Contract Officer  
Department of Veteran Affairs, NCO 3

**Mailing Address:** VA Hudson Valley HCS  
2094 Albany Post Road  
Bldg. 29, Rm 338  
Montrose, NY 10548

**Subj:** Past Performance Questionnaire Contract # **VA**  
**Email:** [jemeek.morris@va.gov](mailto:jemeek.morris@va.gov)  
**Office:** 914-737-4400 x4124  
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**Explanation of Codes:**

**EXCEPTIONAL** – Lessor significantly exceeded expectations

**GOOD** – Lessor met and to some extent exceeded expectations

**SATISFACTORY** – Lessor met expectations

**MARGINAL** – Lessor did not fully meet expectations

**UNSATISFACTORY** – Lessor failed to meet expectations

**NOT APPLICABLE** – Unable to provide a score

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**SECTION 2 - Respondent Information:**

Name:  Title:   
Phone Number:  Email:   
Lease Square Footage:  Organization/ Company:   
Use of Space (Check One): Office ☐ Medical Office ☐ Other

**SECTION 3 - Past Performance Questions:**

***Build Out / Cost Control***

**1. How satisfied were you with the Lessor's commitment to your budget?**

Excellent ☐ Good ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory ☐ Not applicable ☐

What could have improved your score:

**2. How satisfied were you with the Lessors handling and pricing of change orders?**

Excellent ☐ Good ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory ☐ Not applicable ☐

What could have improved your score:

**3. How satisfied were you with the Lessors ability to stay on schedule?**

Excellent ☐ Good ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory ☐ Not applicable ☐

What could have improved your score:

***Lease Administration Performance***

**4. In accordance with your lease, how satisfied were you regarding the Lessor's responsiveness to any maintenance issues?**

Excellent ☐ Good ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory ☐ Not applicable ☐

What could have improved your score:

**5. In accordance with your lease, how satisfied were you regarding the Lessor's responsiveness to any safety issues?**

Excellent ☐ Good ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory ☐ Not applicable ☐

**L. Past Performance Evaluation**

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What could have improved your score:

- 6. In accordance with your lease, how satisfied were you regarding the Lessor's responsiveness to any security issues?**

Excellent ☐ Good ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory ☐ Not applicable ☐

What could have improved your score:

- 7. In accordance with your lease, how satisfied were you regarding the Lessor's cleanliness of the building premises and common areas?**

Excellent ☐ Good ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory ☐ Not applicable ☐

What could have improved your score:

- 8. In accordance with your lease, how satisfied were you regarding the Lessor's overall performance?**

Excellent ☐ Good ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory ☐ Not applicable ☐

What could have improved your score:

- 9. Would you sign a lease with the Lessor again?**

Excellent (Yes) ☐ Unsatisfactory (No) ☐

If no, why not: