Attachment C

PAST PERFORMANCE QUESTIONNAIRE

Instructions: Complete Section 2 of this form for the Contractor noted below in Section 1, who is requesting you as a Reference. Email this form to the Contract Specialist noted below.

Contract Specialist: David Wesley Hess

Email: david.hess2@va.gov

1) **CONTRACTOR/OFFEROR INFORMATION:**
   Company: _____
   Point of Contact: _____
   Phone: _____

2) **REFERENCE INFORMATION:**
   Company: _____
   Point of Contact: _____
   Phone: _____
   Type of Work the Contractor Performed:

   _____

   _____

   Contract Period: _____
   Length of Services Performed: _____
   Estimated Contract Award Amount: _____
   For the following questions, please check the level of performance which most accurately describes the Contractor's performance on the contract referenced above. You may include brief comments under the rating.

   1) Evaluate the company's compliance with contractual terms and conditions, and the technical requirements of the contract.

   ☐Acceptable   ☐Unacceptable   ☐Neutral/Unknown

   Comments:
   _____

   _____

2) Has the company demonstrated reasonable cooperative behavior in resolving customer requests and/or complaints?

☐Acceptable   ☐Unacceptable   ☐Neutral/Unknown

Comments:
_____
_____

3) Did the contractor notify the appropriate staff in a timely manner upon discovery of any deficiencies/non-conformances during inspections which may have had the potential of an adverse impact?

☐Acceptable   ☐Unacceptable   ☐Neutral/Unknown

Comments:
_____
_____

4) Did the contractor make themselves available in a timely manner for consultation or advice as needed?

☐Acceptable   ☐Unacceptable   ☐Neutral/Unknown

Comments:
_____
_____
_____

5) Invoices were found to be accurate and ☐Acceptable ☐Unacceptable ☐ Neutral/Unknown submitted timely?

☐Acceptable   ☐Unacceptable   ☐Neutral/Unknown
Comments:
_____
_____
_____

6) Rate the company's overall performance ☐Acceptable ☐Unacceptable ☐ Neutral/Unknown

☐Acceptable   ☐Unacceptable   ☐Neutral/Unknown

Comments:
_____
_____
_____

7) Would you award to this company again?

☐Acceptable   ☐Unacceptable   ☐Neutral/Unknown

Comments:
_____
_____
_____

Please provide any additional comments you would like to let us know about:
_____
_____