

FOR OFFICIAL USE ONLY
Source Selection Sensitive Information—See FAR 2.101 & 3.104
Multiple Award Task Order Contract (MATOC) Solicitation
VA260-17-R-0112

ATTACHMENT 2
PAST AND PRESENT PERFORMANCE QUESTIONNAIRE

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 contact(s), asking them to please complete the form and submit it according to the instructions, below.

INSTRUCTIONS TO RESPONDENT

The contractor named below is submitting an offer for a U.S. 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 return to the Contractor so they may submit this form with their proposal.

If you have any questions, please contact Mr. Thupten Tsering via email at thupten.tsering@va.gov, or call 360-553-7668. Thank you for your assistance in this matter.

CONTRACTOR INFORMATION [completed by Contractor]

Contractor Company Name		Contractor Street Address	
Contractor Point of Contact Name		Phone Number	
Reference Project Title		Contract Number (Include Order #)	
Awarded Period of Performance (Dates)		Final Period of Performance (Dates)	
Awarded Value \$		Final Value \$	
Number of Modifications		Contractor Email Address	
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 respondent]

Name		Street Address	
Phone Number		City	
Email Address		State	
Agency/Firm		Zip Code	

PERFORMANCE INFORMATION: Choose the number on the scale of 1 to 6 that most accurately describes the contractor's performance or situation. ***PLEASE PROVIDE A SUPPORTING NARRATIVE 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	N/A
UNSATISFACTORY	MARGINAL	SATISFACTORY	GOOD	EXCEPTIONAL	NOT APPLICABLE
Indicates one or more deficiencies that creates the risk that the offeror will not be able to successfully perform the contract.	Noted strengths are not sufficient to offset noted weaknesses. Risk of unsuccessful performance is high.	Noted weaknesses noted are generally offset by noted strengths, or are of such a nature that they are not expected to seriously affect the offeror's performance. Risk of unsuccessful performance is moderate.	Noted strengths generally outweigh any weaknesses noted. Risk of unsuccessful performance is low.	Noted strengths significantly outweigh any weaknesses noted. Risk of unsuccessful performance is very low.	

	The Contractor ...	1	2	3	4	5	N/A
1.	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"/>
2.	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"/>
3.	Delegated authority to project managers and supervisors commensurate with contract requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	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"/>
5.	Followed approved quality control plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	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"/>
7.	Corrected deficiencies in timely manner and pursuant to their quality control procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Provided timely resolution of contract discrepancies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Identified problems as they occurred.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Suggested alternative approaches to problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	The Contractor ...	1	2	3	4	5	N/A
11.	Displayed initiative to solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Developed realistic progress schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Met established project schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Provided timely resolution of warranty defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Was responsive to contract changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Provided adequate project supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Obtained consent of surety for increases in bonding as work-in-progress increased.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Paid subcontractors/suppliers in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Provided accurate and complete line item cost proposals including all aspects of work required for each task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Cooperated with Government personnel after award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	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"/>
22.	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	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
23.	Would you award another contract to this contractor? If not, please explain in “remarks.”	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
24.	To the best of your knowledge, is the contractor rated in CPARS?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A

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