

Appendix 1 - Past Performance Questionnaire Cover Letter

Date _____

Dear _____:

The Strategic Acquisition Center (SAC) is seeking your assistance.

_____ is submitting a proposal for a SAC Contract with an estimated value of approximately \$5 million over a three year period. We are asking you to complete the attached questionnaire to help us evaluate _____'s performance.

Please use the following definitions to provide your ratings:

- 4 - Outstanding - Performance was substantially and consistently above contract requirements. Contractor displayed an overall superior understanding of contract requirements, and used innovative approaches leading to enhanced performance.
- 3 - Good - Performance was above minimum contract requirements. Contractor displayed a thorough understanding of contract requirements.
- 2 - Satisfactory - Performance met minimum contract requirements.
- 1 - Marginal - Performance was below minimum contract requirements. Contractor displayed a lack of thorough understanding of contract requirements in one or more significant performance areas.
- 0 - Unsatisfactory – Completely failed to meet the minimum contract requirements. Contractor displayed a total lack of understanding of contract requirements.
- NA - Not applicable
- DK - Don't know. No knowledge available to rate this question.

Please feel free to provide an explanatory narrative on additional pages. We greatly appreciate your time and assistance in completing this questionnaire. Please provide the following information:

Respondent: Please fill in the following table:

Item	Fill-In
Name	
Title	
Organization Name	
Organization Address (including City, State, zip)	
Telephone Number (w/area code)	
Facsimile Number (w/area code)	
e-mail address	

Past Performance Questionnaire

- | | |
|--|---|
| 1. Assess the contractor's adherence to contract delivery schedules/response times/cost estimates/budgets. | 0 1 2 3 4 NA DK |
| 2. Assess the contractor's utilization of an effective project management system that included planning, budgeting, status tracking, reporting, baseline management, critical path analysis, and work breakdown structure. | 0 1 2 3 4 NA DK |
| 3. Assess the contractor's demonstrated ability to create teaming/partnering relationships to achieve project goals. | 0 1 2 3 4 NA DK |
| 4. Assess the contractor's ability to effectively execute the Statement of Work effectively in a consistently high quality Manner. | 0 1 2 3 4 NA DK |
| 5. Assess the contractor's successfulness in recruiting and retaining strong, well-qualified key personnel. | 0 1 2 3 4 NA DK |
| 6. Assess the contractor's Environmental Safety & Health (ES&H) program. (Was it in compliance with contract requirements and protective of workers, public, and the environment?) | 0 1 2 3 4 NA DK |
| 7. Assess the contractor's effectiveness in subcontract management. | 0 1 2 3 4 NA DK |
| 8. Assess the contractor's ability to manage human relations and labor issues effectively. | 0 1 2 3 4 NA DK |
| 9. Assess the contractor's ability to effectively manage regulatory compliance programs and regulatory interfaces. | 0 1 2 3 4 NA DK |
| 10. Assess the ability of the contractor's corporate office to effectively support your contract. | 0 1 2 3 4 NA DK |
| 11. Assess the contractor's ability to develop and implement an effective quality assurance program. | 0 1 2 3 4 NA DK |
| 12. Assess the contractor's ability to effectively implement human resource requirements and manage labor relations to minimize work disruptions. | 0 1 2 3 4 NA DK |
| 13. Assess the contractor's effectiveness in working with customers, regulators, and community interests groups. | 0 1 2 3 4 NA DK |
| 14. Assess the contractor's ability to meet its socio-economic program goals as set forth in a government (Federal, State, and Local) approved plan. | 0 1 2 3 4 NA DK |
| 15. Provide an overall assessment of the contractor's performance. | 0 1 2 3 4 NA DK |
| 16. Would you hire this Contractor again? | <div style="display: flex; justify-content: space-between; width: 100%;"> Yes_____ No_____ </div> |
| 17. Have you previously discussed any negative past performance information with the contractor? | <div style="display: flex; justify-content: space-between; width: 100%;"> Yes_____ No_____ </div> |

