

## Past Performance Questionnaire Template

### **Instructions:**

- ◇ Sections I and II shall be completed by the Offeror. *Three references are required; references shall be of similar size and scope.*

### **I. Solicitation Data (for the proposed effort)**

Solicitation Number	
Project/Requirement	Enter Project Name/Requirement Title
Customer/Agency	Enter Project Office
Project/Requirement Description	Enter succinct Project/Requirement Description

### **II. Current or Historical Contract Information**

<b>CONTRACTOR NAME, PHONE &amp; ADDRESS:</b>	<b>Contract No</b>			
	<b>Type of Contract</b>			
		<i>Initial</i>	<i>Final</i>	
	<b>Contract Value</b>			
	<b>Period of Performance/Delivery Schedule</b>			
	<b>Project/Requirement Description</b>			
	<i>Please select from the following as it applies to this contract:</i>			
	<b>Contracting Role</b>	<input type="checkbox"/> PRIME	<input type="checkbox"/> SUBCONTRACTOR	
	<b>Termination History</b>	<input type="checkbox"/> Convenience	<input type="checkbox"/> Default	<input type="checkbox"/> N/A

<b>CONTRACTOR NAME, PHONE &amp; ADDRESS:</b>	<b>Contract No</b>			
	<b>Type of Contract</b>			
		<i>Initial</i>	<i>Final</i>	
	<b>Contract Value</b>			
	<b>Period of Performance/Delivery Schedule</b>			
	<b>Project/Requirement Description</b>			
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	<b>Contracting Role</b>	<input type="checkbox"/> PRIME	<input type="checkbox"/> SUBCONTRACTOR	
	<b>Termination History</b>	<input type="checkbox"/> Convenience	<input type="checkbox"/> Default	<input type="checkbox"/> N/A

<b>CONTRACTOR NAME, PHONE &amp; ADDRESS:</b>	<b>Contract No</b>			
	<b>Type of Contract</b>			
		<i>Initial</i>	<i>Final</i>	
	<b>Contract Value</b>			
	<b>Period of Performance/Delivery Schedule</b>			
	<b>Project/Requirement Description</b>			
	<i>Please select from the following as it applies to this contract:</i>			
	<b>Contracting Role</b>	<input type="checkbox"/> PRIME	<input type="checkbox"/> SUBCONTRACTOR	
	<b>Termination History</b>	<input type="checkbox"/> Convenience	<input type="checkbox"/> Default	<input type="checkbox"/> N/A

### III. Evaluation Definitions

**The following definitions should be used in your assessment of Contractor performance.**

EXCEPTIONAL	Performance <u>EXCEEDS MOST</u> contractual requirements to the Government's benefit. The performance of areas being assessed was accomplished with few minor issues or concerns.
VERY GOOD	Performance <u>EXCEEDS SOME</u> contractual requirements to the Government's benefit. The performance of areas being assessed was accomplished with few minor issues or concerns, for which the Contractor's corrective actions were highly effective.
SATISFACTORY	Performance <u>MEETS</u> contractual requirements. The performance of the areas being assessed contains minor issues or concerns, for which corrective actions taken by the Contractor were effective.
MARGINAL	Performance <u>MEETS SOME</u> contractual requirements. The performance of the areas being assessed includes significant problems, issues, or concerns for which corrective actions taken by the Contractor were only somewhat effective.
UNSATISFACTORY	Performance <u>DOES NOT MEET</u> contractual requirement. The performance of the areas being assessed includes serious problems, issues, or concerns for which the Contractor's corrective actions were ineffective.
NOT APPLICABLE (N/A)	Performance information not recent or relevant as defined in the Solicitation. Unable to provide assessment.

