

PAST PERFORMANCE QUESTIONNAIRE

1. The Contractor identified below has requested that you complete a past performance questionnaire on their behalf. This questionnaire will be used by the Contracting Officer to assess the likelihood that the Offeror will perform successfully on an impending requirement for the Ft. Harrison VA Medical Center, Helena, Montana. Your prompt completion and return of this questionnaire is greatly appreciated.

CONTRACTOR NAME _____

REFERENCED CONTRACT # _____

2. Background. The Contractor shall
be or employee individuals licensed in Montana with Social Worker/ Licensed Professional Mental Health Counselor, Psychologist, and/or Psychiatrist as needed, and be experienced providing quality, recovery-based behavioral health services to Montana veterans.

3. GENERAL INFORMATION: (Completed by Reference of Contractor being evaluated)

Name of Government or Commercial Organization: _____

Address: _____

Contract Number: _____

Brief Description: _____

Contractor Performed as: ☐ Prime Contractor ☐ Sub-Contractor

Dates of Performance (if current include expiration): _____

Total Value of Contract: _____

Any terminations for cause or default? Circle YES or NO

If yes, brief explanation: _____

Any contract discrepancy reports filed? Circle YES or NO

If yes, brief explanation: _____

Point Of Contact/Contracting Officer's Representative: _____

Title: _____

Telephone Number: _____

Point of Contact's email address: _____

4. Please answer the following questions pertaining to the relevancy of the services provided to you as compared to the description in paragraph 2.

Q1. Did the contractor provide Crisis Mental Health services (Y/N)? _____

Q2. If no, please provide a short description of the type of services provided.

Q3. Did the contractor provide any additional services (Y/N)?_____ If so, what types?

5. Please use the below matrix to answer questions relating to performance using the following template.

Please evaluate the past performance using only the following ratings without variation. If the rating is Excellent, Good, Marginal or Unsatisfactory , please provide additional information in the appropriate block or in the remarks section of this form.	
"E" = Excellent	= Performance greatly exceeded the contract requirements
"G" = Good	= Performance exceeded the contract requirements
"S" = Satisfactory	= Performance met the contract requirements
"M" = Marginal	= Performance met the minimum contract requirements but some material aspects of the contractor's performance were less than satisfactory
"U" = Unsatisfactory	= Performance was poor and/or did not satisfy contract requirements
Please write in "not applicable" or "neutral" if unable to rate a certain question. For any E, G, M, or U rating please provide a short summary explanation of rating.	
Please rate and provide information/comments for the following:	Circle one
Q1. To what extent did the contractor comply with overall contract requirements?	E G S M U
Q2. How successful was the Contractor in filling all requirements?	E G S M U
Q3. How would you rate the quality of the Physicians provided by this Contractor in terms of technical competence, reliability, and demeanor with patients and staff.	E G S M U

<p>Q4. To what extent was the Contractor able to meet unexpected and short notice changes and/or requirements (e.g. unexpected shift vacancies, training requirements).</p>	<p>E G S M U</p>
<p>Q5. How would you rate the Contractor's administrative staff as pertains to communication with your organization's key personnel, their ability to complete credentialing and privileging, billing and invoicing processes, and overall contract management?</p>	<p>E G S M U</p>
<p>Q6. Did you issue any cure notices, show cause letters, or suspension of payment? If yes, please explain.</p>	<p>Yes No</p>
<p>Q7. Would you award another contract to the Contractor being evaluated? If no, please explain:</p>	<p>Yes No</p>

Q8. Additional Comments pertaining to contractor performance:

Printed Name & Signature of Evaluator

Date

6. Thank you for your time. Please return completed questionnaire to Leigh A. Nunn, Contracting Officer for this acquisition, at **Leigh.Nunn2@VA.GOV not later than 3:00 pm CST on April 25th, 2018.** For any questions, please call 405-456-5113.