

**PAST PERFORMANCE QUESTIONNAIRE**

**RLP# 36C25518R0509**

Please complete this Questionnaire and e-mail Contract Specialist,  
e-mail kevin.wallace2@va.gov

We are currently in the process of preparing our proposal for the Department of Veterans Affairs, Cameron, MO. CBOC Solicitation Number 36C25518R0509. As part of our proposal, we have listed you as a reference on our performance for this type of service with your agency under the previous/current contract listed below. Your input on our performance is therefore requested.

Please complete this Questionnaire and e-mail or fax to Contract Specialist Kevin C. Wallace, e-mail kevin.wallace2@va.gov FAX: 913-946-1198.

Questionnaire is due to Kevin Wallace no later than **2:00 PM Central Daylight Time on 31 July 2018**. Questionnaire must be submitted directly to the Contract Specialist on company letterhead if faxed or emailed from a corporate email account.

If you will not be available on 31 July 2018 for verification of this past performance evaluation, please indicate another POC for the contacting officer to contact.

Alternate POC name: \_\_\_\_\_

Alternate POC phone number: \_\_\_\_\_

Alternate POC e-mail address: \_\_\_\_\_

Thank you.

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NAME OF OFFEROR:

Phone:

Fax:

E-Mail:

**I. Current or Historical Contract Information**

**CONTRACT REFERENCED:**

1. Contract or Identifying Number: \_\_\_\_\_

2. Contract Value: \_\_\_\_\_

3. Period of Performance:  
\_\_\_\_\_

4. Brief description of items provided:  
\_\_\_\_\_  
\_\_\_\_\_

5. Name of Person Completing Questionnaire: \_\_\_\_\_

Agency/Company:  
\_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**II. EVALUATION.** Please rate the Contractor utilizing the guide below. Explanatory narratives for as many responses as possible would be appreciated. These narratives need not be lengthy, just detailed. Attach additional pages if more space is needed.

**Evaluation Definitions –**

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

EXCEPTIONAL	Performance <u>EXCEEDS MOST</u> contractual requirements. The performance of areas being assessed was accomplished with few minor issues or concerns.
VERY GOOD	Performance <u>EXCEEDS SOME</u> contractual requirements. 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.

**Past Performance Evaluation**

**Question 1. Performance**

What is your assessment of the Contractor’s ability to meet your requirements?

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	N/A
<b>Performance</b>						

*Comments, if any.*


**Questions 2 and 3. Timeliness**

What is your assessment of the Contractor’s ability to provide products in a timely manner?

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	N/A
<b>Timeliness</b>						
<b>Ability to Resolve Timeliness Problems</b>						

*Comments, if any.*


**Question 4. Quality of Shipments**

What is your assessment of the Contractor’s ability to meet requirements of shipping (including packing, marking, etc) and the overall quality of the delivery?

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	N/A
<b>Quality of Shipments</b>						

*Comments, if any.*


**Question 5. Overall Rating of Contractor’s performance**

What is your overall rating of Contractor’s performance (requirements, schedule, and price) on contract being assessed?

Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory

**General Comments:**
