

ATTACHMENT 5
PAST PERFORMANCE QUESTIONNAIRE

RFP NUMBER: 36247-18-R-0541

TITLE: Upgrade Elevator Systems

OFFER / QUESTIONNAIRE DUE DATE: With Proposal

SECTION I: OFFERORS: COMPLETE requested information (Section I) and **PROVIDE** the questionnaire to the appropriate Respondent for each source of Past Performance Information mentioned in your Offer. The Respondent must have significant familiarity with the selected contract or subcontract in order to provide informed answers and comments about various aspects of the past performance.

NAME OF OFFEROR _____

NAME OF PAST PERFORMANCE SOURCE _____

CONTRACT NUMBER and DATES OF SERVICE _____

DESCRIPTION OF SERVICE _____

TOTAL AWARDED PRICE _____

SECTION II: RESPONDENT(S): COMPLETE the requested information (Section II) concerning the past performance of the above-named Offeror relative to the referenced contract effort.

NAME OF RESPONDENT _____

TITLE/POSITION _____

SIGNATURE _____

QUALITY OF SERVICE

1. Did the contractor comply with all contract requirements? _____ *Yes* _____ *No*

Comments: _____

2. With regard to timeliness of performance, were turnaround times of the contract met (i.e. completion of administrative requirements, task orders, milestones, production and delivery requirements?) *Yes* *No*

Comments: _____

3. Was the contractor's work found to be accurate and technically/clinically sound?

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____ *Yes* ____ *No*

Comments: _____

4. How would you rate the quality of the contractor's end products / services furnished under this contract?

____ *Outstanding* ____ *Good* ____ *Acceptable* ____ *Unacceptable*

Comments: _____

5. How would you rate the quality of the contractor's customer service furnished under this contract?

____ *Outstanding* ____ *Good* ____ *Acceptable* ____ *Unacceptable*

Comments: _____

BUSINESS RELATIONS

6. Was contract Management efficient and responsive?

____ *Always* ____ *Most of the time* ____ *Sometimes* ____ *Never*

7. Did the contractor exhibit effective communication(s)?

____ *Always* ____ *Most of the time* ____ *Sometimes* ____ *Never*

8. Did the contractor exhibit reasonable and cooperative behavior?

____ *Always* ____ *Most of the time* ____ *Sometimes* ____ *Never*

9. Was the contractor flexible?

____ *Always* ____ *Most of the time* ____ *Sometimes* ____ *Never*

10. Did the contractor recommend effective solutions to problems?

____ *Always* ____ *Most of the time* ____ *Sometimes* ____ *Never*

11. Did the contractor exhibit a business-like concern for the interests of your Agency or Business:

____ *Always* ____ *Most of the time* ____ *Sometimes* ____ *Never*

12. How would you rate the contractor in the area of business relations generally?

____ *Outstanding* ____ *Good* ____ *Acceptable* ____ *Unacceptable*

Comments on questions 6 through 11 above: _____

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CUSTOMER SATISFACTION

13. How would you rate the contractor on the basis of customer (end-user) satisfaction?

____ *Outstanding* ____ *Good* ____ *Acceptable* ____ *Unacceptable*

14. Would you select this firm again?

____ *Yes* ____ *No*

Comments: _____

End of Section II

SECTION III: COMPLETED FORM MUST BE RETURNED TO THE VA CONTRACTING OFFICE PRIOR TO THE DUE DATE FOR RECEIPT OF PROPOSALS. THE OFFEROR MAY SUBMIT THE COMPLETED QUESTIONNAIRE ALONG WITH HIS/HER PROPOSAL; OR, THE RESPONDENT PROVIDING THE PERFORMANCE INFORMATION HEREIN MAY FORWARD THE COMPLETED FORM DIRECTLY TO THE CONTRACTING OFFICE, IF PREFERRED.

IN ALL CASES, THE COMPLETED PAST PERFORMANCE REFERENCES MUST REACH THE CONTRACTING OFFICE BY THE DATE AND TIME OFFERS ARE DUE. THE GOVERNMENT BEARS NO RESPONSIBILITY TO ASSURE QUESTIONNAIRES ARE PROPERLY RECEIVED.

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