

PAST AND PRESENT PERFORMANCE QUESTIONNAIRE

A. **GENERAL INFORMATION:** The individual most knowledgeable of the contractor's day-to-day operations should complete this survey. However, this individual is encouraged to supplement his or her knowledge with the judgment of others within his or her organization. Please complete the questionnaire as thoroughly as possible by indicating your ratings and providing comments, wherever applicable. Furthermore, please print neatly and submit all information in the English language. Follow up phone calls will be conducted by the contracting office to ensure the accuracy of this questionnaire.

Contractor's Name: _____ Telephone Number: _____

Address: _____ Fax Number: _____

_____ Point of Contact: _____

Project Title and Detailed Description of Work: (Provide synopsis of all work performed in detail)

Contract Number Provided by Offeror: _____ Dollar Amount: _____

Contract Period or Dates of Performance Provided by Offeror: _____

Contractor performed as the ☐ Prime Contractor ☐ Sub-Contractor ☐ Key Personnel.

*** Note: If offeror holds or has held other contracts with your agency/organization in the last 3 years, please complete separate evaluation forms for those contracts as well.**

B. RESPONDENT INFORMATION:

Name of Respondent: _____ Title: _____

Address: _____ Telephone Number: _____

_____ Fax Number: _____

_____ Email Address: _____

C. E-MAIL COMPLETED SURVEY TO: scott.reed@lajes.af.mil OR
zane.rohwedder@lajes.af.mil

D. **PERFORMANCE INFORMATION:** Choose the appropriate letter on the scale (E, G, S, M, U, or N) that most accurately describes the contractor's performance or situation. **PLEASE PROVIDE A NARRATIVE EXPLANATION FOR ANY RATINGS OF M or U.**

E	G	S	M	U	N
Exceptional	Good	Satisfactory	Marginal	Unsatisfactory	Neutral
Performance meets contractual requirements with many exceeded to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with no more than a few minor problems for which corrective actions taken by the contractor were highly effective.	Performance meets contractual requirements with some exceeded to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with no more than some minor problems for which corrective actions taken by the contractor were effective.	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor were satisfactory.	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor's proposed actions appear only marginally effective or were not fully implemented.	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective	Performance was not observed or not applicable to the current effort being reported against.

CONTRACTOR'S NAME: _____ CONTRACT NUMBER: _____

Place an "X" in the appropriate column using the definitions matrix above.

	The Contractor:	E	G	S	M	U	N
1.	Provided experienced managers and supervisors with the technical and administrative abilities needed to meet contract requirements.						
2.	Demonstrated ability to hire, maintain, and replace, if necessary, qualified personnel during the contract period.						
3.	Delegated authority to project managers and supervisors commensurate with contract requirements.						
4.	Home office participated in solving significant local problems.						
5.	Followed approved safety plan.						
6.	Followed approved quality control plan.						
7.	Corrected deficiencies in a timely manner and pursuant to their quality control procedures.						
8.	Provided timely resolution of contract discrepancies.						
9.	Identified problems as they occurred.						
10.	Suggested alternative approaches to problems.						
11.	Displayed initiative to solve problems.						
12.	Completed all inspection reports.						
13.	Paid subcontractors/suppliers in a timely manner.						
14.	Provided accurate and complete line item cost proposals.						
15.	Was responsive to contract changes.						
16.	Provided adequate project supervision.						
17.	Visited site to observe progress of the work.						
18.	Maintained required certifications throughout life of contract.						
19.	Able to fulfill all requirements of contracted work.						
20.	Submitted relevant past performance applicable to water line work, potable/drinking water system work, and water pump installation.						

21.	How would you rate the contractor's overall performance?						
22.	Was the contractor ever issued a cure or show cause notice under the referenced contract: If yes, explain outcome in "remarks."	YES / NO					
23.	Would you award another contract to this contractor? If not, explain in "remarks."	YES / NO					

Remarks:
