

# ATTACHMENT 2 PAST PERFORMANCE

<b>NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)</b>	
<b>CONTRACT INFORMATION (Contractor to complete Blocks 1-4)</b>	
<b>1. Contractor Information</b> Firm Name: _____ CAGE Code: _____ Address: _____ DUNs Number: _____ Phone Number: _____ Email Address: _____ Point of Contact: _____ Contact Phone Number: _____	
<b>2. Work Performed as:</b> <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (Explain) Percent of project work performed: _____ If subcontractor, who was the prime (Name/Phone #): _____	
<b>3. Contract Information</b> Contract Number: _____ Delivery/Task Order Number (if applicable): _____ Contract Type: <input type="checkbox"/> Firm Fixed Price <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other (Please specify): _____ Contract Title: _____ Contract Location: _____ Award Date (mm/dd/yy): _____ Contract Completion Date (mm/dd/yy): _____ Actual Completion Date (mm/dd/yy): _____ Explain Differences: _____ Original Contract Price (Award Amount): _____ Final Contract Price (to include all modifications, if applicable): _____ Explain Differences: _____	
<b>4. Project Description:</b> Complexity of Work <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Routine How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.) _____	
<b>CLIENT INFORMATION (Client to complete Blocks 5-8)</b>	
<b>5. Client Information</b> Name: _____ Title: _____ Phone Number: _____ Email Address: _____	
<b>6. Describe the client's role in the project:</b> _____	
<b>7. Date Questionnaire was completed (mm/dd/yy):</b> _____	
<b>8. Client's Signature:</b> _____	

NOTE: NAVFAC REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO NAVFAC WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON NAVFAC SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO NAVFAC. PLEASE CONTACT THE OFFEROR FOR NAVFAC POC INFORMATION. THE GOVERNMENT RESERVES THE RIGHT TO VERIFY ANY AND ALL INFORMATION ON THIS FORM.

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<b><i>DEFINITIONS TO BE USED TO BEST REFLECT YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE</i></b>	
<b>Past Performance Evaluation Ratings</b>	
<b>Rating</b>	<b>Description</b>
Acceptable	Based on the offeror's performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort, or the offeror's performance record is unknown. (See note below.)
Unacceptable	Based on the offeror's performance record, the Government has no reasonable expectation that the offeror will be able to successfully perform the required effort.

Note: In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can be reasonably assigned, the offeror may not be evaluated favorably or unfavorably on past performance (see FAR 15.305 (a)(2)(iv)). Therefore, the offeror shall be determined to have unknown past performance. In the context of acceptability/unacceptability, "unknown" shall be considered "acceptable".

The past performance evaluation results is an assessment of the offeror's probability of meeting the minimum past performance solicitation requirements. This assessment is based on the offeror's record of relevant and recent past performance information that pertain to the products and/or services outlined in the solicitation requirements.

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Contractor Information (Firm Name): \_\_\_\_\_

Client Information (Name): \_\_\_\_\_

### TO BE COMPLETED BY CLIENT

PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.

<b>1. QUALITY:</b>		
a) Quality of technical data/report preparation efforts	Acceptable	Unacceptable
b) Ability to meet quality standards specified for technical performance	Acceptable	Unacceptable
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	Acceptable	Unacceptable
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	Acceptable	Unacceptable
<b>2. SCHEDULE/TIMELINESS OF PERFORMANCE:</b>		
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	Acceptable	Unacceptable
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	Acceptable	Unacceptable
<b>3. CUSTOMER SATISFACTION:</b>		
a) To what extent were the end users satisfied with the project?	Acceptable	Unacceptable
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	Acceptable	Unacceptable
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	Acceptable	Unacceptable
d) Overall customer satisfaction	Acceptable	Unacceptable
<b>4. MANAGEMENT/ PERSONNEL/LABOR</b>		
a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	Acceptable	Unacceptable
b) Ability to hire, apply, and retain a qualified workforce to this effort	Acceptable	Unacceptable
c) Government Property Control	Acceptable	Unacceptable
d) Knowledge/expertise demonstrated by contractor personnel	Acceptable	Unacceptable
e) Utilization of Small Business concerns	Acceptable	Unacceptable
f) Ability to simultaneously manage multiple projects with multiple disciplines	Acceptable	Unacceptable
g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes	Acceptable	Unacceptable
h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	Acceptable	Unacceptable
<b>5. COST/FINANCIAL MANAGEMENT</b>		
a) Ability to meet the terms and conditions within the contractually agreed price(s)?	Acceptable	Unacceptable

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Client Information (Name): \_\_\_\_\_

b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	Acceptable	Unacceptable
c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)	Acceptable	Unacceptable
d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i>	Acceptable	Unacceptable
e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Acceptable	Unacceptable
f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i>	Acceptable	Unacceptable
<b>6. SAFETY/SECURITY</b>		
a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)	Acceptable	Unacceptable
b) Contractor complied with all security requirements for the project and personnel security requirements.	Acceptable	Unacceptable
<b>7. GENERAL</b>		
a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues).	Acceptable	Unacceptable
b) Compliance with contractual terms/provisions ( <i>explain if specific issues</i> )	Acceptable	Unacceptable
c) Would you hire or work with this firm again? ( <i>If no, please explain below</i> )	Yes	No
d) In summary, provide an overall rating for the work performed by this contractor.	Acceptable	Unacceptable

Please provide responses to the questions above (*if applicable*) and/or additional remarks. Furthermore, please provide brief narrative addressing specific weaknesses, deficiencies, if any or other comments which may assist our office in evaluating performance risk (*please attach additional pages if necessary*):