

General Services Administration
Federal Acquisition Service
National Capital Region and
Technology Transformation Services
1800 F St NW | Washington, DC | 20006

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Past Performance Questionnaire

This Past Performance Questionnaire (PPQ) should be completed by a person or reference with direct knowledge of the Contractor and Contract referenced. The PPQs are considered separate documents and shall not to be included as part of the page limitation to the technical quote. Either Word or PDF format is acceptable. Vendors are encouraged to provide sufficient details that are relevant to the scope of this solicitation and review this information with the referenced customer for accuracy and consent. The Government reserves the right to independently validate this information, either through direct contact with the referenced customer or through indirect research.

Basic Details

Question/Item	Response
Contractor name & address	
Contract/Task Order number	
Contract title	
Contract location	
Award date (MM/DD/YYYY)	
End date (MM/DD/YYYY)	

Awarding agency/Entity	
Government COR/Entity POC name	
COR/Entity POC contact information (address, email, phone)	
Was the Contractor the Prime Contractor? (Yes/No)	
Was the work completed on the Contract/Task Order similar or related to any of the 5 service categories identified in this solicitation?	
Can you provide a brief description of the requirement?	
Was the effort terminated early? (Yes/No) If yes, please briefly explain why.	
Were any show cause letters received? (Yes/No) If yes, please briefly explain why.	
List and explain any customer concerns or dissatisfaction received and how you responded.	
Would you award to this Contractor again? (Yes/No)	

Evaluation Questions

Ratings

Please rate the Contractor's overall performance for each of the Evaluation Questions below. Only one rating should be given for each question. Indicate "N/A" if the factor does not apply to the contract being rated.

Evaluation Question	Excellent	Very Good	Satisfactory	Marginal	Poor	N/A
Quality, accuracy,						

and timeliness of response time?						
Identification and reporting of problems and potential problems?						
Contractor's ability to solve problems identified?						
Communicating and interfacing with Government/Entity personnel?						
Adherence to security policies & procedures?						
Success of quality control program?						

Description

Please provide an explanation for all ratings given, or on any other ratings, as desired.

Evaluation Question	Explanation
Quality, accuracy, and timeliness of response time?	
Identification and reporting of problems and potential problems?	
Contractor's ability to solve problems identified?	
Communicating and interfacing with Government/Entity personnel?	

Adherence to security policies & procedures?	
Success of quality control program?	
Quality, accuracy, and timeliness of response time?	

Clarification

In the event we need clarification on any of the above, please provide the following information:

Information	Response
Reference name	
Title	
Email	
Phone number	