

# PAST PERFORMANCE QUESTIONNAIRE

INSTRUCTIONS: Offeror to complete Sections A and B and transmit questionnaire to reference.  
Reference to complete Sections C and D and transmit back to Contracting Officer listed in section E.

## A. CONTRACTOR INFORMATION

Company Name	Company
Street Address	Address
City	City
State	State
Zip Code	XXXXX
DUNS Number	XXXXXXX
Point of Contact	Name, Email, Phone

## B. CONTRACT INFORMATION

Project Title	Title
Contract Number	XXXXXXXXXX
Contract Type	Firm Fixed Price / Time & Materials / Cost Reimbursable / Other
Awarded Contract Price	\$X,XXX,XXX
Current / Final Price	\$X,XXX,XXX
Contract Award Date	XX/XX/XXXX
Contract Completion Date	XX/XX/XXXX
Period of Performance	XX/XX/XXX – XX/XX/XXX
Project Location	Park or Street address, City, State
Client / Owner	Company
Brief description of the contract & work effort:	Scope of work description

## C. REFERENCE:

Name	First, Last
Position / Title	Title
Organization	Agency or Company
Phone Number	XXX-XXX-XXXX
Email Address	Email
Signature	Signature
Date	XX/XX/XXXX

## D. EVALUATION

Rating	Definition
Exceptional	Performance met contractual requirements and exceeded <b>many</b> to the owner's benefit. The element being assessed was accomplished with <b>few minor problems</b> for which corrective actions taken by the contractor were <b>highly effective</b> .
Very Good	Performance met contractual requirements and exceeded <b>some</b> to the owner's benefit. The element being assessed was accomplished with <b>some minor problems</b> for which corrective actions taken by the contractor were <b>effective</b> .
Satisfactory	Performance met contractual requirements. The element being assessed contains <b>some minor problems</b> for which corrective actions taken by the contractor appear or were <b>satisfactory</b> .

Marginal	Performance <b>did not meet some</b> contractual requirements. The element being assessed reflects a <b>serious problem</b> for which the contractor <b>has not yet identified corrective actions</b> .
Unsatisfactory	Performance does <b>not</b> meet most contractual requirements and <b>recovery is not likely in a timely manner</b> . The element being assessed contains a <b>serious problem(s)</b> for which the contractor's corrective actions appear or were <b>ineffective</b> .

Evaluation Area	Rating
<b>Quality</b>	
Quality of workmanship (including subcontractors)?	Choose an item.
Quality of and adherence to quality control plan?	Choose an item.
Quality of informational and technical submittals?	Choose an item.
<b>Overall Quality Rating</b>	<b>Choose an item.</b>
<b>Comments</b> (Please provide comments supporting the above ratings. Comments supporting ratings of excellent, marginal, & unsatisfactory are especially helpful.):	
<b>Schedule (&amp; Time Management)</b>	
Met project schedule milestones?	Choose an item.
Responded to owner requests in a timely manner?	Choose an item.
Informational and technical submittals submitted timely?	Choose an item.
Promptly addressed scheduling issues?	Choose an item.
<b>Overall Schedule (&amp; Time Management) Rating</b>	<b>Choose an item.</b>
<b>Comments</b> (Please provide comments supporting the above ratings. Comments supporting ratings of excellent, marginal, & unsatisfactory are especially helpful.):	
<b>Cost Control</b>	
Addressed differing & unforeseen site conditions so as to minimize additional costs?	Choose an item.
Provided fair and reasonable pricing for contract modifications?	Choose an item.
Submitted accurate and complete invoices?	Choose an item.
Promptly paid subcontractors and suppliers?	Choose an item.
<b>Overall Cost Control Rating</b>	<b>Choose an item.</b>
<b>Comments</b> (Please provide comments supporting the above ratings. Comments supporting ratings of excellent, marginal, & unsatisfactory are especially helpful.):	
<b>Management</b>	
General oversight by project manager and superintendent?	Choose an item.
Coordination with and control of subcontractors?	Choose an item.
Avoidance of accidents & safety violations?	Choose an item.
Addressed location factors (especially remote locations)?	Choose an item.
Maintained good working relationship with owner representatives?	Choose an item.
Demonstrated flexibility, innovativeness and cooperation in resolving potential problems?	Choose an item.
<b>Overall Management Rating</b>	<b>Choose an item.</b>
<b>Comments</b> (Please provide comments supporting the above ratings. Comments supporting ratings of excellent, marginal, & unsatisfactory are especially helpful.):	

<b>Small Business Subcontracting (&amp; Labor Standards)</b>		
Met regulatory and contractual labor standards?		Choose an item.
Successfully contracted with small and socio-economically disadvantaged businesses?		Choose an item.
Quality and adherence to applicable subcontracting plans?		Choose an item.
<b>Overall Small Business Subcontracting (&amp; Labor Standards) Rating</b>		Choose an item.
<b>Comments</b> (Please provide comments supporting the above ratings. Comments supporting ratings of excellent, marginal, & unsatisfactory are especially helpful.):		
<b>Regulatory Compliance</b>		
Met building and life safety codes?		Choose an item.
<b>Overall Regulatory Compliance Rating</b>		Choose an item.
<b>Overall Recommendation:</b> Given what I know today about the contractor's ability to perform in accordance with the contract's most significant requirements, I would recommend them for similar contracts:		
<b>Overall Comments:</b>		

**E. RETURN:**

<b>Return by</b>	April 9 2021
<b>Name</b>	Scott Achin
<b>Title</b>	Contracting Officer
<b>Organization</b>	National Park Service – Interior Region 2 South Atlantic Gulf, Storm Recovery
<b>Email</b>	Scott_Achin@nps.gov