SSP Attachment 5
Past Performance Questionnaire

87th Contracting Squadron
ATTN: Patrick Duff
patrick.duff.5@us.af.mil

A. OFFEROR'S INFORMATION:

Company/Organization Name:	
Address:	
Point of Contact (POC):	
Title of POC:	
Telephone Number:	
Fax Number:	
Email:	

B. RESPONDENT INFORMATION:

Company/Organization Name:	
Address:	
Point of Contact (POC):	
Title of POC:	
Telephone Number:	
Fax Number:	
Email:	

C. CONTRACT INFORMATION:

Contract Title:	
Contract Number:	
Contracting Officer:	
Fax/Phone Number:	
Status (i.e. on-going, complete):	
Contract Amount (total amount of base plus any options):	
Type of Contract:	
Performance Period (include base plus any options):	
Place of Performance:	

D. BRIEF DESCRIPTION OF CONTRACT REQUIREMENTS (relevant contract deliverables):
E. PERFORMANCE INFORMATION: Choose the number on the scale of 1 to 5 that most accurately describes the Offeror's performance or situation. If you are unable to rate an item because it was not a requirement, never an issue, or you have no knowledge of the item in question, then you should mark "Unknown".

5	4	3	2	1
Exceptional	**Satisfactory**	**Marginal**	**Unsatisfactory**	**Neutral**
Performance exceeds contractual requirements to the Government's benefit. (Risk Level: Very Low)	Performance meets contractual requirements. (Risk Level: Moderate)	Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the Contractor has not yet implemented satisfactory corrective actions. (Risk Level: High)	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. Contractor's corrective actions to date are ineffective. (Risk Level: Very High)	The Offeror has little/no relevant past performance upon which to base a meaningful performance risk prediction. (Risk Level: Unknown)

a. PERFORMANCE and SUPPORTABILITY:						
(1) The Contractor provided quality service that adhered to contract requirements, specifications, and standards of professional conduct.	1	2	3	4	5	NA
(2) The Contractor provided quality personnel that met or exceeded the required qualifications	1	2	3	4	5	NA
(3) The Contractor successfully met deliverables established by the contract	1	2	3	4	5	NA
(4) The labor turnover in key personnel and other labor categories was minimal and did not adversely affect Contractor Performance.	1	2	3	4	5	NA
(5) The Contractor had the ability to respond effectively to contract performance issues.	1	2	3	4	5	NA
b. MANAGEMENT:						
(1) The Contractor demonstrated an overall effective and quality management effort.	1	2	3	4	5	NA

(2) The Contractor maintained an open line of communication so that the Contracting Officer's Representative (COR) or Project manager (PM) was apprised of technical and cost issues.	1	2	3	4	5	NA
(3) The Contractor cooperated with the Government or Customer in providing flexible, proactive, and effective solutions to critical contract issues.	1	2	3	4	5	NA
(4) The Contractor provided proactive and effective management of its subcontractors. (If applicable)	1	2	3	4	5	NA
(5) The Contractor maintained an effective ongoing Quality Control Plan to provide for monitoring, analyzing and improving quality contract performance.	1	2	3	4	5	NA
c. TIMELINESS/SCHEDULE:						
(1) The Contractor consistently demonstrated an ability to quickly recruit instructors or replacement personnel on time to meet the Government or Customer needs.	1	2	3	4	5	NA
(2) The Contractor demonstrated the ability to retain instructors or employees to support contract/task order requirements so that work schedules would not be disrupted.	1	2	3	4	5	NA
(3) The Contractor demonstrated the ability to plan for and provide replacement candidates during the life of the contract to include pre- planned absences, unplanned illnesses, or an extended leave of absence.	1	2	3	4	5	N/A
(4) Credentialing Packages (to include current and complete information) were presented in timely fashion to the applicable facility.	1	2	3	4	5	NA
(5) The Contractor was able to resolve customer complaints quickly and effectively.	1	2	3	4	5	NA

E. OTHER:

(1) Would you award this firm another contract? ( ) Yes, ( ) No. If you answered "No" provide an explanation.
(2) Was the contract terminated for default? ( ) Yes, ( ) No. If you answered "Yes", provide an explanation.
(3) Has the Contractor ever been given a cure notice, show cause notice, suspension of progress payments, etc.?
(4) Based upon the information you provided and using the definitions provided in the evaluation criteria above, the overall performance rating you would give this Contractor is:

COMMENTS: (**If any area is marked <u>Unsatisfactory, Marginal, or Exceptional</u>** comments are required to support the same. **Failure to provide comments will render questionnaire void and will not be accepted by the Government**):

Respondent's Signature

Date

Thank you for your prompt response and assistance!

Please return this complete questionnaire to:

E-Mail to: patrick.duff.5@us.af.mil