Attachment 1

Past Performance Survey
Factor 1

Please complete a separate survey for each contract.

1. Organization Name (government/commercial activity) and Location
2. Contact information (*i.e.,* name & title, telephone number, and/or *e*-mail address) for the technical and/or contractual personnel.
3. Number of the contract, award, order, call, or agreement where similar work was performed.
4. Project and/or Program Title
5. Contract Award Date
6. Period of Performance Dates
7. Contract Type
8. Dollar value (awarded & final/projected-final value)

9. Delivery schedule (original & final/projected-final, schedule)
10. Scope
11. Complexity of Work (difficult vs. routine)
12. Offeror's Role (prime, subcontractor or teaming partner, etc.)
13. If other than prime, type and extend of work performed.
14. If applicable, problem(s) encountered and corresponding corrective action(s).

Qualifications and Experience
Factor 2

Please answer the following questions in no more than three (3) to five (5) sentences.

1. Do you have a four- (4-) year college degree (bachelors)? If so, provide specifics (*i.e.,* type of degree(s), when obtained, what school).

2. Select the most appropriate response from the below list and provide specifics regarding your experience:

☐ a. I have at least one (1) year of federal, background-investigative (BI) experience.

☐ b. I have four (4) years within the last five (5) years of *specialized experience* conducting investigations other than federal BIs (*e.g.,* criminal, law enforcement, etc.)

☐ c. I have at least four (4) years of *general experience* with skills applicable to the investigative field, demonstrating the ability to problem solve, analyze problems to identify significant factors, gather pertinent data and recognize solutions, plan and organize work and communicate effectively orally and in writing on a professional level.

3. Have you ever attended training for federal BIs and/or suitability or security-adjudication training, to include on-the-job training? If so, provide brief details of the training (*i.e.,* dates, vendor that provided training, etc.)

4. What purpose do you believe federal BIs serve?

5. Explain your understanding and knowledge of the current, Tiered Investigations.

6. Identify and describe at least four (4) investigative-coverage requirements for a Tier-5 BI.

7. List at least two (2) differences in coverage requirements between a Tier 2 and a Tier 5.

8. Briefly define personally identifiable information and identify the investigators responsibility for safeguarding this type of information.

Attachment 1

Capabilities
Factor 3

Please describe your abilities for each statement below and provide at least one (1) example.

1. Describe your ability to read and implement written directions pertaining to changes in policies and procedures. Provide at least one (1) example.
2. Describe your ability to switch priorities while maintaining organization and steady flow of processing. Provide at least one (1) example.
3. Describe how you would assess your written communication skills. Provide at least one (1) example.
4. Describe your ability to effectively communicate with clear and concise thoughts. Provide at least one (1) example.

Acceptability
Factor 4

Please respond to each question below with a “yes” or “no.”

Agency Question	Offeror's Response
1. Do you have the knowledge and experience to meet the information-technology (IT) requirements outlined in the SOW?	
2. Are you confident you are able to obtain and maintain a favorably adjudicated, Tier-5 BI (*Top Secret* eligibility)?	
3. Do you understand that if you were offered a position as a contract-background investigator you must register with the System for Award Management?	

4. Are you willing to sign and adhere to the terms of PSD's *Contractor Certification*?	
5. You must complete all-assigned, ATF-training courses remotely at your own expense. Will you comply with this requirement?	
6. Will you acknowledge and adhere to the terms and conditions (T&Cs) of the "Non-Disclosure Agreement for Access to Unclassified Sensitive Information?"	
7. Will you maintain and safeguard an ATF-owned laptop, a personal-identification-verification (PIV) card and other materials?	
8. Will you prepare and submit thorough *Reports of Investigation* adhering to ATF-reporting standards and utilizing ATF-reporting systems?	
9. Will you read and implement all changes in policies and procedures?	
10. Will you accept assignments requiring travel up to and beyond a 200-mile radius?	

Location
Factor 5

Agency Question	Offeror's Response Yes or No
Is offeror within 200 miles of a priority city?	

Attachment 1

Price

Factor 6

Agency Question	**Offeror's Response** **Yes or No**
Does offeror agree to ATF's pre-determined rates as detailed in the *Points-and-Payment Schedule* to be considered for an award?	