Department of Interior

Past Performance Questionnaire (PPQ)

U.S. Department of the Interior, National Park Service is considering the company listed below in Section A for a project opportunity - Your comments would be appreciated regarding this company's past performance.

Instructions:

1) The **offeror** is to complete only the information in Section A, then send the entire past performance questionnaire to project owner/evaluator for completion.
2) The **project owner/evaluator** (or reference) is to complete Section B, then send the entire past performance questionnaire back to the offeror to be provided with their complete proposal package, which will then be reviewed for evaluation.
3) The past performance questionnaire must be received by the contracting point of contact by the date and time specified in the solicitation (or any amendments). Please note that for electronic submissions, offerors should consider and account for potential delays in transmissions between when an electronic submission is submitted and when an electronic submission is received. Late past performance questionnaires will not be accepted.
4) One past performance questionnaire is to be used for each past performance project submitted. The offeror may submit between **3-5 past performance questionnaires** for this solicitation. Past performance projects must have been completed within five years of the completion of performance of the evaluated contract or order.

Section A	
Project Title:	
Location:	
Description:	
Company Name:	Unique Entity ID/Cage Code:
Owner/Project Manager Name:	Email Address:
Start Date:	Completion Date:
Initial Amount:	Final Amount:
Section B	
Evaluator	
Evaluator Name:	Company/Agency Name:
Address:	POC Email:

Position Held or Function in Relation to Project:		
Ratings Overview		
Rating: If the rating is Marginal or Unacceptable, please provide additional information in the appropriate block or in the remarks section of this form.		
"O"	Outstanding	Performance greatly exceeded the contract requirements.
"A"	Above Average	Performance exceeded the contract requirements.
"S"	Satisfactory	Performance met the contract requirements.
"M"	Marginal	Performance met the minimum contract requirements but Some material aspects of the contractor's performance were less than satisfactory.
"U"	Unacceptable	Performance was poor and/or did not satisfy contract requirements.

Questionnaire					
Please select the appropriate rating and provide supporting information for the following questions.					
1. The relationship between the company and client's/customer's contract team:	O ☐	A ☐	S ☐	M ☐	U ☐
2. Overall corporate management, integrity, reasonableness, and cooperative conduct:	O ☐	A ☐	S ☐	M ☐	U ☐
3. Quality control:	O ☐	A ☐	S ☐	M ☐	U ☐
4. Ability to meet the performance schedule:	O ☐	A ☐	S ☐	M ☐	U ☐
5. Have any cure notices, show cause letters, letter of reprimand, suspension of payment, or termination been issued? If yes, please explain:	Yes ☐			No ☐	
6. Would you award another contract to the company being evaluated? If no, please explain:	Yes ☐			No ☐	

7. Was the customer satisfied with the final product and services? If no, please explain:	Yes ☐			No ☐	
8. Has the firm being evaluated been provided an opportunity to discuss or respond to any negative comments or performance ratings? If so, what were the results?	Yes ☐			No ☐	
9. Overall Rating	O ☐	A ☐	S ☐	M ☐	U ☐
10. Comments					

Evaluator Signature	
Name	**Date:**