Solicitation # SP450026R0008 Attachment #

# PAST PERFORMANCE INFORMATION (PPI) QUESTIONNAIRE – OFFEROR

**The offeror is solely responsible for ensuring references complete and submit this questionnaire to the Government by the required due date.**

## Section 1

***OFFEROR TO COMPLETE THIS SECTION:***

Offeror Firm Name: _____
Offeror Firm Address: _____
_____
Offeror Firm EIN: _____
Offeror Firm Email: _____
Offeror Firm Phone: _____
Offeror Firm FAX: _____

We are in the process of preparing our proposal for DLA Disposition Services' Solicitation No. SP450026R0008, closing time and date _____, to provide hazardous waste removal, transportation, & disposal services at _____. As part of our proposal we have listed you as a reference for work performed by our firm for your firm/Agency. Your input on our performance is therefore requested. Please complete Section 2 of this document and then email the completed document (Sections 1 & 2) to _____. **The Government must receive the completed document no later than the date offers are due.** Thank you.

## Section 1

***OFFEROR TO COMPLETE THIS SECTION:***

Reference Contract Title:_____ Contract #: _____
Reference POC Name:_____ Role/Title for the Contract: _____
How Long in this Role: _____ Email: _____ Phone:_____

Firm/Agency Reference Works for: _____
Contract Performance Location:_____
Performance Start Date: _____ Contract Completion Date: _____
Total Contract Dollar Value: $_____or Contract Value with other Currency _____
Description of Contract Requirements:

Hazardous Material/ Waste Streams Involved and Quantities/Volumes Disposed and Recycled:

Location of Pickup Point(s) or Other Services: _____
Frequency of Pickup(s) or Other Services (e.g. once a month): _____
Allowable Response Time after Notification for Performance (e.g., 30 days): _____
Types of Documents Contractor was required to Provide/Process (i.e. manifests, waste profiles, permits, etc.):
_____

Significant Risks in Performance of the Contract:

What work was performed by the offeror?

## Section 2

***OFFEROR'S REFERENCE TO COMPLETE THIS SECTION:***

Based on the following adjectival ratings scale, please evaluate the quality of the offeror's performance by selecting the appropriate ratings and applying to elements I through V on the following pages.

| SCALE: | NOT APPLICABLE | UNSATISFACTORY | MARGINAL | SATISFACTORY | VERY GOOD | EXCEPTIONAL |
|---|---|---|---|---|---|---|
| | N/A | 1 | 2 | 3 | 4 | 5 |

**DEFINITIONS:**

**EXCEPTIONAL:** Performance met and exceeded ***many*** contractual requirements. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

**VERY GOOD:** Performance met and exceeded ***some*** contractual requirements. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

**SATISFACTORY:** Performance met contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

**MARGINAL:** Performance did not meet ***some*** contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.

**UNSATISFACTORY:** Performance did not meet ***most*** contractual requirements and recovery in a timely manner is not likely. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective action(s) appear or was/were ineffective.

**NOT APPLICABLE:** Self-explanatory.



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*SOURCE SELECTION INFORMATION - SEE FAR 2.101 and 3.104.*

**I. QUALITY OF PRODUCT/SERVICE**

| | N/A | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|
| a. Compliance with contract requirements (to include regulatory compliance) | ○ | ○ | ○ | ○ | ○ | ○ |
| b. Accuracy of reports and documentation (e.g. manifests, bills of lading) | ○ | ○ | ○ | ○ | ○ | ○ |
| c. Manifesting and land disposal notifications (includes basal notifications) | ○ | ○ | ○ | ○ | ○ | ○ |
| d. Waste profiling | ○ | ○ | ○ | ○ | ○ | ○ |
| e. Compliance with transportation laws and regulations (DOT, maritime, foreign) | ○ | ○ | ○ | ○ | ○ | ○ |
| f. Packaging, labeling, and disposal | ○ | ○ | ○ | ○ | ○ | ○ |
| g. Demonstrated knowledge of hazardous waste laws and regulations | ○ | ○ | ○ | ○ | ○ | ○ |

If assigning a rating of 2 or 1, please provide examples of how the contractor did not meet contract requirements:

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If assigning a rating of 4 or 5, please provide examples of how the contractor exceeded contract requirements:

**II. SCHEDULE**

| | N/A | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|
| a. Adherence to transportation scheduling | ○ | ○ | ○ | ○ | ○ | ○ |
| b. Adherence to performance timeframes (removal of waste/Mgt services) | ○ | ○ | ○ | ○ | ○ | ○ |
| c. Adherence to performance timeframes (analysis) | ○ | ○ | ○ | ○ | ○ | ○ |
| d. Timeliness in submission of initial documentation/reports | ○ | ○ | ○ | ○ | ○ | ○ |
| e. Timeliness in submission of final documentation/reports | ○ | ○ | ○ | ○ | ○ | ○ |
| f. Advance notice and scheduling/receipt of correct and complete documents | ○ | ○ | ○ | ○ | ○ | ○ |

If assigning a rating of 2 or 1, please provide examples of how the contractor did not meet contract requirements:

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If assigning a rating of 4 or 5, please provide examples of how the contractor exceeded contract requirements:

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**III. MANAGEMENT**

| | N/A | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|
| a. Orientation toward the customer | ○ | ○ | ○ | ○ | ○ | ○ |
| b. Professionalism of staff | ○ | ○ | ○ | ○ | ○ | ○ |
| c. Interactions with the Government | ○ | ○ | ○ | ○ | ○ | ○ |
| d. Promptness in making notifications of problems encountered during performance | ○ | ○ | ○ | ○ | ○ | ○ |
| e. Flexibility and productiveness in problem solving | ○ | ○ | ○ | ○ | ○ | ○ |
| f. Effectiveness of corrective actions taken | ○ | ○ | ○ | ○ | ○ | ○ |

If assigning a rating of 2 or 1, please provide examples of how the contractor did not meet contract requirements:

If assigning a rating of 4 or 5, please provide examples of how the contractor exceeded contract requirements:



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**IV. REGULATORY COMPLIANCE**

| | N/A | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|
| a. Compliance with all contract clauses and reporting requirements (e.g., safety, environmental, EEO, trafficking in persons, etc.) | ○ | ○ | ○ | ○ | ○ | ○ |
| b. Compliance with transportation laws and regulations (DOT, maritime, foreign) | ○ | ○ | ○ | ○ | ○ | ○ |
| c. Demonstrated knowledge of hazardous waste laws and regulations | ○ | ○ | ○ | ○ | ○ | ○ |

If assigning a rating of 2 or 1, please provide examples of how the contractor did not meet contract requirements:

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If assigning a rating of 4 or 5, please provide examples of how the contractor exceeded contract requirements:

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**V. OTHER COMMENTS** (Include overall comments regarding highly rated or poorly rated performance)**:**

Would you recommend this contractor for potential future awards? (Please check one of the following)

- ☐ DEFINITELY WOULD
- ☐ PROBABLY WOULD
- ☐ MIGHT OR MIGHT NOT
- ☐ PROBABLY WOULD NOT
- ☐ DEFINITELY WOULD NOT

If you have checked anything other than DEFINITELY WOULD recommend, please explain why:


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