PAST PERFORMANCE QUESTIONNAIRE	
1. Contractor Name: Role on Project:	2. Contract Number:
3. Contractor Address:	4. Contract Type: ☐ Firm Fixed Price ☐ T&M/LH ☐ Cost Reimbursement ☐ Other (Please Specify):
5. Procuring Agency/Company Name:	6. Agency/Company POC: Phone: Email:
7. Period of Performance:	8. Dollar Amount of Award: $ Annual Amount: $ Total Dollar Value w/ Mods:$
9. Title of Contract:	
10. Description of Contract Service/Scope of Contract:	
11. Complexity of Work:	

NOTE*: Please use adjectival ratings from attached sheet.*

12. Evaluation Factor	**13. Comments** (**Mandatory,** Attach additional sheets, if necessary.)	**14. Rating**
a. Quality of Work		
b. Personnel		
c. Cost/Budget Control		
d. Customer Satisfaction		
e. Timeliness of Performance/Deliverables		
f. Business Relations		
g. Overall Performance		

15. Would you select this contractor again? Please explain. (Attach additional sheet if necessary.)

☐ Definitely ☐ Probably ☐ Definitely Not

16. Name: Date:	17. Title:

PAST PERFORMANCE RATING GUIDELINES

Summarize Contractor Performance in each of the rating areas. Assign each area a rating of Unsatisfactory, Marginal, Satisfactory, Very Good, and Exceptional. Use the following instructions as guidance in making these evaluations. Please use the comments area on the preceding form to justify the rating given.

Ratings	**Quality of Work/ Personnel/Service** -Compliance w/contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence	**Cost/Budget Control** -Within budget -Current, accurate, complete billings -Relationship of negotiated costs to actual -Cost efficiencies -Change orders issued	**Customer Satisfaction** Customer Satisfaction is a measure of how products and services supplied by a company meet or surpass customer expectations.	**Timeliness of Services/Deliverables** -Met interim milestones -Reliable -Responsive to technical direction -Completed on time	**Business Relations** -Effective Mgmt -Business like correspondence -Responsive to contract reqmnts -Prompt notification of problems -Reasonable/ cooperative -Flexible -Pro-active
Unsatisfactory	Nonconformances are comprising the achievement of contract reqmnts	Cost issues are comprising performance	1 – Very Unsatisfied	Delays are compromising achievement of contract reqmts	Response is not effective
Marginal	Nonconformances require major agency resources to ensure achievement of contract reqmnts	Cost issues require major agency resources to ensure achievement of contract reqmnts	2 – Somewhat Dissatisfied	Delays require major agency resources to ensure achievement of contract reqmnts	Response is marginally effective
Satisfactory	Nonconformances do not impact achievement of contract reqmnts	Cost issues do not impact achievement of contract reqmnts	3 – Neither Satisfied Nor Dissatisfied	Delays do not impact achievement of contract reqmnts	Response is usually effective
Very Good	There are no quality problems/issues, and the contractor has substantially exceeded the contract performance requirements without commensurate additional costs to the Government	There are no cost management issues and the Contractor has exceeded the contract requirements, achieving cost savings to the Government.	4 – Somewhat Satisfied	There are no delays	Response to inquiries and/or technical, service, administrative issues are effective.
Exceptional	The contractor has demonstrated an exceptional performance level that was significantly in excess of anticipated achievements and is commendable as an example for others. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Exceptional".	The contractor has demonstrated an exceptional performance. It is expected that this rating will be used in those rare circumstances where the contractor achieved cost savings and performance clearly exceeds the performance levels described as "Exceptional".	5 – Very Satisfied	The contractor has demonstrated an exceptional performance level. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Exceptional".	The contractor has demonstrated an exceptional performance level. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Exceptional".