SECTION J

ATTACHMENT 2 – PAST PERFORMANCE QUESTIONNAIRE

The prospective Offeror listed in Block 1 is submitting a proposal in response to a Department of Justice, Federal Bureau of Investigation solicitation for the acquisition of suppressors, muzzle adaptors, and training suppressors. You have been identified as a performance reference for the below Offeror.

The Federal Government values your input and greatly appreciates your willingness to thoughtfully complete this performance evaluation. Please provide candid responses.

The information that you provide will be used in the award of a federal contract, therefore, it is important that your information be as factual, accurate and complete as possible to preclude the need for follow-up. **Please return the completed Questionnaire within 5 business days of receipt**.

If you do not have knowledge of or experience with the below company, please forward this questionnaire to an individual within the agency who does.

By law, the Government will not disclose the names of individuals providing reference information during discussions with contractors.

BLOCK 1/OFFEROR:	INSERT OFFEROR's NAME

PART I. BACKGROUND

A. Respondent Identification

Organization:

Address:

Name:

Title:

Telephone Number:

Email Address:

B. Contract Identification

Contract Award Date:

Contract Number:

Contract Type:

Contract Value (Including All Option Periods):

Contract Term (Years):

Description of Services / Scope of Work:

PART II. EVALUATION

Performance Grades:

> **Exceptional** - Contractor's performance significantly exceeded most or all contract 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.
>
> **Satisfactory** – Performance meets contractual requirements and exceeds some to the Government's benefit. 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.
>
> **Marginal** – Performance meets most contractual requirements. The contractual performance of the element or sub-element being assessed reflects a problem for which the Contractor has not yet identified corrective action or the Contractor's proposed actions appears to be effective or has not been fully implemented.
>
> **Unsatisfactory** – Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problems(s) for which the Contractor's corrective actions appear or were ineffective.

Please grade each of the areas below and provide meaningful feedback/comments based on your knowledge of how the contractor performs in each area. Both positive and negative feedback is encouraged.

A. Quality of Work / Compliance with Specification Requirements

Unsatisfactory	Marginal	Satisfactory	Exceptional
☐	☐	☐	☐

Additional Comments

B. Adherence to Delivery Schedule / Timeliness of Product Deliverables

Unsatisfactory	Marginal	Satisfactory	Exceptional
☐	☐	☐	☐

Additional Comments

C. Initiative in Solving Contract problems / Ability to solve contract performance issues without extensive guidance from Government personnel.

Unsatisfactory	Marginal	Satisfactory	Exceptional
☐	☐	☐	☐

Additional Comments

D. Responsiveness to Technical Direction / Contract Changes

Unsatisfactory	Marginal	Satisfactory	Exceptional
☐	☐	☐	☐

Additional Comments:

E. Responsiveness / Capability to respond to urgent / short term requirements.

Unsatisfactory	Marginal	Satisfactory	Exceptional
☐	☐	☐	☐

Additional Comments:

F. Accuracy of Reports / Documentation

Unsatisfactory	Marginal	Satisfactory	Exceptional
☐	☐	☐	☐

Additional Comments

G. Submission of current, accurate, and complete billings

Unsatisfactory	Marginal	Satisfactory	Exceptional
☐	☐	☐	☐

Additional Comments

H. Effectiveness / Reliability / Responsiveness of Contractor's Key Personnel

Unsatisfactory	Marginal	Satisfactory	Exceptional
☐	☐	☐	☐

Additional Comments:

I. Has the Contractor ever been issued a cure notice, a show cause notice, suspension of progress payments, or other letters directing the correction of a performance problem?

Yes	No
☐	☐

If yes, please explain:

J. Based on the Contractor's overall performance, would you select this firm again?

Yes	No
☐	☐

If no, please explain:

K. General Comments. Please provide any additional relevant performance information.

_____

_____

_____

PART III. RETURN INFORMATION

Please return the completed questionnaire electronically to: **hcloud@fbi.gov**

Holly Cloud
Contracting Specialist
Federal Bureau of Investigation