Past Performance Questionnaire (PPQ) Form
Attachment 0004

The following questions pertain to the Contractor's record of past (within the past four years) and current performance. The information that you provide will be used in the awarding of a federal contract. Therefore, it is important that our information be as factual and accurate as possible. Please provide examples and/or explanations (use additional pages if necessary). The following adjectival ratings shall be used in your response.

Exceptional: Performance meets contractual requirements and exceeds many to the Government's/Customer's benefit. The contractual performance of the element or sub-element being evaluated was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
Very Good: Performance meets contractual requirements and exceeds some to the Government's/Customer's benefit. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
Satisfactory: Performance meets 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 does not meet some contractual requirements. The contractual performance of the element or sub-element being evaluated reflects a serious problem for which the contractor has not yet identified corrective actions. The contractors proposed actions appear only marginally effective or were not 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 a serious problem(s) for which the contractor's corrective actions appear or were ineffective.

Part I: General Information	
Contractor:	
Contract Number:	
POC:	
POC Title:	
Agency/Company, Phone Number & Email Address:	

Part II: Contract Identification (to be completed by the Offeror)	
Contract Identification	
Contractor/Company Name/Division:	
Address:	
Program Identification/Title:	
Contract Number:	
NAICS Code: If no NAICS Code is identified on agreement, which NAICS does it best align and brief description:	
Prime Contractor Name:	
Contract Award Date:	
Forecasted or Actual Contract Completion Date:	
Nature of the Contractual Effort or Items Purchased:	
Identification of Offerors Representative	
Name:	
Title:	
Date:	

Phone Number:	
Address:	
Email:	

Part III: Evaluation (to be completed by Government/Customer POC - Respondent)

Quality: Areas of focus should be: the planning and control of technical program tasks, the quality and adequacy of the engineering support provided throughout all phases of contract/order execution, the integration of the engineering specialties, management of interfaces, interoperability, and the management of a totally integrated effort of all engineering concerns to meet cost, technical performance, and schedule objectives.

Exceptional Must provide explination below	Very Good	Satisfactory	Marginal Must provide explination below	Unsatisfactory Must provide explination below
Comments:				

Schedule: Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements (e.g., efforts that contribute to or affect the schedule variance).

Exceptional Must provide explination below	Very Good	Satisfactory	Marginal Must provide explination below	Unsatisfactory Must provide explination below
Comments:				

Cost Control: Assess the contractor's effectiveness in forecasting, managing, and controlling contract/order cost. If the contractor is experiencing cost growth or underrun, discuss the causes and contractor-proposed solutions for the cost overruns or underruns. For contracts/orders where task or contract sizing is based upon contractor-provided person hour estimates, the relationship of these estimates to ultimate task cost should be assessed. In addition, the extent to which the contractor demonstrates a sense of cost responsibility, through the efficient use of resources, in each work effort should be assessed.

Exceptional Must provide explination below	Very Good	Satisfactory	Marginal Must provide explination below	Unsatisfactory Must provide explination below
Comments:				

Management: Assess the integration and coordination of all activity needed to execute the contract/order, specifically the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior (to include timely identification of issues in controversy), customer satisfaction, timely award and management of subcontracts.

Exceptional Must provide explination below	Very Good	Satisfactory	Marginal Must provide explination below	Unsatisfactory Must provide explination below
Comments:				

Small Business Subcontracting: FAR Subpart 19.7 and 15 U.S.C. 637 contains statutory requirements for complying with the Small Business Subcontracting Program. Assess whether the contractor provided maximum practicable opportunity for Small Business (including Alaska Native Corporations (ANCs) and Indian Tribes) (including Small Disadvantaged Businesses (which also includes ANCs and Indian Tribes), Women Owned Small Businesses, HUBZone, Veteran Owned, Service Disabled Veteran Owned Small Business, and ANCs and Indian Tribes that are not Small Disadvantaged Businesses or Small Businesses) to participate in contract/order performance consistent with efficient performance of the contract/order.

Exceptional Must provide explination below	Very Good	Satisfactory	Marginal Must provide explination below	Unsatisfactory Must provide explination below
Comments:				

Regulatory Compliance: (e.g. failure to report in accordance with contract terms and conditions, late or nonpayment to subcontractors, trafficking violations, tax delinquency, defective cost or pricing data, terminations, suspension and debarments) Assess compliance with all terms and conditions in the contract/order relating to applicable regulations and codes, using the Evaluation Ratings Definitions in FAR Part 42.1503(h)(4) Table 42-1. Consider aspects of performance such as compliance with financial, environmental (example: Clean Air Act, Clean Water Act), safety, and labor regulations as well as any other reporting requirements in the contract terms and conditions.

Exceptional Must provide explination below	Very Good	Satisfactory	Marginal Must provide explination below	Unsatisfactory Must provide explination below

Comments:	
Government/Customer Respondent Identification	
Name:	
Title:	
Date:	
Phone Number:	
Address:	
Email:	
Part IV: Return Information	
Name Printed:	
Date:	
Signature:	