From: DLA Contracting Services Office Richmond, ATTN: DCSO-R, Mr. Derek Willis
6090 Strathmore Road, Building 15A, Richmond, VA 23237

PAST PERFORMANCE QUESTIONNAIRE PACKAGE FOR SERVICES FOR REQUEST FOR PROPOSAL (RFP): SP4703-26-Q0052

Submit completed past performance questionnaire form
by 15 JULY 2026 at 3 PM EST to: Derek Willis,
Provide Response via E-MAIL

This office is in the process of conducting selection for a firm to provide Halon Navy System Cylinder Refurbishment/Recertification Services.

I am contacting you in reference to _____who has given us your name as a reference. My questions pertain to their record of past and current performance (if applicable). Where the term "contractor" is used below, it refers to this firm. The information that you provide will be used in the best value evaluation. Therefore, it is important that your information be as factual and accurate as possible.

E-mail to: derek.willis@dla.mil

(1) Name of Contractor questionnaire is being completed for: _____

(2) Contract Number: _____

(3) Role Contractor played in Prior Contract ☐ Prime ☐ Joint Venture Team Member ☐ Subcontractor

(4) Proposed Role in Pending Contract ☐ Prime ☐ Joint Venture Team Member ☐ Subcontractor

(5) Length of time your agency/firm has been involved with the Offeror: _____

(6) Contract type: _____

(7) Contract value: _____

(8) Description of service:

(9) Is Performance on this contract being reported in CPARS ☐ No, complete page 2 of questionnaire ☐ Yes, answer question (i) below

(i) Has the scope of work significantly changed since the last CPAR? ☐ No ☐ Yes, provide details in (iv) below

(ii) Have there been any significant changes in contractor performance between the last CPAR and now? ☐ No ☐ Yes, answer question (iii) below

(iii) Has an out-of-cycle CPAR been initiated to document changes in performance? ☐ No, provide details of changes in (iv) below ☐ Yes

(iv) Comments to support answers to questions (i), (ii) and (iii):

(10) Name of agency/company completing questionnaire: _____

(11) Name of person completing questionnaire: _____

(12) Email address of person completing questionnaire: _____

(13) Title of person completing questionnaire: _____

(14) Phone number of person completing questionnaire: _____

(15) Date questionnaire is being completed: _____

ADDITIONAL INFORMATION

RATING SCALE: ***Please use the following ratings to answer the questions on page 3.***	
Rating Definitions	
Outstanding	Performance meets contractual requirements and exceeds many to the government's benefit. 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.
Good	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.
Acceptable	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element being assessed 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 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.
Unacceptable	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 being assessed contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.
Neutral	
NOTE: For statements indicating less than "Acceptable", please provide a brief explanation in the comments section of the survey.	

CONTRACTOR PERFORMANCE EVALUATION SURVEY FOR SERVICES	N/A	Neutral	Unacceptable	Marginal	Acceptable	Good	Outstanding
a.) QUALITY OF SERVICE:							
(1) The Vendor provides a product or service that complies with the contract requirements, specifications, and standards of quality.							
(2) The Vendor submits accurate deliverables / reports.							
(3) How well did the Vendor establish & maintain a quality program ensuring the ongoing quality of all significant processes were performed?							
(4) The Vendor utilizes personnel that were appropriate to the effort performed.							
b.) COST CONTROL:							
(1) The Vendor performs the effort within the estimated cost/price.							
(2) The Contractor submitted accurate invoices on a timely basis.							
(4) Vendor's response to change order was timely and accurate. If the changes in costs/price were initiated or caused by the Vendor please explain in Comments Section.							
c.) TIMELINESS OF PERFORMANCE AND DELIVERABLE SCHEDULE:							
(1) The tasks required under this effort are performed in a timely manner and in accordance with the performance schedule, deliverable schedule, and period of performance of the contract.							
(2) The Vendor was responsive to technical and/or contractual direction.							
d.) MANAGEMENT APPROACH AND BUSINESS RELATIONSHIPS:							
(1) The Vendor demonstrates effective management over the effort performed.							
(2) The Vendor maintains an open line of communication so that the Contracting Officer's Representative (COR) and/or Contracting Officer's Technical Representative (COTR) were apprised of technical, cost, and schedule issues.							
(3) The Vendor presents information and correspondence in a clear, concise, and businesslike manner.							
(4) The Vendor promptly notified the COR, COTR, and/or Contracting Officer in a timely manner regarding urgent issues.							
(5) The Vendor cooperates with the Government in providing flexible, proactive, and effective recommended solutions to identified risk areas and/or critical program issues.							
(6) How well did the Vendor plan for initial implementation of the project and achieve operation of task requirements once the contract began.							
e.) MANAGEMENT OF KEY and NON-KEY PERSONNEL:							
(1) The labor turnover in key personnel labor categories was minimal and did not adversely affect Vendor performance.							
(2) The Vendor provided the proposed qualified personnel to fulfill the requirements of the contract.							
(3) The Vendor maintained a trained, qualified, and experienced workforce in sufficient numbers to meet contract requirements.							
f.) CUSTOMER SATISFACTION:							
(1) The services provided adequately met the needs of the program for the contract tasks requirement.							
(2) The Vendor was able to perform with minimal or no direction from the COR or the COTR.							
(3) I am satisfied with the performance of the Contractor under this effort.							

COMMENTS: