

The 6th Contracting Squadron the Air Mobility Command is in the process of competitively selecting a source for a USCENTCOM Headquarters IDIQ for Professional Services (CHIPS) program.

One of the considerations in proposal evaluation is the verification of the offerors' past performance on contracts or other work efforts which reflect the offeror's ability to perform on the proposed effort. We depend on information received from organizations such as yours, which have had first-hand experience with the offeror, for the evaluation of the offeror's performance on those contracts or work efforts.

Our areas of interest regarding the offeror are summarized in the enclosed questionnaire. In order to meet the acquisition milestones, we request your written response no later than 10 calendar days after your receipt of this letter. This schedule will allow us sufficient time to analyze the data prior to the start of negotiations.

To assist you in preparing your response and expediting your reply, the questionnaire may be filled out electronically and e-mailed to Mr. Jason Wilkin, at [jason.wilkin.2@us.af.mil](mailto:jason.wilkin.2@us.af.mil) and Ms. LaKeisha Gamble, at [lakeisha.gamble.2@us.af.mil](mailto:lakeisha.gamble.2@us.af.mil). Your completed questionnaire will become a part of the official source selection records.

Your assistance is greatly appreciated, and your prompt response will be one of the keys to the successful and timely completion of this Source Selection.

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Contracting Officer

**Section 1: Contract Identification**

A. Contractor (Company/Division): \_\_\_\_\_

B. Contractor Cage Code: \_\_\_\_\_

C. Contract Number: \_\_\_\_\_

D. Contract Type (e.g., FFP, FPIF, CPIF, CPFF, etc.): \_\_\_\_\_

E. Program Title: \_\_\_\_\_

F. Brief Program Description: \_\_\_\_\_

H. Period of Performance

1. Original Schedule (assuming all options exercised):  
Beginning Date \_\_\_\_\_ through \_\_\_\_\_
2. Current Schedule (assuming all options exercised):  
Beginning Date \_\_\_\_\_ through \_\_\_\_\_
3. Reason for difference (if applicable):

I. Contract Dollar Value

1. Original maximum contract dollar value (assuming all options exercised):  
\$ \_\_\_\_\_
2. Current maximum contract dollar value (assuming all options exercised):  
\$ \_\_\_\_\_
3. Reasons for difference between original and current contract dollar value (if applicable):

II. Description of work performed:

K. Was this a competitively awarded contract?     Yes     No

L. Contractor's Role:     Prime Contractor     Subcontractor     Key Personnel

**Section 2: Customer or Agency Identification**

- A. Customer or agency name: \_\_\_\_\_
- B. Customer or agency description (if applicable): \_\_\_\_\_
- C. Geographic description of work performed under this contract (i.e., local, nationwide, worldwide, other Commands):

**Section 3: Respondent Identification**

- A. Respondent's name: \_\_\_\_\_
- B. Respondent's title: \_\_\_\_\_
- C. Respondent's phone/fax number/e-mail address: \_\_\_\_\_
- D. Length of time (number of years/months) respondent worked on subject contract and description of responsibility/position/role:
  
- E. Other suggested points of contact:

**Section 4: Performance Information**

In the table below, indicate your rating for the contractor's performance by placing an "X" in the appropriate block to the right of each question. Provide supporting information for each response in the space

provided. Attach additional pages if more space is needed. The performance rating scale is defined as follows:

- | <u>Code</u> | <u>Performance Rating</u>  |
|-------------|--|
| <b>E</b>    | <b>EXCEPTIONAL</b> – Performance meets contractual requirements and exceeds many requirements to the Government’s benefit. The contractual performance being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.                               |
| <b>V</b>    | <b>VERY GOOD</b> – Performance meets contractual requirements and exceeds some requirements to the Government’s benefit. The contractual performance being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.                                       |
| <b>S</b>    | <b>SATISFACTORY</b> – Performance meets contractual requirements. The contractual performance being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.  |
| <b>M</b>    | <b>MARGINAL</b> – Performance does not meet some contractual requirements. The contractual performance being assessed reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor’s proposed actions appear only marginally effective or were not fully implemented. |
| <b>U</b>    | <b>UNSATISFACTORY</b> – Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance being assessed contains serious problem(s) for which the contractor’s corrective actions appear or were ineffective.  |
| <b>N/A</b>  | <b>NOT APPLICABLE</b> – Unable to provide a rating. Contract did not include performance for this aspect, performance was not observed, or information was not available. Do not know.   |

<b>The Contractor:</b>	<b>E</b>	<b>V</b>	<b>S</b>	<b>M</b>	<b>U</b>	<b>N/A</b>
1. Provided experienced managers and supervisors with the technical and administrative abilities needed to perform all management services as directed and in accordance with (IAW) applicable Performance Work Statement (PWS).						
2. Demonstrated the ability to hire, maintain, and replace, if necessary, qualified personnel during the contract period.						
3. Delegated authority to project managers and supervisors commensurate with contract requirements.						
4. Home office participated in solving significant local problems.						
5. Followed approved quality control plan.						
6. Provided effective quality control and/or inspection procedures to meet contract requirements.						
7. Reviewed programs/projects to determine resources, required effort with least disruption, and schedules are accomplished in a timely manner.						
8. Corrected deficiencies timely and pursuant to their QC procedures.						

<b>The Contractor:</b>	<b>E</b>	<b>V</b>	<b>S</b>	<b>M</b>	<b>U</b>	<b>N/A</b>
9. Provided timely resolution of contract discrepancies.						
10. Identified problems as they occurred.						
11. Suggested alternative approaches to problems.						
12. Developed realistic progress schedules.						
13. Displayed initiative to solve problems.						
14. Met established services summary objectives.						
15. Was responsive to contract changes.						
16. Provided adequate supervision.						
17. Developed detailed plans, tasks, milestone dates and schedules to ensure proper sequencing of events and tracking of processes, programs/projects.						
18. Provided accurate/complete proposals including all work required for each task.						
19. Developed/analyzed policies, procedures, reports, and analysis & to assist the Government with decisions from short/long-term climate change.						
20. Cooperated with Government personnel after award.						
21. Ensured travel and labor-hour requirements process were submitted IAW Joint Travel Regulations (JTR) and labor-hour use procedures.						
22. Developed inputs to strategies, campaign plans, concepts of operation that translate strategic & operational objectives into related activities & operations to achieve desired end states with other DoD components, allies, coalition members, regional partners.						
23. Provided analyses, recommendations, & draft products for JPT/working group review/approval and support developing orders, analysis, estimates, and briefings for leadership, primary staff and DoD, IA, Allies, Coalition members, & partner nation leaders.						
24. Contractor adhered to cost control, schedules, cooperative behavior, technical quality of work, and commitment to customer satisfaction.						
25. Facilitated coordination across working groups, JPT/OPT, administrative support staff, Components, IA and Allies, Coalition members and partners in support of plans, meetings, conferences, and activities in support of plan development.						
26. Provided analyses, recommendations, and draft products for JPT/working group approval in developing of orders, analyses, estimates, briefings for leadership & staff.						
27. Developed and integrated special technical operations requirements within campaign strategies, plans and orders.						

The Contractor:	E	V	S	M	U	N/A
28. Conducted top-level systems analysis, perform trade studies, perform technical optimizations, and develop high-level designs.						
29. Conducted plans & order development: Analyzed decision, mission statement, commander intent, guidance to develop plans and/or orders.						
30. Provided analyses/recommendations for the logistics planners' approval, in the development of analyses, estimates, exercise objectives, briefings for primary staff.						
31. Provided expertise on the development and synchronization of Communication strategies and plans.						
32. How would you rate the contractor's overall performance on this contract?						
33. Was the contractor ever issued a cure or show cause notice under the referenced contract? If yes, explain.						<input type="checkbox"/> Yes <input type="checkbox"/> No
34. Would you award another contract to this contractor? If not, explain.						<input type="checkbox"/> Yes <input type="checkbox"/> No

**IF THIS WAS A GOVERNMENT CONTRACT:**

Did this contract include FAR 52.219-8, Utilization of Small Business Concerns?

Yes       No

If yes, did the contractor comply with the clause? Please explain.

Additional remarks:

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date

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**Thank you for your prompt response and assistance!**

*Please return this completed questionnaire to:*

E-Mail to: Mr. Jason Wilkin, at [jason.wilkin.2@us.af.mil](mailto:jason.wilkin.2@us.af.mil)

Ms. LaKeisha Gamble, at [lakeisha.gamble.2@us.af.mil](mailto:lakeisha.gamble.2@us.af.mil)