

FOR OFFICIAL USE ONLY  
SOURCE SELECTION INFORMATION

**ATTACHMENT 0002**  
**PAST PERFORMANCE EVALUATION QUESTIONNAIRE FORM**

Contractor: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Subcontract No. (if applicable): \_\_\_\_\_

POC: \_\_\_\_\_ Title: \_\_\_\_\_

(Name) (E.G. PCO/ACO/TM)

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**(Agency, Telephone No., & E-mail Address)**

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 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 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.

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**PART I. (To be completed by the Offeror)**

**A. CONTRACT IDENTIFICATION**

Contractor/Company Name/Division:

Address:

Program Identification/Title:

Contract Number:

Contract Type:

Prime Contractor Name (if different from the Contractor name cited above):

Contract Award Date:

Forecasted or Actual Contract Completion Date:

Nature of the Contractual Effort or Items Purchased:

**B. IDENTIFICATION OF OFFEROR'S REPRESENTATIVE**

Name:

Title:

Date:

Telephone Number:

Address:

E-mail Address:

**PART II. EVALUATION (To be completed by Government Point of Contact – Respondent)**

**A. Quality**

- Exceptional (**Explanation must be provided in Comments field below**)
  - Very Good
  - Satisfactory
  - Marginal (**Explanation must be provided in Comments field below**)
  - Unsatisfactory (**Explanation must be provided in Comments field below**)
- Comments:

**B. Schedule**

- Exceptional (**Explanation must be provided in Comments field below**)
  - Very Good
  - Satisfactory
  - Marginal (**Explanation must be provided in Comments field below**)
  - Unsatisfactory (**Explanation must be provided in Comments field below**)
- Comments:

**C. Cost Control**

- Exceptional (**Explanation must be provided in Comments field below**)
  - Very Good
  - Satisfactory
  - Marginal (**Explanation must be provided in Comments field below**)
  - Unsatisfactory (**Explanation must be provided in Comments field below**)
- Comments:

**D. Management**

- Exceptional (**Explanation must be provided in Comments field below**)
  - Very Good
  - Satisfactory
  - Marginal (**Explanation must be provided in Comments field below**)
  - Unsatisfactory (**Explanation must be provided in Comments field below**)
- Comments:

**E. Small Business Subcontracting**

- Exceptional (**Explanation must be provided in Comments field below**)
- Very Good
- Satisfactory

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- Marginal (**Explanation must be provided in Comments field below**)
  - Unsatisfactory (**Explanation must be provided in Comments field below**)
- Comments:

**F. Regulatory Compliance**

- Exceptional (**Explanation must be provided in Comments field below**)
  - Very Good
  - Satisfactory
  - Marginal (**Explanation must be provided in Comments field below**)
  - Unsatisfactory (**Explanation must be provided in Comments field below**)
- Comments:

**G. General Comments. Provide any other relevant performance information.**

**H. Other Information Sources. Please provide the following information:**

Are you aware of other relevant past efforts by this company?  
If yes, please provide the name and telephone number of a point of contact:

**I. Government Respondent Identification. Please provide the following information:**

Organization:  
Name:  
Title:  
Date:  
Telephone Number  
Address:  
E-mail Address:

**PART III. RETURN INFORMATION**

Please return this completed questionnaire via e-mail to the Contracting Officer identified in the cover letter.

Thank you for your assistance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name