**DEPARTMENT OF VETERAN AFFAIRS**
**PAST PERFORMANCE QUESTIONNAIRE**
Regional Procurement Office West (RPOW)

## Introduction:

This questionnaire is designed to collect past performance information on Offerors (Landlord/ Lessors) competing for award of this lease. Please note this questionnaire is not based on the past performance of brokers facilitating the deal, but rather for the prospective awardees that will be responsible for the lease under consideration.

## Instructions to the Offeror:

Please complete Section 1 on the following page. If Offeror checks the "no relevant past performance" box, then do not proceed any further in filling out the form and submit the form as part of the offering package. If the "no relevant past performance" box IS NOT checked, then Offeror must forward a copy to 3 references, instructing them to complete sections 2 and 3. References must be current or former tenants of the Offeror. Once the respondents complete the remainder of the form, it must be returned to the Offeror and submitted as part of the Offeror's proposal contents. Failure to submit all past performance questionnaires will be deemed as a non- responsive offer.

Attn: Nicholas Williams, Contract Specialist
Department of Veteran Affairs, RPOW
Subject: Past Performance Questionnaire Contract # 36C24W22R0007
Email: nicholas.williams7@va.gov
Office: 208.429.2030

For assistance with this questionnaire please contact the Contract Specialist listed above. Hand-written responses will be accepted. Responses will be treated as confidential and procurement sensitive.

## Explanation of Codes:

**EXCEPTIONAL –** Lessor significantly exceeded expectations

**GOOD –** Lessor met and to some extent exceeded expectations

**ACCEPTABLE –** Lessor met expectations

**MARGINAL –** Lessor did not fully meet expectations

**UNSATISFACTORY –** Lessor failed to meet expectations

**NEUTRAL –** Unable to provide a score

## VA Contract #

## SECTION 1 – Offeror (Lessor to be evaluated) Information:

Name or Company:

Phone Number:

Email:

Only check this box if the Offeror has no relevant past performance ☐

**NOTE: If above statement is checked, do not proceed any further**

## SECTION 2 - Evaluator Information:

Name: Title:

Phone Number: Email:

Lease Square Footage: Organization/ Company:

Use of Space (Check One): Office ☐ Medical Office ☐ Other

## SECTION 3 - Past Performance Questions:

1. **During the tenant improvement build out, how was the Lessor's ability to handle the pricing of change orders?**

   Excellent ☐ Good ☐ Acceptable ☐ Marginal ☐ Unsatisfactory ☐ Neutral ☐

   What could have improved your score:

2. **During the tenant improvement build out, how was the Lessor's ability to stay on schedule?**

   Excellent ☐ Good ☐ Acceptable ☐ Marginal ☐ Unsatisfactory ☐ Neutral ☐

   What could have improved your score:

3. **During the tenant improvement build out, how was the Lessor's ability to stay within budget?**

   Excellent ☐ Good ☐ Acceptable ☐ Marginal ☐ Unsatisfactory ☐ Neutral ☐

   What could have improved your score:

4. **In accordance with your lease, how has the Lessor responded to any maintenance issues?**

   Excellent ☐ Good ☐ Acceptable ☐ Marginal ☐ Unsatisfactory ☐ Neutral ☐

   What could have improved your score:

5. **In accordance with your lease, how has the Lessor responded to any safety issues?**

   Excellent ☐ Good ☐ Acceptable ☐ Marginal ☐ Unsatisfactory ☐ Neutral ☐

   What could have improved your score:

6. **In accordance with your lease, how has the Lessor responded to any security issues?**

   Excellent ☐ Good ☐ Acceptable ☐ Marginal ☐ Unsatisfactory ☐ Neutral ☐

   What could have improved your score:

7. **In accordance with your lease, how was the Lessor's ability to keep the building premises and common areas clean?**

   Excellent ☐ Good ☐ Acceptable ☐ Marginal ☐ Unsatisfactory ☐ Neutral ☐

   What could have improved your score:

8. **During your lease term, how was the Lessor's overall performance?**

   Excellent ☐ Good ☐ Acceptable ☐ Marginal ☐ Unsatisfactory ☐ Neutral ☐

   What could have improved your score: