

## PAST PERFORMANCE QUESTIONNAIRE

**INSTRUCTIONS:** The Naval Research Laboratory (NRL) requests that you complete this questionnaire and provide your feedback to assist with establishing the performance history for the Contractor identified below. In an effort to expedite receipt of the requested information, please do not mail hard copies. Instead, please e-mail the completed questionnaire(s) to: [sonya.diazdeleon@nrl.navy.mil](mailto:sonya.diazdeleon@nrl.navy.mil) no later than 1500 Eastern Standard Time, on September 9, 2022

### I. CONTRACTOR IDENTIFICATION

1. CONTRACTOR NAME		2. SUBCONTRACTOR/CONSULTANT TO	
3. CONTRACT NUMBER		4. CONTRACT TYPE	
5. PERIOD OF PERFORMANCE	6. INITIAL CONTRACT COST/PRICE	7. CURRENT CONTRACT COST/PRICE	
8. DESCRIPTION OF EFFORT <i>(Use additional sheets as needed)</i>			

### II. RATINGS

RATING	DEFINITION
EXCEPTIONAL	Performance <i>meets contractual requirements and exceeds many</i> to the Government's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
VERY GOOD	Performance <i>meets contractual requirements and exceeds some</i> to the Government's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
SATISFACTORY	Performance <i>meets contractual requirements</i> . The element being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
MARGINAL	Performance <i>barely meets some</i> of the contractual requirements. The element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions.
UNSATISFACTORY	Performance does not meet contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.

### III. PERFORMANCE ASSESSMENT

**A. TECHNICAL PERFORMANCE:** What is your **OVERALL** assessment of the Contractor's ability to meet the technical requirements?

	EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY	N/A
TECHNICAL PERFORMANCE						

COMMENTS *(Rationale **must** be provided for ratings of EXCEPTIONAL or UNSATISFACTORY) (Use additional sheets as needed)*

PRODUCT ASSURANCE - Assess the Contractor's technical performance in the following areas:

	EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY	N/A
DESIGN						
FABRICATION						
INTEGRATION						
SOFTWARE DEVELOPMENT						
TESTING						
TRAINING						
DOCUMENTATION						

COMMENTS *(Rationale **must** be provided for ratings of EXCEPTIONAL or UNSATISFACTORY) (Use additional sheets as needed)*

**B. SCHEDULE PERFORMANCE:** Rate the Contractor's ability to deliver according to the agreed-to schedule. What were the causes of any schedule variances?

	EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY	N/A
SCHEDULE PERFORMANCE						

COMMENTS *(Rationale **must** be provided for ratings of EXCEPTIONAL or UNSATISFACTORY) (Use additional sheets as needed)*

**C. COST CONTROL:** Rate the Contractor's effectiveness in forecasting, managing, and controlling cost and provide reasons for changes to the contract value (e.g., scope changes, overrun/underrun, Government-imposed schedule changes)

	EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY	N/A
COST PERFORMANCE						

ADHERENCE TO THE ORIGINAL COST ESTIMATE TARGETS? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE CONTRACTOR UNDERRUN THE CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE CONTRACTOR OVERRUN THE CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE CONTRACTOR CONTROL SUBCONTRACTING COST? <input type="checkbox"/> YES <input type="checkbox"/> NO
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COMMENTS (Rationale must be provided for ratings of EXCEPTIONAL or UNSATISFACTORY) (Use additional sheets as needed)

**D. MANAGEMENT PERFORMANCE:** What is your **OVERALL** assessment of the Contractor's management performance?

	EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY	N/A
MANAGEMENT PERFORMANCE						

COMMENTS (Rationale must be provided for ratings of EXCEPTIONAL or UNSATISFACTORY) (Use additional sheets as needed)

ASSESS THE CONTRACTOR'S MANAGEMENT PERFORMANCE IN THE FOLLOWING AREAS:

	EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY	N/A
RESPONSIVENESS - Timeliness, completeness, and quality of problem identification.						
SUBCONTRACT MANAGEMENT - Timely award and management of subcontractors..						
PROGRAM MANAGEMENT - Effectiveness of integration and coordination of all activities required to execute.						
QUALITY - Ability to provide a product or service that met your required level of quality.						
SOCIOECONOMIC GOALS - Ability to meet any applicable subcontracting goals for utilization of Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Businesses (WOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB), HUBZone and Historically Black Colleges and Universities/Minority Institutions (HBCU/MI).						
SUBCONTRACT MANAGEMENT - Ability to meet the goals of the subcontracting plan, to include timely award and management.						
MANAGEMENT OF KEY PERSONNEL - Performance in selecting, supporting and replacing - when necessary - key personnel.						

COMMENTS (Rationale must be provided for ratings of EXCEPTIONAL or UNSATISFACTORY) (Use additional sheets as needed)

**E. TERMINATION HISTORY:**  
 CONVENIENCE                       DEFAULT                       N/A

**F. RECOMMENDATION:** Would you recommend selection of this company for future awards? Explain.  
 YES, I WOULD RECOMMEND THIS CONTRACTOR FOR FUTURE AWARDS.                       NO, I WOULD NOT RECOMMEND THIS CONTRACTOR FOR FUTURE AWARDS.

COMMENTS (Use additional sheets as needed)

<b>PREPARED BY</b>	
NAME/TITLE	PHONE  (ext.)
ORGANIZATION	E-MAIL ADDRESS
SIGNATURE	DATE SIGNED