

PAST PERFORMANCE QUESTIONNAIRE

CONTRACT INFORMATION (Offeror to complete Blocks 1-4)

1. Contractor Information

Vendor: _____ Vendor Cage Code: _____
 Address: _____ Vendor UEI Number: _____
 Phone Number: _____
 Alt Phone Number: _____
 Email Address: _____
 Point of Contact: _____

2. Work Performed as: ☐ Prime Contractor ☐ Sub Contractor ☐ Joint Venture ☐ Other (Explain)

Percent of project work performed: _____
 If subcontractor, who was the prime (Name/Phone #): _____

3. Contract Information

Contracting Agency	Contract Number*	Contract Value	Period of Performance	Service Provided	Location
<i>Example:</i>					
Agency POC: Mr. John Parks Phone # 982-552-9858 Email: john.parks.2@us.af.mil	FA1234-19-P-1234	\$38,000.00	1 Oct 19 - 30 Sep 21	Liturgical Musician	Alaska
1. Agency POC: Phone # Email:					
2. Agency POC: Phone # Email:					

*(if submitting a task order number include the base contract number).

4. Project Description:

How is this project relevant to project of submission? *(Please provide details of similar requirements, etc.)*

CLIENT INFORMATION

5. Client Information

Name: _____
 Title: _____
 Phone Number: _____
 Email Address: _____

6. Describe the client's role in the project:

NOTE: 81CONS/PKB REQUESTS THAT THE PERSON COMPLETING THIS FORM E-MAIL IT DIRECTLY TO SRA ANDREW EVITTS AT ANDREW.EVITTS.1@US.AF.MIL AND ANDREA HOWARD AT ANDREA.HOWARD.7@US.AF.MIL. THE GOVERNMENT RESERVES THE RIGHT TO VERIFY ANY AND ALL INFORMATION SUBMITTED ON THIS FORM.

**ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE**

RATING	DEFINITION	NOTE
(E) Exceptional	Performance meets contractual requirements and exceeds the tasks identified in the PWS. The contractual performance of the element or sub-element being assessed was accomplished with few or minimal issues for which corrective actions were taken by the contractor was highly effective.	An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were advantageous to the customer. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. This ratings shall have NO significant weaknesses identified.
(VG) Very Good	Performance meets contractual requirements and exceeds some to the tasks identified in the PWS. The contractor performance of the element or sub-element being assessed was accomplished with minor problems for which corrective actions taken by the contractor were effective.	A Very Good rating is appropriate when the Contractor successfully performed a significant event that was advantageous to the customer. This rating shall have no significant weaknesses identified.
(S) Satisfactory	Performance meets minimum 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.	A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
(M) 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.	A Marginal is appropriate when a situation occurred which the contractor had trouble overcoming and caused a negative impact on the customer.
(U) Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contract performance of the element or sub-element contains serious problem(s) for which the contractor solutions were ineffective.	An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming which caused a negative impact to the customer. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.
(N) Not Applicable	Does not apply to this contract	Rating will be neither positive nor negative.

TO BE COMPLETED BY CLIENT

PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.

1. How was the performance as a musician, vocalist, and either as a pianist/organist or an acoustic guitarist in a Protestant church/chapel?

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2. How was the performance with a variety of musical genres and ability to read sheet music and/or basic improvisational skills.

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3. How was their ability to work with and maintain a healthy, functional interpersonal relationship with chapel staff, fellow contractors, and community members.

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4. How was the experience for providing musical support for special services like Easter, Christmas, and other Holy days.

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5. How was their ability to provide oversight and direction for all traditional service musicians as well as oversight and direction for congregational singing/choral selections.

E VG S M U N

Please provide any additional information or comments here. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk: