

**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
<b>(E) Exceptional</b>	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.
<b>(VG) Very Good</b>	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.
<b>(S) Satisfactory</b>	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.
<b>(M) Marginal</b>	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.
<b>(U) Unsatisfactory</b>	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.
<b>(N) Not Applicable</b>	Does not apply to this contract	Rating will be neither positive nor negative.

