

Performance Assessment Questionnaire – Cover Letter



CCAM-CAD-D/ASE

**DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING COMMAND
AMCOM CONTRACTING CENTER
BUILDING 5303 MARTIN ROAD
REDSTONE ARSENAL, ALABAMA 35898-5000**

15 November 2022

SUBJECT: Offeror Past Performance Assessment in Support of Request for Proposal (RFP) W58RGZ-23-R-0045

Dear Sir/Ma'am,

The US Army Contracting Command AMCOM Contracting Center is currently conducting a competitive source selection to evaluate offerors on the subject RFP. As part of this evaluation, we have requested that the offerors provide information about their past performance on recent and relevant federal, state, or local government or commercial contracts as compared to the North American Industry Classification System [NAICS] 493110. You have been identified as the point of contact cited on the enclosure.

Your assessment of their performance is extremely valuable to our evaluation. Please complete the enclosure and return to the *James Lightfoot Building 5303 Martin Road, Redstone Arsenal, Alabama 35898-5000*, no later than 15 days after receipt of request or *05 December 2022*, whichever occurs first. Submit your completed questionnaire to *James Lightfoot*, email james.lightfoot.civ@army.mil Contracting Officer, Contract Specialist's email cynthia.e.stinson.civ@army.mil.

Your cooperation is greatly appreciated. Questions may be directed to the undersigned at james.lightfoot.civ@army.mil.

Sincerely,

James Lightfoot)
Contracting Officer

Performance Assessment Questionnaire

Please provide your candid responses. ***The information that you provide will be used in the awarding of federal contracts. Therefore, it is important that your information be as factual, accurate and complete as possible to preclude the need for follow-up by the evaluators.*** If you do not have knowledge of or experience with the company in question, please forward this Questionnaire to the person who does James Lightfoot, james.lightfoot.civ@army.mil. Please return the completed Questionnaire to the Contracting Officer identified in the cover letter within the stated timeframe.

Rating Definitions:

Substantial Confidence: Performance meets contractual requirements and exceeds many requirements that benefit the end user. Work was accomplished with few, if any, minor problems for which corrective actions taken by the contractor were highly effective. The offeror has been highly successfully in performing the required effort.

Satisfactory Confidence: Performance meets contractual requirements and exceeds some requirements that benefit the end user. Work was accomplished with some minor problems for which corrective actions taken by the contractor were effective. The offeror has successfully performed the required effort.

Limited Confidence: Performance does not meet some contractual requirements. Serious problems with contractor performance were experienced for which the contractor has either not yet identified corrective actions, or the corrective actions taken appear only marginally effective. The offeror has had little success performing the required effort.

No Confidence: Performance does not meet most contractual requirements. Serious problems with contractor performance were experienced for which the corrective actions were ineffective. The offeror has not successfully performed the required effort.

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's name cited above):
Contract Award Date:
Forecasted or Actual Contract Completion Date:
Nature of the Contractual Effort or Items Purchased:
Total Contract Value:

B. IDENTIFICATION OF OFFEROR'S REPRESENTATIVE
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Name:
Title:
Date:
Telephone Number:
Address:
E-mail Address:

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

***Note: rationale is required for each response.**

A. Compliance of Products, Services, Documents, and Related Deliverables to Specification Requirements and Standards of Good Workmanship

- ☐ Substantial Confidence
- ☐ Satisfactory Confidence
- ☐ Limited Confidence
- ☐ No Confidence

Rationale: _____

B. Effectiveness of Project Management (to include use and control of subcontractors).

- ☐ Substantial Confidence
- ☐ Satisfactory Confidence
- ☐ Limited Confidence
- ☐ No Confidence

Rationale: _____

C. Timeliness of Performance for Services and Product Deliverables.
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- ☐ Substantial Confidence
- ☐ Satisfactory Confidence
- ☐ Limited Confidence
- ☐ No Confidence

Rationale: _____

D. Effectiveness in Forecasting and Controlling Estimated Costs
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- ☐ Substantial Confidence
- ☐ Satisfactory Confidence
- ☐ Limited Confidence
- ☐ No Confidence

Rationale: _____

E. Commitment to Customer Satisfaction and Business-like Concern for its Customers' Interest

- ☐ Substantial Confidence
- ☐ Satisfactory Confidence
- ☐ Limited Confidence
- ☐ No Confidence

Rationale: _____

F. General Comments. Provide any other relevant performance information.

Comments: _____

G. Other Information Sources. Please provide the following information:
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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:

Point of Contact (Name): _____

Telephone Number: _____

H. Respondent Identification. Please provide the following information:
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Organization:

Name:

Title:

Date:

Telephone Number

Address:

E-mail Address:

PART III. RETURN INFORMATION

Please return this completed Questionnaire to the Contracting Officer identified in the cover letter.

Thank you for your assistance.

Performance Assessment Questionnaire – Telephone Interview

Contractor: _____ Contract No.: _____
Subcontract No. (if applicable): _____
POC: _____ Title: _____
(Name) (E.G. PCO/ACO/TM)

(Agency, Telephone No., E-mail & Facsimile No.)

If conducting a telephone interview:

“Hello, I am _____. I am calling in reference to Contract _____ with a company called _____. My questions will pertain to the contractor’s record of past, which is defined as within the past three 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. A summary of this discussion may be sent to you for your records.

Please provide examples and/or explanations, and utilize the following ratings:

Rating Definitions:

Substantial Confidence: Performance meets contractual requirements and exceeds many requirements that benefit the end user. Work was accomplished with few, if any, minor problems for which corrective actions taken by the contractor were highly effective. The offeror has been highly successfully in performing the required effort.

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No Confidence: Performance does not meet most contractual requirements. Serious problems with contractor performance were experienced for which the corrective actions were ineffective. The offeror has not successfully performed the required effort.

PART I. EVALUATION (To be completed by Point of Contact – Respondent)

***Note: rationale is required for each response.**

A. Compliance of Products, Services, Documents, and Related Deliverables to Specification Requirements and Standards of Good Workmanship

- ☐ Substantial Confidence
- ☐ Satisfactory Confidence
- ☐ Limited Confidence
- ☐ No Confidence

Rationale: _____

B. Effectiveness of Project Management (to include use and control of subcontractors).

- ☐ Substantial Confidence
- ☐ Satisfactory Confidence
- ☐ Limited Confidence
- ☐ No Confidence

Rationale: _____

C. Timeliness of Performance for Services and Product Deliverables.

- ☐ Substantial Confidence
- ☐ Satisfactory Confidence
- ☐ Limited Confidence
- ☐ No Confidence

Rationale: _____

D. Effectiveness in Forecasting and Controlling Estimated Costs

- ☐ Substantial Confidence
- ☐ Satisfactory Confidence
- ☐ Limited Confidence
- ☐ No Confidence

Rationale: _____

E. Commitment to Customer Satisfaction and Business-like Concern for its Customers' Interest

- ☐ Substantial Confidence
- ☐ Satisfactory Confidence
- ☐ Limited Confidence
- ☐ No Confidence

Rationale: _____

F. General Comments. Provide any other relevant performance information.

Comments: _____

G. 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:

Point of Contact (Name): _____

Telephone Number: _____

H. Respondent Identification. Please provide the following information:

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

PART II. RECORD OF INTERVIEW (To be completed by PPT Member)

- () Discussed recentness and relevance of information
() Read summary to person contacted Date: _____
() Sent copy to person contacted Date: _____

PPT Member Signature

Typed or Printed Name

Telephone

Fax