**ATTACHMENT A**

PAST PERFORMANCE/EXPERIENCE FACTOR QUETIONNAIRE

SOLICITATION **36C24522R0044**

**The following questionnaire shall be provided by the offeror with his or her proposal or by the client reference via email to the assigned contract specialist/contracting officer. Questionnaires shall be submitted by the exact date and time specified for receipt of offers in order to be considered for award.**

**PART 1: Shall be completed by the prospective contractor prior to forwarding to prospective contractor's past performance reference.**

1. Prospective Contractor's Name and Address

2. Prospective Contractor's Point of Contact with Name and Title

3. Prospective Contractor's Telephone Number (with area code)

4. Prospective Contractor's E-mail Address and/or facsimile Telephone Number

5. Prospective Contractor's Client, Firm or Government Agency Reference Name and Address

6. Prospective Contractor's Client, Firm or Government Agency Reference Telephone Number (with area code)

7. Contract Number of the Work Performed by the Prospective Contractor for Client, Firm or Government Agency

8. Contract Period of Performance (list original contract periods such base year and 3 option periods)

9. List Awarded Periods of Performance (such as base year and 2 option periods)

**PART 2: Shall be completed by Prospective Contractor's Client, Firm or Government Agency Reference.**

1. Name and Title of Reference

2. Signature of Reference

3. Date

4. Name of Client, Firm or Government Agency Reference

5. Telephone Number

6. Facsimile Telephone Number

7. Reference E-mail Address

**FACTOR 2 = RATING DEFINITIONS:**

1. **Outstanding:** Substantial Confidence Based on the offeror’s recent/relevant

performance record, the Government has a high expectation that the offeror will

successfully perform the required effort.

1. **Acceptable:** Satisfactory Confidence Based on the offeror’s recent/relevant performance record successfully perform the required effort.
2. **Marginal:** Limited Confidence Based on the offeror’s recent/relevant performance record,

the Government has a low expectation that the offeror will successfully perform the required effort.

1. **Unacceptable:** No Confidence Based on the offeror’s recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
2. **Neutral:** Unknown Confidence (Neutral) No recent/relevant performance record is available or the offeror’s performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

**QUALITY OF SERVICES**

**Evidence of Compliance with Contract Requirements:**

Rate the contractor’s compliance with contract terms, conditions or requirements.

□ (Outstanding)

□ (Acceptable)

□ (Marginal)

□ (Unacceptable)

□ (Neutral)

Comments (Optional):

**Accuracy of Reports:**

Rate the contractor’s accuracy of the contractor reports.

□ (Outstanding)

□ (Acceptable)

□ (Marginal)

□ (Unacceptable)

□ (Neutral)

Comments (Optional):

**Technical Excellence:**

Rate the contractor’s contractor's technical ability.

□ (Outstanding)

□ (Acceptable)

□ (Marginal)

□ (Unacceptable)

□ (Neutral)

Comments (Optional):

**Quality Workmanship:**

Rate the contractor’s quality of workmanship.

□ (Outstanding)

□ (Acceptable)

□ (Marginal)

□ (Unacceptable)

□ (Neutral)

Comments (Optional):

**TIMELINESS OF SERVICE**

**Timeliness of Performance:**

Rate the contractor’s timeliness of performance.

□ (Outstanding)

□ (Acceptable)

□ (Marginal)

□ (Unacceptable)

□ (Neutral)

Comments (Optional):

**BUSINESS RELATIONS**

**Effective Management:**

Rate the contractor’s on-site and off-site project management.

□ (Outstanding)

□ (Acceptable)

□ (Marginal)

□ (Unacceptable)

□ (Neutral)

Comments (Optional):

**Reasonable and Cooperative Behavior:**

Rate the contractor’s reasonable and cooperative behavior.

□ (Outstanding)

□ (Acceptable)

□ (Marginal)

□ (Unacceptable)

□ (Neutral)

Comments (Optional):

**Flexibility:**

Rate the Contractor’s Flexibility.

□ (Outstanding)

□ (Acceptable)

□ (Marginal)

□ (Unacceptable)

□ (Neutral)

Comments (Optional):

**Effective Conflict Resolutions:**

Rate the contractor’s ability to resolve conflict.

□ (Outstanding)

□ (Acceptable)

□ (Marginal)

□ (Unacceptable)

□ (Neutral)

Comments (Optional):

**Ability to Handle Government Requests for Change:**

Rate the contractor’s ability to response to changes.

□ (Outstanding)

□ (Acceptable)

□ (Marginal)

□ (Unacceptable)

□ (Neutral)

Comments (Optional):

**CONTRCTOR OVERALL RATING:**

Rate the contractor’s overall performance**.**

□ (Outstanding)

□ (Acceptable)

□ (Marginal)

□ (Unacceptable)

□ (Neutral)

Comments (Optional):