

**Past Performance Questionnaire and Cover Letter**

**\*\*When completed, this document is Source Selection Sensitive IAW FAR 2.101 AND 3.104\*\***

**SECTION I: CONTRACT IDENTIFICATION ---- TO BE COMPLETED BY OFFEROR**

A. Contractor Name: \_\_\_\_\_

B. Contractor Cage Code: \_\_\_\_\_

C. Role (check): ☐ Prime ☐ Subcontractor ☐ Partner ☐ Joint Venture Partner

☐ Other (specify) \_\_\_\_\_

D. If subcontractor, partner or other, who is the Prime? \_\_\_\_\_

E. Prime Contract Number (Include Subcontract Number and Order Number if Applicable): \_\_\_\_\_

F. Contract Type: ☐ FFP ☐ Fixed Price Award Fee ☐ Fixed Price Incentive ☐ Cost/CPAF/CPIF ☐ IDIQ

☐ Other (specify) \_\_\_\_\_

G. Period of Performance (Base plus all Options): \_\_\_\_\_

H. Place(s) of Performance: \_\_\_\_\_

I. Multiple locations? ☐ Yes ☐ No

J. If yes, please specify: ☐ CONUS ☐ OCONUS ☐ BOTH -- Name of Locations: \_\_\_\_\_

K. If other than DoD, please specify: ☐ State ☐ Federal ☐ Other -- Provide details: \_\_\_\_\_

L. Total Contract / Order \$ Value (including options): \_\_\_\_\_

M. Has a Contractor Performance Assessment Report (CPAR) been completed for this effort? Yes ☐ No ☐

Please provide dates/period covered by CPARs: \_\_\_\_\_

**FOLLOWING SECTIONS TO BE COMPLETED BY AGENCY  
CONTRACTING OFFICE/CUSTOMER/PROGRAM MANAGEMENT OFFICE**

\*\* Please have an individual(s) knowledgeable of the contractor's day-to-day operations and overall condition of supplies/services being rendered complete this survey.

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**SECTION 2: TO BE COMPLETED BY AGENCY (CONTRACTING OFFICE/CUSTOMER/PROGRAM MANAGEMENT OFFICE)**

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A. Customer/Agency Name: \_\_\_\_\_

B. Customer/Agency Description: \_\_\_\_\_

C. Description of service(s) provided. Provide details on type of work, locations worked, and organizations serviced, to include Department of Defense, Government, or commercial work.

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**SECTION 3: EVALUATOR IDENTIFICATION**

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A. Name: \_\_\_\_\_ B. Title: \_\_\_\_\_

C. Phone: \_\_\_\_\_ D. E-mail: \_\_\_\_\_

E. Years worked on subject contract: \_\_\_\_\_

**SECTION 4: PERFORMANCE EVALUATION**

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Please indicate your satisfaction with the contractor's performance by placing an "X" in the appropriate block using the scale provided to the right of each question. This scale is defined as follows:

CODE	PERFORMANCE LEVEL
E	EXCEPTIONAL - The contractor's performance meets contractual requirements and exceeds many (requirements) to the Government's benefit. The contractual performance was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
VG	VERY GOOD - The contractor's performance meets contractual requirements and exceeds some (requirements) to the Government's benefit. The contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
S	SATISFACTORY - The contractor's performance meets contractual requirements. The contractual performance contained some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
M	MARGINAL - Performance does not meet some contractual requirements. The contractual performance reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor's proposed actions appear only marginally effective or were not fully implemented.
U	UNSATISFACTORY - Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.
N/A	NOT APPLICABLE - Unable to provide a rating. Contract did not include performance for this aspect of work.

In order to assist us in the evaluation, please provide a brief detailed narrative to support your ratings. At a minimum, please discuss each response for which you indicated E (Exceptional), M (Marginal) or U (Unsatisfactory) performance to the questions below (use additional sheets, if necessary).

Q1. Quality of Product or Service	E	VG	S	M	U	N/A
Ability of contractor to: Conform to contract requirements, provide accurate deliverables/reports; meet service specifications of the contract; provide timely proposals; respond to short notice requirements; provide and adhere to quality control/management plan (when required).						

Explanation: \_\_\_\_\_

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Q2. Schedule	E	VG	S	M	U	N/A
Ability of contractor to: Deliver all required reports, schedules, summaries and proposals on time; implement changes to PWS effectively and timely.						

Explanation: \_\_\_\_\_

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Q3. Cost /Price Control	E	VG	S	M	U	N/A
Ability of contractor to: Provide accurate contract costs/estimates; track and control costs; meet and perform within actual negotiated costs/rates; submit, accurate and complete invoices and support documentation for cost type CLINS; submit cost reporting information in a timely manner; maintain adequate budgetary internal controls.						

Explanation: \_\_\_\_\_

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Q4. Business Relations	E	VG	S	M	U	N/A
Ability of contractor to: Maintain effective relationship between key contractor personnel and key Government personnel; manage, resolve problems and respond to and/or integrate changes in mission-related requirements.						

Explanation: \_\_\_\_\_

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Q5. Management of Personnel (Including Subcontractors)	E	VG	S	M	U	N/A
Ability of contractor to: Attract, recruit, hire, train and retain qualified management and technical personnel to accomplish mission requirements; manage subcontractors to include identification and resolution of subcontractor problems; ensure continuation of services during labor disputes, personnel absences /vacancies; replace/fill vacancies within timeframe specified.						

Explanation: \_\_\_\_\_

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Q6. Maintain Qualified Personnel	E	VG	S	M	U	N/A
Ability of contractor to: Effectively hire and maintain qualified personnel; ensures all personnel are appropriately trained and certifications are current; ensures each employee meets the standard of qualifications addressed in the PWS.						

Explanation: \_\_\_\_\_

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Q7. Security	E	VG	S	M	U	N/A
Ability of contractor to: Obtain appropriate company and personnel security clearances in a timely manner and ensures all employees adhere to 100% of the security requirements and safeguarding of classified materials.						

Explanation: \_\_\_\_\_

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## SECTION 5: NARRATIVE SUMMARY

A. Was this contract partially or completely terminated for default or convenience or are there any pending terminations? (Place an "X" by all that apply.)

☐ No    ☐ Yes    ☐ Default    ☐ Convenience    ☐ Pending Terminations

If response is other than No, please explain in detail.

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B. Would you have any reservations about having this contractor perform again on one of your critical and demanding programs?

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C. In order to facilitate the evaluation process and/or need to discuss any response provided above, the evaluation board may need to contact you. Please indicate the best time to reach you by telephone: \_\_\_\_\_

**Thank you for your prompt response and assistance!**

Please return this completed questionnaire to:

AFICC/767 ESF  
 Attn: Capt Greg Hamlin, gregory.hamlin.2@us.af.mil  
 245 Davis Ave E  
 Barksdale AFB, LA 71110  
 Phone: (318) 456-6063



**DEPARTMENT OF THE AIR FORCE**  
AIR FORCE INSTALLATION CONTRACTING CENTER

**FOR OFFICIAL USE ONLY -- PAST PERFORMANCE QUESTIONNAIRE COVER LETTER**

1. The Air Force Installation Contracting Center, 767<sup>th</sup> Enterprise Sourcing Flight (AFICC/767 ESF) is in the process of selecting a source for the Human Resources/Multiple Personnel Function (HRMPF) requirement.
2. One of the considerations in proposal evaluation is the verification of each offeror's past and present performance on contracts which reflect the offeror's ability to perform on the proposed effort. We depend on information received from agencies such as yours, having had first-hand experience with an offeror, for evaluation of the offeror's performance on those contracts. Specifically, we are looking for past performance information in the following areas:
  - a) Quality of Product or Service
  - b) Schedule
  - c) Cost/Price Control
  - d) Business Relations
  - e) Management of Personnel (Including Subcontractors)
  - f) Maintain Qualified Personnel
  - g) Security
  - h) Training Device/Platform and Academic Instruction
  - i) Courseware Development
3. Your organization has been identified as a source to evaluate the offeror's past and present performance and to release such information to our office. Please have an individual that is knowledgeable of the contractor's day-to-day operations and overall contract performance complete the attached questionnaire as thoroughly as possible and provide comments wherever applicable. For any rating of Exceptional, Marginal or Unsatisfactory confidence, we request that you provide an explanatory narrative to support the rating. The narratives need not be lengthy, but should be detailed and descriptive. **Please return the completed performance questionnaire not later than COB 17 January 2023, 4:00 p.m. (CDT). Please do not send the completed questionnaire to the offeror.** Once the questionnaire is completed, it becomes Source Selection Sensitive and should be handled accordingly. Please return the completed questionnaire via email to the following:

AFICC/767 ESF  
Attn: Capt Gregory Hamlin, Gregory.hamlin.2@us.af.mil  
245 Davis Ave E  
Barksdale AFB, LA 71110
4. Your time and consideration in returning the completed questionnaire is greatly appreciated. If you have any questions or concerns, please contact Capt Gregory Hamlin at (318) 456-6063. Any relevant information you have will be vital in our assessment of the aforementioned contractor. Thank you for your assistance.