



**DEPARTMENT OF WAR
WASHINGTON HEADQUARTERS
SERVICES**

1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



ACQUISITION DIRECTORATE

ATTACHMENT 3

PAST PERFORMANCE EVALUATION QUESTIONNAIRE

Instructions to Offerors Sending Reference Questionnaire Forms:

Section A shall be completed by the Offeror (the firm requesting the reference) prior to issuing the questionnaires. The Offeror shall send the questionnaires for relevant projects completed in the past three years of the proposal due date to the individuals who will provide the reference. For Government contracts, send to the Contracting Officer or Technical Representative. For commercial references, send to personnel with duties similar to those for Government contracts. It is the responsibility of the Offeror to follow-up and encourage references to submit the questionnaire. The completed questionnaire shall be submitted via e-mail directly from the person providing the reference.

Instructions to Person Providing Reference:

In order to assess potential vendors under the Washington Headquarters Service / Acquisition Directorate (WHS/AD), Integrated Security Services Contract (ISSC), Pentagon Force Protection Agency (PFPA), is obtaining past performance information with respect to each Offeror. As a reference for work performed by the firm identified in Section "A" of this questionnaire, your candid response will assist in the evaluation process. Please complete Section "B" of the questionnaire as thoroughly as possible. The questionnaire must be submitted to whs.mc-alex.ad.mbx.essd-security-solicitation@mail.mil by the date listed on Block 8 on page 1 of the SF1449. The subject line in the submission e-mail shall clearly indicate: ISSC Support Services Past Performance Questionnaire Submission for <Company Name> and the message shall originate from the reference's government or commercial e-mail system.

In addition to this questionnaire, you may receive a follow-up phone call to confirm or clarify information. This is a major WHS/AD acquisition and your input into this evaluation is greatly appreciated. If you have questions regarding this questionnaire or require assistance, please submit inquiries to whs.mc-alex.ad.mbx.essd-security-solicitation@mail.mil.

Sincerely,

Kim M. Robinson-Leach
Contracting Officer

SECTION A
TO BE COMPLETED BY OFFEROR (THE FIRM REQUESTING THE REFERENCE)
PART I: HQ003426RE045 Integrated Security Services Contract (ISSC)
OFFEROR INFORMATION
COMPANY NAME AND DIVISION NAME OF OFFEROR:
OFFEROR ADDRESS:
OFFEROR DUNS:
PART II: PAST PERFORMANCE INFORMATION
TITLE OF PROJECT/CONTRACT NUMBER FOR WHICH REFERENCE IS REQUESTED:
PROCUREMENT VEHICLE (e.g. CONTRACT/ORDER/SUBCONTRACT/OTHER):
TYPE OF CONTRACT (e.g. NEGOTIATED, SEALED BID):
<u>PRICING TYPE:</u> (Check all that apply) FP FPI CPFF CPAF CPIF IDIQ BOA - Requirements Labor-Hour T&M Other (Specify)
DATE OF AWARD:
PERIOD OF PERFORMANCE (INCLUDING OPTIONS):
<u>CONTRACT AMOUNT:</u> • INITIAL CONTRACT DOLLAR VALUE (W/OPTIONS): • FINAL CONTRACT DOLLAR VALUE (W/OPTIONS):
<u>ROLE ON PROJECT:</u> - PRIME - SUBCONTRACTOR (EXPLAIN TYPE AND EXTENT OF SUBCONTRACTING, IF APPLICABLE): OTHER (EXPLAIN)
GENERAL DESCRIPTION OF TYPE OF SERVICES/PRODUCTS REQUIRED UNDER THE CONTRACT:
DESCRIBE COMPLEXITY OF WORK:

SECTION B TO BE COMPLETED BY EVALUATOR (PERSON PROVIDING REFERENCE)
PART I: REFERENCE INFORMATION
NAME & TITLE:
ORGANIZATION (INCLUDING AGENCY AND/OR COMPANY):
CONTRACT ROLE (e.g. CO, COR, PM):
ADDRESS:
PHONE NUMBER:
FAX NUMBER:
E-MAIL:

PART II: INFORMATION ABOUT PROJECT/CONTRACT FOR WHICH REFERENCE IS REQUESTED

Please identify and correct any information that is not accurate in Section A.

Please objectively assess the requesting firm in each performance element below by assigning an “X” to the most appropriate rating:

- Exceptional:** Performance meets contractual requirements and exceeds many to the Government’s benefit. The contractual performance of the element or sub-element being evaluated was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
- Very Good:** Performance meets contractual requirements and exceeds some to the Government’s benefit. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
- Satisfactory:** Performance meets 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.
- Marginal:** Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being evaluated 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.
- Unsatisfactory:** Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor’s corrective actions appear or were ineffective.

Performance Element	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
1. QUALITY OF PRODUCT OR SERVICE Assess the contractor's performance to contract requirements, specifications, and standards of good workmanship (e.g. commonly accepted technical, professional, environmental, or safety and health standards).					
Comments:					
Performance Element	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
2. SCHEDULE Assess the timeliness of the Contractor against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements (e.g. efforts that contribute to or affect the schedule).					
Comments:					
3. COST CONTROL Assess the contractor's effectiveness in forecasting, managing, and controlling cost.* *Cost Control – not required for Firm Fixed Price (FFP). If FFP please extend N/A in the comments box.					
Comments:					

<p>4. BUSINESS RELATIONS Assess the integration and coordination of all activities needed to execute the contract, specifically the timeliness, completeness, and quality of problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior (to include timely identification of issues in controversy), customer satisfaction, timely award, and management of subcontractors.</p>					
<p>Comments:</p>					
<p>5. MANAGEMENT OF KEY PERSONNEL Assess the contractor's performance in selecting, retaining, supporting, and replacing, when necessary, key personnel.</p>					
<p>Comments:</p>					
<p>6. UTILIZATION OF SMALL BUSINESS FAR Subpart 19.109 and 15 U.S.C. 637 contains statutory requirements for complying with the Small Business subcontracting Program. Assess whether the contractor provided maximum practicable opportunity for small business to participate in contract performance consistent with efficient performance of the contract.* *Not required for Small Businesses.</p>					
<p>7. Comments:</p>					
<p>8. Additional comments you would like to share:</p>					

Signature/Date