

# Past Performance Questionnaire

**1. NAME OF FIRM/AGENCY PROVIDING FEEDBACK:** \_\_\_\_\_  
**PROJECT NAME:** \_\_\_\_\_  
**PERIOD OF PERFORMANCE:** \_\_\_\_\_ **CONTRACT TYPE (if applicable):** \_\_\_\_\_  
**CONTRACT AWARD DATE:** \_\_\_\_\_ **CONTRACT COMPLETION DATE:** \_\_\_\_\_  
**AWARDED VALUE:** \_\_\_\_\_ **CURRENT CONTRACT DOLLAR VALUE:** \_\_\_\_\_

**2. NAME OF ASSESSING OFFICIAL:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_  
**ASSOCIATION WITH FIRM BEING RATED (including role):** \_\_\_\_\_  
**CONTRACT OR ORDER NUMBER (if applicable):** \_\_\_\_\_

3. **ASSESS THE FOLLOWING AREAS:** (Check the appropriate box for each assessment category)

Assessment Categories		Unsatisfactory	Marginal	Satisfactory	Very Good	Exceptional	N/A
a. QUALITY OF PRODUCT OR SERVICE							
b. SCHEDULE							
c. COST CONTROL							
d. BUSINESS RELATIONS							
e. MANAGEMENT OF KEY PERSONNEL							
f. RELIABILITY							
g. CUSTOMER SUPPORT							
h. OVERALL PERFORMANCE							
i. OTHER AREAS:							
(1)							
(2)							

4 **ADDITIONAL COMMENTS:**

<b>TABLE 2 - PERFORMANCE RATINGS DEFINITIONS</b>	
<b>Rating</b>	<b>Description</b>
Exceptional	Performance meets contractual requirements and exceeds many to the Government's benefit. The element being assessed 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 element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
Satisfactory	Performance meets contractual requirements. The element being assessed 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 element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions.
Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.
Not Rated	Not applicable or has no history.