OFFEROR: SUBMIT TO YOUR COMMERCIAL CLIENT OR GOVERNMENT AGENCY REFERENCES FOR PAST PERFORMANCE

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| **PAST PERFORMANCE QUESTIONNAIRE**TO BE COMPLETED BY COMMERCIAL CLIENT'S TECHNICAL MANAGER or BUSINESS MANAGERor AGENCY'S CONTRACTING OFFICER REPRESENTATIVE (COR) or CONTRACTING OFFICER (CO)Please forward completed Past Performance Questionnaire to Nicholas Langley, Contracting Officer, at Nicholas.Langley@usda.gov. Please ensure delivery no later 2:00 p.m. Central on August 06, 2021 |
| 1. Contractor Name:  | 2. Contract Number:  |
| 3. Contractor Address:  | 4. Contract Type:\_\_\_\_ Fixed-Price\_\_\_\_ Cost-Reimbursement\_\_\_\_ Other (Please Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5. Client / Agency Name:Address:  | 6. Client / Agency Point of Contact:Name:Title:Phone:E-mail Address: |
| 7. Period of Performance: | 8. Total Contract Value: $ |
| 9. Title of Project:  |
| 10. Please describe the work that was accomplished focusing on the scope and complexity of the work.: |
| 11. Please describe whether the work was defined by the owner via a specification, statement of work, statement of objectives, partial/complete design document. |
| 12. Did the Contractor encounter any noteworthy problems performing work? \_\_\_\_\_\_\_\_ If so, Please explain: |

NOTE*: Please use adjectival ratings from attached sheet*

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| **13. Evaluation Factor** | **14. Comments**  (Attach additional sheets, if necessary.) | **15. Rating** |
| a. Quality of Services Received |  |  |
| b. Personnel |  |  |
| c. Subcontractor Mgmt |  |  |
| d. Business Relations  |  |  |
| e. Timeliness of Performance  |  |  |
| f. Customer Satisfaction |  |  |
| g. Financial Controls  |  |  |
| **16.** Would you select this firm in the future for the same or similar services? Please explain.  |
| **17a.** Name of Preparer: | **17b.** Signature: |
| **17c.** Title: | **17d.** Date: |

**PAST PERFORMANCE RATING GUIDELINES**

Summarize contractor performance in each of the rating areas. Assign each area a rating of Unsatisfactory, Marginal, Satisfactory, Very Good, or Excellent. Use the following instructions as guidance in making these evaluations. Note: There is no corresponding guidance for “Customer Satisfaction”. Please use the comments area on the preceding form to justify the rating given “Customer Satisfaction.”

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| **Ratings** | **Quality of Services Received / Personnel**-Compliance w/contract requirements-Effectiveness of design-Quality of construction-Accuracy of reports-Appropriateness of personnel assignments-Technical excellence | **Financial Controls**-Within budget-Current, accurate, complete billings-Relationship ofnegotiated prices to actual-Efficiencies-Change orders issued | **Timeliness of** **Performance**-Met interim milestones-Reliable-Responsive to technical direction-Completed on time | **Business Relations / Subcontractor Management**-Effective on-site management and personnel-Businesslike correspondence-Responsive to contract requirements-Prompt notification of problems-Reasonable / cooperative-Flexible-Proactive-Effective Small BusinessSubcontracting Program |
| **Excellent** | There were no quality problems | There were no Financial issues | There were no delays | Business relations and interaction were highly effective |
| **Very Good** | Any nonconformanceexperienced did not impact achievement of contract requirements | Financial issuesdid not impact achievement of contract requirements | Delays did not impact achievement of contract requirements | Business relations and interaction were usually effective |
| **Satisfactory** | Nonconformance required moderate agency involvement to ensure achievement of contract requirements | Financial issues required moderate agency involvement to ensure achievement of contract requirements  | Delays required moderate agency involvement to ensure achievement of contract requirements | Business relations and interaction were somewhat effective |
| **Marginal** | Nonconformancerequired major agency involvement to ensure achievement of contract requirements | Financial issues required major agency involvement to ensure achievement of contract requirements | Delays required major agency involvement to ensure achievement of contract requirements | Business relations and interaction were marginally effective |
| **Unsatisfactory** | Nonconformancecompromised the achievement of contract requirements | Financial issues compromised performance | Delays compromised achievement of contract requirements | Business relations and interaction were not effective and compromised achievement of contract requirements |