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 MANAGER or 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](mailto: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 of  negotiated 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 Business  Subcontracting 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 nonconformance  experienced did not impact achievement of contract requirements | Financial issues  did 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** | Nonconformance  required 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** | Nonconformance  compromised 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 |