

SECTION L – VOLUME 3

PAST PERFORMANCE QUESTIONNAIRE

Within **2 weeks** from receipt of this questionnaire return this form to **<Insert PCO Name>**, Procuring Contracting Officer, at **XXXXXXX.XXXXXX**@navy.mil or via fax #301-**XXX-XXXX**

1. CONTRACTOR IDENTIFICATION

- a. Contractor: _____
- b. Program Title: _____
- c. Contract Number: _____
- d. Type of Contract: _____ Percent Complete: _____

Note: Whether identified or not, if you have any knowledge of other contracts for the identified contractor, you are requested to complete a questionnaire for each contract or subcontract similar to this acquisition.

2. RESPONDENT IDENTIFICATION

- a. Name: _____
- b. Agency: _____
- c. Position: _____
- d. Relation to Program: _____
- e. Phone: _____
- f. Fax Number: _____
- g. Email Address: _____
- f. Date Questionnaire Completed: _____

3. PROGRAM CHARACTERISTICS

3a. Please provide a short description of the subject contract.

3b. Please check those activities, which are applicable to your program (Note to Specialist: the following activity list should be modified to meet the needs of the specific program – List A provides a sample for a major hardware systems, List B provides an example for a CLS procurements – choose one or create one unique to the specific procurement):

LIST A EXAMPLE

- a. ___ Air vehicle detailed design, integration, testing
- b. ___ Mission systems detailed design, integration, testing

- c. ___ Software development, integration, testing
- d. ___ Systems Integration Laboratory development and integration
- e. ___ Air vehicle fabrication, assembly
- f. ___ Air vehicle survivability integration
- g. ___ Air vehicle and/or mission systems ground testing
- h. ___ Air vehicle flight testing
- i. ___ Maintenance support development
- j. ___ Logistics support development
- k. ___ Training support development
- l. ___ Security program development and implementation
- m. ___ Air vehicle and/or mission systems production

LIST B EXAMPLE

- a. ___ Commercial Off The Shelf (COTS)/Non-Developmental Items (NDI) usage
- b. ___ Aircraft Modifications
- c. ___ Aircraft Field Maintenance at multiple sites in support of flight operations
- d. ___ Directed subcontracts
- e. ___ Management of Government Furnished Property (GFP)
- f. ___ Aircraft Heavy Maintenance to include major aircraft repairs/inspections, engine, propeller and aircraft component overhaul, repair and configuration tracking
- g. ___ Operation, Development and Maintenance of Computerized Management Information Systems in support Aircraft Field and Heavy Maintenance requirements at multiple sites
- h. ___ Configuration Management of Aircraft and Aircraft Components
- i. ___ Aircraft Flight Operations on Military sites
- j. ___ Engineering support for Field and Heavy Maintenance Activities supporting multiple aircraft sites
- k. ___ Hazmat/Environmental Program Development, Control and Management
- l. ___ Flight/Industrial Safety/Quality Assurance Management and Oversight of Field and Heavy Maintenance activities
- m. ___ Corporate Oversight and Management of Aviation Maintenance Programs to include use of subcontract(s) in support of aircraft operating out of multiple sites
- n. ___ Supply Support for Field and Heavy Maintenance activities supporting multiple aircraft sites
- o. ___ Management of Personnel performing aircraft maintenance at multiple sites to include training, recruitment and transfer of personnel between sites
- p. ___ Obtaining Customs Clearances for export/import shipment of parts and material
- q. ___ Aircraft Strip and Paint
- r. ___ Engine Overhaul and Repair
- s. ___ Landing Gear Overhaul
- t. ___ Propeller Overhaul
- u. ___ Support Equipment Maintenance
- v. ___ Aviation Life Support Systems Maintenance and Issue
- w. ___ Engineering Services

4. PERFORMANCE LEVELS

4.1 PERFORMANCE GRADES (Use these grades to provide the overall rating where requested below).

Exceptional - Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-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 contractual performance of the element or sub-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 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 assessed 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 serious problem(s) for which the contractor's corrective actions appear or were ineffective.

4.2 QUESTIONS

4.2.1. TECHNICAL AND QUALITY PERFORMANCE

- a. What kind of technical performance problems or strengths were experienced by the contractor?
- b. What was the cause of these technical problems or strengths?
- c. To what extent have corrective actions been taken to correct problem(s) identified above and to what extent have the corrective actions been effective? Describe the progress made to date. Also explain to what extent the corrective actions addressed the root cause of the problem(s) and led to systemic improvement such that similar problems would not reoccur.
- d. Overall, the contractor's technical performance is rated _____.

Exceptional Very Good Satisfactory Marginal Unsatisfactory

4.2.2. SCHEDULE PERFORMANCE

- a. What kinds of delivery/schedule problems or strengths were experienced by the contractor?
- b. What was the cause of these delivery/schedule problems or strengths?
- c. To what extent have corrective actions been taken to correct problem(s) identified above and to what extent have the corrective actions been effective? Describe the progress made to date. Also explain to what extent the corrective actions addressed the root cause of the problem(s) and led to systemic improvement such that similar problems would not reoccur.
- d. Overall, the contractor's delivery/schedule performance is rated _____.

Exceptional Very Good Satisfactory Marginal Unsatisfactory

4.2.3. COST PERFORMANCE

- a. What kinds of Cost problems or strengths were experienced by the contractor?
- b. If the contractor experienced an overrun please provide the percentage. _____
- c. What was the cause of these Cost problems or strengths?

- d. If available, provide earned value cost performance measures including indices for cost efficiency (CPI) and schedule efficiency (SPI). Based on this information, please provide a narrative assessment of their performance.
- e. To what extent have corrective actions been taken to correct problem(s) identified above and to what extent have the corrective actions been effective? Describe the progress made to date. Also explain to what extent the corrective actions addressed the root cause of the problem(s) and led to systemic improvement such that similar problems would not reoccur.
- f. Overall, the contractor's Cost performance is rated _____.

Exceptional Very Good Satisfactory Marginal Unsatisfactory

4.2.4 MANAGEMENT

4.2.4.1 MANAGEMENT RESPONSIVENESS

What was the contractor’s record of timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals (especially responses to change orders, engineering change proposals, or other undefinitized contract actions), the contractor's history of reasonable and cooperative behavior, effective business relations, and customer satisfaction?

4.2.4.2 SUBCONTRACT MANAGEMENT

What was the contractor’s success with timely award and management of subcontracts, including whether the contractor met or exceeded small business, small disadvantaged business, small business HUBZone, veteran-owned small business, service disabled veteran owned small business, women-owned small business participation and subcontracting goals?

4.2.4.3 PROGRAM MANAGEMENT AND OTHER MANAGEMENT

- a. To what extent does the contractor discharge their responsibility for integration and coordination of all activity needed to execute the contract; identify and apply resources required to meet schedule requirements; assign responsibilities for tasks/actions required by contract; and communicate appropriate information to affected program elements in a timely manner?
- b. What were the contractor’s risk management practices, especially the ability to identify risks and formulate and implement risk mitigation plans?
- c. If applicable, identify and provide information on any other areas that are unique to the contract, or that cannot be captured elsewhere under the Management Assessment.

4.2.4.4 Small Business Utilization

If this contract contains a small business subcontracting goal, assess compliance with all terms and conditions in the contract relating to Small Business participation (including FAR 52.219-8, Utilization of Small Businesses and FAR 52.219-9, Small Business Subcontracting Plan (when required)). Assess any small business participation goals which are stated separately in the contract. Assess achievement on each individual goal stated within the contract or subcontracting plan including good faith effort if the goal was not achieved. Check one of the boxes below, noting however when applying the rating definitions for this assessment equate “small business goals” to requirements.

Exceptional Very Good Satisfactory Marginal Unsatisfactory

4.2.4.5 Overall Management Assessment

Overall, the contractor's management performance is rated _____.

Exceptional Very Good Satisfactory Marginal Unsatisfactory

4.2.5. OTHER. Is there any other information regarding this acquisition that you think would be helpful to our evaluation? If so please explain. Examples of additional information that could be helpful to our evaluation include information on (1) problems or strengths with regard to key personnel and (2) the kind of business relationship problems or strengths with regard to management of subcontracts, cooperation with business partners/customers, customer satisfaction, etc.

4.3 SUMMARY: If you had the option, knowing what you know today, would you (pick one), award this contract to this contractor, given the choice? Please explain.

- a. _____ definitely not
- b. _____ probably not
- c. _____ maybe not
- d. _____ maybe
- e. _____ probably
- f. _____ definitely

Signature _____ Date _____

Please note that electronic signatures are acceptable. An e-mail from the originator of this document will suffice. Signatures (electronic or hand written) verify that the signator completed this form and agrees with the information contained within it.