## **J.4 Attachment C Past Performance Information Questionnaire Cover Letter (JUL 2010)**

Date

Dear:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Department of Energy is seeking your assistance on a very important procurement.

\_\_[insert name of offeror]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is participating in a proposal for a DOE contract. \_[insert name of offeror]\_\_\_\_\_\_\_\_\_\_\_\_has identified you as someone who is familiar with their past performance on similar work. We are asking you to complete the attached Past Performance Information Questionnaire to help DOE evaluate \_\_[insert name of offeror]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s past performance.

We greatly appreciate your time and assistance in completing this questionnaire. In accordance with Part 15.506 of the Federal Acquisition Regulation, the names of individuals providing reference information about past performance will not be disclosed.

Please return the completed questionnaire by April 28, 2017 to:

U.S. Department of Energy

National Energy Technology Laboratory

Attn: Joseph Saunders, Contract Specialist

3610 Collins Ferry Road, P.O. Box 880, I07

Morgantown, WV 26507-0880

## **J.5 Attachment D Past Performance Questionnaire**

|  |
| --- |
| **Past Performance Information Questionnaire for:\_[Insert Name of Offeror] \_\_\_\_\_\_\_**  |
| **Respondent: Please fill in the following table**: |
|  |
| 1. Complete Name and Title of Responder  |
| 2. Company or Agency Name, Address, Telephone Number, Facsimile Number (w/Area Code), and  E-mail Address |
| 3. Contract Name or Title, Contract Number and Type of Contract |
| 4. Signature |

|  |  |
| --- | --- |
| **4 = Outstanding** | Performance was substantially and consistently above contract requirements. Contractor displayed an overall superior understanding of contract requirements, and used innovative approaches leading to enhanced performance. |
| **3 = Good** | Performance was above minimum contract requirements. Contractor displayed a thorough understanding of contract requirements. |
| **2 = Satisfactory** | Performance met minimum contract requirements. |
| **1 = Marginal** | Performance was below minimum contract requirements. Contractor displayed a lack of thorough understanding of contract requirements in one or more significant performance areas. |
| **0 = Unsatisfactory** | Performance completely failed to meet the minimum contract requirements. Contractor displayed a total lack of understanding of contract requirements. |
| **NA = Not Applicable** |  |
| **DK = Don’t Know** | No knowledge available to respond to this question. |

For any rating(s) less than 2, please attach an explanatory narrative. We greatly appreciate your time and assistance in completing this questionnaire.

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**Past Performance Information Questionnaire for: \_[Insert Name of Offeror]\_\_\_\_\_\_**

|  |  |
| --- | --- |
| 1. How would you rate the contractor’s performance in the following areas: Meeting contract milestones? Submitting deliverables timely? Adherence to contract schedules? | **[4] [3] [2] [1] [0] [NA] [DK]****[4] [3] [2] [1] [0] [NA] [DK]****[4] [3] [2] [1] [0] [NA] [DK]** |
| 2. How would you rate the contractor’s ability to perform within the contract ceiling or estimated cost? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 3. Did the contractor utilize cost efficiencies in performance of your contract? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 4. How would you rate the contractor’s cost performance? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 5. Did the contractor submit accurate and timely invoices? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 6. If proposals were generated for changes, requests for equitable adjustment, or claims, how would you rate the reasonableness of the pricing? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 7 How would you rate the contractor’s key personnel performance? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 8 How would you rate the contractor’s ability to recruit and retain strong, well-qualified key personnel? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 9. Did the contractor utilize an effective project management system that included planning, budgeting, status tracking, reporting, baseline management, critical path analysis, and work breakdown structure? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 10. Has there been a positive or negative trend in contract performance (“0” would be a very negative trend, “4” would be a very positive trend) | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 11. How would you rate the contractor’s ability to create teaming/partnering relationships to achieve project goals? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 12. How would you rate the contractor’s ability to integrate activities with other contractors on multiple contractor sites? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 13. Was the Statement of Work executed effectively by the contractor in a consistently high quality manner? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 14. How would you rate the contractor’s responsiveness to technical direction? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 15. Was the contractor’s Environment Safety & Health (ES&H) program in compliance with contract requirements and protective of workers, public, and the environment? | **[4] [3] [2] [1] [0] [NA] [DK]** |

**Past Performance Information Questionnaire for: \_[Insert Name of Offeror]\_\_\_\_\_\_**

|  |  |
| --- | --- |
| 16. Was the contractor effective in subcontract management and did it meet subcontracting goals? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 17. Did the contractor provide an effective and efficient transition from the previous contractor? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 18. Did the contractor effectively manage regulatory compliance programs and regulatory interfaces? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 19. Did the contractor’s corporate office effectively support your contract? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 20. Did the contractor develop and implement an effective quality assurance program? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 21. Did the contractor effectively implement human resources requirements and manage labor relations? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 22. Did the contractor manage effectively including cooperation with the technical representatives, the Contracting Officer, and other stakeholders showing flexibility and responsiveness? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 23. Was the contractor effective in working with organized labor, community groups, media, and other stakeholders? | **[4] [3] [2] [1] [0] [NA] [DK]** |
| 24. Provide an overall assessment of the contractor’s performance. | **[4] [3] [2] [1] [0]** |
| 25. Would you hire this Company again? | **[ ] Yes [ ] No** |

Please Provide Any Additional Comments Below

## **J.6 Attachment E Performance Reference Information Form**

|  |
| --- |
| **1. Complete name of Government agency, commercial firm, or other organization** |
|  |
| **2. Complete address** |
|  |
| **3. Contract number or other reference and type** | **4. Date of contract** |
|  |  |
| **5. Date work commenced** | **6. Date work was completed or scheduled to be completed** |
|  |  |
| **7. Contract Type and Contract Value** | **8. Final amount invoiced or amount invoiced to date** |
|  |  |
| **9a. Technical point of contact (name, title, company/agency, address, telephone number, fax number, and e-mail address)** | **9b. Contracting point of contact (name, title, company/agency, address, telephone number, fax number, and e-mail address)** |
|  |  |
| **9c. Environmental Regulator point of contact (name, title, company/agency, address, telephone number, fax number, and e-mail address)**  | **10. Consultants and partners/subcontractors used (names, addresses, and phone numbers)** |
|  |  |
| **11. Project/Contract Title** |
|  |
| **12. Description of contract work (Describe nature and scope)** |
| **13. Current Status of Contract (choose one)****[ ] Work Continuing, On Schedule****[ ] Work Continuing, Behind Schedule****[ ] Work Completed, No further Action Pending or Underway****[ ] Work Completed, Routine Administrative Action Pending or Underway****[ ] Work Completed, Litigation Pending or Underway****[ ] Terminated for Convenience****[ ] Terminated for Default****[ ] Other (explain):**Attach additional sheet if necessary (one additional sheet maximum) |

Instructions for Completing the Reference Information Worksheet

Item 1. Insert the complete name and address of the customer, including parent organization, if any. Do not use acronyms.

Item 2. Insert the customer’s complete address, including both post office box and street address, if applicable.

Item 3. Insert any contract number or other contract reference used by the customer and contract type.

Item 4. Insert the date on which the contract came into existence.

Item 5. Insert the date on which you started to perform the work.

Item 6. Insert the date on which the customer agreed that the work was satisfactorily completed (including substantial completion), aside from any pending or on-going administrative actions, claims negotiations, or litigation.

Item 7. Insert the contract type and contract value (separately listing fee if cost-type).

Item 8. Insert the final sum of all invoices, or the sum of all invoices to date, including agreed upon and disputed amounts, paid and awaiting payment.

Item 9a. Insert the name, title, company/agency, address, telephone number, facsimile number, and e‑mail address (if available) of the program or project manager, quality assurance representative, or other customer technical representative who is most familiar with the quality of your work under the contract.

Item 9b. Insert the name, title, company/agency, address, telephone number, facsimile number, and e‑mail address (if available) of the contracting officer, purchasing agent, or other customer contracting or purchasing representative who is most familiar with your work under the contract.

Item 9c. Insert the name, title, company/agency, address, telephone number, facsimile number, and e‑mail address (if available) of (a) lead environmental regulator(s) or a State regulatory office director under whose authority environmental regulations would be enforced.

Item 10. Insert names and phone numbers of consultants and partners/subcontractors used.

Item 11. Insert the title of the project and/or contract.

Item 12. Describe the nature and scope of the work. Describe the relevance of the work to the current acquisition and discuss performance. The objective is to show how the work that you did or are doing is similar in nature and scope to the work that is to be performed under the contract contemplated by the request for proposals. Describe any unusual circumstances of performance or problems that may be relevant to the work that is to be performed. Tell your side of the story of any conflicts with the customer concerning which they may make adverse remarks about your performance. Describe any actions that you have taken or plan to take to correct any shortcomings in your performance.

Item 13 Check the box which most accurately describes the current contract status.