

**PAST PERFORMANCE QUESTIONNAIRE
AND TRANSMITTAL LETTER**

To:

Company Name:

Phone Number:

Fax Number:

The Department of Energy (DOE), Ohio Field Office is asking for your assistance in an acquisition effort. (Offeror's Name) is participating in a proposal for Portsmouth and Paducah Infrastructure Services. We are asking you to complete the attached questionnaire to help DOE evaluate (Offeror's Name) performance in several areas. In accordance with Federal Acquisition Regulation Part 15.306 your identity as a provider of this information will not be disclosed to other parties.

Contract Number of Reference:

Project Title:

Date of Contract:

Commenced: Completed:

Initial Contract Cost:

Final Amount Invoiced or
Invoiced to date:

Location of Work:

Description:

Status:

Please feel free to provide an explanatory narrative under Remarks. If more space is needed, please attach additional pages. We greatly appreciate your time and assistance in completing this questionnaire.

Past Performance Questionnaire

Name of Offeror under RFP:

Name of company/organization evaluated:

Project title:

Dates of work performed: _____

Contract amount: _____

Ratings Definitions:

0 - Unsatisfactory - The contractor failed to meet the minimum contract requirements.

1 - Marginal - Performance was less than expected. The contractor performed below minimum contract requirements. Major Customer resources were required to ensure achievement of contract requirements.

2 - Average - Performance met expected levels. The contractor met the minimum contract requirements. Minor Customer intervention was required to ensure achievement of contract requirements.

3 - Above Average - Contractor performance exceeded expected levels. The Contractor performed above minimum contract requirements and displayed a thorough understanding of contract requirements.

4 - Exceptional - Contractor performance substantially exceeded expected levels of performance. The Contractor consistently performed above contract requirements, displayed an overall superior understanding of contract requirements, and used innovative approaches leading to enhanced performance.

NA - Not applicable

DK - Don't know. No knowledge available to rate this question.

Information to be provided by (date) to:

U.S. Department of Energy Fax: (865) 576-4005
Oak Ridge Operations Office
Attention: Shirley C. Vogel Phone: (865) 576-9303
P.O. Box 2001
Oak Ridge, TN 37831
E-mail: pppoinfrastructure@ohio.doe.gov

Questionnaire completed by:
Company name: _____

Address: _____

Individual name: _____

Title: _____

Phone: _____

Past Performance Questionnaire

(1) Adherence to Cost, Schedule, Performance Baselines

A. Did the Contractor adhere to contract delivery schedules and/or response times?
0 1 2 3 4 NA DK

B. Did the Contractor meet the proposed cost estimates and stay within budget?
0 1 2 3 4 NA DK

C. Was the Contractor proactive in all areas in the day-to-day management of this contract which enabled them to meet all required performance baselines?
0 1 2 3 4 NA DK

D. Did the Contractor provide cost-effective solutions to business and technical problems?
0 1 2 3 4 NA DK

E. Was the work performed by the Contractor of a consistently high quality?
0 1 2 3 4 NA DK

F. Did the work performed by the Contractor meet the intent of your contract?

0 1 2 3 4 NA DK

G. Did the Contractor demonstrate the ability to create teaming /partnering relationships with the subcontractors to achieve project goals?

0 1 2 3 4 NA DK

REMARKS:

(2) Maintenance of Acceptable Environmental, Safety, and Health Performance

A. Did the Contractor establish and maintain an effective ES&H self-assessment and corrective action program?

0 1 2 3 4 NA DK

B. Did the Contractor demonstrate initiative in resolving ES&H problems without direction or intervention?

0 1 2 3 4 NA DK

C. Did the Contractor integrate safety into the business (work) of the organization?

0 1 2 3 4 NA DK

D. Did the Contractor effectively transfer their ES&H contract requirements to subcontractors and hold them accountable?

0 1 2 3 4 NA DK

E. Was the Contractor's ES&H program successful in preventing workers' injuries and illnesses?

0 1 2 3 4 NA DK

F. Did the Contractor maintain good relations with regulatory authorities?

0 1 2 3 4 NA DK

REMARKS:

(3) Compliance with Contract Requirements

A. Did the Contractor develop and reach an agreement on a comprehensive management plan?

0 1 2 3 4 NA DK

B. Did the Contractor achieve business management requirements of the contract?

0 1 2 3 4 NA DK

C. Did Contractor personnel respond to your direction consistent with the contract terms and conditions?

0 1 2 3 4 NA DK

D. Did the Contractor provide timely, innovative, and cost-effective solutions to business and technical problems to meet the contract requirements?

0 1 2 3 4 NA DK

E. Were the Contractor's key personnel proactive in meeting contract requirements?

0 1 2 3 4 NA DK

REMARKS:

(4) Leadership

A. Was the Contractor successful in retaining key personnel?

0 1 2 3 4 NA DK

B. Did the Contractor provide replacements, when necessary, for key personnel with qualifications comparable to those originally proposed?

0 1 2 3 4 NA DK

C. Were the Contractor's key personnel effective and reliable working as a team?

0 1 2 3 4 NA DK

D. Was the Contractor able to recruit and retain qualified personnel?

0 1 2 3 4 NA DK

E. Was the Contractor's choice of personnel adequate to meet the full spectrum of the contract requirements?

0 1 2 3 4 NA DK

F. Did the Contractor's technical personnel perform consistently and reliably?

0 1 2 3 4 NA DK

REMARKS:

(5) Achievement of Customer Satisfaction

A. Did the Contractor maintain an effective point(s) of contact to manage and resolve problems?

0 1 2 3 4 NA DK

B. Was the Contractor effective in assessing the impacts of changes on other associated projects, tasks, and efforts?

0 1 2 3 4 NA DK

C. Was the Contractor responsive to your needs?

0 1 2 3 4 NA DK

D. Was the Contractor effective in interfacing with your personnel to resolve problems?

0 1 2 3 4 NA DK

E. Did the Contractor's home office effectively support your contract?

0 1 2 3 4 NA DK

REMARKS:

(6) Resolution of Unanticipated Problems

A. Did the Contractor commit adequate resources in a timely fashion to meet contract requirements and to successfully solve problems?

0 1 2 3 4 NA DK

B. Was the Contractor proactive in notifying you of problems?

0 1 2 3 4 NA DK

C. When entities outside the Contractor (e.g., the public, the Government) recommended solutions to problems, was the Contractor flexible in considering these solutions?

0 1 2 3 4 NA DK

D. Did the solutions to unanticipated problems consider budget constraints?

0 1 2 3 4 NA DK

REMARKS

(7) Management of Complex and Sensitive Human Resource and Labor Issues/Achievement Regarding Diversity

A. Did the Contractor manage labor relations to minimize disruptions or impact to the work?

0 1 2 3 4 NA DK

B. Did the Contractor effectively manage contract transition issues, including human relations and labor issues?

0 1 2 3 4 NA DK

C. Has the Contractor been effective in working with organized labor, regulators and other stakeholders?

0 1 2 3 4 NA DK

D. Did the Contractor establish an effective small, small disadvantaged, and women-owned small businesses program?

0 1 2 3 4 NA DK

E. Did the Contractor implement an effective diversity program in support of DOE/Federal Government's diversity programs?

0 1 2 3 4 NA DK

F. Were the Contractor's key personnel proactive in the community?

0 1 2 3 4 NA DK

G. Did the Contractor embrace the principles of Environmental Justice by complying with all applicable environmental regulations and by focusing on non-discrimination in its programs that affect human health and the environment?

0 1 2 3 4 NA DK

REMARKS:

Optional Question

- Would you recommend this Company?

Yes No (If no, please explain in the space provided.)