

**ATTACHMENT 5**

**PAST PERFORMANCE QUESTIONNAIRE**

Contractor/Name and Address (City and State):

Contract Number:

Contract Title:

Agency/Entity:

Type of Contract:

Dollar Value:

Contracting Officer Name (federal or other governmental body)/Individual responsible for evaluating the offeror's performance under the contract:

Telephone Number(s):

Title(s):

Mailing Address:

Period of Performance: From \_\_\_\_\_ To \_\_\_\_\_. [Insert dates consistent with the period for which past performance information is required to be submitted in accordance with the solicitation.]

Brief Description of Work:

Location of Work: \_\_\_\_\_.

Name, Title, Telephone Number, Organizational Affiliation, Date and Signature of EPA employee filling out this form:

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Party Responding to this Query (fill in requested information below)

Name (Party Responding to this Query), Title, Organizational Affiliation, Telephone Number, Mailing Address, and any affiliation with the entity which is the subject of this query and if there is/was an affiliation define what it is/was (fill in requested information below):

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**1. QUALITY OF PRODUCTS OR SERVICES DELIVERED:**

a. Evaluate the contractor's performance in complying with contract requirements, quality achieved, and overall technical expertise demonstrated. (For example: on-time contractor arrival to site, establishment of call center, effective subcontracting, meeting permit requirements, accomplishment of transportation and disposal of wastes)

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,
- 4 = Excellent,
- 5 = Outstanding,
- N/A = Not Applicable

Remarks:

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b. To what extent were the contractor's reports and documentation accurate, complete and submitted in a timely manner? (For example: accurate, complete, and on-time project work plans and daily cost accounting reports, site safety and quality assurance plans)

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,
- 4 = Excellent,
- 5 = Outstanding,
- N/A = Not Applicable

Remarks:

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c. How would you rate the contractor key personnel's technical expertise and management capabilities?

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,

4 = Excellent,  
5 = Outstanding,  
N/A = Not Applicable

Remarks:

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d. How would you rate the contractor key personnel's response to technical direction by the Government?

0 = Unsatisfactory,  
1 = Poor,  
2 = Fair,  
3 = Good,  
4 = Excellent,  
5 = Outstanding,  
N/A = Not Applicable

Remarks:

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**2. EFFECTIVENESS OF MANAGEMENT:**

To what extent was the contractor able to solve contract performance problems, including subcontractor performance problems?

0 = Unsatisfactory,  
1 = Poor,  
2 = Fair,  
3 = Good,  
4 = Excellent,  
5 = Outstanding,  
N/A = Not Applicable

Remarks:

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**3. INITIATIVE IN MEETING CONTRACT REQUIREMENTS:**

To what extent did the contractor display initiative in meeting requirements?

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,
- 4 = Excellent,
- 5 = Outstanding,
- N/A = Not Applicable

Remarks:

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**4. TIMELINESS OF PERFORMANCE:**

To what extent did the contractor meet project schedules?

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,
- 4 = Excellent,
- 5 = Outstanding,
- N/A = Not Applicable

Remarks:

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**5. COST CONTROL:**

a. To what extent did the contractor display initiative in controlling overall costs? [Insert this question if it is relevant.]

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,
- 4 = Excellent,
- 5 = Outstanding,

N/A = Not Applicable

Remarks:

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b. To what extent was the contractor able to track costs and provide accurate, complete and timely tracking reports? (For example: accurate, on-time daily cost accounting reports) [Insert this question if it is relevant.]

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,
- 4 = Excellent,
- 5 = Outstanding,
- N/A = Not Applicable

Remarks:

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c. To what extent were the contractor's billings current, accurate and complete?

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,
- 4 = Excellent,
- 5 = Outstanding,
- N/A = Not Applicable

Remarks:

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**6. BUSINESS PRACTICES:**

To what extent did the contractor coordinate and cooperate with the Government?

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,
- 4 = Excellent,
- 5 = Outstanding,
- N/A = Not Applicable

Remarks:

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**7. SMALL DISADVANTAGED BUSINESS PARTICIPATION:**

What has been the contractor's compliance with subcontracting plan goals for small disadvantaged business (SDB) concerns, monetary targets for SDB participation, and the notification requirements (FAR 19.1202-4(b)) for any substitutions of firms that are not SDB concerns?

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,
- 4 = Excellent,
- 5 = Outstanding,
- N/A = Not Applicable

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**8. CUSTOMER SATISFACTION:**

a. To what extent were you satisfied with the overall performance of the contractor?

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,
- 4 = Excellent,
- 5 = Outstanding,
- N/A = Not Applicable

Remarks:

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b. Would you do business with the contractor again? If not, why not?

- 0 = Unsatisfactory,
- 1 = Poor,
- 2 = Fair,
- 3 = Good,
- 4 = Excellent,
- 5 = Outstanding,
- N/A = Not Applicable

Remarks:

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