RFP Attachment B
RFP- 10HQSS0002
Past Performance Questionnaire
Competition Sensitive – For Official Use Only

Department of the Interior, US Geological Survey
Shirleen Stephens
Office of Acquisitions and Grants
12201 Sunrise Valley Drive, MS 205
Reston, VA 20192

TO: _____ AGENCY: _____
PHONE: _____ EMAIL: _____

PAST PERFORMANCE INFORMATION REQUEST

USGS is currently in the process of awarding a competitive service contract. _____ has provided your name and organization as a reference regarding their past performance record under contract number _____. Please fill out the attached file, which is requesting past performance information on the following areas:

1. Quality of Product or Service – Conformance to contract requirements, specifications and standards of good workmanship, accuracy of reports, appropriateness of personnel, and technical excellence;
2. Schedule – Timeliness of performance, met interim milestones, reliable, responsive to technical and contractual direction, completed on time, including wrap-up and contract administration, no liquidated damages assessed;
3. Cost Control – Within budget, current accurate and complete billings, actual cost/rates reflect closely to negotiated cost/rates, cost efficiency measures, adequate budgetary internal controls;
4. Business Relations – Effective management, businesslike correspondence, responsive to contract requirements, prompt notification of problems, reasonable/cooperative behavior, flexible, proactive, effective contractor recommended solutions, timely award and management of subcontracts;
5. Key Personnel – How long key personnel stay on the contract, how well they managed their portion of the contract, the quality and relevancy of the products/services generated by key personnel.

In order for a complete evaluation to take place, we request that you complete the attached form and email it, and any other pertinent information, within ten working days to shirleen_stephens@usgs.gov or fax it to 703-648-7901. Any relevant information you have will be vital in our assessment of this contractor. Thank you for your time and help in this matter.

Respectfully,

SHIRLEEN W. STEPHENS
Contracting Officer

Source Selection Information-See FAR 2.101 and 3.104.

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Contractor: _____
Evaluation Period: _____
Contract Number: _____
Government Technical Representative (Name and Phone #): _____

Please indicate your relative level of agreement in the box provided:
(O = outstanding; VG = very good; A = acceptable; M = marginal; UN = unsatisfactory; or N/A)

1. Quality of Product or Service:

Contractor provided a product or service that conformed to contract requirements, specifications, and standards of good workmanship.	
Contractor submitted accurate reports.	
Contractor utilized personnel that were appropriate to the effort performed.	

2. Schedule:

Tasks required under this effort were performed in a timely manner and in accordance with the period of performance of the contract.	
Contractor was responsive to technical and/or contractual direction.	

3. Cost Control:

Contractor performed the effort within the estimated cost/price.	
Contractor submitted accurate invoices on a timely basis.	
Contractor demonstrated cost efficiencies in performing the required effort.	

4. Business Relations:

Contractor demonstrated effective management over the effort performed.	
Contractor maintained an open line of communication so that the COR and/or technical point of contact were apprised of technical, cost, and schedule issues.	
Contractor presented information and correspondence in a clear, concise, and businesslike manner.	
Contractor promptly notified the COR, technical POC, and/or Contracting Officer in a timely manner regarding urgent issues.	
Contractor cooperated with the Government in providing flexible, proactive, and effective recommended solutions to critical program issues.	
Contractor made timely award to, and demonstrated effective management of, its subcontractors.	

5. Key Personnel:

The labor turnover in key personnel labor categories was minimal and did not adversely affect performance.	
Contractor did not frequently propose personnel to fulfill the requirements of the contract that were clearly unqualified.	

For statements indicating "outstanding" or "unacceptable", please provide a brief explanation on the attached page. Please include any other comments you may have.

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NARRATIVE EXPLANATION (attach extra pages, if needed):