

PAST PERFORMANCE QUESTIONNAIRE

Instructions:

- ◇ The Bureau of Engraving and Printing (BEP) requests recent past performance. Recent is defined as within the last 5 years.
- ◇ Offeror shall send the questionnaire to at least three (3) Assessors for which services were provided. Services must be relevant to BEP's requirement. Relevant is defined as similar in size, scope, and complexity to the BEP's requirement identified in the Performance Work Statement.
- ◇ Offeror shall complete Section II prior to submitting the questionnaire to Assessor(s).
- ◇ The Assessor(s) shall validate/confirm Section II information and complete Sections III and V.
- ◇ The Assessor(s), **NOT THE OFFEROR**, shall email the completed questionnaire to the contracting office point of contact no later than the date and time indicated below.

Message to the Assessor: Your assistance is requested by the BEP to assist with establishing the performance history for the Contractor named below. Please validate/confirm Section II information, complete Sections III and V, and sign the questionnaire. Completed questionnaire shall be emailed to Laquilla.Williams@bep.gov **no later than 12:00 PM Central Time (CST), Friday, October 9, 2026.**

I. Solicitation Data (for the proposed effort)

Solicitation Number	
Project/Requirement	Cooling Towers

II. Current or Historical Contract Information

Assessor: The performance data submitted by the Offeror is ☐ correct or ☐ incorrect.

Name of Company Reference is for: _____

CONTRACTOR NAME & ADDRESS:	Contract No			
	Type of Contract			
		<i>Initial</i>	<i>Final</i>	
	Contract Value			
	Period of Performance/Delivery Schedule			
	Project/Requirement Description			
	<i>Please select from the following as it applies to this contract:</i>			
	Contracting Role	☐ PRIME	☐ SUBCONTRACTOR	
	Termination History	☐ Convenience	☐ Default	☐ N/A

III. Assessor Information

Assessor Name		
Organization		
Title		
Phone Number/Email Address		
<i>Identify your role in the contract award or administration and the period of your involvement.</i>		
✓	Role	Period of Involvement
	Procuring Contracting Officer (PCO)	
	Administrative Contracting Officer (ACO)	
	Contract Specialist	
	Contracting Officer's Representative (COR)	
	Technical Project Lead/Project Manager	
	Quality Assurance Specialist	
	Defense Contract Audit Agency (DCAA) Auditor	
	Other:	

IV. Evaluation Definitions

The following definitions should be used in your assessment of Contractor performance.

EXCEPTIONAL	Contractor's performance significantly exceeded most or all contract requirements. 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 problems(s) for which the Contractor's corrective actions appear or were ineffective..
NOT APPLICABLE (N/A)	Performance information not recent or relevant as defined in the Solicitation. Unable to provide assessment.

V. Performance Evaluation

	Exceptional	Very Good	Satisfactory	Marginal	Unacceptable	N/A
<u>BUSINESS RELATIONS</u>						
The referenced contractor was responsive to the customer's needs.						
The contractor's personnel were qualified to meet the requirements.						
<u>TIMELINESS</u>						
The contractor's ability to ensure, to the extent of its responsibility, that all tasks were completed within the requested time frame.						
Time required for vendor to respond to emergencies and service requests.						
Timeliness in Meeting Milestones and deliverables (if applicable)						
<u>QUALITY</u>						
What is your OVERALL assessment of the quality of the contractor's performance? Were your specifications and expectations met by the contractor?						
Quality of the finished product; please note any specific issues.						
Conformance to Contract Requirements						
Standards of Good Workmanship (technical, professional, environmental, safety, etc.)						
<u>COST</u>						
The contractor's ability to accurately estimate cost.						
COST/PRICE ESTIMATES—(ability to meet proposed costs and whether actual costs/rates realized reflect negotiated costs/rates)						
INVOICING—accuracy and timeliness of submission						

Based on this Contractor's overall performance, would you award this Contractor another contract?

Yes _____

No _____

If no, please explain:

General Comments:

Assessor’s Signature

Date