

PAST PERFORMANCE QUESTIONNAIRE

The Department of Veterans Affairs is evaluating a quote [Offeror's name here], hereafter referred to as "Offeror," for Outdoor Event Tent Rental Services in accordance with the statement of work (SOW). Offeror has provided your name so that we may ask you questions regarding Offeror's past performance on a similar contract between your company and Offeror.

Any information you provide in this questionnaire is considered Evaluation Information and is prohibited from disclosure and exempt from release under the Freedom of Information Act; as such, the Department of Veterans Affairs will not release your name or the names of other individuals providing reference information about Offeror's past performance.

Instructions: Provide an assessment of the Offeror's past performance by checking the box with one of the following rating options. You are encouraged to write comments as often as you'd like. If your assessment is "Exceptional" or "Unsatisfactory," then please provide a brief narrative that explains your rationale for the rating.

THANK YOU FOR YOUR SUPPORT AND PARTICIPATION!

Rating Options:

Exceptional—Offeror's performance exceeded most contractual requirements and performance was accomplished with no issues or concerns.

Satisfactory—Offeror's performance meets (or met) all contractual requirements and performance was accomplished with minor issues or concerns, for which Offeror's corrective actions were effective.

Unsatisfactory—Offeror's performance does not meet (or did not meet) contractual requirements and performance was accomplished with significant problems, issues or concerns, for which Offeror's corrective actions were ineffective.

Not Applicable—Unable to provide a meaningful assessment.

Performance Assessment

Delivery and Scope: Was the agreed work completed?

Exceptional	Satisfactory	Unsatisfactory	N/A

Quality: Did the work meet the agreed standard?

Exceptional	Satisfactory	Unsatisfactory	N/A

Timeliness: Were deadlines met?

Exceptional	Satisfactory	Unsatisfactory	N/A

Financial performance: Were prices, invoices, and payments consistent with the agreement?

Exceptional	Satisfactory	Unsatisfactory	N/A

Compliance and management: Were other obligations met, and were issues managed effectively?

Exceptional	Satisfactory	Unsatisfactory	N/A

Comments:

Company Name:
Assessor's Name:
Title:
Assessor's Email: _____

Date: _____

THANK YOU FOR YOUR SUPPORT AND PARTICIPATION!