

ATTACHMENT 3 – PAST PERFORMANCE QUESTIONNAIRE

The U.S. Department of Justice is conducting a source selection for worldwide support services in support of the Criminal Division's International Criminal Investigative Training Assistance Program (ICITAP) and Office of Overseas Prosecutorial Development, Assistance and Training (OPDAT). As part of the evaluation, the Government is assessing the quality of each Offeror's past performance. Your responses will assist the Government in evaluating the contractor's performance on the referenced contract or task order.

In order to accurately evaluate the Offeror's past performance, your assistance is requested in obtaining and verifying the past performance history of this Offeror.

The Offeror has completed the contractor information section of this questionnaire. Please complete the evaluation portion and return the completed questionnaire directly to the Offeror for inclusion in its proposal. The Government reserves the right to verify the information provided and to contact the evaluator if additional clarification is required.

PAST PERFORMANCE QUESTIONNAIRE	
NAME AND ADDRESS OF COMPANY EVALUATED:	
CONTRACT NUMBER	CONTRACT PERIOD AND PLACE(S) OF PERFORMANCE
CONTRACT VALUE	CONTRACT TYPE
CONTRACTING OFFICER NAME, AGENCY, TELEPHONE NUMBER, AND EMAIL ADDRESS	
DESCRIPTION OF WORK PERFORMED BY THE OFFEROR:	
NAME OF EVALUATOR, COMPANY/AGENCY, TELEPHONE NUMBER, AND EMAIL ADDRESS	DATE EVALUATION PROVIDED

Instructions to the Evaluator: The Offeror has completed the contractor information section below. Please complete only the evaluation portion of this questionnaire based on your personal knowledge of the Offeror's performance under the referenced contract or task order. Please return the completed questionnaire to the Offeror.

Performance Element	Select Rating*: E, VG, S, M, U, NA	<i>Narrative Supporting the Rating</i>
1. QUALITY Did the contractor consistently provide services meeting contract requirements?		
2. SCHEDULE Did the contractor meet required schedules?		
3. COST CONTROL Was work managed within negotiated cost?		
4. MANAGEMENT Did contractor management effectively communicate with the Government, respond promptly to issues, and successfully manage contract performance?		
5. REGULATORY COMPLIANCE Did the contractor comply with applicable contract terms, reporting requirements, security requirements, and other contractual or regulatory obligations?		

- | * Rating | Definition |
|----------------------|--|
| E – Exceptional: | Performance consistently exceeded contract requirements to the Government's benefit. |
| VG – Very Good: | Performance exceeded some contract requirements and otherwise met all requirements. |
| S – Satisfactory: | Performance met contract requirements. |
| M – Marginal: | Performance did not consistently meet contract requirements; corrective action was required. |
| U – Unsatisfactory: | Performance failed to meet contract requirements. |
| NA – Not Applicable: | The evaluation element did not apply to the referenced contract or task order. |

Overall Performance

Based on your overall experience administering or overseeing this contract, how would you characterize the contractor's overall performance?

Would you recommend this contractor for contracts of similar scope, size, and complexity? Yes/No.
If No, please explain.