

APPENDIX C – SAMPLE PAST PERFORMANCE QUESTIONNAIRE

This questionnaire is not meant to be all-inclusive; instead, it serves as a tool to guide discussions and decisions regarding ranking contractor past performance relative to the program. While the samples below may be useful, evaluation of proposals must be done solely in accordance with the applicable Source Selection Plan and RFP Evaluation Factors.

Sample Past Performance Questionnaire

Based on your knowledge of the contract identified above, please provide your assessment of how well the contractor performed on each of the following topics. Only performance in the past five years is relevant. Please check the appropriate rating and comment on all responses other than those rated Satisfactory or N/A.

PERFORMANCE RATING DEFINITIONS:

Exceptional (E)	Very Good (V)	Satisfactory (S)	Marginal (M)	Unsatisfactory (U)	N/A
Indicates performance clearly exceeded requirements. Area of evaluation contains few minor problems for which corrective action appears highly effective.	Indicates performance exceeded some requirements. Area of evaluation contains few minor problems for which corrective action appears effective.	Indicates performance meets contractual requirements. The area of evaluation contains some minor problems for which the corrective actions appear satisfactory.	Indicates performance meets contractual requirements. The area of evaluation contains a serious problem for which corrective actions have not yet been identified, appear only marginally effective, or have not been fully implemented.	Indicates the contractor is in danger of not being able to satisfy contractual requirements and recovery is not likely in a timely manner. The area of evaluation contains serious problems for which the corrective actions appear ineffective.	Neutral or Unknown

SAMPLE QUESTIONS:

Was there a single test and evaluation authority designated for the program with clear lines of authority and responsibility to the program manager?	E	V	S	M	U	N/A
Did the contractor include government test and evaluation personnel on the IPTs to create an integrated team approach?	E	V	S	M	U	N/A
How well did the contractor maintain a balanced set of system performance, cost, and schedule requirements during the program?	E	V	S	M	U	N/A
Did the contractor use his best practice software development process work across the total industry team?	E	V	S	M	U	N/A
How effective was the contractor's interface management and control?	E	V	S	M	U	N/A
How well did the contractor manage technical risk? Was it focused on the risks associated with the critical path?	E	V	S	M	U	N/A
Did the contractor complete all the T&E entry/exit criteria for major design reviews effectively? Were action items established and expeditiously closed?	E	V	S	M	U	N/A
Did the contractor deliver quality T&E products (reports, analyses, trade studies, LDTs, and specifications) in a timely manner?	E	V	S	M	U	N/A
How well did the contractor manage event-based reviews with its subcontractors, teammates, and vendors?	E	V	S	M	U	N/A
Did the contractor include SMEs in T&E reviews on higher-risk areas of the program?	E	V	S	M	U	N/A
Did the contractor apply the corporate best T&E practices and use its experienced personnel?	E	V	S	M	U	N/A
How well did the contractor adhere to the program T&E schedule in the execution of the program?	E	V	S	M	U	N/A
How well did the contractor maintain the program T&E process? Was it updated with the results of continuous process improvement efforts?	E	V	S	M	U	N/A
Were the T&E requirements extended to subcontractors, teammates, and vendors?	E	V	S	M	U	N/A
How well did the contractor integrate the T&E processes and tools in the management of the program (SEP, IMP, IMS, EVM, Risk Management)?	E	V	S	M	U	N/A
How well did the contractor manage the performance baselines of the program?	E	V	S	M	U	N/A
How well did the contractor employ metrics (e.g., delinquency reporting, reliability growth) to manage performance baseline maturity?	E	V	S	M	U	N/A
How timely, complete, and usable was the T&E data package for the defined performance baselines? Was the T&E data package complete to support the program's technical and acquisition strategy?	E	V	S	M	U	N/A
How well did the contractor manage the requirements and apply any requirements management tool? Did the program experience an unusually high requirements change rate?	E	V	S	M	U	N/A