

Attachment 5
Past Performance Evaluation Document

EVALUATION INSTRUCTIONS

This questionnaire will be used by the Contract Specialist to obtain past performance information from a reference listed in the Contractor's quotation. PLEASE TYPE YOUR RESPONSES. Please provide your assessment of the Contractor's level of past performance on the contract for which you are a reference. Mark (X) the appropriate block using the following rating guidelines. Please provide comments for each of the headings. A copy of the contract's specifications document, e.g., Statement of Work or Performance Work Statement, may be substituted for the Contract Effort Description.

Submit completed Questionnaire by the RFP due date via e-mail to Yvonne Green: yvonne.d.green@uscg.mil.

Overall Past Performance Rating
Acceptable - Based on the Offeror's relevant past performance record, the USCG has a reasonable expectation that the Offeror will successfully perform the required effort or the Offeror's relevant past performance record is unknown.
Neutral - If an Offeror having no record of relevant past performance through the federal database or relevant past performance information is not available, the Offeror will receive a neutral rating
Unacceptable - Based on the Offeror's relevant past performance record, the USCG has no reasonable expectation that the Offeror will successfully perform the required effort.

Contractor Being Evaluated:	
Company/Agency Completing Questionnaire:	
Contract Number:	
Delivery Order/Task Order Number:	
Contract Value (\$):	
Evaluator Point of Contact Information:	
Length of Involvement with Contractor (must be within the past 3 years):	
Project Title/Deliverable:	

	Acceptable	Neutral	Unacceptable
<u>A.) QUALITY OF PRODUCT OR SERVICE:</u>			
TECHNICAL PERFORMANCE			
COMMENTS:			
<u>B.) SCHEDULE:</u>			
SCHEDULE			
COMMENTS:			
<u>C.) MANAGEMENT:</u>			
MANAGEMENT RESPONSIVENESS			
COMMENTS:			
STAFFING			
COMMENTS:			
PROGRAM AND OTHER MANAGEMENT			
COMMENTS:			
Definitely Would Not	Probably Would Not	Might Or Might Not	Probably Would
			Definitely Would