

MEMORANDUM FOR PROSPECTIVE EVALUATORS

1 Jul 2008

FROM: Joint Contracting Office  
Bagram Air Field, Afghanistan

SUBJECT: Solicitation W91B4N-08-R-0023, HUMINT Interrogators and Analyst at Bagram Air Field Bagram, Past Performance Questionnaire

1. The contractor listed in Section 1 of the attached questionnaire has identified your office as a source to evaluate their past performance.
2. Complete the questionnaire by indicating your rating and providing comments wherever applicable. Handwritten responses are acceptable, however, if handwritten, responses must be legible. For any ratings above or below satisfactory, request you provide an explanation on how the contractor either exceeded your requirement or how the contractor failed to meet your requirement and attach it to your response. This can be a copy of a performance evaluation, discrepancy report or other documentation. Once complete, please sign the document in the space provided. The offeror is limited to no more than five (5) past performance survey submissions.
3. Please note, we may contact the offeror on problem areas or concerns identified to see what corrective actions have been taken or will be taken. However, the individual's name completing the questionnaire will not be disclosed to the offeror.
4. Your time and effort in providing this vital information is greatly appreciated and is critical to our evaluation. Government contracts may be awarded after review of your questionnaire. Please allow sufficient time to complete this questionnaire and return the completed package as soon as possible but no later than 1 SEP 2008. The completed document should be marked For Official Use Only. You may e-mail it to: [michael.j.tkacz@afghan.swa.army.mil](mailto:michael.j.tkacz@afghan.swa.army.mil)
5. If you have any questions, please contact Capt Mike J Tkacz, Contracting Officer at DSN 318-431-3400, or at the e-mail address in paragraph 4. Thank you for your cooperation and quick response to this request.



MIKE J TKACZ  
Contracting Officer

Attachment:  
Past Performance Questionnaire

**PAST PERFORMANCE QUESTIONNAIRE**  
**HUMINT Interrogators and Analyst Support**

(THE OFFEROR SHALL PROVIDE THIS ATTACHMENT TO CUSTOMERS, INDIVIDUALS OR OTHER GOVERNMENT OFFICES WHO HAVE KNOWLEDGE OF THE OFFEROR'S PAST AND PRESENT PERFORMANCE) The offeror is limited to no more than five (5) past performance survey submissions.

Please e-mail the completed questionnaire no later than 1 SEP 2008 to:

Email: [michael.j.tkacz@afghan.swa.army.mil](mailto:michael.j.tkacz@afghan.swa.army.mil)

**I. Contract Information:** Complete the following information on the contractor that provided or is currently providing services for your company.

a. Contractor's Name/Address/Phone:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Contract Number: \_\_\_\_\_

c. Program Title: \_\_\_\_\_

d. Contract Type:  Firm-Fixed-Price  
 Indefinite-Delivery/Indefinite Quantity  
 Cost-Reimbursement  
 Cost-Reimbursement

e. Period of Performance: \_\_\_\_\_

f. Base Period Contract Dollar Value: \_\_\_\_\_

g. Total Contract Dollar Value (including all option periods): \_\_\_\_\_

h. Description of service provided: (Please include any unusual requirements)

\_\_\_\_\_

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**II. Performance Information:** Please indicate your satisfaction with the contractor's performance by circling the appropriate rating using the scale provided. For ratings above or below satisfactory, please comment on how the contractor either exceeded your requirement or how the contractor failed to meet your requirement. If the contractor had problems in a specific area, but you determined them to have no impact on the mission, please specify this in your narrative remarks. If the statement is not applicable, check "unknown".

**When responding to this questionnaire please use the following definitions as a guide:**

**Performance Confidence Assessment**

<b>Exceptional</b>	Performance met all contract requirements and exceeded many. Problems, if any, were negligible and were resolved in a timely, highly effective manner.
<b>Very Good</b>	Performance met all contract requirements and exceeded some. There were a few minor problems for which the contractor resolved in a timely, effective manner.
<b>Satisfactory</b>	Performance met contract requirements. There were some minor problems and corrective actions taken by the contractor were satisfactory.
<b>Marginal</b>	Performance did not meet some contractual requirements. There were problems, some of a serious nature, for which corrective action was only marginally effective.
<b>Unsatisfactory</b>	Performance did not meet most contractual requirements. There were serious problems and the contractor's corrective actions were ineffective.
<b>Unknown</b>	Did not observe performance in this area. "IAW FAR 15.305(a)(2)(iii) & (iv)

**PERFORMANCE**

P1. Completed or complied with all aspects of the contract for the following items:

**HUMINT Interrogators and Analyst Support**

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

P2. Contractor had adequate personnel and equipment to meet contract requirements.

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

P3. Deficiency reports or corrective action requests were handled satisfactorily.

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUALITY**

Q1. Contractor had effective quality control program to ensure contract compliance.

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q2. Contractor demonstrated ability to correct discrepancies in contract performance.

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Comments: \_\_\_\_\_  
\_\_\_\_\_

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**SCHEDULE**

S1. Provided timely, effective response to problems without excessive customer guidance.

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Comments: \_\_\_\_\_

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S2. Ability to respond to short-notice emergencies and Special Events.

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Comments: \_\_\_\_\_

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**MANAGEMENT**

M1. Contractor provided experienced/qualified *management* personnel to meet contract requirements.

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Comments: \_\_\_\_\_

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M2. Contractor demonstrated ability to identify and correct weaknesses in management (relative to contract, personnel (quantity and/or quality), planning/scheduling, and quality of service.

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Comments: \_\_\_\_\_

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M3. Contractor identified problems in advance—and once identified, took positive and effective corrective action.

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Comments: \_\_\_\_\_

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**III. Satisfaction with Contractor:**

1. Has the contractor ever been given a cure notice, a show cause notice, a suspension of payment, or had a claim denied?

Yes (please explain)  
 No

Comment: \_\_\_\_\_

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2. Based on your judgment of the contractor's performance, would you award the contractor another Government contract?

Yes  
 No (please explain)

Comment: \_\_\_\_\_

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3. Please rate the overall consistency and reliability of the contractor's performance.

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Narrative: \_\_\_\_\_  
\_\_\_\_\_

4. Please rate overall customer satisfaction with the contractor's performance.

Exceptional    Very Good    Satisfactory    Marginal    Unsatisfactory    Unknown

Narrative: \_\_\_\_\_  
\_\_\_\_\_

**IV. Evaluator Information:** The following information will help us track the responses received, as well as resolve whatever differences may arise between your perception of the contractor's performance and the contractor's perception of their performance.

- a. Evaluator's Name: \_\_\_\_\_
- b. Title: \_\_\_\_\_
- c. Telephone Number: DSN: \_\_\_\_\_ Commercial: \_\_\_\_\_
- d. Organization, Office Symbol, and Address:  
\_\_\_\_\_  
\_\_\_\_\_
- e. Length of involvement in the contract: \_\_\_\_\_
- f. Date of questionnaire completion: \_\_\_\_\_

Again, thank you for your time and effort in assisting us with our requirement.

  
MIKE J TKACZ  
Contracting Officer