

Past Performance Questionnaire

Instructions:

- ◇ Sections I and II to be completed by the Offeror/Major Subcontractor and provided to the assessor (Government, Local/State Government; and/or Private Entities, personnel that had experience with the Offeror/Major Subcontractor on a previous relevant contract). The assessor, in turn, to verify Sections I through III, complete the questionnaire, and submit to the DCPS Contracting Office. The Offeror should also submit with its proposal (by the closing date of the Solicitation) copies of Sections I and II of all questionnaires as provided to assessors.
- ◇ Section II to be validated by the assessor. If any information is incorrect herein, please annotate and provide the correct information accordingly.
- ◇ Sections III through VII to be completed in their entirety by the assessor.

Message to the assessor: Your feedback is requested by DCPS to assist with establishing the performance history for the Contractor named below. In efforts to expedite receipt of the requested information, the Contracting Office respectfully requests that you do not mail hard copies. Instead, please e-mail the completed questionnaire(s) directly to: zahra.hashmi@k12.dc.gov.

I. Solicitation Data

Solicitation Number	GAGA-2022-R-0024
Project/Requirement	Janitorial/Custodial and Deep Cleaning Services
Customer/Agency	DCPS, OCOO-ISI
Project/Requirement Description	Providing janitorial/custodial and deep cleaning services to augment the DCPS existing cleaning staff.

II. Current or Historical Contract Information

Assessor: The performance data submitted by the Offeror is correct or incorrect.

CONTRACTOR NAME & ADDRESS:	Contract No			
	Type of Contract			
		<i>Initial</i>	<i>Final</i>	
	Contract Value			
	Period of Performance/Delivery Schedule			
	Project/Requirement Description			
	<i>Please select from the following as it applies to this contract:</i>			
	Contracting Role	<input type="checkbox"/> PRIME	<input type="checkbox"/> SUBCONTRACTOR	
	Termination History	<input type="checkbox"/> Convenience	<input type="checkbox"/> Default	<input type="checkbox"/> N/A

III. Assessor Information

Assessor Name		
Title		
Phone Number/Email Address		
<i>Identify your role in the contract award or administration and the period of your involvement.</i>		
✓	Role	Period of Involvement
	Procuring Contracting Officer (PCO)	
	Administrative Contracting Officer (ACO)	
	Contract Specialist	
	Contracting Officer's Representative (COR)	
	Technical Project Lead/Project Officer	
	Other:	

IV. Evaluation Definitions

The following definitions should be used in your assessment of Contractor performance.

EXCEPTIONAL	Performance <u>EXCEEDS MOST</u> contractual requirements to the Government's benefit. The performance of areas being assessed was accomplished with few minor issues or concerns.
VERY GOOD	Performance <u>EXCEEDS SOME</u> contractual requirements to the Government's benefit. The performance of areas being assessed was accomplished with few minor issues or concerns, for which the Contractor's corrective actions were highly effective.
SATISFACTORY	Performance <u>MEETS</u> contractual requirements. The performance of the areas being assessed contains minor issues or concerns, for which corrective actions taken by the Contractor were effective.
MARGINAL	Performance <u>MEETS SOME</u> contractual requirements. The performance of the areas being assessed includes significant problems, issues, or concerns for which corrective actions taken by the Contractor were only somewhat effective.
UNSATISFACTORY	Performance <u>DOES NOT MEET</u> contractual requirement. The performance of the areas being assessed includes serious problems, issues, or concerns for which the Contractor's corrective actions were ineffective.
NOT APPLICABLE (N/A)	Performance information not recent or relevant as defined in the Solicitation. Unable to provide assessment.

All comments are appreciated however, at a minimum, rationale must be provided for ratings of exceptional or unsatisfactory.

c. Did the Government/Local/State or Private Entity contribute in any way to any of the technical problems identified in the above assessment? Please explain.

2. Schedule Performance:

a. What is your OVERALL assessment of the Contractor’s ability to meet the schedule?

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	N/A
Schedule Performance						

Please provide rationale for assigned rating – Elaborate on Strengths, Weaknesses.

b. Assess the Contractor’s schedule performance in the following areas.

Schedule Performance	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	N/A
Timeliness of Performance for Services and Product Deliverables.						

All comments are appreciated; however, at a minimum, rationale must be provided for ratings of exceptional or unsatisfactory.

c. Did your organization contribute in any way to any of the technical problems identified in the above assessment? Please explain.

3. Management

a. What is your OVERALL assessment of the Contractor’s management performance?

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	N/A
Management						

Please provide rationale for assigned rating.

b. *Assess the Contractor’s management performance in the following areas—Elaborate on Strengths and weaknesses.*

Management	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	N/A

<p>MANAGEMENT RESPONSIVENESS— Timeliness, completeness, and quality of problem identification, proposal submittal, history of cooperative behavior, effective business relations, teamwork AND Customer satisfaction.</p>						
<p>SUBCONTRACT MANAGEMENT—Timely award and management of subcontracts and meeting subcontracting goals for small business, small disadvantaged business, etc.</p>						
<p>PROGRAM MANAGEMENT— Effectiveness of integration and coordination of all activities required to execute the contract, use of resources, assignment of responsibility, internal coordination and communication, and risk management practices.</p>						
<p>MANAGEMENT OF PERSONNEL—Ability to select, retain, support, and replace personnel with the experience and expertise necessary to accomplish the DCPS requirements within schedule and budget.</p>						

All comments are appreciated; however, at a minimum, rationale must be provided for ratings of exceptional or unsatisfactory.

c. Did the Government contribute in any way to any of the technical problems identified in the above assessment? Please explain.

4. Cost Control

a. What is your OVERALL assessment of the Contractor’s ability to forecast, manage, and control costs?

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	N/A
Cost Control						

Please provide rationale for assigned rating—Elaborate on Strengths and Weaknesses.

b. Assess the Contractor’s cost performance in the following areas.

Management	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	N/A
COST REPORTING— Accuracy and timeliness of the Contractor’s cost reporting data.						
NOTIFICATIONS— Timeliness of the Contractor’s notifications of costs.						
RESOLUTION OF COST PROBLEMS—Commitment to resolve cost issues.						
ADHERENCE TO COST TARGETS—Ability to <u>establish</u> and <u>meet</u> the realistic cost targets.						

SUBCONTRACT COST MANAGEMENT— Ability to forecast, negotiate, and control subcontract costs						
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All comments are appreciated; however, at a minimum, rationale must be provided for ratings of exceptional or unsatisfactory.

VI. Overall Rating of Contractor’s performance (technical, schedule, management, and cost) on contract being assessed.

Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory

VII. General Comments:

Assessor’s Signature

Date

NOTE ON RETURN INFORMATION:

Please return this completed Questionnaire via email to the Contract Specialist, zahra.hashmi@k12.dc.gov. Thank you for your time and assistance.