

PAST PERFORMANCE QUESTIONNAIRE (PPQ)

FOR SOLICITATION HE1260-13-R-0001, Okinawa District Custodial Services

The company listed below is being considered for a contract to be awarded by the Department of Defense Education Activity (DoDEA)-Pacific Procurement Division. We would appreciate it if you would provide us with comments regarding the company's past performance. Your comments are considered Source Selection Sensitive and, therefore, your name as a reference will not be released. In order to maintain the integrity of the source selection process, we respectfully request that you do not divulge the name of the company, nor discuss your comments on this questionnaire, with any other business which may be interested in competing for the same contract.

<p><u>PLEASE RETURN THIS FORM BY 4:00pm, 4 March 2013, Japan Standard Time</u> VIA FAX TO: +81-98-957-4535, OR EMAIL TO: Jennifer.Knutson@pac.dodea.edu Please complete the applicable blocks below for each contract or project you have been requested to serve as a Client Reference for the Contractor.</p>	
Name of Company you are providing information on: Please circle: Prime Contractor or Subcontractor	
Contract Number & Project Title, including location of worksite(s):	
REFERENCED EVALUATOR: (The following information will assist in the analysis of the data. Information will be kept confidential).	
Reference's Name	Reference's Organization
Phone & FAX Numbers:	Email Address:
Address:	
Position you held or function in relation to the company's project or contract:	
Ratings: Please evaluate the company's performance using the following ratings:	
Outstanding (O)	The Contractor significantly exceeded in this area or requirement.
Good (G)	The Contractor moderately exceeded in this area or requirement.
Acceptable (A)	The Contractor met this requirement.
Marginal (M)	The Contractor met the minimum requirement, but with difficulty.
Unacceptable (U)	The Contractor was poor and/or did not satisfy this requirement.
Please rate and provide any supporting information for the following—respond to only those that are applicable: (Use additional sheets as needed.)	

1. Did the product and/or service meet the mission requirement?

Rating: _____

2. Did the product or service meet the required level of quality?

Rating: _____

3. Were problems solved without causing interruptions in service or by sacrificing the quality of the services or product?

Rating: _____

4. Did the contractor complete tasks in a timely manner or notify the customer when tasks could not be completed?

Rating: _____

5. If the contractor provided subcontractor support services as part of their responsibilities were they procured and received in a timely manner and was the quality and management of the subcontractor services adequate?

Rating: _____
