

SECTION J
ATTACHMENT 18

PAST PERFORMANCE QUESTIONNAIRE



DEPARTMENT OF THE ARMY
UNITED STATES ARMY AVIATION AND MISSILE COMMAND
REDSTONE ARSENAL, ALABAMA 35898-5000

Acquisition Center
Maintenance and Special Projects Support Directorate

**SUBJECT: Offeror Past Performance Assessment in Support of Request for Proposal (RFP)
Number DAAH23-03-R-0211**

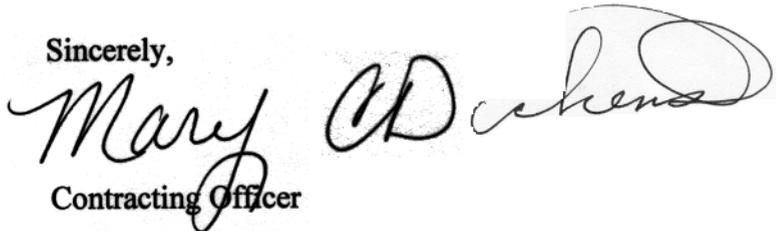
Gentlemen:

The US Army Aviation and Missile Command is currently conducting a competitive source selection to evaluate offerors on subject RFP. As part of this evaluation, we have requested that the offerors provide information about their past performance on same or similar federal, state, local government or commercial contracts as compared to North American Industry Classification System (NAICS) 488190. You have been identified as the point of contact cited on the enclosure.

Your assessment of their performance is extremely valuable to our evaluation. Please complete the enclosure and return to Commander, US Army Aviation and Missile Command, ATTN: AMSAM-AC-LM-L (Ms. Cassandra Boyd), Redstone Arsenal, Alabama 35898-5000, no later than 15 days after receipt of request or April 21, 2003, whichever occurs first.

Your cooperation is greatly appreciated. Questions may be directed to Ms. Cassandra Boyd or the undersigned at (256) 876-3184.

Sincerely,


Contracting Officer

Encl

PAST PERFORMANCE EVALUATION GROUP QUESTIONNAIRE FORM

Contractor: _____

Contractor No.: _____

Subcontractor No. (if applicable): _____

POC: _____
(Name)

Title: _____
(E.G. PCO/ACO/TM)

Agency, Telephone No. & Facsimile No.)

The following questions pertain to the contractor's record of past (within the past three years) and current performance. The information that you provide will be used in the awarding of a federal contract. Therefore, it is important that our information be as factual and accurate as possible. The following definitions of performance risk must be used in the assessment:

LOW RISK

Consistently met contract requirements; quality was good. Timeliness of delivery and responsiveness were above average. Cost conformance and control were good. timeliness and accuracy of cost and performance reporting were good. Personnel were of high quality. Exhibited above average control over subcontracted work, which resulted in good subcontractor performance in areas of technical, cost adherence, and schedule adherence.

MODERATE RISK

Met contract requirements in most instances; quality was acceptable. Timeliness of delivery and responsiveness were acceptable. Timeliness and accuracy of cost and performance reporting were adequate. Personnel performed adequately. Exhibited acceptable control over subcontracted work, which resulted in adequate subcontractor performance in the areas of technical, cost adherence, and schedule adherence.

HIGH RISK

Significant problems meeting contract requirements; quality is poor. Timeliness of delivery and responsiveness were often unacceptable. Cost conformance and control were often inadequate. Timeliness and accuracy of cost and performance reporting was unacceptable. Performance of personnel was poor. Contractor often exhibited inadequate control over subcontracted work, which resulted in unacceptable subcontractor performance in the areas of technical, cost adherence, and schedule adherence.

DATA QUESTIONS

Contract Type: _____
(i.e., Firm Fixed Price, Cost Plus Award Fee, etc.)

Period of Performance: _____

Total Contract Amount: _____

Nature and Extent of the Effort (i.e., Scope of the effort performed by the contractor, type of tasks involved, and types of personnel (skills/expertise) utilized.)

PERFORMANCE QUESTIONS

A. How was the contractor's performance in terms of meeting technical requirements and its responsiveness to changes in technical direction? (Low Risk, Moderate Risk, High Risk) _____.

B. How was the contractor's performance in terms of overall technical quality? (Low Risk, Moderate Risk, High Risk) _____.

C. How was the contractor's performance in terms of effectiveness/thoroughness in planning operations, interfacing with Government officials, reporting, security, publishing, and customer feedback? (Low Risk, Moderate Risk, High Risk) _____.

D. How was the contractor's performance in terms of obtaining and retaining sufficiently experienced personnel for utilization on the contract? (Low Risk, Moderate Risk, High Risk) _____.

E. How was the contractor's performance in terms of establishing and maintaining an effective allocation of resources among prime and team member subcontractors and a well-established division of labor based on experience, expertise and small business objectives? (Low Risk, Moderate Risk, High Risk)_____.

F. How was the contractor's performance in terms of meeting milestones/schedules and reporting requirements and its responsiveness to changing schedules and priorities? (Low Risk, Moderate Risk, High Risk)_____.

G. How was the contractor's performance in regard to financial/cost management and reporting? (Low Risk, Moderate Risk, High Risk)_____.

H. Were there any cost overruns incurred under the contract?_____ If yes, were the overruns due to the fault of the contractor?_____ If yes, what was the magnitude (% of increase) and cause of the overrun(s)?

With respect to the contractor's performance under this contract, are there any additional comments you wish to make that were not addressed above?

J. (If any questions were answered with a "Low Risk" or "High Risk" assessment) Can you support the "Low Risk" or "High Risk" assessments given in response to the performance question(s) with documented evidence? If so please compile it and datafax it to us along with this questionnaire.

Signature

Typed or Printed Name

Date