Standard Past Performance Questionnaire Field Instructions

PAST PERFORMANCE QUESTIONNAIRE (PPQ)	
Instructions for PPQ form	Overarching instructions for use of this form
The purpose of this form is to collect contractor past performance information that is not already available in CPARS/PPIRS.	If there is a CPARS report on file for this same contract and PoP, do not initiate a PPQ.
This form is not intended to be tailored. If additional information regarding specific aspects of contractor performance are critical to a source selection decision, that information should be addressed in the solicitation instructions and evaluation criteria. However, space to include up to 2 additional factors for the PPQ evaluator to rate contractor performance on is included in the Ratings by Factor section below.	
Reference Data contractor provided	Contractor completes this section
Solicitation #	Enter solicitation number of the procurement that this past performance is being submitted to support
Contract number that is subject of the PPQ	Contract Number including all relevant identifiers necessary to identify the reference in FPDS (Contract Number, Schedule Number, ID/IQ, Number, BPA Number, Task Order, Etc)
Offeror name	Name of prime contractor submitting the proposal that this past performance is relevant to
Offeror CAGE Code	CAGE code of the prime contractor submitting the proposal that this past performance is relevant to
Offeror DUNS	DUNS number of the prime contractor submitting the proposal that this past performance is relevant to
Name of firm that is subject of PPQ if other than the offeror	Name of contractor who performed the work being evaluated if other than offeror name above
CAGE Code of firm that is subject of PPQ if other than the offeror	CAGE code of contractor who performed the work being evaluated if other than offeror name above
DUNS of firm that is subject of PPQ if other than the offeror	DUNS number of contractor who performed the work being evaluated if other than offeror name above
Dollar value of contract	Awarded dollar value of entire contract cited above
Contract type	Contract type (include multiples if necessary) CPFF, CPAF, T&M, FPLOE, FFP, etc.
Period of Performance (PoP) of contract	Period of performance of the contract cited above
Reference Data evaluator provided	Evaluator completes this and all remaining sections
Name of evaluator	Name of the person providing the evaluation of performance
Role in relation to the work being evaluated	What role the evaluator performed in relation to this contract (e.g. Contracting Officer, Program Manager)
Title	Official title of the evaluator
Phone number	
email	
Agency or organization	
PoP being evaluated on this form	Indicate the period of performance being evaluated

Narrative description of rated contractor's performance	Provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist in this evaluation
Ratings by Factor	
Quality	Select the rating that best describes the performance of the contractor over the period being evaluated
Schedule	Select the rating that best describes the performance of the contractor over the period being evaluated
Cost Control	Select the rating that best describes the performance of the contractor over the period being evaluated
Management	Select the rating that best describes the performance of the contractor over the period being evaluated
Utilization of Small Business	Select the rating that best describes the performance of the contractor over the period being evaluated
Regulatory Compliance	Select the rating that best describes the performance of the contractor over the period being evaluated
Other Areas	Select the rating that best describes the performance of the contractor over the period being evaluated
(1)	Select the rating that best describes the performance of the contractor over the period being evaluated
(2)	Select the rating that best describes the performance of the contractor over the period being evaluated
Additional Comments	Provide any additional comments regarding the performance of the contractor not covered in the questions above