PAST PERFORMANCE QUESTIONNAIRE (PPQ)

Instructions for PPQ 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

Solicitation #:	
Contract Number that is Subject of the PPQ:	
Offeror Name:	Offeror CAGE Code:
Offeror DUNS:	
Name of Firm that is Subject of PPQ if other than the Offeror:	
CAGE Code of Firm that is Subject of PPQ if other than the Offeror:	
DUNS of Firm that is Subject of PPQ if other than the Offeror:	
Dollar Value of Contract:	Contract Type:
Period of Performance (PoP) of Contract:	

Reference Data Evaluator Provided

Name of Evaluator:	
Role in Relation to the Work Being Evaluated:	
Title:	Phone Number:
E-mail:	Agency or Organization:
PoP Being Evaluated on this Form:	

Narrative Description of Rated Contractor's Performance

Ratings by Factor

Quality: N/A	Schedule: N/A
Cost Control: N/A	Management: N/A
Utilization of Small Business: N/A	Regulatory Compliance: N/A

Other Areas

(1) N/A	(2) N/A

Additional Comments

Signature

Date

Evaluation Rating Definitions

RATING	DEFINITION
Exceptional	Performance met contractual requirements and exceeded many to the Government's benefit. Contractual performance was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
Very Good	Performance met contractual requirements and exceeded some to the Government's benefit. Contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
Satisfactory	Performance met contractual requirements. Contractual performance contained some minor problems for which corrective actions taken by the contractor were satisfactory.
Marginal	Performance did not meet some contractual requirements. Contractual performance reflected a serious problem for which the contractor did not identify corrective actions. The contractor's proposed actions were only marginally effective or were not fully implemented.
Unsatisfactory	Performance did not meet most contractual requirements. Contractual performance contained a serious problem(s) for which the contractor's corrective actions were ineffective.

Evaluation Rating Definitions for the Small Business Subcontracting Evaluation Factor

RATING	DEFINITION
Exceptional	Exceeded all statutory goals or goals as negotiated. Had exceptional success with initiatives to assist, promote, and utilize small business (SB), small disadvantaged business (SDB), women-owned small business (WOSB), HUBZone small business, veteran-owned small business (VOSB) and service disabled veteran owned small business (SDVOSB). Complied with FAR 52.219-8, Utilization of Small Business Concerns. Exceeded any other small business participation requirements incorporated in the contract/order, including the use of small businesses in mission critical aspects of the program. Went above and beyond the required elements of the subcontracting plan and other small business requirements of the contract/order. Completed and submitted Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate and timely manner.
Very Good	Met all of the statutory goals or goals as negotiated. Had significant success with initiatives to assist, promote and utilize SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB. Complied with FAR 52.219-8, Utilization of Small Business Concerns. Met or exceeded any other small business participation requirements incorporated in the contract/order, including the use of small businesses in mission critical aspects of the program. Endeavored to go above and beyond the required elements of the subcontracting plan. Completed and submitted Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate and timely manner.
Satisfactory	Demonstrated a good faith effort to meet all of the negotiated subcontracting goals in the various socio-economic categories for the current period. Complied with FAR 52.219-8, Utilization of Small Business Concerns. Met any other small business participation requirements included in the contract/order. Fulfilled the requirements of the subcontracting plan included in the contract/order. Completed and submitted Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate and timely manner.
Marginal	Deficient in meeting key subcontracting plan elements. Deficient in complying with FAR 52.219-8, Utilization of Small Business Concerns, and any other small business participation requirements in the contract/order. Did not submit Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate or timely manner. Failed to satisfy one or more requirements of a corrective action plan; however, showed an interest in bringing performance to a satisfactory level and demonstrated a commitment to apply the necessary resources to do so. Required a corrective action plan.
Unsatisfactory	Noncompliant with FAR 52.219-8 and 52.219-9, and any other small business participation requirements in the contract/order. Did not submit Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate or timely manner. Showed little interest in bringing performance to a satisfactory level or was generally uncooperative. Required a corrective action plan.