

ATTACHMENT 2: KEY PERSONNEL REFERENCE QUESTIONNAIRE

Note: Continuation sheets may be used if more space is required.

1. Individual's Name and Proposed Position (Key Personnel):	2. Individual's Firm:	3. Contract Number:	
		4. Total Contract Value (Base and Options):	
		5. Contract Award Date:	
		6. Contract Completion Date:	
7. Describe the project scope for the contract identified in Block 3 above. Also describe this individual's role on this contract. What was the duration of his/her assignment in the position(s)?			
8. Does this person possess technical expertise and competence that is relevant to successful contract performance? ___Yes ___ No. If no, explain.			
9. Has this person ever worked with or for your organization before? ___Yes ___ No. If yes, provide a brief description of their previous involvement.			
10. Does this person work calmly and effectively under pressure? ___Yes ___ No. If no, explain.			
11. Does this person display tact in difficult situations? ___Yes ___ No. If no, explain.			
12. Does this person effectively collaborate with other contractor personnel and outside officials to quickly resolve problems? ___Yes ___ No. If no, explain.			
13. Does this person demonstrate flexibility and a willingness to adapt to changing circumstances? ___Yes ___ No. If no, explain.			
14. Is this person ethical in his/her dealings with his/her employer, other contractors, and other individuals? ___Yes ___ No. If no, explain.			
15. Does this person communicate effectively with internal and external personnel and staff? ___Yes ___ No. If no, explain.			
16. Does this person create and deliver effective written and oral presentations? ___Yes ___ No. If no, explain.			

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17. Does this person have strong organizational skills and an ability to effectively prioritize actions? ___Yes ___ No. If no, explain.										
18. Does this person deliver complete and accurate work products, deliverables, and action items in a timely manner? ___Yes ___ No. If no, explain.										
19. Was this person’s proposed professional experience and background directly applicable to the work performed under this contract? ___Yes ___ No. If no, explain.										
20. Does this person exhibit sound judgment? ___Yes ___ No. If no, explain.										
21. Does this person demonstrate trustworthiness? ___Yes ___ No. If no, explain.										
22. Would you recommend this person be used on future contracts? ___Yes ___ No. If no, explain.										
23. Provide additional comments, if appropriate.										
24. How would you rate this person’s overall performance? Select one of the following: <div style="text-align: center;"> <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Unacceptable </div>										
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: center;">Rating</th> <th style="text-align: center;">Definition</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">OUTSTANDING</td> <td>The person provided excellent support and routinely provided increased efficiencies beyond minimum requirements. The person performed exceptionally and delivered the highest quality work in an efficient manner. The person routinely exceeded requirements and added significant value to the project. The person’s work rarely, if ever, required revisions to content or form.</td> </tr> <tr> <td style="text-align: center;">VERY GOOD</td> <td>The person provided very good support and sometimes provided increased efficiencies beyond minimum requirements. The person performed well and delivered quality work in an efficient manner. The person sometimes exceeded requirements and added some additional value to the project. The person’s work sometimes required revisions to content or form.</td> </tr> <tr> <td style="text-align: center;">ADEQUATE</td> <td>The person provided adequate support and rarely increased efficiencies beyond minimum requirements. The person met requirements and added no additional value to the project. The person’s work may have required several revisions to content and form.</td> </tr> <tr> <td style="text-align: center;">UNACCEPTABLE</td> <td>The person provided unacceptable support and was unable to deliver acceptable levels of quality in their work. The person routinely failed to meet the expectations and requirements of the contract. The person’s work was not acceptable even after multiple intensive revisions to form or content.</td> </tr> </tbody> </table>	Rating	Definition	OUTSTANDING	The person provided excellent support and routinely provided increased efficiencies beyond minimum requirements. The person performed exceptionally and delivered the highest quality work in an efficient manner. The person routinely exceeded requirements and added significant value to the project. The person’s work rarely, if ever, required revisions to content or form.	VERY GOOD	The person provided very good support and sometimes provided increased efficiencies beyond minimum requirements. The person performed well and delivered quality work in an efficient manner. The person sometimes exceeded requirements and added some additional value to the project. The person’s work sometimes required revisions to content or form.	ADEQUATE	The person provided adequate support and rarely increased efficiencies beyond minimum requirements. The person met requirements and added no additional value to the project. The person’s work may have required several revisions to content and form.	UNACCEPTABLE	The person provided unacceptable support and was unable to deliver acceptable levels of quality in their work. The person routinely failed to meet the expectations and requirements of the contract. The person’s work was not acceptable even after multiple intensive revisions to form or content.
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25. Evaluator Name & Position: _____ Signature: _____ Phone/FAX/E-Mail Address: _____ Date: _____										
26. Provide the Institution and/or Agency for whom this work was completed:										
END OF FORM										