

ATTACHMENT 3: REFERENCE QUESTIONNAIRE FOR FIRMS

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

1. Firm Name:	2. Project Name:	3. Contract Number:	
		4. Total Contract Value (Base and Options):	
		5. Contract Award Date:	
		6. Contract Completion Date:	
7. Describe the scope of this firm's work on the project in Block 2.			
8. Did this firm satisfactorily provide quality works or services? ___ Yes ___ No. If no, explain.			
9. Did this firm provide timely delivery of works or services in accordance with contractual requirements? ___ Yes ___ No. If no, explain.			
10. Did this firm provide informative, prompt, and clear communications during the contract period of performance? ___ Yes ___ No. If no, explain.			
11. Did this firm complete the contract within the original contract price? ___ Yes ___ No. If no, explain.			
12. Did the firm require any adjustments to the total contract value in order to complete the contract? ___ Yes ___ No. If yes, explain.			
13. Was this firm ethical in its dealings with clients, other contractors, employees, and other individuals? ___ Yes ___ No. If no, explain.			
14. Did this firm effectively manage their sub-contractor relationships and business arrangements? ___ Yes ___ No. If no, explain.			
15. Did this firm use qualified Key Personnel on the contract? ___ Yes ___ No. If no, explain.			

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16. Provide additional comments, if appropriate.

17. How would you rate this Contractor's overall performance? Select one of the following:

Outstanding Very Good Adequate Unacceptable

Rating	Definition
OUTSTANDING	The Contractor provided excellent support and routinely provided increased efficiencies beyond minimum requirements. The Contractor performed exceptionally and delivered the highest quality work in an efficient manner. The Contractor routinely exceeded requirements and added significant value to the project. The Contractor's work rarely, if ever, required revisions to content or form.
VERY GOOD	The Contractor provided very good support and sometimes provided increased efficiencies beyond minimum requirements. The Contractor performed well and delivered quality work in an efficient manner. The Contractor sometimes exceeded requirements and added some additional value to the project. The Contractor's work sometimes required revisions to content or form.
ADEQUATE	The Contractor provided adequate support and rarely increased efficiencies beyond minimum requirements. The Contractor met requirements and added no additional value to the project. The Contractor's work may have required several revisions to content and form.
UNACCEPTABLE	The Contractor provided unacceptable support and was unable to deliver acceptable levels of quality in their work. The Contractor routinely failed to meet the expectations and requirements of the contract. The Contractor's work was not acceptable even after multiple intensive revisions to form or content.

18. Evaluator Name & Position: _____
Phone/FAX/E-Mail Address: _____

Signature: _____
Date: _____

19. Provide the Institution and/or Agency for whom this work was completed:

END OF FORM

ALTERNATIVE ATTACHMENT 3: REFERENCE QUESTIONNAIRE FOR FIRMS

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

1. Firm Name:	2. Project Name:	3. Contract Number:
		4. Total Contract Value (Base and Options):
		5. Contract Award Date:
		6. Contract Completion Date:
7. Describe the scope of this firm's work on the project in Block 2.		
8. Firm's ability to provide quality works or services: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Unacceptable <input type="checkbox"/> N/A		
9. Firm's ability to provide timely delivery of works or services in accordance with contractual requirements: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Unacceptable <input type="checkbox"/> N/A		
10. Firm's ability to provide informative, prompt, and clear communications: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Unacceptable <input type="checkbox"/> N/A		
11. Firm's ability to complete the contract within the original contract price: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Unacceptable <input type="checkbox"/> N/A		
12. Firm's ability to mitigate change requests: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Unacceptable <input type="checkbox"/> N/A		
13. Firm's ability to ethically and professionally conduct business: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Unacceptable <input type="checkbox"/> N/A		
14. Firm's ability to effectively manage their sub-contractor relationships and business arrangements: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Unacceptable <input type="checkbox"/> N/A		
15. Firm's ability to use and retain qualified Key Personnel: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Unacceptable <input type="checkbox"/> N/A		
16. How would you rate this Contractor's overall performance? Select one of the following: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Adequate <input type="checkbox"/> Unacceptable <input type="checkbox"/> N/A		
17. Provide additional comments, if appropriate.		
18. Evaluator Name & Position: _____		Signature: _____
Phone/FAX/E-Mail Address: _____		Date: _____
19. Provide the Institution and/or Agency for whom this work was completed:		
END OF FORM		

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Additional Guidance on Completing the Forms:

Please use the following adjectival ratings, with supporting definitions, to complete the questionnaire.

Rating	Definition
OUTSTANDING	The Contractor provided excellent support and routinely provided increased efficiencies beyond minimum requirements. The Contractor performed exceptionally and delivered the highest quality work in an efficient manner. The Contractor routinely exceeded requirements and added significant value to the project. The Contractor's work rarely, if ever, required revisions to content or form.
VERY GOOD	The Contractor provided very good support and sometimes provided increased efficiencies beyond minimum requirements. The Contractor performed well and delivered quality work in an efficient manner. The Contractor sometimes exceeded requirements and added some additional value to the project. The Contractor's work sometimes required revisions to content or form.
ADEQUATE	The Contractor provided adequate support and rarely increased efficiencies beyond minimum requirements. The Contractor met requirements and added no additional value to the project. The Contractor's work may have required several revisions to content and form.
UNACCEPTABLE	The Contractor provided unacceptable support and was unable to deliver acceptable levels of quality in their work. The Contractor routinely failed to meet the expectations and requirements of the contract. The Contractor's work was not acceptable even after multiple intensive revisions to form or content.
NOT APPLICABLE (N/A)	This does not apply to this project.