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| Informational Guidance |

### **IG5315.305(a)(2) Past Performance Evaluation Guide (PPEG)**

***January 2008***

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##### **FOREWORD**

This Past Performance Evaluation Guide provides the Performance Confidence Assessment Group (PCAG) membership or the contracting officer and technical representative(s) detailed, step-by-step activities to use in support of a source selection conducted in accordance with [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP). Additional information on how to use past performance in Performance Price Tradeoff (PPT) acquisitions is available in [IG5315.101-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5315.101-1.docx).

The techniques and practices used to conduct past performance discussed in this guide are not mandatory requirements. PCAG members should consider these examples and techniques when planning a source selection.

This version of the Past Performance Evaluation Guide supersedes the July 2005 Guide. This version was updated to reflect current language and guidance found in [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP).

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**1.0 Introduction.**

Congress signed the [1994 Federal Acquisition Streamlining Act (FASA)](http://akss.dau.mil/docs/Federal%20Acquisition%20Streamlining%20Act.doc) into law on October 13, 1994 (Public Law 103-355). In FASA, Congress acknowledged that it is appropriate and relevant for the Government to consider a contractor's past performance in evaluating whether that contractor should receive future work. Section 1091 of FASA states:

*Past contract performance of an offeror is one of the relevant factors that a contracting official of an executive agency should consider in awarding a contract.*

*It is appropriate for a contracting official to consider past contract performance of an offeror as an indicator of the likelihood that the offeror will successfully perform a contract to be awarded by that official.*

**1.1 Past Performance Policies and Procedures.**

The policies and procedures implementing FASA are contained in the Federal Acquisition Regulation (FAR). Pursuant to [FAR 15.304(c)(3)(1)-( ii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm), the Government shall evaluate past performance in all competitively negotiated acquisitions expected to exceed $100,000 unless otherwise documented by the Contracting Officer as to why past performance is not an appropriate evaluation factor. However, for DoD pursuant to Director of Defense Procurement Class Deviation 99-O0002 dated January 29,1999, the thresholds are: (1) $5 million for systems and operations support, (2) $1 million for services, information technology, and (3) $100,000 for fuels or health care. This guide provides further assistance in implementing the FAR provisions.

The main purpose of the past performance evaluation is to appropriately consider each offeror's demonstrated record of contract compliance in supplying products and services that meet users' needs including cost and schedule. Past performance need not be evaluated if the contracting officer documents the reason past performance is not an appropriate evaluation factor for the acquisition ([FAR 15.304(c)(3)(iii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm)).

**1.2 Performance Confidence Assessment Group (PCAG).**

The Source Selection Evaluation Team Chairperson shall establish a PCAG for all source selections in excess of $100 million. Use of a PCAG is at the discretion of the Source Selection Authority for source selections under $100 million. The PCAG is a group of experienced government personnel assigned to accomplish the Performance Confidence Assessment, and they are part of the Source Selection Evaluation Team (SSET) in accordance with [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP), paragraph 5.4.1.

The PCAG assigns a performance confidence assessment. “The past performance evaluation is an assessment of the government’s confidence in the offeror’s ability to fulfill the solicitation requirements while meeting schedule, budget, and performance quality constraints. The past performance evaluation considers each offeror's demonstrated record of performance in supplying products and services that meet users' needs. The performance confidence assessment is normally assessed at an overall factor level after evaluating aspects of the offeror's recent past performance, focusing on performance that is relevant to the mission capability subfactors and cost or price “[MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP), paragraph 5.5.3.”

***Note:*** *After reviewing the list of information provided by the offeror and the information gathered from other sources, the evaluation should concentrate upon recent and relevant contracts/programs/effort that will permit an in depth evaluation. More recent and more relevant performance usually has greater impact in the performance confidence assessment than less recent and less relevant performance. In determining relevancy, consideration should be given but not limited to such things as product or service similarity, product or service complexity, contract type, program or lifecycle phase, contract environment, division of company proposing, and subcontractor interaction. The evaluation should take into account past performance information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition.*

**1.3 Past Performance versus Responsibility Determination.**

It is important to distinguish comparative past performance evaluations used in the source selection (tradeoff) process from responsibility determinations. Responsibility is a broad concept that addresses whether an offeror has the **capability** to perform a particular contract based upon an analysis of many areas including financial resources, operational controls, technical skills, quality assurance, and past performance. Pre-award surveys and pass/fail evaluations provide a “yes/no,” “pass/fail,” or “go/no-go” answer to the question; can the offeror do the work? The answer to this question helps the CO determine whether the offeror is responsible.

Unlike a responsibility determination, a comparative past performance evaluation conducted during the source selection process is a very specific endeavor that seeks to identify the degree of performance risk associated with each competing offeror. The question asked in this process is will the offeror do the work successfully. The evaluation describes the degree of confidence the Government has in the offeror’s likelihood of success. If properly conducted, the comparative past performance evaluation and the responsibility determination complement each other and provide a more complete picture of an offeror than either one could by itself.

**1.4 Past Performance Team.**

The Past Performance Team in Air Force Full Tradeoff Source Selections accomplishes the activities described in chapters 2-5 below. The PCAG activities described in this guide also apply to the Past Performance Team when a PCAG is not used.

**2.0** **Early Activities**

**2.1 Senior Level Management Endorsement of Personnel and Resources.**

Senior management endorsement of personnel and resources is essential for a successful source selection including endorsement of the PCAG. Senior level management must support the PCAG chairperson in selecting the right personnel for the team. This requires providing: sufficient dedicated personnel, adequate time, TDY dollars, facilities (including fax equipment), and computer support. SAF/ACE can provide additional training and training materials to the PCAG and all the Source Selection Team members.

**2.2 PCAG Chairperson Assigned.**

The individual assigned as PCAG chairperson is a key participant in the acquisition planning process. The PCAG chairperson must know the acquisition, understand the strategy, and have input into the planning process; therefore, the SSET chairperson needs to identify this individual early in the acquisition. Early participation will provide the PCAG chairperson an opportunity to understand the requirements and provide input into factors and subfactors used in assessing past performance. [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP), paragraph 4.1.6, in part states, " Key members of the source selection team, such as the Source Selection Evaluation Team Chairperson, the Performance Confidence Assessment Group Chairperson and the contracting officer, shall have source selection experience, if possible, and be designated early in the acquisition process.” The PCAG chairperson’s position requires an individual with broad experience in acquisitions similar to the instant acquisition, preferably at least Acquisition Professional Development Program (APDP) Level Two certified, and if possible, have previous PCAG experience. The rank or grade of the PCAG chairperson preferably is the same as or one level below the rank or grade of the SSET chairperson.

**2.3 PCAG Members Appointed by SSET Chairperson.**

The PCAG is a team of experienced personnel assigned to accomplish the past performance evaluation. The SSET chairperson is responsible for appointing PCAG members and their chairperson, subject to approval of the SSA. Total membership of the PCAG (including administrative support) depends on the complexity of the acquisition and the number of proposals expected. The individual members selected are either military or Government civilian. It is Air Force Policy that non-government personnel shall not serve as PCAG members or have access to past performance data. The personnel assigned to the PCAG should have familiarity with the work required by the acquisition and PCAG membership should include personnel assigned to the organization(s) that will receive the product or service. The PCAG membership should include at least one technical expert on highly technical acquisitions. a Defense Contract Management Agency (DCMA) person, as a PCAG member, (1) can assist in interfaces with administrative contracting officers (ACO), (2) provide information at the corporate level, and (3) access to other contractor performance information. The SSET and PCAG chairpersons must ensure that the personnel assigned to the source selection are available to do the evaluations during the time required for the source selection process. [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP), paragraph 4.1.6 states “ Government personnel assigned as a source selection team member shall consider this duty as their primary responsibility. Their source selection assignment shall take precedence over all other work assignments. Supervisors are responsible for ensuring that other work assignments do not adversely impact the source selection process.”

**2.4 PCAG Activities During the Early Phase of the Acquisition.**

a. Begin Discussing Relevancy and Recency.

relevancy and recency are two key items involved in the review of offerors past performance. During the early phase of the acquisition, the PCAG should begin the process of defining what is relevant for this effort and how recent the contract performance should be in order to be applicable. The PCAG will need to discuss relevancy and recency with the technical team members (See [chapter 3](#p3) for discussion on relevancy and recency).

b. Begin Drafting the Questionnaire.

The PCAG should also begin drafting the questionnaire it will use for gathering past performance information (See [chapter 4](#p4) for information on the questionnaire). The past performance evaluation is directly tied to the Mission Capability factor and subfactors, and Cost/Price factor; therefore, development of the questionnaire needs to focus on the Mission Capability factor and subfactors, and Cost/Price factor.

c. Initiate Discussions Involving Management Processes for the Source Selection.

In addition, the PCAG should internally discuss handling of information in the evaluation process and what data management process they will use to track the proposals, questionnaires, Contractor Performance Assessment Reporting System (CPARS), other data received, evaluations, evaluation notices (ENs), etc. The PCAG will need a secure work area with access to telephones, a fax machine and locking file cabinets. The PCAG chairperson must ensure these resources and adequate administrative support are available to the PCAG team.

d. Review Latest Past Performance Guidance.

The PCAG chairperson should meet with the Acquisition Center of Excellence (ACE), if available at your location and policy office. These individuals will provide the latest guidance with respect to conducting past performance evaluation. ACE members are valuable assets for PCAG training, lessons learned, briefing formats, and other materials during the planning stages and throughout the source selection.

**3.0 Prior to Issuance of Draft Request for Proposal (DRFP) or Request for Proposal (RFP)**

**3.1 Prepare Past Performance Portion of Section L and Section M and Draft Questionnaire.**

Based on the information obtained during the planning phase of the acquisition, the PCAG should prepare Section L language (instructions, conditions, and notices to offerors or respondents), Section M language (Evaluation Factors for Award) and the draft questionnaire, if one is included in the RFP, prior to issuance of the DRFP. To ensure consistency with other parts of the DRFP, the technical, cost, and other source selection team members must review all three of these products.

Early industry involvement is essential to resolve concerns on past performance evaluation, relevancy and recency definitions, and questionnaires before release of the RFP. Early communications with potential offerors could consist of one-on-one meetings (must meet with all potential offerors), pre-solicitation conferences, requests for information, and DRFP.

a. Relationship between Acquisition Documents.

The key to successful use of past performance in the source selection process is the establishment of a clear relationship between the requirement documents (statement of objectives (SOO), statement of work (SOW), Performance Work Statement (PWS), or Technical Requirements Document (TRD)), Section L, and Section M. The factors and subfactors chosen for evaluation must track back to the requirements in the requirement documents. Make Sections L and M clear with respect to what past performance information the Government will evaluate and the evaluation process.

b. Section L, Instructions, Conditions, and Notices to Offerors.

NOTE: In commercial acquisitions this information will be included in [FAR 52.212-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_000.htm), Instructions to Offerors—Commercial Items and [FAR 52.212-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_000.htm) Evaluations—Commercial Items.

The Past Performance Team should consider the following items when developing the past performance portion of Section L and Section L attachments.

(1) Ask offerors for information on a number of on-going contracts, or contracts completed not more than 3 years ago. Keep the number of references requested to as few as possible to give an accurate reflection of past performance. We recommend five to ten from the prime and five from each critical subcontractor. If you establish one number for the prime including critical subcontractors, and you expect a substantial number of critical subcontractors, you may need to increase the number of references but remember to keep the references to a manageable number. However, when anticipating a large number of offeror responses, teams may want to reduce these numbers to streamline the evaluation. Where large, multi-function companies are likely to submit proposals, limit the references to work done by the division, group or unit that plans to perform proposed work. Ask the offeror to identify two **current** points of contact on each contract reference provided. Instructions should request the original schedule and cost/price, the current schedule and cost/price, and the reason for differences. An attachment to Section L frequently requests this information. See Attachment 2 of this guide for an example of Past Performance Information format.

(2) Encourage offerors to provide information on problems encountered during performance of the identified contracts and the offeror's corrective actions.

(3) Inform offerors that past performance information on work for commercial customers, state and local governments, and subcontracts that are similar to the Government requirement will be evaluated with similar Federal contracts.

(4) Obtain past performance information on subcontractors, teaming partners, and joint ventures that will perform major or critical aspects of the requirement when the information is relevant to the instant acquisition. In some acquisitions, past performance information on key personnel is required.

(5) Advise offerors that the Government may use past performance information obtained from sources other than those identified by the offeror.

(6) State that the Government will discuss past performance information only with the offeror (prime or subcontractor) under review. Since past performance information is proprietary source selection information, the prime contractor must submit, with their proposal, subcontractor's consent for the Government to disclose it’s past performance information to the prime. Attachment 3 is an example of a consent form letter.

(7) Ask the offerors to identify which contracts are relevant indicators of performance against the Mission Capability factor and/or subfactors and Cost/Price factor.

(8) Consider limiting the pages for each referenced contract, rather than a limit to the total page count for the past performance volume. Exclude from any page limit: (1) organizational map where you require the offeror to explain corporate reorganizations, mergers and acquisitions, and (2) letters of consent.

(9) Prepare the draft questionnaire if the offerors will mail it to the POCs. Attach the draft questionnaire to the DRFP if planning to include a questionnaire in the RFP.

(10) Decide whether or not offerors will send out questionnaires to POCs included in their past performance volume. Prepare language instructing the offerors to send out the attached questionnaire a certain number of days before the PCAG volume is due to the Government. Offerors should inform the points of contact to forward the completed questionnaire directly to the Government person named on the questionnaire cover letter. Do not require offerors to track the Government’s receipt of completed questionnaires. See Attachment 6 for Past/Present Performance Questionnaire and Attachment 7 for Sample Questionnaire Cover Letter.

(11) Consider what kind of information we need to evaluate the role of the various members when we anticipate teaming or subcontracting arrangements. When a subcontracting plan is not required, the PCAG may need to require that offerors indicate scope of work the subcontractors will perform (both nature of work, criticality of the work, and percentage of overall effort).

(12) Decide if the Past Performance Volume is required earlier than the complete proposals because of the time involved in gathering data. A suggested time for submission of the Past Performance Volume is 15 days prior to receipt of the proposal.

(13) Attachment 4 contains an example of Section L Past Performance language. This is sample language; tailor it for each RFP.

c. Section M, Evaluation Factors for Award**.**

PCAG should consider the following items when developing the Section M past performance section.

(1) Determine the relative weight or importance of the Past Performance Factor. (See [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP), paragraph 4.4.1.2). Normally, the past performance factor should be a significant evaluation criterion.

(2) Assign each offeror one of the following performance confidence assessments ([MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP), paragraph 5.5.3.2., Table 3):

|  |  |
| --- | --- |
| **TABLE 3- PERFORMANCE CONFIDENCE ASSESSMENTS** | |
| **Rating** | **Description** |
| Substantial Confidence | Based on the offeror’s performance record, the government has a high expectation that the offeror will successfully perform the required effort. |
| Satisfactory Confidence | Based on the offeror’s performance record, the government has an expectation that the offeror will successfully perform the required effort. |
| Limited Confidence | Based on the offeror’s performance record, the government has a low expectation that the offeror will successfully perform the required effort. |
| No Confidence | Based on the offeror’s performance record, the government has no expectation that the offeror will be able to successfully perform the required effort. |
|  |  |
| Unknown Confidence | No performance record is identifiable or the offeror’s performance record is so sparse that no confidence assessment rating can be reasonably assigned. |

(3) State exactly how we will evaluate the proposals in Section M.

(4) Define recency or, as a minimum, where it is defined in Section L. Example: Each relevant contract shall have been performed during the past \_\_\_\_ (fill in a number) years from the date of issuance of this solicitation.

(5) State the relevancy definitions in Section M. The PCAG must determine how to define relevancy for **this acquisition.** The definitions may consider varying degrees of relevancy such as very relevant, relevant, somewhat relevant and not relevant (See Attachment 5) OR a single definition for relevancy. Full Tradeoff acquisitions (to include those for services) over $100 million should contain definitions for varying degrees of relevancy. For Performance Price Tradeoff acquisitions and source selections $10 million and under, a single relevancy definition is acceptable; however, the past performance team must realize it can not evaluate more or less relevant performance based on the single relevancy definition. Past performance on individual contracts is either relevant or not relevant when Section M defines relevancy with a single definition.

(6) Consider the following when developing the definition or definitions for relevancy:

(a) Relevant does not mean the same or identical product or service we will acquire.

(b) Relevant means sufficiently similar to the instant acquisition to provide indicators of expected performance. (For example, consider such things as product or service similarity, product or service complexity, contract type, contract dollar value, program phase, the division of the company that will do the work, major or critical subcontractors, teaming partners and joint ventures).

(c) How will the PCAG determine relevancy for individual contracts—prime contracts, joint ventures, teaming arrangements and subcontractors. The PCAG should consider the effort, or portion of the effort, that will be proposed by the offeror, teaming partner, or subcontractor whose contract will be reviewed and evaluated. Did the PCAG write the relevancy definitions to support evaluation of a portion of the requirement?

For example, when the PCAG is evaluating the proposed subcontract and this subcontract will include the same or similar effort that the subcontractor performed very successfully recently, how will the PCAG rate relevancy. This proposed subcontract is a small but essential part of the instant acquisition. Base the relevancy determination on the portion of the effort accomplished on the past performance contract compared to the portion of proposed effort. Because the effort is approximately the same on both efforts, the past performance assessment for this contract in this example should be very relevant. Assess higher relevancy for contracts that are most similar to the effort, or portion of the effort, for which that contractor is proposing

(7) If the PCAG team determines that more recent performance and more relevant performance will have a greater impact on the Performance Confidence Assessment than less recent and less relevant effort, they must include language in Section M.

(8) Define Adverse past performance in Section M. An example of adverse past performance definition is as follows: Adverse past performance is defined as past performance information that supports a less than satisfactory rating on any evaluation aspect or any unfavorable comment received from sources without a formal rating system.

(9) The PCAG may consider the offeror’s past performance in aggregate, in addition to an effort (contract) by effort basis. Consider previous joint ventures or teaming arrangements in which the proposing partners participated, either with each other or with other entities, in performing work similar to that which they are proposing to perform for the current effort. For example, the offeror is a joint venture. There are four partners that share equally in the proposed effort. They established the joint venture for this requirement so past performance information is not available on the joint venture but is available on each of the partners. Past performance on each of the partners may be only somewhat relevant because work, although the same, is not the same size or dollar value of the current requirement. However, when the partners’ past performance is viewed in the aggregate, the past performance information may more accurately reflect a higher rating.

(10) Attachment 5 contains an example of Section M Past Performance language. This is sample language and the PCAG should tailor it for each RFP.

**3.2 Other PCAG Activities Prior to DRFP/RFP Release.**

a. Early industry involvement is essential to resolve concerns on past performance evaluation, relevancy and recency definitions and questionnaires before release of the RFP. The team communications with potential offerors could consist of one-on-one meetings (meet with all potential offerors), pre-solicitation conferences, requests for information, and draft request for proposals.

b. Develop timelines for PCAG activities in the source selection.

c. Establish an interchange process within the PCAG team and between the SSET and PCAG.

d. Plan on aggressively pursuing sources of information on potential offerors such as [CPARS](http://www.cpars.navy.mil/), [DCMA](http://www.dcma.mil/), [Defense Logistics Agency (DLA)](http://www.dla.mil/), inspection reports, [Past Performance Information and Retrieval System (PPIRS)](http://www.ppirs.gov/), [Federal Procurement Data System Next Generation](https://www.fpds.gov/) (FPDS-NG, DD350), and [Dun and Bradstreet](http://www.dnb.com/us/).

**4.0 Prior to Proposal Receipt**

**4.1 PCAG Participation in Activities with Industry.**

The PCAG chairperson should participate in the source selection activities with industry such as Industry Day, one-on-one meetings, or Pre-Proposal Conferences. The same individual should participate in all meetings. The team must answer industry’s questions on the past performance volume clearly and timely. The PCAG should prepare written answers to questions submitted by industry in the DRFP process and forward these answers to the CO for issuance with other responses. If questions during the written or oral communications with industry reveal errors or unclear text in the RFP, the PCAG must rewrite that language and submit the new language to the CO for issuance of an amendment to the solicitation.

**4.2 Finalize PCAG Internal Process.**

The PCAG should use this time before receipt of the past performance volume to finalize the internal consensus process and data management process, formulate the PCAG computer generated documents, spreadsheets, and charts such as interview form, information data sheets, and evaluation notice (EN). The PCAG should receive training from the ACE (if available). The PCAG chairperson should decide how to divide the PCAG workload. The number of proposals anticipated and number of PCAG members will influence the chairperson’s division of workload. Using consensus of the team is better than individuals doing the jobs separately. The PCAG chairperson may assign each member an offeror(s) on which they will gather past performance information. Regardless of how the PCAG chairperson assigns workload, the entire team should reach consensus on the PCAG ratings and if consensus cannot be reached, the PCAG documentation would include the minority opinion position on that particular rating. Each member should read the past performance volumes from all offerors and have input into the final PCAG assessments for each offeror.

**4.3 Finalize Questionnaire.**

Finalize the questionnaire and cover letter for issuance as soon as receiving the past performance volumes, if the questionnaire was not attached to the solicitation. The purpose of the questionnaire is to obtain information from Government and/or non-government sources on the offeror's past and present performance either on contracts proposed by the offeror or on other contracts that are relevant to the on-going source selection requirements. Structure the questionnaire to obtain the most helpful information about the offeror's performance. Make the questionnaire easy to complete but avoid yes/no answers. Questions should elicit information about the offeror's performance as it related to the Mission Capability subfactors (Section M of the RFP). The questionnaire should include at least one question for each Mission Capability subfactor, Cost/Price factor, as well as other relevant information to the factors/subfactors such as schedule control. The questionnaire must define a range for rating performance on a contract. Attachment 6 is an example of a questionnaire. It is important to tailor the questionnaire to your specific acquisition.

Since the completed questionnaire contains source selection information, the cover letter for the questionnaire should clearly explain why and when the PCAG needs the requested information, as well as to whom and how to return the information. The team sends the cover letter and questionnaire to the appropriate points of contact. Signature on the cover letter is normally the PCAG chairperson. See Attachment 7 for an example of a cover letter.

**4.4 Final Preparations before Receipt of Proposals.**

Within the last week before receipt of past proposal volumes, each PCAG member should re-read RFP Sections L and M and RFP attachments such as the requirements documents (SOO, SOW, PWS or TRD). PCAG members need to keep copies of Sections L and M readily available for reference during the evaluation process. The PCAG must know and follow the Section M evaluation language in order to conduct the evaluation exactly as stated in Section M.

**5.0 After Receipt of Proposals**

**5.1 Read Executive Summary and Past Performance Volumes.**

The first action of the PCAG members after receipt of proposals is to read the Executive Summary, if requested, included with each proposal. The PCAG will know the overall approach of each offeror, subcontractor(s) proposed by each offeror, and have a basis for interaction with other members of the SSET during the source selection process. Each PCAG member reads the past performance volume from all offerors since they are responsible for the final performance confidence assessments for each offeror.

**5.2 Prepare List of Offerors.**

The PCAG prepares a list that shows the names of all offerors, including their subcontractors, teaming partners, joint venture partners, DUNS codes, and full addresses. PCAG chairperson will use this list for the first interchange meeting with the SSET Chairperson and to obtain CPARs and other data on the offerors.

**5.3 Prepare Evaluation Notices (ENs).**

The PCAG reviews each past performance volume to make sure the offeror provided all the information requested by the RFP. If the offeror failed to provide requested information, prepare an EN requesting clarification of the missing information. The PCAG prepares a clear and detailed EN; for example, state the exact paragraph in the RFP that required the information that was not included in the proposal. Attachment 8 provides a sample of an EN format. The CO will review ENs. The CO will obtain the review and approval of the SSA, if the SSA has not delegated authority to release ENs to the CO, before releasing the ENs to the offeror(s). Restrictions apply on what type of EN to issue if we contemplate award without discussions. Legal review of the ENs is recommended. Paragraph 5.8, Exchanges with Offers after Receipt of Proposals, sets forth FAR restrictions on all contact with offerors after receipt of proposals. Exchanges regarding adverse past performance after the establishment of the competitive range are considered to be discussions.

**5.4 Hold First Interchange Meeting with SSET Chairperson.**

Within a few days after receipt of the past performance volumes, the PCAG chairperson should hold the first interchange meeting (quick look) with the SSET chairperson. The PCAG chairperson will provide the SSET chairperson with a listing of offerors, subcontractors/teaming partners that are preparing proposals and any other significant information that the PCAG has at that time.

**5.5 Past Performance Evaluation.**

a. Step One. Conduct Relevancy and Recency Screening.

The first step in the Past Performance evaluation is for the PCAG to screen the contracts presented by the offerors and make an initial determination of its relevance and recency to the instant acquisition. The PCAG must conduct this relevancy and recency screening in accordance with the definitions and criteria set forth in Section M of the RFP. The objective of the screening is to remove those contracts that are clearly not relevant or recent from further consideration. Other source selection members and advisors may provide assistance in determining relevancy.

b. Step Two. Search for Additional Relevant Contracts.

In addition to the contracts provided by the offeror, the PCAG must aggressively research other sources for other relevant contracts. Sources to be considered are CPARS via PPIRS, DCMA, FPDS-NG/DD350, EZQuery (SPS offices only), Dun and Bradstreet, Security Exchange Commission (SEC) 10K Reports, Better Business Bureau, and pre-award survey monitors. We highly recommend that you not rely solely on the contracts identified by the offeror since these may not give a true picture of the contractor’s past performance. Send questionnaires to POCs for relevant contracts except for contracts covered by CPARS that may not require a questionnaire. Generally, for information available in CPARS, only request updated information. These sources are the starting points, not the ending points for past performance information.

c. Step Three. Obtain CPARS Data via PPIRS.

Contact the PPIRS focal point for available CPARs on relevant contracts. The past performance evaluation team will request CPARs not in PPIRS directly from the CO on that individual contract.

d. Step Four. Questionnaires.

(1) Issue Questionnaires.

If the PCAG transmits questionnaires, a PCAG member should telephone at least two points of contact (POC) for each contract referenced by the offeror. In addition to Program Managers and Contracting Officers, POCs could include the end user, government agency and/or commercial customer, equipment specialist, systems engineer, contracting officer technical representative (COTR), or pre-award survey monitor. POCs may also include private contractor personnel when the contracts are commercial/non-government. Telephone the POCs, explain we will fax a questionnaire to them and ask for a response by a certain date. The PCAG must protect completed questionnaires as they contain source selection sensitive information. The questionnaire should include instructions to contact the PCAG or CO when the completed questionnaire is ready to return via fax so that it can be protected at all times.

Commercial firms are reluctant to provide any performance information on their commercial customers. The consent form, completed by the offeror when a commercial contract is provided as a relevant contract for past performance history, will provide the offeror’s approval for the commercial firm to release performance information. Some commercial POCs may still not want to openly discuss the offeror’s performance even with a consent form. The PCAG’s best efforts are required in obtaining information and assuring the commercial POC that all information provided is source selection sensitive.

(2) Follow-up and Receive Questionnaires.

The PCAG will make follow-up phone calls or e-mails confirming that the POC received the questionnaire from the PCAG or from the offeror and will meet the requested submission date. The PCAG will make a follow-up telephone call or e-mail the POC inquiring about completion of the questionnaire and when it will be faxed if a completed questionnaire is not received by the requested date. The PCAG cannot hold offerors accountable for failure of the respondents to send in questionnaires. The past performance team needs to aggressively pursue return of the questionnaires. Make follow-up calls or send e-mails encouraging timely submission of the completed questionnaires. The PCAG may request the SSET or SSAC chairperson’s assist in obtaining the information if PCAG calls are not obtaining a high rate of return.

(3) Conduct and Document Interviews on Completed Questionnaires.

Next, the PCAG will conduct interviews, if needed, with POCs who completed the questionnaires. History indicates that questionnaires provide useful but incomplete information. Each PCAG member will conduct interviews and document results of the conversation. However, a group conference call is sometimes beneficial to collect information. PCAG will conduct interviews in person or by telephone. We recommend that all POCs for a specific contract attend the same meeting or on a conference call to ensure that, they discuss different opinions with all parties. Before initiating an interview, by telephone or in person, a PCAG member will gather all available information on a specific effort and generate a list of questions. Advise the POCs that we will document the information provided in the interview and fax it to them for review and signature. Interviews often provide additional information concerning the past or present performance of the offeror, subcontractor, or teaming partner not apparent from the questionnaire. Consider PCAG site visits to interview customers for large products/services acquisitions. See Attachment 9 for an example of a PCAG site visit.

Immediately following the interview, the PCAG member must prepare a summary of the conversation. Carefully prepare the conversation record to ensure accuracy, clarity, and legibility because these records will provide written documentation supporting the performance confidence assessment. We recommend the PCAG member send the conversation record to the POC either requesting that the POC sign and return the record or stating explicitly that if the POC does not object to its content with the time specified, the conversation record will be accepted as correct. See Attachment 10 for a conversation record example.

e. Step Five. Rate Performance for Each Offeror and Each Offeror’s Critical Subcontractors/Team Partners.

(1) Rate Performance on Each Relevant Contract.

Accomplish an analysis of each contract against the Mission Capability factor or subfactors and Cost/Price factor. Rate the offeror’s performance on each relevant contract for Mission Capability factor or subfactors and Cost/Price factor. For each contract or task/delivery order, determine the relevancy rating (very relevant, relevant or somewhat relevant) for Mission Capability factor or subfactors and the Price/Cost factor. The PCAG must document results of individual contract analysis. Attachment 14 is a sample; however, use the criteria in Section M of your acquisition.

(2) Evaluate Poor Performance, If Necessary.

Accomplish a critical analysis of each contract to ascertain performance, cause and effect of poor (adverse) performance record, e.g. who was really at fault: Government, contractor, or both.

(3) Consolidate Data For Each Offeror.

Consolidate results of the relevant contract analysis showing the total relevant contract information for an offeror; see Attachment 15 for a sample format.

(4) Identify positive and negative performance indicators for the Past Performance Factor

Identify evidence that leads to confidence or plants doubt in your mind for each Mission Capability subfactor and Cost/Price factor based on past and present performance.

f. Step Six. Site Visits.

(1) Determine Need for Site Visits.

After analyzing the data, the PCAG should determine whether site visits to customers are required for this acquisition. PCAG should consider site visits for large, complex or critical products/services acquisitions. If the PCAG decides to conduct site visits, they should accomplish site visits on each offeror or each offeror in the competitive range, whichever is applicable.

(2) Conduct Site Visits.

The PCAG plans the visits, prepares a travel book, and prepares follow-up notes for discussion. After the visit the PCAG documents the discussions during the visit and determines whether ENs are required as a result of the information obtained during the visit. See Attachment 9 for an example of a PCAG site visit.

g. Step Seven. Performance Confidence Assessment.

The PCAG will consider recency, relevancy, and quality of performance for the prime and the subcontractors, as it relates to the work each will perform, when assigning the performance confidence assessment.

Performance confidence assessment is an evaluation of the likelihood (or government’s confidence) that the offeror will successfully complete the solicitation’s requirements; the evaluation is based upon past performance. The performance confidence assessment is established through an integrated analysis of those positive performance indicators and negative performance indicators identified at the Mission Capability subfactor and Cost/Price factor level as determined by the offeror’s recent, current and relevant contract performance ([MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP)). This integrated performance confidence assessment is the rating for the Past Performance factor.

Below is a methodology process flow to show how the information flows from individual contract ratings into one performance confidence assessment rating for the Past Performance factor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| METHODOLOGY PROCESS FLOW  *SAMPLE* | | | | | |
| **Relevancy & Performance**  **By Subfactor:**  **How relevant is this contract to the requirement?**  **What was the performance?**  **Mission Capability and Cost Factor Relevancy**  **&**  **Performance Ratings for**  **Individual Contracts**  **Contracts**  **PCAG**  **Reviewed** | | | | | |
|  | **Subfactor 1** | **Subfactor 1** | **Subfactor 1** | **Mission**  **Capability** | **Cost** |
| Contract A | Very Relevant | Relevant | Very Relevant | Very Relevant | Very Relevant |
| Exceptional | Satisfactory | Exceptional | Exceptional | Exceptional |
| Contract B | Relevant | Very Relevant | Very Relevant | Very Relevant | Very Relevant |
| Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory |
| Contract C | Relevant | Relevant | Somewhat Relevant | Relevant | Relevant |
| Very Good | Very Good | Satisfactory | Very Good | Satisfactory |
| Contract D | Somewhat Relevant | Very Relevant | Relevant | Relevant | Somewhat Relevant |
| Very Good | Satisfactory | Satisfactory | Satisfactory | Satisfactory |
| Contract E | Relevant | Somewhat Relevant | Somewhat Relevant | Somewhat Relevant | Somewhat Relevant |
| Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory |
| Past Performance Factor RatingSubstantial Confidence Note: Example assumes all three Mission Capability subfactors are equal. | | | | | |

h. Step Eight. Adverse Past Performance.

PCAG prepares an EN for all adverse past performance information to which the offeror has not previously had the opportunity to respond, or previous response was inadequate, when the contract is determined to have a somewhat relevant or higher relevancy rating. Even when contemplating award without discussions, ENs for clarification may be required. Remember Section M of the RFP defined what is adverse past performance in this acquisition. Also, prepare other ENs required for past performance.

i. Step Nine. Evaluate Responses to ENs.

Evaluate responses to ENs on adverse performance. Determine changes to the individual contract evaluations based on additional information received from the offerors. Discuss additional information with POCs on questionnaires.

j. Step Ten. Review Performance Confidence Assessment.

Review performance confidence assessment based on additional information received in Step Nine. Review evidence that leads to confidence or plants doubt in your mind (positive and negative aspects). Make revisions as justified and document reasons for changes.

k. Step Eleven. Assist Other Source Selection Team Evaluators.

The PCAG can assist mission capability team evaluators by serving as a resource in cases where a proposal risk rating of other than low is under consideration for a proposed approach because the team is unfamiliar or uncomfortable with that approach. For example, if an offeror used a novel approach successfully in the past, this could mitigate a moderate or high risk rating for the mission capability subfactor in question.

l. Step Twelve. Documentation

Review the documentation using the questions in Attachment 12 and verify that the past performance evaluation was completed in accordance with Section M of the RFP and correctly documented.

m. Step Thirteen. Prepare Briefing Charts.

The PCAG prepares charts for SSAC and SSA briefings, as required. Then the PCAG determines chart(s) that we will not use to brief the offeror and highlights that chart(s) to the SSAC and SSA. Attachment 16 provides a sample of the PCAG portion of a briefing.

**5.6 Source Selection Activities of the PCAG in Award Without Discussions or Award With Discussions.**

a. Award Without Discussions.

After the offerors have responded to clarification ENs if awarding without discussions, the PCAG must conduct follow-up interviews with customers on the offeror's responses to ENs. After receipt of this additional data, the PCAG will reassess the evidence that leads to confidence or plants doubt (positive and negative aspects) to evaluate whether there is any change to the evaluation based on the additional data.

From the point in time that all data and information are received until the final SSA decision briefing, the PCAG must remain aware of current events on other programs/contracts that could impact the contractor’s present performance and affect the instant source selection.

b. Award With Discussions.

The PCAG will participate in discussions when the SSA determines to conduct discussions with the offerors in the competitive range. Face-to-face discussions with offerors are highly successful in providing an understanding of the open issues, the source selection evaluation, and the decision process. During the face-to-face meetings, the source selection team provides ENs, after SSA approval, to the offeror and answers questions on the ENs before issuance of the ENs. The CO will issue the approved ENs with response suspense date(s).

The PCAG must review the EN responses and conduct follow-up interviews with customer POCs to validate the information. After receipt of this additional data, the PCAG will need to reassess the evidence that leads to confidence or plants doubt (positive and negative aspects) to evaluate whether there would be any change based on the additional data. Keep in mind exchanges regarding adverse past performance after the establishment of the competitive range are considered to be discussions.

From the point in time that all data and information are received until the final SSA decision briefing, the PCAG must remain aware of current events on other programs/contracts that could impact the contractor’s present performance and affect the instant source selection.

**5.7 Other Activities For the PCAG Chairperson.**

a. Review every offeror's complete proposal, all questionnaires, interviews, and all assessments written by the PCAG members to provide an integrated evaluation with one performance confidence assessment assigned for each offeror to the SSET, SSAC, and SSA.

b. Ensure that the PCAG understands that more not less past performance information is the goal of the PCAG.

c. Ensure consistency, complete and auditable rationale, fair/impartial judgment, compliance with all RFP terms/conditions, and an error free process.

d. Brief the PCAG findings, as a part of the SSET, at any SSA or SSAC briefing. Brief, or support, discussions with the offerors and de-briefings.

e. Keep the process on the timeline schedule, ensure the team works together and elevate problems when necessary.

f. Responsible and accountable to the SSA for the PCAG's ratings.

g. Continue to participate in interchange meetings with the SSET chairperson and other team leaders during this phase of the source selection process. Frequency and length of interchange meetings will depend on the complexity of the acquisition and issues that need discussing.

**5.8 Exchanges With Offerors After Receipt of Proposals.**

Conduct exchanges with offerors after receipt of proposals in accordance with the [FAR 15.306](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm) and [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP), paragraph 5.6. The three ways to talk to the offerors after receipt of the proposals are clarifications, communications, or discussions.

a. Clarifications are limited exchanges, between the Government and offerors, that may occur when award without discussions is contemplated.

If award will be made without conducting discussions, an offeror may be given the opportunity to clarify certain aspects of the proposal (e.g., the relevance of an offeror’s past performance information and adverse past performance information to which the offeror has not previously had an opportunity to respond) or to resolve minor or clerical errors ([FAR 15.306(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm)). If adverse past performance information, to which the offeror has had no opportunity to respond, is the reason an offeror may not receive an award without discussions, the offeror must be provided an opportunity to address the information ([MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP), paragraph 5.6.2.1).

b. Communications are exchanges, between the Government and offerors, after receipt of proposals, leading to establishment of the competitive range.

Communications are LIMITED to the offerors (1) whose past performance information is the determining factor preventing them from being placed in the competitive range; and (2) whose exclusion from, or inclusion in, the competitive range is uncertain.

The purpose of communications is to enhance the Government’s understanding of proposals; allow reasonable interpretation of the proposal; or facilitate the Government’s evaluation process. Proposals cannot be revised ([FAR 15.306(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm)).

c. Discussions are exchanges with offerors after establishment of the competitive range.

Discussions are negotiations conducted in a competitive acquisition with the intent of allowing the offeror to revise the proposal. Tailor discussions to each offeror’s proposal. Discussions shall be conducted with each offeror within the competitive range.

d. Personnel involved in the acquisition shall not engage in the following conduct:

(1) Favor one offeror over another;

(2) Reveal an offeror's technical solution, including unique technology, innovative and unique uses of commercial items, or any information that would compromise an offeror’s intellectual property to another offeror.

(3) Reveal an offerors price without that offeror's permission. However, the contracting officer may inform an offeror that its price is considered by the Government to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible, at the Government's discretion, to indicate to all offerors the cost or price that the Government's price analysis, market research, and other reviews have identified as reasonable.

(4) Reveal the names of individuals providing reference information about an offeror's past performance; or

(5) Knowingly furnish source selection information.

e. The AFFARS definition of Evaluation Notice (EN) in [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP) states "ENs are written exchanges with offerors for purposes of clarifications, communications, or discussions.” ENs which result from deficiencies in the offeror's proposal must be clearly identified to the offeror as deficiencies. Since the three ways to talk to the offerors after receipt of the proposals are clarifications, communication, or discussions and ENs are used for those exchanges; no exchange shall take place between the PCAG and the offeror without written ENs, SSA approval, and participation of the contracting officer.

**5.9 Activities After Receipt of Final Proposal Revision (FPR).**

If the FPR addresses past performance, the PCAG must analyze changes made to the proposal and reassess positive and negative aspects for the offeror. Discuss any change in the ratings with the SSET chairperson during an interchange meeting.

The PCAG drafts their portion of the Proposal Analysis Report (PAR) and prepares charts for the final decision briefing. Determine the charts that require redacting and which charts to show to offerors during the de-briefings. The PCAG portion of the PAR should cover the following headings: Overview (of evaluation methods), Data Gathered, Programs/Contracts Evaluated, Performance Confidence Rating, by offeror (include name and address of offeror and any critical subcontractors, identify proposed present and past performance information, CPARs, other sources of information, ENs, positive and negative aspects). See [IG5315.305](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5315.305.docx) Air Force Proposal Analysis Report (PAR) Guide.

The remaining activities for the PCAG are to participate in the de-briefings and prepare lessons learned. The PCAG chairperson should meet with the ACE or applicable installation’s contracting office policy chief to provide feedback on lessons learned during this source selection.

**6.0 Performance Price Tradeoff and Lowest Price Technically Acceptable**

**6.1 Tradeoff Processes.**

The FAR establishes two acquisition processes and techniques for use in obtaining best value in negotiated acquisitions. The two processes are (1) tradeoff and (2) lowest price technically acceptable source selection. The AFFARS adds more definition to the tradeoff process by establishing Performance Price Tradeoff (PPT) as one of the agency's tradeoff processes.

**6.2 Lowest Price Technically Acceptable (LPTA).**

The LPTA process is appropriate when best value is expected to result from selection of the technically acceptable proposal with the lowest evaluated price.

Past performance does not have to be an evaluation factor in LPTA, as with other types of source selection processes, if the contracting officer documents the file pursuant to [FAR 15.304(c)(3)(iv)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm). The contracting officer, requirements personnel and legal, if applicable, should thoroughly discuss the evaluation of past performance in a LPTA source selection. Since award made to the lowest price technically acceptable offeror, past performance normally becomes a part of the contracting officer's responsibility determination under [FAR 9.1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm).

**6.3 Performance Price Tradeoff (PPT)**

See **Informational Guidance** at [IG5315.101-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5315.101-1.docx).

PPT is less complex than [AFFARS 5315.3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm) source selections. In PPT, the only factor traded off with price is past performance. Technical factors may be evaluated on a pass/fail basis only but trade off for price is not allowed. Once technically acceptable proposals are determined, tradeoffs are made between price and past performance evaluation to determine the successful offeror. For the purposes of the performance price trade-off, past performance can be significantly more important than, approximately equal to, or significantly less important than Price when being evaluated.

This PPT technique is allowed in acquisitions that include an evaluation for technical acceptability as well as negotiated acquisitions for which price and past performance are the only discriminators. The contracting officer is the source selection authority in PPT acquisitions $10 million and under. Over $10 million, the SSA depends on whether the program is an ACAT, AFPEO/CM program, or “Other Contracting.” The contracting officer, requirements personnel, and price analyst (if required) usually accomplish the evaluation.

Examples of negotiated competitive acquisitions where PPT is appropriate:

a. Replenishment spares

b. Non-complex operational contracting

c. Non-developmental, non-complex service or supplies

d. “Build to print" requirements with low technical complexity

e. Service acquisition with only pass/fail technical requirements

f. Some types of construction contracting

Since a technical proposal is not necessarily a requirement of the solicitation, what does technically acceptable mean in an acquisition for replenishment spares? The team may determine offers are technically acceptable when the proposal submitted complies with the terms and conditions of the solicitation and states the offeror’s intent to build a part in accordance with the required drawings.

a. Prior To Issuance of the PPT Solicitation (RFP).

When the PPT method of source selection is selected, the Government team must make Sections L and M clear with respect to what past performance information the Government will evaluate and the evaluation process. Attachment 13 contains examples of Sections L and M; however, these examples are for information only. Write Sections L and M in each RFP based on the specifics of the item or service we will acquire. For Section L language the Government team must decide what past performance information is required from the offerors, establish the number of contracts allowed, and determine if we will use a questionnaire, and if so, who will send out the questionnaires. If offerors are required to send out questionnaires, attach a questionnaire, a transmittal letter for the questionnaire, and a sample client authorization letter to the RFP. Refer to [chapter 3](#p3) regarding development of Sections L and M.

Request offerors submit recent and relevant past and present performance information that will demonstrate their ability, including their major/critical subcontractors or teaming partners, to perform the proposed effort. Define what is recent (current and up to three years prior past performance) and one or more definitions of relevant (very relevant, relevant and somewhat relevant) for the instant acquisition in Section M of the RFP. (See [chapter 3](#p3) for discussion of relevant and recent). Clearly state how the performance confidence assessment will be accomplished using the confidence ratings and definitions set forth in [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP) and [chapter 3](#p3) of this guide.

b. Past Performance Activities After Receipt of Proposals.

Review past and present performance data furnished by the offerors and determine if data is available on the offerors from other sources. Review the completed questionnaires, conduct telephone interviews, document the results of the telephone interviews, and fax that documentation to the person interviewed for concurrence/comment. We highly recommend the past performance team not rely only on the contracts identified by the offeror in making the performance confidence rating.

The source selection team should determine the Performance Confidence

Assessment for each offeror (See [chapter 3](#p3) for ratings and definitions) after reviewing all the data obtained. Clarifications with the offerors may be necessary to provide the offeror an opportunity to address any adverse past performance or clarify the relevancy of the offeror's past performance information. See [chapter 5](#p5) for the definition of clarification, communications, discussions and exchanges with offerors after receipt of proposals.

Re-evaluate the performance confidence assessment for each offeror based on the information received from clarifications (if award will be made without discussions) or discussions. The team will make an integrated past performance price tradeoff assessment of the technically acceptable offerors to determine which offer provides the best value to the Government. Make the source selection decision in accordance with Section M of the RFP. Write an award decision documenting any tradeoffs in price for a better performance confidence rating.

**APPENDIX A**

**Internet Sites**

The following is a list of the sources that provide information, policy, guidance, and examples on past performance.

**Federal Acquisition Regulation (FAR) Part 15, Contracting by Negotiation:**

<http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm>

**FAR Subpart 15.3, Source Selection:**

<http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm>

**Department of Defense FAR Supplement (DFARS), Part 15:**

<http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars215.htm>

**Air Force FAR Supplement (AFFARS), Part 15**

<http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm>

**DOD Guide to Collection and Use of Past Performance Information**

<http://www.acq.osd.mil/dpap/Docs/PPI_Guide_2003_final.pdf>

**DoD Past Performance Information Retrieval System (PPIRS)**

<http://www.ppirs.gov/>

**AF Performance Price Tradeoff Guide (IG5315.101-1)**

<http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5315.101-1.docx>

**DISCLAIMER**

The examples in Attachments 1 through 13, as well as the sample Sections L and M language are for illustrative purposes only. If used as a guide to document the use of past performance in source selection, tailor these examples as appropriate, such as combining or having only three relevancy definitions. In addition, these examples are not exhaustive; other formats with other content pertaining to the specific source selection are acceptable consistent with [AFFARS 5315](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm).

**ATTACHMENT 1**

EXAMPLE 1

RELEVANCY DEFINITIONS

VERY RELEVANT Past/present performance effort involved essentially the same magnitude of effort and complexities this solicitation requires.

RELEVANT Past/present performance effort involved much of the magnitude of effort and complexities this solicitation requires.

SOMEWHAT RELEVANT Past/present performance effort involved some of the magnitude of effort and complexities this solicitation requires.

NOT RELEVANT Past/present performance effort did not involve any of the magnitude of effort and complexities this solicitation required.

**ATTACHMENT 1**

**EXAMPLE 2**

**RELEVANCY CRITERIA**

The following tables outline the evaluation criteria to be used for evaluating contract relevance and provide performance assessment guidelines. These criteria relate to each subfactor within Mission Capability.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MISSION CAPABILITY SUBFACTORS** | | | | |
| **IDPS/C3 Demonstration and Architecture** | | | | |
| **Relevancy Rating**  *Equally relevant to hardware and software contracts* | **Very Relevant**  During the past 5 years, Concept Definition and/or Risk Reduction for new or enhanced system; AND cost/performance trades | **Relevant**  During the past 5 years, Risk Reduction and/or EMD for new or enhanced system; OR cost performance trades | **Somewhat Relevant**  During the past 5 years, the work on this contract involved only production (little development effort) | **Not Relevant**  No cost control targets such as FFP, grants, etc (unless the questionnaire indicates otherwise) |
| **Performance Guidance** | **Exceptional = Blue** | **Satisfactory = Green** | **Marginal = Yellow** | **Unsatisfactory = Red** |
| ASP/CAIV performance considerations:  Ability to develop a system which meets or exceed requirements within cost;  Effectiveness at conducting cost-performance trades;  Extent to which total LCC considerations affected design decisions | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **System Engineering and Program Execution** | | | | |
| **Relevancy Rating**  *Note:**If sensor has not been flight tested, decrease relevancy by at least one point.* | **Very Relevant**  Space sensor of similar function and complexity  (ex. Multi channel IR Sounder) | **Relevant**  Space sensor of similar complexity, not necessarily same function (ex. land and/or oceanographic sensor) | **Somewhat Relevant**  Any space sensor;  OR any sensor of similar complexity | **Not Relevant**    No sensor development |
| **Performance Guidance**  Sensor performance | **Exceptional = Blue**  Exceeds requirements and longevity demonstrated in-orbit | **Satisfactory = Green**  Meets requirements | **Marginal = Yellow**  Did not meet all requirements (minor rework, delivered with waivers, etc) | **Unsatisfactory = Red**  Failed flight or ground testing (significant rework, contract terminated, etc) |
| Additional sensor design performance considerations:  Ability to assess and/or implement new technology;  Ability to develop system without excessive government intervention or performance waivers;  Effective user involvement in design process  Accountability for lifetime requirements; | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Architectural Concept** | | | | |
| **Relevancy Rating**  *Note:**If algorithm or software has not been tested with operational data, or implemented in an operational system, decrease relevancy by at least one point.* | **Very Relevant**  Algorithm of similar function and complexity  (ex. Algorithms to produce EDRs from space borne meteorological, oceanographic, and/or land sensor data) | **Relevant**  Algorithm of similar complexity to that required for PD&RR EDRs, but not necessarily same function; OR algorithms/software for calibration of complex meteorological sensors during ground tests) | **Somewhat Relevant**  Algorithms/software to operate/control complex space borne sensors | **Not Relevant**  No algorithm or software developed |
| **Performance Guidance**  Algorithm performance | **Exceptional = Blue** Exceeds requirements | **Satisfactory = Green** Meets requirements | **Marginal = Yellow**  Did not meet all requirements but and can be easily improved or is still usable to meet requirements | **Unsatisfactory = Red** Deficient or difficult to implement operationally |
| Additional Algorithm/S/W development performance considerations:  Ability to implement new science  Effectiveness at utilizing existing code  Thoroughness of documentation | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Mitigation** | | | | |
| **Relevancy Rating**  *More relevant to sensor than to software contracts* | **Very Relevant**  Space sensor project of similar complexity with:  complex satellite interfaces AND extensive T&E (i.e. at least through OT&E); | **Relevant**  Space sensor project of similar complexity which has undergone DT&E; OR any space sensor or algorithm project which has undergone OT&E; | **Somewhat Relevant**  Any space sensor or algorithm project for which test/integration program not demonstrated | **Not Relevant**  No sensor algorithm or software developed |
| **Performance Guidance** | **Exceptional = Blue** | **Satisfactory = Green** | **Marginal = Yellow** | **Unsatisfactory = Red** |
| SEIT performance considerations:  Adequacy of test program (calibration, integration, post launch test support, etc)  Effectiveness of requirements tracking; error allocation  Ability to identify, track, and mitigate risks  Ability to address spacecraft interface issues  Completeness of system documentation | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **External Interfaces** | | | | |
| **Relevancy Rating**  *Equally relevant to sensor and software contracts* | **Very Relevant**  Space sensor or algorithm project of similar purpose, function, and complexity | **Relevant**  Space sensor or algorithm project of similar complexity, not necessarily same function | **Somewhat Relevant**  Any sensor or software development | **Not Relevant**    No sensor or software development |
| **Performance Guidance** | **Exceptional = Blue** | **Satisfactory = Green** | **Marginal = Yellow** | **Unsatisfactory = Red** |
| Program Management performance considerations:  Ability to design and deliver to cost (plan tasks with realistic costs and schedules)  Ability to respond to funding shortfalls, directed scope changes, and keep program office informed of impacts  Effectiveness in using metrics to track and measure progress  Ability to manage subcontractors *(relevant only to evaluation of prime contractor contracts)*  Ability to conduct effective IPTs including associate contractors, subcontractors, government etc | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRICE** | | | | |
| **Relevancy Rating**  *Equally relevant to sensor and software contracts*  *(Note that this is the only area considering performance over more than the past 3/5 years)* | **Very Relevant**  >$75 M;  > 3 Yr. effort duration | **Relevant**  Either < $75 M or < 3 Yr. effort duration | **Somewhat Relevant**  Either < $1 M or < 2 Yr. effort duration | **Not Relevant**    No contracts  experience |
| **Performance Guidance** | **Exceptional = Blue**  Under cost (not counting government directed cost growth) | **Satisfactory = Green**  At cost (not counting government directed cost growth) | **Marginal = Yellow**  Up to 20% over cost (not counting government directed cost growth) | **Unsatisfactory = Red**  More than 20% over cost (not counting government directed cost growth) |
| Additional Cost performance considerations:  Ability to anticipate, identify, and control cost growth.  Ability to use a validated cost/schedule control system  Submit accurate and timely financial reports and credible forecasts of future program costs. | | | | |

**ATTACHMENT 2**

**SECTION L**

**PAST PERFORMANCE INFORMATION**

Provide the information requested in this form for each contract/program being described. Provide frank, concise comments regarding your performance on the contracts you identify. Provide a separate completed form for each contract/program submitted. Limit the number of past efforts submitted and the length of each submission to the limitations set forth at paragraphs \_\_ and \_\_\_, respectively, of Section L\_\_\_ of this solicitation.

A. Offeror Name (Company/Division): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CAGE Code: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DUNS Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(NOTE: If the company or division performing this effort is different than the offeror or the relevance of this effort to the instant acquisition is impacted by any company/corporate organizational change, note those changes. Refer to the "Organizational Structure Change History" you provided as part of your Past Performance Volume).

B. Program Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

C. Contract Specifics:

**1. Contracting Agency or Customer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Contract Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Contract Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Period of Performance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Original Contract $ Value \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Do not include unexercised options)

**6. Current Contract $ Value \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Do not include unexercised options)

**7. If Amounts for 5 and 6 above are different, provide a brief description of the reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

D. Brief Description of Effort as \_\_Prime or \_\_Subcontractor

(Please indicate whether it was development and/or production, or other acquisition phase and highlight portions considered most relevant to current acquisition)

E. Completion Date:

**1. Original date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Current Schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Estimate at Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. How Many Times Changed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Primary Causes of Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

F. Primary Customer Points of Contact: (For Government contracts, provide current information on all three individuals. For commercial contracts, provide points of contact fulfilling these same roles).

**1. Program Manager and/or Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Site Manager Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FAX Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Contracting Officer: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FAX Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Administrative Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contracting Officer: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FAX Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

G. Address any technical (or other) area about this contract/program considered unique.

H. For each of the applicable subfactors under the Mission Capability factor in Section M, illustrate how your experience on this program applies to that subfactor.

I. Specify, by name, any key individual(s) who participated in this program and are proposed to support the instant acquisition. Also, indicate their contractual roles for both acquisitions.

*(If* [*FAR 52.219-8*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm)*, Utilization of Small Business Concerns, is included in Section I of the solicitation, insert the paragraph below to comply with the past performance evaluation requirement of* [*DFARS 215.305(a)(2)*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars215.htm#P121_5471)*.)*

J. Include relevant information concerning your compliance with FAR 52.219-8, Utilization of Small Business Concerns, on the contract you are submitting.

*(If* [*FAR 52.219-9*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm)*, Small Business Subcontracting Plan, is included in Section I of the solicitation, insert the paragraph below to comply with the past performance evaluation requirement of* [*DFARS 215.305(a)(2)*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars215.htm#P121_5471)*.)*

K. Identify whether a subcontracting plan was required by the contract you are submitting. If one was required, identify, in percentage terms, the planned versus achieved goals during contract performance. If goals were not met, please explain.

L. Describe the nature or portion of the work on the proposed effort to be performed by the business entity being reported here. Also, estimate the percentage of the total proposed effort to be performed by this entity and whether this entity will be performing as the prime, subcontractor, or a corporate division related to the prime (define relationship). *(This is especially important if requesting the Past Performance volume early, as the PCAG will not have any other source for this information, which is critical to their relevancy determination)*

**ATTACHMENT 3**

**SUBCONTRACTOR/TEAMING PARTNER CONSENT FORM FOR THE RELEASE OF PAST AND PRESENT PERFORMANCE INFORMATION TO THE PRIME CONTRACTOR**

Past performance information concerning subcontractors and teaming partners cannot be disclosed to a private party without the subcontractor's or teaming partner's consent. Because a prime contractor is a private party, the Government will need that consent before disclosing subcontractor/teaming partner past and present performance information to the prime during exchanges. In an effort to assist the Government's Performance Confidence Assessment Group (PCAG) in assessing your past performance relevancy and confidence, we request that the following consent form be completed by the major subcontractors/teaming partners identified in your proposal. The completed consent forms should be submitted as part of your Past Performance Volume (or Proposal). (Note: Section L should specify if past performance is to be submitted as a separate proposal volume).

**SAMPLE**

Dear (Contracting Officer)

We are currently participating as a (subcontractor/teaming partner) with (prime contractor or name of entity providing proposal) in responding to the Department of the Air Force, (location) request for Proposal (solicitation number) for the (program title or description of effort).

We understand that the Government is placing increased emphasis on past performance in order to obtain best value in source selections. In order to facilitate the performance confidence assessment process we are signing this consent form to allow you to discuss our past and present performance information with the prime contractor during the source selection process.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature and Title of individual who has the authority to sign for and legally bind the company)

Company Name:

Address:

**ATTACHMENT 4**

**EXAMPLE OF SECTION L PAST PERFORMANCE LANGUAGE**

L-(**fill in the number**). Past and Present Performance Information—this will be included as part of the L provision, Instructions to Offerors.

Volume (**fill in the number**) - Past and Present Performance

Contents. The offeror shall submit a Past and Present Performance Volume containing the following:

Table of Contents

Summary Page describing the role of the offeror and each subcontractor, teaming partner, and /or joint venture partner that the offeror is required to provide Past Performance Information Sheets on in accordance with paragraph b. below.

Past Performance Information Sheets in accordance with Attachment (**fill in number**)—See paragraph b. below.

Consent Letters executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing the release of past performance information so the offeror can respond to such information. A sample consent letter is attached as L-\_\_\_ (See Attachment 3 to this guide).

Client Authorization Letters for each identified effort for a commercial customer authorizing release to the Government of requested information on the offeror’s performance.

Organization Structure Change History—See paragraph f. below.

Past and Present Performance Information Sheets. Submit information on contracts you consider most relevant in demonstrating your ability to perform the proposed effort. The offeror shall submit Performance Information Sheets in accordance with the format contained in Attachment\_\_(See Attachment 2 to this guide for a sample). This information is required on the offeror and subcontractors, teaming partners, and/or joint venture partners proposed to perform \_\_\_per cent of the proposed effort based on the total proposed price, or perform aspects of the effort the offeror considers critical to overall successful performance. The offeror shall submit \_\_\_\_(**fill in a number**) Performance Information Sheets identifying active or completed contracts, either Government or commercial, for each prime, teaming partner, and/or joint venture partner (within the same division or cost center) and \_\_\_\_(**fill in a number**) Performance Information Sheets for each major or critical subcontractor. Each relevant contract shall have been performed during the past \_\_\_(**fill in a number**) years from the date of issuance of this solicitation. Each Performance Information Sheet for each contract is limited to \_\_\_(**fill in a number**) pages. Offerors are cautioned that the Government will use data provided by each offeror in this volume and data obtained from other sources in the evaluation of past and present performance. (**NOTE**: Prior to issuance of the RFP, the Government past performance team should decide whether to require information on key personnel in past performance information).

c. Early Proposal Information. The offeror is requested to submit the Past and Present Performance Volume \_\_\_(**fill in number**) calendar days after the RFP issuance date, to the Contracting Officer at the address specified in L\_\_\_(**fill in number**).

d. Relevant Contracts. Submit information on contracts that you consider relevant in demonstrating your ability to perform the proposed effort. Include rationale supporting your assertion of relevance. For a description of the characteristics or aspects the Government will consider in determining relevance, see Section M, Clause M00\_\_, paragraph\_\_(**fill in numbers**). Note that the Government generally will not consider performance on an effort that concluded more than \_\_\_\_\_years prior to the issuance date of this solicitation. Offerors are required to explain what aspects of the contracts are deemed relevant to the proposed effort, and to what aspects of the proposed effort they relate. To clearly link the past performance information to the mission capability subfactors, the offeror should identify which contracts are relevant indicators of performance against a mission capability subfactor. Categorize the relevance information into the specific evaluation subfactor(s) used to evaluate the proposal:

Subfactor 1 -

Subfactor 2 -

Subfactor 3 -

Subfactor 4 -

e. Specific Content. Offerors may include a discussion of efforts accomplished by the offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage program risk. Merely having problems does not automatically equate to a Limited or a No Confidence rating, since the problems encountered may have been on a more complex program, or an offeror may have subsequently demonstrated the ability to overcome the problems encountered. The offeror is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions, in terms of improvements achieved or problems rectified. This may allow the offeror to be considered a Substantial Confidence or Satisfactory Confidence candidate.

f. Organizational Structure Change History. Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant present or past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this acquisition. To facilitate this relevancy determination, include in this proposal volume a "roadmap" describing all such changes in the organization of your company. As part of this explanation, show how these changes impact the relevance of any efforts you identify for past performance evaluation/performance confidence assessment. Since the Government intends to consider present and past performance information provided by other sources as well as that provided by the offeror(s), your "roadmap" should be both specifically applicable to the efforts you identify and general enough to apply to efforts on which the Government receives information from other sources.

g. Questionnaires. The Government requests the offeror send out Present/Past Performance Questionnaires to each of the Points of Contact (POCs) identified in the Past Performance Volume. POC submit completed questionnaires directly to the Government. Once the Present/Past Performance Questionnaires are completed by the POCs, the information contained therein shall be considered sensitive and shall not be released to you, the Offeror. A cover letter for transmitting the questionnaire to each POC is provided.

**ATTACHMENT 5**

**SAMPLE SECTION M PAST PERFORMANCE LANGUAGE**

M (**fill in number**). Past Performance Factor

Under the Past Performance factor, the Performance Confidence Assessment represents the evaluation of an offeror's present and past work record to assess the Government's confidence in the offeror's probability of successfully performing as proposed. The Government will evaluate the offeror's demonstrated record of contract compliance in supplying products and services that meet user's needs, including cost and schedule. Each relevant contract shall have been performed during the past \_\_\_\_(**fill in a number**) years from the date of issuance of this solicitation. The Past Performance Evaluation will be accomplished by reviewing aspects of an offeror's recent and relevant present and past performance, focusing on and targeting performance which is relevant to Mission Capability subfactors and the Cost factor. A relevancy determination of the offeror's present and past performance, including joint ventures, subcontractors and/or teaming partners, will be made. In determining relevancy for individual contracts, consideration will be given to the effort, or portion of the effort, being proposed by the offeror, teaming partner, or subcontractor whose contract is being reviewed and evaluated. Higher relevancy will be assessed for contracts that are most similar to the effort, or portion of the effort, for which that contractor is being proposed. The Government is not bound by the offeror's opinion of relevancy. The following relevancy definitions apply:

Very Relevant. Past/present performance effort involved essentially the same magnitude of effort and complexities this solicitation requires.

Relevant. Past/present performance effort involved much of the magnitude of effort and complexities this solicitation requires.

Somewhat Relevant. Past/present performance effort involved some of the

magnitude of effort and complexities this solicitation requires.

Not Relevant. Past/present performance effort did not involve any of the

magnitude of effort and complexities this solicitation requires.

The Government evaluation team, known as the Performance Confidence Assessment Group (PCAG), will conduct an in-depth review and evaluation of all performance data obtained to determine how closely the work performed under those efforts relates to the proposed effort. The PCAG will, as deemed necessary, confirm past and present performance data identified by offerors in their proposals and obtain additional past and present performance data, if available from other sources.

When relevant performance record indicates performance problems, the Government will consider the number and severity of the problems and the appropriateness and effectiveness of any corrective actions taken (not just planned or promised). The Government may review more recent contracts or performance evaluations to ensure corrective actions have been implemented and to evaluate their effectiveness.

The PCAG may consider the offeror’s, including subcontractors, joint ventures, and past performance in aggregate, in addition to an effort (contract) by effort basis.

As a result of an analysis of those positive and negative aspects indicators identified, each offeror will receive an integrated Performance Confidence Assessment, which is the rating for the Past Performance factor. Although the past performance evaluation focuses on performance that is relevant to the Mission Capability subfactors and the Cost factor, the resulting Performance Confidence Assessment is made at the Past Performance factor level and represents an overall evaluation of contractor performance.

Pursuant to [DFARS 215.305(a)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars215.htm#P121_5471), the assessment will consider the extent to which the offeror's evaluated past performance demonstrates compliance with [FAR 52.219-8](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm), Utilization of Small Business Concerns and [FAR 52.219-9](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm), Small Business Subcontracting Plan.

Each offeror will receive one of the ratings described below for the Past Performance factor (see [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP)).

|  |  |
| --- | --- |
| **TABLE 3- PERFORMANCE CONFIDENCE ASSESSMENTS** | |
| **Rating** | **Description** |
| Substantial Confidence | Based on the offeror’s performance record, the government has a high expectation that the offeror will successfully perform the required effort. |
| Satisfactory Confidence | Based on the offeror’s performance record, the government has an expectation that the offeror will successfully perform the required effort. |
| Limited Confidence | Based on the offeror’s performance record, the government has a low expectation that the offeror will successfully perform the required effort. |
| No Confidence | Based on the offeror’s performance record, the government has no expectation that the offeror will be able to successfully perform the required effort. |
| Unknown Confidence | No performance record is identifiable or the offeror’s performance record is so sparse that no confidence assessment rating can be reasonably assigned. |

Offerors without a record of relevant past performance or for whom information on past performance is not available will not be evaluated favorably or unfavorably on past performance and, as a result, will receive an Unknown Confidence rating for the Past Performance factor.

Adverse past performance is defined as past performance information that supports a less than satisfactory rating on any evaluation element or any unfavorable comments received from sources without a formal rating system.

**ATTACHMENT 6**

**PAST/PRESENT PERFORMANCE QUESTIONNAIRE**

*When filled in this document is source selection sensitive information iaw* [*FAR 3.104*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/03.htm)

SECTION 1: CONTRACT IDENTIFICATION

1. Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Cage Code of contractor contract was awarded to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Contract number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Contract type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Was this a competitive contract? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Period of performance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Initial contract cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Current/final contract cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Reasons for differences between initial contract cost and final contract costs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Description of service provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SECTION 2: CUSTOMER OR AGENCY IDENTIFICATION

1. Customer or agency name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Customer or agency description (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Geographic description of services under this contract, i.e. local, nationwide, worldwide, other Commands:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SECTION 3: EVALUATOR IDENTIFICATION

1. Evaluator's name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Evaluator's title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Evaluator's phone/fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years evaluator worked on subject contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 4: EVALUATION**

Please indicate your satisfaction with the contractor’s performance by placing an “**X**” in the appropriate block using the scale provided to the right of each question. This scale is defined as follows:

CODE PERFORMANCE LEVEL

B BLUE/EXCEPTIONAL - The contractor’s performance meets contractual requirements and exceeds many (requirements) to the Government’s benefit. The contractual performance was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

P PURPLE/VERY GOOD- The contractor’s performance meets contractual requirements and exceeds some (requirements) to the Government’s benefit. The contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

G GREEN/SATISFACTORY – The contractor’s performance meets contractual requirements. The contractual performance contained some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

Y YELLOW/MARGINAL – Performance does not meet some contractual requirements. The contractual performance reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor’s proposed actions appear only marginally effective or were not fully implemented.

R RED/UNSATISFACTORY – Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance contains serious problem(s) for which the contractor’s corrective actions appear or were ineffective.

N NOT APPLICABLE - Unable to provide a score.

The questions shown below should be tailored to the Factors/Subfactors of the instant acquisition.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Technical Performance** | **B** | **P** | **G** | **Y** | **R** | **N** |
| T1 Quality & repeatability of operations & maintenance. |  |  |  |  |  |  |
| T2 Quality of technical system testing and certification efforts |  |  |  |  |  |  |
| T3 Quality/integrity of technical data/report preparation efforts |  |  |  |  |  |  |
| T4 Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements |  |  |  |  |  |  |
| T5 Ability to implement current standard practices for computer hardware design, operation, maintenance, upgrades and configuration control |  |  |  |  |  |  |
| T6 Ability to implement current standard practices for computer software design, operation, maintenance, upgrades and configuration control |  |  |  |  |  |  |
| T7 Adequacy/effectiveness of environmental safety procedures |  |  |  |  |  |  |

| **Program Management** | **B** | **P** | **G** | **Y** | **R** | **N** |
| --- | --- | --- | --- | --- | --- | --- |
| P1. Effectiveness of overall contract management (including ability to effectively lead, manage and control the program) |  |  |  |  |  |  |
| P2. Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes) |  |  |  |  |  |  |
| P3. Timeliness/effectiveness of contract problem resolution without extensive customer guidance |  |  |  |  |  |  |
| P4. Understand/complied with customer objectives and technical requirements |  |  |  |  |  |  |
| P5. Successfully responded to emergency and/or surge situations |  |  |  |  |  |  |
| P6. Quality/effectiveness of sub-contracted efforts |  |  |  |  |  |  |
| P7. Effectiveness of material management (including Government Furnished Property or Material) |  |  |  |  |  |  |
| P8. Effectiveness of acquisition management |  |  |  |  |  |  |
| P9. Contractor proposed alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the customer |  |  |  |  |  |  |
| P10. Contractor implemented responsive/flexible processes to improve quality and timeliness of support. |  |  |  |  |  |  |

| **Transition/phase-in** | **B** | **P** | **G** | **Y** | **R** | **N** |
| --- | --- | --- | --- | --- | --- | --- |
| T1. Contractor ability to smoothly transition resources and personnel. |  |  |  |  |  |  |
| T2. Contractor effectiveness on maintaining continuity of mission support while transitioning/phasing in resources and personnel to support other efforts. |  |  |  |  |  |  |

| **Employee Retention/Attraction** | **B** | **P** | **G** | **Y** | **R** | **N** |
| --- | --- | --- | --- | --- | --- | --- |
| E1. Ability to hire/apply a qualified workforce to this effort. |  |  |  |  |  |  |
| E2. Ability to retain a qualified workforce on this effort. |  |  |  |  |  |  |
| E3. Effectiveness of employee compensation towards quality of work. |  |  |  |  |  |  |

| **Small and Small Disadvantaged Business Participation** | **B** | **P** | **G** | **Y** | **R** | **N** |
| --- | --- | --- | --- | --- | --- | --- |
| S1. Ability to meet or exceed small business and small disadvantaged business goals set forth in the approved subcontracting plan |  |  |  |  |  |  |
| S2. Ability to effectively manage small business participation to meet technical performance. |  |  |  |  |  |  |

| **Cost Performance** | **B** | **P** | **G** | **Y** | **R** | **N** |
| --- | --- | --- | --- | --- | --- | --- |
| C1 Accuracy in forecasting contract costs |  |  |  |  |  |  |
| C2 Ability to meet forecasted costs and perform within contract costs |  |  |  |  |  |  |
| C3 Ability to alert Government of unforeseen costs before they occur |  |  |  |  |  |  |
| C4 Sufficiency and timeliness of cost reporting |  |  |  |  |  |  |

2. Please discuss each and every response for which you indicated B/E (Blue/Exceptional), Y/M (Yellow/Marginal) or R/U (Red/Unsatisfactory) in response to the questions above (use additional sheets, if necessary).

3. Government Contracts Only: Has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations?

Yes\_\_\_ Default\_\_\_ Convenience\_\_\_ Pending Terminations\_\_\_

No \_\_\_

If yes, please explain (e.g., inability to meet cost, performance, or delivery schedules, etc).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 5: NARRATIVE SUMMARY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you have any reservations about soliciting this contractor in the future or having them perform one of your critical and demanding programs?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide any additional comments concerning this contractor’s performance, as desired.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator’s Signature Date

**Thank you for your prompt response and assistance!**

*Please return this completed questionnaire to:*

Mailing Address:

Or FAX to:

**ATTACHMENT 7**

**SAMPLE QUESTIONNAIRE COVER LETTER**

**LETTERHEAD**

**(Date)**

**FOR OFFICIAL USE ONLY**

The (Name ofOrganization) of the Air Force (Name of Command) is in the process of selecting a con­tractor for a (name of program) program. (Describe in general terms the nature of the effort).

One of the considerations in proposal evaluation is the verification of the offerors' past and present performance on contracts, which reflect the offeror's ability to perform on the proposed effort. We depend on information received from agencies such as yours, which have had first hand experience with an offeror, for the evaluation of the offeror's performance on those contracts.

Our areas of interest in the offeror are summarized in the enclosed questionnaire. As discussed in our initial phone contact with your office, our schedule is extremely tight and we need your written response no later than \_\_\_\_\_\_\_ calendar days after your receipt of this letter. This schedule will allow us sufficient time to analyze the data prior to the start of negotiations.

To assist you in preparing your response and expediting your reply, the questionnaire may be filled out by hand and "faxed" to XXXXX-XXXX (Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_).

Please call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at XXXXX-XXXX prior to transmission or if you have any questions. Your completed questionnaire will become a part of the official Source Selection records.

Your help is greatly appreciated and your prompt response will be one of the keys to the successful and timely completion of this Source Selection.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 Atch

Signature Questionnaire

**ATTACHMENT 8**

**EVALUATION NOTICE (EN)**

**This template is provided as Informational Guidance. It is a “Best Practice” example.**

**EVALUATION NOTICE (EN)**

**\_\_\_\_\_FAR 15.306(a) Clarification\* Offeror\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_FAR 15.306(b) Communications\* Control#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_FAR 15.306 (c) Discussions**

**\_\_\_\_\_Deficiency**

\* Government will not accept proposal revisions as a result of Clarification or Communication exchanges

**Request for Proposal REFERENCE** *(Specify Request for Proposal paragraph number, Section M and Section L reference, etc.)*

**GOVERNMENT COMMENT**:

Factor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subfactor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPOSAL REFERENCE**: *(Specify offeror’s document, Proposal Volume, paragraph, and page number)*

**SUMMARY:** Description of issue in question and specific request for additional/supplemental information needed to clarify or correct the issue. Include references to the solicitation if necessary.

**EVALUATOR: (Note: The evaluator's name should not be included on the copy sent to the offeror.)**

**OFFEROR RESPONSE:**

**EVALUATOR ASSESSMENT OF OFFEROR RESPONSE:** Address impact (including impact on offeror ratings, if any) and evaluate response.

**ATTACHMENT 9**

**PCAG SITE VISIT**

This can be a very useful tool in the PCAG process and is provided as an additional example for consideration in significant source selections if the resources and funding are available.

Purpose of site visits was to have face-to-face meetings with customer

representatives, no offeror contact. Contacts were technical program managers, contracting officers, users, and internal customers. Some limited tours were conducted but not by the offeror. The site visits were conducted by the total PCAG team after the past performance volumes had been analyzed, questionnaires answered and analyzed, and initial relevancy, positive/negative aspects and confidence assessment accomplished.

Site visits were made to the highly relevant contract customers of all offerors in a particular region of the United States. As time and location permitted, the PCAG also conducted site visits on moderately relevant contracts when concerns on performance were generated based from data received. Although the PCAG made over 25 site visits in six weeks, they did not feel compelled to visit the same number of locations for each offeror. They believed follow-up telephone conversations sufficed where there were only minor concerns.

Before departing for each trip the PCAG prepared a travel guide which included a solicitation requirements' overview, detailed travel schedule, completed surveys, positive and negative aspects, color matrices (internal charts for PCAG to portray data), and control log which contained contract number, program title, customer, points of contact and telephone numbers. A travel book was prepared on each offeror that the PCAG would visit its' customers. The PCAG documented each site visit with a "trip report."

People who participated in the PCAG provided the following comments on the advantages of site visits:

Ability to see where work was performed and make better analysis of relevancy of work

Meeting people face-to-face provided the best interchange of information and led to a better understanding of the offeror's past performance

Identified additional relevant contracts and customers for consideration

Clarified information provided in questionnaires and telephone interviews

Lesson learned--get more insight from the contractor's customers in specific initiatives that apply to the instant acquisition. Requires early involvement between the PCAG and technical evaluation teams so the PCAG is aware of the initiatives being proposed so they can then validate the contractor's claim of successful implementation.

ATTACHMENT 10

*SOURCE SELECTION INFORMATION (SEE* [*FAR 3.104*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/03.htm)*)*

CONVERSATION RECORD

**TO:** Name: **FROM:** Name:

Title: Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Office: Office: \_\_\_\_\_

Fax #: Fax #:

Phone: Phone:

This confirms our telecon conducted  *date/time* regarding the performance of *contractor’s name*. Please review this record. If you have any questions, please contact the undersigned.Due to the aggressive schedule, you are requested to review and return any comments/discrepancies by fax to xxx-xxx-xxxx immediately upon receipt. Please call prior to faxing to ensure protection of the source selection sensitive information. Unless you identify any discrepancy within x day(s), the information contained herein will become a matter of record for the source selection file. Your participation is greatly appreciated.

Telecon summary:

Recorded by: *enter your name date*  \_\_\_\_\_\_\_Sign your name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

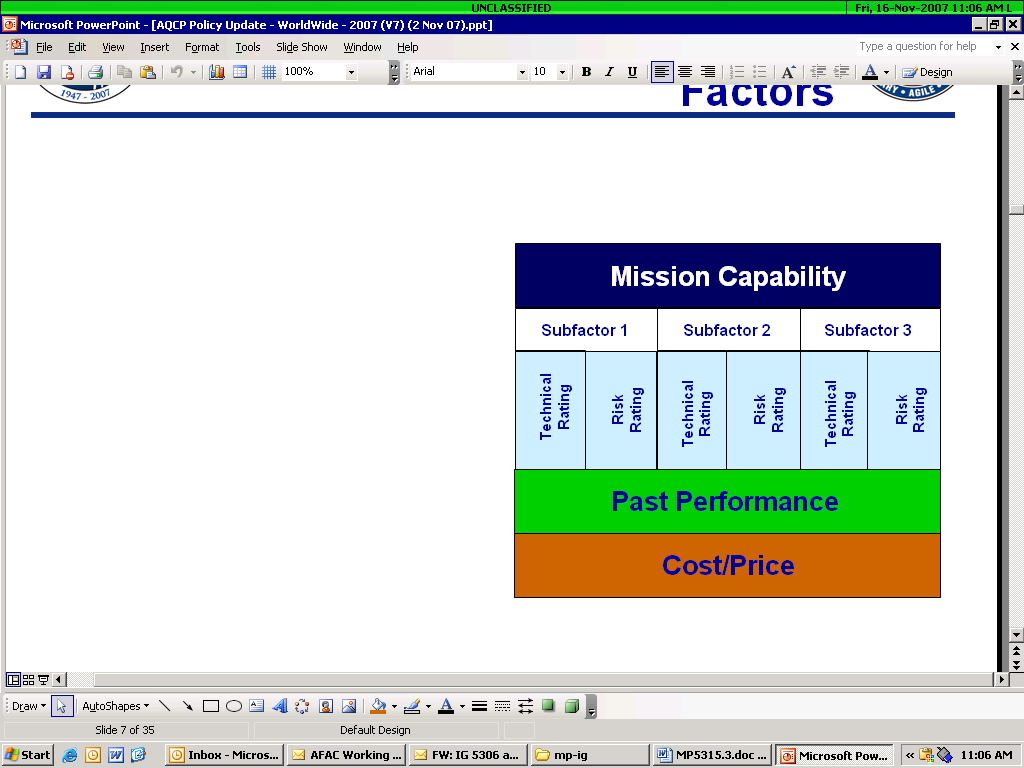
Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please sign/date and return)

*SOURCE SELECTION INFORMATION*

*SEE* [*FAR 3.104*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/03.htm)

**ATTACHMENT 11**



|  |  |
| --- | --- |
| This evaluation architecture is intended for use on fixed-price or cost contracts for where Cost/Price Risk is not an Evaluation Factor. | |
| \* For use on cost reimbursement or fixed-price incentive contracts where Cost/Price Risk is an Evaluation Factor; use of a Most Probable Cost | |
|  |  | |

**ATTACHMENT 12**

DOCUMENTING PAST PERFORMANCE—KEY QUESTIONS TO ASK

1. Have more relevant past performance assessments been considered more heavily in the overall rating than less relevant assessments? Does the final rating and documentation convey this?

2. If any past performance information was discounted from evaluation because it was found to be non-relevant, was the rationale for this determination addressed?

3. How did Section M of the RFP say that recency would be evaluated? If it said that more recent past performance would be considered more heavily in the overall rating than less recent, has the evaluation been accomplished correctly? Does the final rating and documentation convey this?

4. Have adverse past performance issues on other than non-relevant contracts (that the offeror did not have a prior opportunity to comment upon) been discussed with the offeror? Does the PAR or other documentation reflect the resolution of any discussions about adverse past performance and the impact of the adverse information on the overall confidence rating?

5. Even when information is not adverse in nature, have instances when respondents provided divergent comments about a given effort been investigated and satisfactorily resolved? Has this been documented?

6. If subcontractors are proposed, is the proposed scope of effort (both amount of work and type of work) for the prime and subcontractors addressed?

7. Does the overall rating tie the relevancy and recency of the past performance information to the scope of the proposed effort for the prime and subcontractors? Specifically, how does the work that was evaluated for primes/subcontractors relate to the specific kind of work the prime/subcontractor will be performing for the proposed effort?

1. For offerors with the same final confidence ratings, does the documentation convey consistency of evaluation?
2. Are the confidence assessment ratings assigned and the documentation used to support the rating consistent with the definitions listed in [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP), Table 3?
3. Has the evaluation of past performance been consistent with what was presented in Section M of the solicitation?
4. Have the automated data systems (PPIRS, CCASS, ACASS, etc.) appropriate for the acquisition, been reviewed, data analyzed, and documented in your Past Performance evaluation?
5. If Questionnaires were used, were responses received covering the most relevant projects/contracts? If not, were appropriate follow-ups made to ensure the ratings are based on the most meaningful data, rather that just considering whatever data someone was willing to initially submit?

**ATTACHMENT 13**

PERFORMANCE-PRICE TRADEOFF (PPT) EXAMPLES

### Please refer to [IG5315.101-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5315.101-1.docx), Performance Price Tradeoff (PPT) Guide, Attachments 1 and 3.

**ATTACHMENT 14**

**INDIVIDUAL CONTRACT RECENCY AND RELEVANCY**

Offeror\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RFP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Criteria: Response:

1. Was performance recent? State time. 1.

2. Were requirements similar? 2.

3. Was contract type similar? State type. 3.

4. Is the offeror’s organizational relationship 4.

similar? State division, if applicable.

5. Other: 5.

FACTORS RELEVANCY (Check One) PERFORMANCE

Mission Capability Very Relevant\_\_\_\_ Blue/Exceptional\_\_\_\_

Relevant \_\_\_\_ Purple/Very Good\_\_\_

Somewhat Relevant\_\_\_\_ Green/Satisfactory\_\_\_

Not Relevant\_\_\_\_\_ Yellow/Marginal\_\_\_\_

Red/Unsatisfactory \_\_\_\_

Subfactor Relevancy/Performance

Subfactor 1 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Subfactor 2 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Subfactor 3 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Cost/Price Very Relevant \_\_\_ Blue/Exceptional\_\_\_\_ Relevant \_\_\_\_\_\_\_ Purple/Very Good\_\_\_

Somewhat Relevant\_\_\_ Green/Satisfactory\_\_\_

Not Relevant \_\_\_\_\_\_ Yellow/Marginal\_\_\_\_

Red/Unsatisfactory \_\_\_\_

Notes for PCAG Discussions:

**ATTACHMENT 15**

**PCAG RELEVANCY ANALYSIS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Prime Contracts Cited by Offeror | Sub  Factor  1 | Sub  Factor  2 | Sub  Factor  3 | Sub  Factor  4 | Mission  Capability  Relevancy | Contract  Type | Contract  Period | Contract  Cost | Cost  Relevancy |
| F0XXX00C000Y  F0XXX00C000X  F0XXX99C000X | X  X  X | X  X | X  X  X | X | VR  R  SR |  |  |  | VR  SR  R |
| Subcontracts  Cited by Offeror  F0XXX99C000Z | X |  | X |  | SR |  |  |  | NR |
| PCAG Cited  Prime Contracts  F0XXX00C000Y | X | X |  | X | R |  |  |  | SR |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Very Relevant = VR

Relevant = R

Somewhat Relevant= SR

Not Relevant = NR

## **ATTACHMENT 16**

## **SAMPLE PCAG BRIEFING**

PERFORMANCE CONFIDENCE  
ASSESSMENT GROUP  
(PCAG)

Briefer:

**PCAG**

**COMPETITIVE**

**RANGE BRIEFING OR**

**FINAL BRIEFING**

* **Purpose**
* **PCAG Organization**
* **Evaluation Methodology**
* **Performance Confidence Assessment Summary by Offeror**

**PCAG PURPOSE**

* **The PCAG assesses performance confidence assessment for each offeror**
* **Performance confidence assessment relates to an offeror’s present and past work record to assess confidence in offeror’s ability to successfully perform as proposed**
* **The PCAG for the (program name) source selection has assessed the confidence assessment based on ratings of Substantial Confidence, Satisfactory Confidence, Limited Confidence, No Confidence, or Unknown Confidence**

**PCAG**

**Past Performance Evaluation Definitions**

**SUBSTANTIAL CONFIDENCE -** Based on the offeror’s performance record, the government has a high expectation that the offeror will successfully perform the required effort.

**SATISFACTORYCONFIDENCE -** Based on the offeror’s performance record, the government has an expectation that the offeror will successfully perform the required effort. Normal contractor emphasis should preclude any problems.

**LIMITED CONFIDENCE –** Based on the offeror’s performance record, the government has a low expectation that the offeror will successfully perform the required effort.

**NO CONFIDENCE -** Based on the offeror’s performance record, the government has no expectation that the offeror will be able to successfully perform the required effort.

**UNKNOWN CONFIDENCE -** No performance record is identifiable (see FAR 15.305(a)(2)(iii) and (iv) or the offeror’s performance record is so sparse that no confidence assessment rating can be reasonably assigned.

**PCAG ORGANIZATION**

**PCAG TEAM CHIEF**

**(Chief’s Name)**

**(Member #1’s Name)**

**(Member #2’s Name)**

**(Member #3’s Name)**

**(Member #4’s Name)**

**(Member #5’s Name)**

**PCAG**

**SOURCES OF DATA**

* CPARS
* Offeror’s Past Performance Volume
* Questionnaires
* Customer Interviews
* Past Award Fee Information
* Other Contracts Identified by PCAG
* OTHER

PCAG RESOURCE DATA

SENT RETURNED CPARS INTERVIEWED

PrimeA 33 11 6 4

SubA 35 12 4 3

PrimeB 24 14 4 3

SubB 63 25 11

PrimeC 27 18 9 6

SubC 21 7 5

TOTAL 203 87 39 16

**RELEVANCY DEFINITIONS**

**VERY RELEVANT –** Past/present performance efforts involved essentially the same magnitude of effort and complexities this solicitation requires.

**RELEVANT –** Past/present performance efforts involved much of the magnitude of effort and/or complexities this solicitation requires.

**SOMEWHAT RELEVANT –** Past/present performance efforts involved some of the magnitude of effort and complexities this solicitation requires.

**NOT RELEVANT –** Past/present performance effort did not involve any of the magnitude of effort and complexities this solicitation requires.

**Recency Definition –** Performance During the Last 3 years

**Performance Ratings**

**Blue –** Excellent

**Purple –** Very Good

**Green –** Satisfactory

**Yellow –** Marginal

**Red –** Unsatisfactory

**Relevancy/Performance Ratings**

**OFFEROR A**

|  | **Contract** | **Relevancy/**  **Performance** | **Program**  **Mgt** | **Personnel** | **Tech**  **Perf** | **SB/**  **SDB** | **Mission**  **Capability** | **Cost** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Most Relevant**  **↓**  **↓**  **↓**  **↓**  **↓**  **↓**  **↓**  **Less Relevant** | **99C000X** | **Relevancy\_\_**  **Performance** | **VR**  **B** | **R**  **B** | **R**  **G** | **VR**  **B** | **VR**  **B** | **VR**  **G** |
| **00C000Y** | **Relevancy\_\_**  **Performance** | **VR**  **G** | **R**  **G** | **R**  **G** | **VR**  **B** | **VR**  **G** | **VR**  **G** |
| **00C000Z** | **Relevancy\_\_**  **Performance** | **VR**  **G** | **R**  **G** | **SR**  **G** | **R**  **G** | **R**  **G** | **VR**  **G** |
| **01C000A** | **Relevancy\_\_**  **Performance** | **R**  **G** | **R**  **G** | **VR**  **G** | **R**  **G** | **R**  **G** | **SR**  **G** |
| **00C000A** | **Relevancy\_\_**  **Performance** | **R**  **G** | **R**  **G** | **SR**  **G** | **R**  **G** | **R**  **G** | **SR**  **G** |
| **99C000Y** | **Relevancy\_\_**  **Performance** | **R**  **G** | **SR**  **G** | **SR**  **G** | **NR**  **NA** | **SR**  **G** | **NR**  **NA** |
| **00C000B** | **Relevancy\_\_**  **Performance** | **SR**  **G** | **SR**  **G** | **SR**  **G** | **NR**  **NA** | **SR**  **G** | **NR**  **NA** |
| **00C000C** | **Relevancy\_\_**  **Performance** | **SR**  **Y** | **SR**  **G** | **SR**  **G** | **NR**  **NA** | **SR**  **G** | **SR**  **Y** |

**Performance Confidence Assessment**

**OFFEROR: A**

**CONFIDENCE RATING: SUBSTANTIAL CONFIDENCE**

**POSITIVE ASPECTS:**

**• Information which supports the performance risk rating**

**NEGATIVE ASPECTS:**

**• Information which supports the performance risk rating**

**CONCLUSIONS:**

**• Give a brief narrative which supports the overall risk rating**

• **If you have assessed a SUBSTANTIAL CONFIDENCE or SATISFACTORY CONFIDENCE with negative aspects, explain why these don’t have an impact on the rating.**

• **If there are no significant positive or negative aspects, state why the confidence rating is low -- i.e., all data received indicated contractor met management performance requirements, all CPARs reviewed were rated green in management, therefore, the PCAG has little doubt that the contractor can perform the management effort as proposed.**

**CONCLUSIONS (CONTINUED):**

• **If the confidence assessment is LIMITED or NO CONFIDENCE, there should be adequate justification in the conclusions. Reference specific programs and the problems associated with the programs. Identify offeror response to the problems and why the PCAG does not think the offeror’s response will alleviate the risk. Identify the potential impact to the current acquisition if this problem occurs again.**

**PCAG**

**Competitive Range or Final**

**Performance Confidence Assessment SUMMARY**

**OFFEROR A SUBSTANTIAL CONFIDENCE**

**OFFEROR B SATISFACTORY CONFIDENCE**

**OFFEROR C LIMITED CONFIDENCE**

**OFFEROR D SATISFACTORY CONFIDENCE**