U.S. Department of Justice

Office of Justice Programs

Office of Administration

Washington, D.C. 20531

ATTACHMENT 4 – PAST PERFORMANCE QUESTIONNAIRE (PPQ)

NATIONAL INSTITUTE OF JUSTICE (NIJ)
FEDERAL BUREAU OF PRISONS (BOP) RESTRICTIVE HOUSING PRACTICES

INSTRUCTIONS:

The Contractor who has provided you with this form is proposing to submit a quotation to the Department of Justice/Office of Justice Programs (DOJ/OJP) solicitation for the National Institute of Justice (NIJ) Federal Bureau of Prisons (BOP) Restrictive Housing Practices. Past performance is an extremely important part of the evaluation criteria for this acquisition; therefore, your input is extremely important. The questionnaire shall be filled out and e-mailed to Yolanda.Brown2@usdoj.gov. This information will not be disclosed to the Contractor. If you have any questions, please contact Yolanda Brown, Contract Specialist (Contractor) at Yolanda.Brown2@usdoj.gov.

If the contractor this past performance questionnaire is for was a subcontractor on the project, please list the name of the prime contractor here: _____

Company Name & Address:		
Contract Number:	Period of Performance:	
Contract Value:	Complexity: ☐ Routine ☐ Moderate ☐ Difficult	
Contract Role:	☐ Prime	☐ Subcontractor ☐ Team Member
Description of the Work Performed Under the Contract (Please be specific about tasks performed.)		

Performance Survey: Please indicate how the contractor performed in each area assessed.

No.	Performance Questions	Ratings Codes: **E**=Exceptional; **VG**=Very Good; **S**=Satisfactory; **M**=Marginal; **U**=Unacceptable; **N/A**=Not Applicable (*see page 3 for definitions*)					
Mark an "X" in the box for the most appropriate Ratings Code for each Performance Question.		E	VG	S	M	U	N/A
1.	If applicable, how did the contractor perform during a transition of task from another firm?	☐	☐	☐	☐	☐	☐
2.	General quality of services and support provided during the period of performance?	☐	☐	☐	☐	☐	☐
3.	Content, accuracy, and timeliness of technical reports and deliverables?	☐	☐	☐	☐	☐	☐
4.a.	Contractor's ability to identify and correct performance deficiencies in a timely manner?	☐	☐	☐	☐	☐	☐
4.b.	Contractor's ownership of problems and actively working to resolve them?	☐	☐	☐	☐	☐	☐
5.	Ability to recruit and retain highly skilled personnel, including ability to fill key personnel vacancies in a timely manner?	☐	☐	☐	☐	☐	☐
6.	Ability to handle fluctuating workloads?	☐	☐	☐	☐	☐	☐
7.	Communicating schedules, delays, and expectations and interfacing with Government employees?	☐	☐	☐	☐	☐	☐
8.	Overall Responsiveness to Government requests?	☐	☐	☐	☐	☐	☐
9.	If performance based, how successful was the Contractor in meeting the contract metrics?	☐	☐	☐	☐	☐	☐
10.	Overall Contract Performance Rating?	☐	☐	☐	☐	☐	☐
Additional Comments About Contract Performance:							

Definitions:

i. Exceptional (E): Performance meets contractual requirements and exceeds many to the Customer's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

ii. Very Good (VG): Performance meets contractual requirements and exceeds some to the customer's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

iii. Satisfactory (S): Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

iv. Marginal (M): Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the contractor has not yet identified or taken satisfactory corrective action.

v. Unsatisfactory (U): Performance does not meet most contractual requirements and recovery did not occur or is not likely to occur in a timely manner. The element being assessed contains a serious problem(s) for which the contractor's corrective action appear or were ineffective.

vi. Not Applicable (N/A): Does not apply to the acquisition.

Rater Information	
Name:	
Job Title/Position:	
Agency/Company Name:	
Phone:	Email:
Signature:	

PLEASE RETURN ALL PAGES OF THE PPQ TO THE CONTRACT SPECIALIST (CONTRACTOR) AT:
Yolanda.Brown2@usdoj.gov