**ATTACHMENT J4 - PAST PERFORMANCE QUESTIONNAIRE**

REQUEST FOR TASK ORDER PROPOSAL No.: SOL-514-14-000012

ANNEX – Solicitation Template for Contractor Performance Information

COs must include solicitation provisions based on the model language below. They may adapt

these provisions to the circumstances of the subject procurement but must include the elements

required by FAR 15.305(a)(2).

SECTION L - Instructions, Conditions, and Notices to Offerors or Respondents:

(XXX) CONTRACTOR PERFORMANCE INFORMATION [See Section M.XXX.] [CO must

insert subsection number here and in paragraph (d)(2).]

(a) The offeror (including all partners of a joint venture) must provide performance

information for itself and each major subcontractor (one whose proposed cost

exceeds \_\_% [CO must insert a percentage; if “major subcontractor” is defined

elsewhere in the solicitation.] of the offeror’s total proposed cost) in accordance

with the following:

1. List in an annex to the technical proposal up to \_\_ [CO to insert a reasonable number]

of the most recent and relevant contracts for efforts similar to the work in the subject

proposal. The most relevant indicators of performance are contracts of similar

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[CO must define relevancy based on input from the program office (e.g., contract types,

type of work, scope of work, complexity/diversity of tasks, skills/ expertise required, etc.]

and how recently they were performed.

2. Provide for each of the contracts listed above a list of contact names, job titles,

mailing addresses, phone numbers, e-mail addresses, and a description of the

performance to include:

• Scope of work or complexity/diversity of tasks,

• Primary location(s) of work,

• Term of performance,

• Skills/expertise required,

• Dollar value, and

• Contract type, i.e., fixed-price, cost reimbursement, etc.

(USAID recommends that you alert the contacts that their names have been submitted and that

they are authorized to provide performance information concerning the listed contracts if and

when USAID requests it.)

(b) If extraordinary problems impacted any of the referenced contracts, provide a

short explanation and the corrective action taken (FAR 15.305(a)(2)).

(c) Describe any quality awards or certifications that indicate exceptional capacity to

provide the service or product described in the statement of work. This

information is not included in the page limitation.

(d) Performance in Using Small Business (SB) Concerns (as defined in FAR 19.001)\*.

(1) This section (d) is not applicable to offers from small business concerns.

(2) As part of the evaluation of performance in Section M.XXX of this

solicitation, USAID will evaluate the extent you used and promoted the

use of small business concerns under current and prior contracts. The

evaluation will assess the extent small business concerns participated in

these contracts relative to the size/value of the contracts, the complexity

and variety of the work small business concerns performed, and

compliance with your SB subcontracting plan or other similar small

business incentive programs set out in your contract(s).

(3) In order for USAID to fully and fairly evaluate performance in this area, all

offerors who are not small business concerns must do the following:

(A) Provide a narrative summary of your organization's use of small

business concerns over the past three years. Describe how you

actually use small businesses--as subcontractors, as joint venture

partners, through other teaming arrangements, etc. Explain the

nature of the work small businesses performed--substantive

technical professional services, administrative support, logistics

support, etc. Describe the extent of your compliance with your SB

subcontracting plan(s) or other similar SB incentive programs set

out in your contract(s) and explain any mitigating circumstances if

goals were not achieved.

(B) To supplement the narrative summary in (A), provide a list of the

recent [CO to establish the timeframe for “recent” while keeping in

mind that the number of reports could be significant over an

extended period of time.] contracts for which you submitted

subcontract reports to eSRS (FAR 52.219-9(d)(10) and a copy of

any similarly recent subcontracting reports if they were not

submitted to eSRS.

(C) Provide the names and addresses of three SB concerns for us to

contact for their assessment of your performance in using SB

concerns. Provide a brief summary of the type of work each SB

concern provided to your organization, and the name of a contact

person, his/her title, phone number, and e-mail address for each.