

*Greenhouse Gases Data Collection Methodology*  
RFQ# DOC52PAPT1200053

<b>PAST PERFORMANCE WORKSHEET</b>
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<b>OFFEROR:</b>	
<b>FACTOR #/DESCRIPTION:</b>	Factor 2: Past Performance
<b>RELATIVE ORDER OF IMPORTANCE:</b>	

*Change questions below as desired – provided only as a guide.*

REFERENCE #1	
Company/Agency	
Point of Contact (Contracting Officer or COTR)	
Contact telephone number	
Period of Performance	
Dollar Amount	
Reached via:	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Not able to contact
1. Did the vendor perform similar services with similar scope?	
2. Did the vendor perform on time and in accordance with contract terms and conditions?	
3. Was the company/agency satisfied with the vendor's performance?	
4. Would the company/agency work with the vendor again?	

REFERENCE #2	
Company/Agency	
Point of Contact (Contracting Officer or COTR)	
Contact telephone number	
Period of Performance	
Dollar Amount	
Reached via:	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Not able to contact
1. Did the vendor perform similar services with similar scope?	
2. Did the vendor perform on time and in accordance with contract terms and conditions?	
3. Was the company/agency satisfied with the vendor's performance?	
4. Would the company/agency work with the vendor again?	

REFERENCE #3	
Company/Agency	
Point of Contact (Contracting Officer or COTR)	
Contact telephone number	
Period of Performance	
Dollar Amount	
Reached via:	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Not able to contact
1. Did the vendor perform similar services with similar scope?	
2. Did the vendor perform on time and in accordance with contract terms and conditions?	
3. Was the company/agency satisfied with the vendor's performance?	
4. Would the company/agency work with the vendor again?	
<b>OVERALL RATING:</b>	<i>Provide the overall adjectival rating for the factor. (See end of document for adjectival rating definitions.) Provide a clear, logical narrative, with the supporting rationale, explaining the process with which the rating was chosen.</i>

***Adjectival Rating Definitions***

EXCEPTIONAL	Performance <u>EXCEEDS MOST</u> contractual requirements. The performance of areas being assessed was accomplished with few minor issues or concerns.
SATISFACTORY	Performance <u>MEETS</u> contractual requirements. The performance of the areas being assessed contains minor issues or concerns, for which corrective actions taken by the Contractor were effective.
MARGINAL	Performance <u>MEETS SOME</u> contractual requirements. The performance of the areas being assessed includes significant problems, issues, or concerns for which corrective actions taken by the Contractor were only somewhat effective.
UNSATISFACTORY	Performance <u>DOES NOT MEET</u> contractual requirement. The performance of the areas being assessed includes serious problems, issues, or concerns for which the Contractor's corrective actions were ineffective.
NOT APPLICABLE (N/A)	Performance information not recent or relevant as defined in the Solicitation. Unable to provide assessment.