



Naval Facilities Engineering Command

Past Performance Questionnaires and Evaluations

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Past Performance Questionnaires and Evaluations



Past Performance Questionnaires



- **Where we were a year ago –**

- **Industry had provided numerous comments about past performance questionnaires**
- **Clients were having to fill out numerous different questionnaires for different task orders or contracts.**
- **Clients were in most instances required to send completed questionnaires directly to the NAVFAC Contract Specialist.**
- **Lots of duplication of effort for our contractor partners, their clients, and for our contracting staff.**

Past Performance Questionnaires



- **Background:**
- **What are Past Performance Questionnaires and why do we ask for them?**
- **How this interrelates with other Past Performance information such as CPARS/ACASS/CCASS.**

Past Performance Questionnaires



- **Where we are today –**

- **On April 20, 2011, NAVFAC instituted a new corporate policy on the use of Past Performance Questionnaires.**
- **Standardized Past Performance Questionnaire instituted corporate-wide.**
- **Use of standard Questionnaire mandatory for procurements where Past Performance Questionnaire used.**
- **Contractors may now submit completed Past Performance Questionnaires with their proposal; no need to have clients submit separately to Contract Specialist.**

Past Performance Questionnaires



- **Why we think this is good news:**

- **Allows for clients to complete just one NAVFAC Past Performance Questionnaire.**
- **Allows for clients to complete the Past Performance Questionnaire right at the end of the project.**
- **Allows for contractors to retain the completed Past Performance Questionnaires for future submission on future contracts/task orders.**
- **Minimizes number of Past Performance Questionnaires contractors need to obtain under tight timelines.**

Past Performance Questionnaires



- **Why we think this is good news:**

- **Allows for Contractors to submit Past Performance Questionnaires with their proposal.**
- **Minimizes follow up time for both Contractor and Contract Specialist.**

Past Performance Questionnaires



- **Things to note:**

- **NAVFAC will not be keeping a database of completed Past Performance Questionnaires. Contractors will need to retain and submit with their proposals as necessary.**
- **Contract Specialist may contact clients to verify information.**
- **Solicitations issued prior to April 20, 2011 are not affected by this policy change.**

Past Performance Questionnaires



- **The Past Performance Questionnaire:**

- **3 pages, mostly self explanatory.**

- **Blocks 1-4, contractor and project information.**

- ❖ Hint: the contractor should fill this part out themselves.

- **Blocks 5-8, respondent information completed by client**

- **Evaluation of performance consists of 22 questions with room for narrative comments.**

- ❖ Performance can be rated as Outstanding, Good, Acceptable, Marginal, Unacceptable or Not Applicable.

Past Performance Questionnaires



- **Questions include:**

- **Ability to meet quality standards.**

- **Effectiveness of contract management.**

- **Adequacy of quality control program.**

- **Timeliness.**

- **Contractor safety record.**

Past Performance Questionnaires



- **Looking forward to comments from industry as to how the new Past Performance Questionnaires are working.**
- **NAVFAC has shared this with USACE and is hoping for one standard for both organizations.**

Naval Facilities Engineering Command

Past Performance Assessments CPARS ACASS CCASS

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Past Performance Assessments

CPARS ACASS CCASS



- **What are these? –**

- **Federal Acquisition Regulation 42.1502 requires that past performance evaluations be prepared for work over certain thresholds.**

- Threshold for Architect Engineer work (A-E) is \$30,000 for each contract or order.
 - Threshold for construction is \$650,000 for each contract or order
 - Threshold for service or supply varies, but is typically \$1,000,000 for each contract or order.

- **Three similar modules for preparation of assessments**

- CPARS for supply and service contracts
 - ACASS for A-E contracts
 - CCASS for construction contracts.

- **Processing of assessments in each module is similar but not identical.**

Past Performance Assessments

CPARS ACASS CCASS



- **Why are past performance assessments important?**

- Past performance is looked at as a factor in source selections and A-E selections.
- Assessments in CPARS/ACASS/CCASS almost always reviewed in looking at a contractor's past performance
- Provides contractor feedback regarding their performance.

Past Performance Assessments

CPARS ACASS CCASS



- **Requirements for completion of assessments –**
 - **Varies with the type of contract/module but generally speaking a final assessment is required for all contract actions over the relevant dollar threshold.**
 - **Contract actions that continue for more than one year may need an interim evaluation or interim evaluations.**
 - **Final assessment is to be complete within 120 days of the final completion date of the contract action.**

Past Performance Assessments

CPARS ACASS CCASS



- **The assessment process—**

- **A past performance assessment is initiated by an Assessing Official Representative (AOR) or Assessing Official (AO).**

- **In hierarchical terms, the AO is above the AOR and would review any assessments prepared by an AOR**

- **In NAVFAC, the AO is typically a Contracting Officer's Representative or Construction Manager. While most contracts have both an AOR and an AO, only the AO is strictly required. When an AOR is not appointed, the AO initiates and prepares the assessment.**

Past Performance Assessments

CPARS ACASS CCASS



- **The assessment process—**

- **Once the performance assessment is generated and reviewed by AO, it is sent to a Contractor Representative for review.**

- **Contractor Representative has 30 days to review and either concur or not concur with assessment.**

- **Contractor Representative can add comments.**

- **Once Contractor Representative reviews, adds comments, and concurs or does not concur with the assessment, it's forwarded to a Reviewing Official (RO).**

Past Performance Assessments

CPARS ACASS CCASS



- **The assessment process—**

- **Within NAVFAC, the RO is a Contracting Officer.**

- **The RO reviews the completed assessment as well as the contractors comments and adds comments to the assessment.**

- RO does not have the ability to change the AO assessment.
 - The RO can and will add comments. May be very brief or detailed.
 - The vast majority of the time, there is no disagreement. The Contractor has done a fine job, we've recognized that in the assessment, and everyone is happy.

- **Once the RO completes the assessment, it is uploaded to PPIRS and is available for review throughout the Federal government.**

- Assessments remain available for review for 5 years from contract/order completion date.

Past Performance Assessments

CPARS ACASS CCASS



- **Some suggestions for our Contractor partners:**

- **Make sure that the Contractor Representative is the “right” person to do this for your company.**

- Past performance assessments ARE used in source selections.
 - Make sure you get Contractor Representative changed if person leaves your company.

- **Be sure to respond to assessments within 30 days.**

- We can complete the assessment without a contractor response but it delays the process.
 - If we complete the assessment without a contractor response, the contractor loses ability to add any comments.

- **Use the comment field.**

Past Performance Assessments CPARS ACASS CCASS



- **Where NAVFAC Atlantic is at on performance assessments-**
 - **There is a backlog of performance assessments.**
 - **Elimination/Reduction of that backlog is a Command priority.**
 - **We're making progress.**

Past Performance Assessments

CPARS ACASS CCASS



- Looking forward to comments from industry as to how performance assessment process is working.
- **Questions for either of us?**