DEPARTMENT OF THE ARMY
ARMY CONTRACTING COMMAND - REDSTONE
BUILDING 5303 MARTIN ROAD
REDSTONE ARSENAL, ALABAMA 35898-5000

EXPRESS/Strategic Services Division
(CCAM-EX-P)

SUBJECT: Performance Risk Assessment Questionnaire

_____
_____
_____

Dear _____:

You are requested to answer the enclosed Performance Risk Assessment Questionnaire in response to a Request for Quotation issued by the US Army Contracting Command-Redstone, Redstone Arsenal, Alabama. It is stressed that this questionnaire must be filled out by the addressee and not the offeror, and that the information is then forwarded to the Contract Specialist identified below. The addressee is requested to sign the questionnaire as a validation of your assessment. ***DO NOT RETURN YOUR RESPONSE TO THE CONTRACTOR THAT FORWARDED THIS QUESTIONNAIRE TO YOU.***

This letter, as well as the attached questionnaire, have been forwarded to you by _____(insert name of firm). This firm intends to submit a quotation as a Prime Contractor/Team Leader in response to the solicitation addressed above. This company has been instructed to forward this correspondence to you no later than fifteen days prior to the quotation due date of _____ (insert date). You are requested to complete the questionnaire and forward it to the following:

US Army Contracting Command-Redstone
ATTN: CCAM-EX-P / Elbert Clarke
Redstone Arsenal, AL 35898

A member of our performance risk assessment group may be in contact with you regarding your response should it become necessary. In the event that your response contains derogatory or superlatively positive responses/comments regarding the contractor's performance, you are requested to submit available documentation supporting these assessments. Your submittal of such documentation will hopefully eliminate post-response inquiries.

The point of contact for this action is Mr. Elbert Clarke, telephone (256) 876-2649. Your response is encouraged to be submitted electronically to elbert.clarke@us.army.mil or via facsimile to (256) 842-0523. Your cooperation in this matter is greatly appreciated.

Sincerely,

ELBERT E. CLARKE
Contracting Officer

_____	_____
Signature of Offeror	Title
_____	_____
Typed or Printed Name	Date

PRAG QUESTIONNAIRE FORM

CONTRACTOR:_____ CONTRACT NO:_____

PERSON CONTACTED:_____ TITLE:_____
(E.G., PCO/ACO/COR)

_____
(Agency, Telephone No. & FAX No.)

The following questions pertain to the above identified contractor's record of past (within the past 5 years) and current performance. The information that you provide will be used in the award of a federal Blanket Purchase Agreement (BPA); therefore, it is essential that any information provided be as factual and accurate as possible. The following adjectival definitions of performance are being utilized:

SUPERIOR Consistently met all, and exceeded some, technical requirements; quality was excellent. Timeliness of delivery and responsiveness was excellent. Timeliness and accuracy of cost performance reporting was superior. Personnel were of an extremely high quality. Exhibited excellent control over subcontracted work which resulted in superior subcontractor performance in areas of technical/quality, cost adherence, and schedule adherence.

GOOD Consistently met contract requirements; quality was good. Timeliness of delivery and responsiveness were above average. Cost conformance and control were good. Personnel were of high quality. Exhibited above average control over subcontracted work which resulted in good subcontractor performance in areas of technical/quality, cost adherence, and schedule adherence.

ADEQUATE Met contract requirements in most instances; quality was acceptable. Timeliness of delivery and responsiveness were acceptable. Timeliness and accuracy of cost and performance reporting were adequate. Personnel performed adequately. Exhibited acceptable control over subcontracted work which resulted in adequate subcontractor performance in the areas of technical/quality, cost adherence, and schedule adherence.

INADEQUATE Significant problems meeting contract requirements and/or providing quality product. Timeliness of delivery and responsiveness were often unacceptable. Cost conformance and control were often inadequate. Performance of personnel was poor. Contractor often exhibited inadequate control over subcontracted work which resulted in unacceptable subcontractor performance in the areas of technical/quality, cost adherence, and schedule adherence.

I. CONFIRMATION OF DATA

Contract Type:_____
(i.e., Firm Fixed Price, Cost Plus Award Fee, etc.)

Period of Performance: _____

Total Contract Value: _____

Nature and Extent of Effort (i.e., Scope of the effort performed by the contractor, type of tasks involved, and types of personnel {skills/expertise} utilized.)

_____

_____

_____

_____

_____

_____

II. PERFORMANCE QUESTIONS

a. How was the contractor's performance in terms of meeting functional requirements and its responsiveness to changes in technical direction? (Superior, Good, Adequate, Inadequate) _____

b. How was the contractor's performance in terms of overall functional quality? (Superior, Good, Adequate, Inadequate) _____

c. How was the contractor's performance in terms effectiveness/ thoroughness in planning operations, interfacing with Government officials, reporting, security, publishing, and customer feedback? (Superior, Good, Adequate, Inadequate) _____

d. How was the contractor's performance in terms of obtaining and retaining sufficient experienced personnel for utilization on the contract? (Superior, Good, Adequate, Inadequate) _____

e. How was the contractor's performance in terms of establishing and maintaining an effective allocation of resources among prime and team member subcontractors and a well-established division of labor based on experience and expertise? (Superior, Good, Adequate, Inadequate) _____

f. How was the contractor's performance in terms of meeting milestones/schedules and reporting requirements and its responsiveness to changing schedules and priorities? (Superior, Good, Adequate, Inadequate) _____

g. How was the contractor's performance with regard to the overall quality of contract management, including the contractor's ability to work with other contractors and Government employees in a team environment and to interface with Government management? (Superior, Good, Adequate, Inadequate) _____

h. How was the contractor's performance in regard to financial/cost management and reporting? (Superior, Good, Adequate, Inadequate) _____

i. Did the contract include the clauses at FAR 52.219-8, Utilization of Small, Small-Disadvantaged and Women-Owned Small Business Concerns, and 52.219-9, Small, Small-Disadvantaged and Women-Owned Small Business Subcontracting Plans? _____ If so, how well did the contractor comply with those requirements? (Superior, good, Adequate, Inadequate) _____

j. Were there any cost overruns incurred under the contract?_____ If yes, were the overruns due to the fault of the contractor? _____ If yes, what was the magnitude (% of increase) and cause of the overruns)?
_____
_____

k. Was the contractor cooperative in negotiations and in resolving issues?_____

l. Are there any other past efforts performed by this contractor with the POC'S agency?_____. If yes, of what nature?

_____

_____

m. With respect to the contractor's performance under this contract, are there any additional comments you wish to make that were not addressed above? Discuss any major problems encountered during performance and actions taken by the contractor and the Government to resolve. Also identify any strong points and weak points you believe the contractor possesses and elaborate on any "Superior" or "Inadequate" ratings provided above. Further, any Superior or Inadequate ratings should be supported with documented evidence. Please provide that data with your submitted response.

_____

_____

_____

_____

_____

_____

_____

_____	_____
RESPONDENT SIGNATURE	TYPED OR PRINTED NAME
_____	_____
TELEPHONE NUMBER	FAX NUMBER

EMAIL: _____