

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

ATTACHMENT C -OFFEROR EXPERIENCE AND PAST PERFORMANCE REFERENCE
INFORMATION WORKSHEET AND QUESTIONNAIRE

1. Complete name of Government agency, commercial firm, or other organization													
2. Complete address													
3. Contract number or other reference	4. Date of contract												
5. Date work commenced	6. Date work was completed												
7. Initial contract price, estimated cost and fee, or target cost and profit or fee	8. Final amount invoiced or amount invoiced to date												
9a. Technical POC (name, title, address, telephone no. and email address)	9b. Contracting POC (name, title, address, telephone no. and email address)												
9c. Environmental Regulator POC (name, title, addr., tele. no. & email	10. Location of work (country, state or province, county, city)												
11. Description of contract work (Describe nature and scope. Attach an explanation of any performance problems or other conflicts with the customer. Describe any													
<p>Attach additional sheet(s) if necessary</p>													
<p>12. Current status of contract (choose one):</p> <table> <tr> <td><input type="checkbox"/> Work continuing, on schedule</td> <td><input type="checkbox"/> Terminated for convenience</td> </tr> <tr> <td><input type="checkbox"/> Work continuing, behind schedule</td> <td><input type="checkbox"/> Terminated for default</td> </tr> <tr> <td><input type="checkbox"/> Work completed, no further action pending or underway</td> <td><input type="checkbox"/> Other (explain)</td> </tr> <tr> <td><input type="checkbox"/> Work completed, routine administrative action pending or underway</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Work completed, claims negotiations pending or underway</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Work completed, litigation pending or underway</td> <td></td> </tr> </table>		<input type="checkbox"/> Work continuing, on schedule	<input type="checkbox"/> Terminated for convenience	<input type="checkbox"/> Work continuing, behind schedule	<input type="checkbox"/> Terminated for default	<input type="checkbox"/> Work completed, no further action pending or underway	<input type="checkbox"/> Other (explain)	<input type="checkbox"/> Work completed, routine administrative action pending or underway		<input type="checkbox"/> Work completed, claims negotiations pending or underway		<input type="checkbox"/> Work completed, litigation pending or underway	
<input type="checkbox"/> Work continuing, on schedule	<input type="checkbox"/> Terminated for convenience												
<input type="checkbox"/> Work continuing, behind schedule	<input type="checkbox"/> Terminated for default												
<input type="checkbox"/> Work completed, no further action pending or underway	<input type="checkbox"/> Other (explain)												
<input type="checkbox"/> Work completed, routine administrative action pending or underway													
<input type="checkbox"/> Work completed, claims negotiations pending or underway													
<input type="checkbox"/> Work completed, litigation pending or underway													

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

ATTACHMENT C -OFFEROR EXPERIENCE AND PAST PERFORMANCE REFERENCE
INFORMATION WORKSHEET AND QUESTIONNAIRE

Instructions for Completing the Reference Information Sheet

- Item 1. Insert the complete name and address of the customer, including parent organization, if any. Do not use acronyms.
- Item 2. Insert the customer's complete address, including both post office box and street addresses, if applicable.
- Item 3. Insert any contract number or other contract reference used by the customer.
- Item 4. Insert the date on which the contract came into existence.
- Item 5. Insert the date on which you started to perform the work.
- Item 6. Insert the date on which the customer agreed that the work was satisfactorily completed (including substantial completion), aside from any pending or on-going administrative actions, claims negotiations, or litigation.
- Item 7. Insert the price, estimated cost and fee, or target cost and profit or fee as it appeared in the original contract. If the contract included multiple, separately-priced items, add the individual item amounts and insert the total price, estimated cost and fee, or target cost and profit or fee.
- Item 8. Insert the final sum of all invoices, or the sum of all invoices to date, including agreed upon and disputed amounts, paid and awaiting payment.
- Item 9a. Insert the name, title, company/agency, address, telephone no., and e-mail address (if available) of the program or project manager, quality assurance representative, or other customer technical representative who is most familiar with the quality of your work under the contract.
- Item 9b. Insert the name, title, company/agency, address, telephone no., and e-mail address (if available) of the contracting officer, purchasing agent, or other customer contracting or purchasing representative who is most familiar with your work under the contract.
- Item 9c. Insert the name, title, company/agency, address, telephone no., and e-mail address (if available) of (a) lead environmental regulator(s) for RCRA or a State regulatory office director under whose authority RCRA and other environmental regulations would be enforced.
- Item 10. Insert the location(s) where the work was performed, including the country (if other than the United States) and the state or province, county (if applicable), and city.
- Item 11. Describe the nature and scope of the work. The objective is to show how the work that you did or are doing is similar in nature and scope to the work that is to be performed under the contract contemplated by the request for proposals. Describe any unusual circumstances of performance or problems that may be relevant to the work that is to be performed. Tell your side of the story of any conflicts with the customer concerning which they may make adverse remarks about your performance. Describe any actions that you have taken or plan to take to correct any shortcomings in your performance. Describe any pending, on-going, or completed litigation.
- Item 12. Insert an X in the block next to the choice which best describes the current status of the contract. If you select the "Other" block, provide a brief explanation.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

ATTACHMENT C -OFFEROR EXPERIENCE AND PAST PERFORMANCE REFERENCE
INFORMATION WORKSHEET AND QUESTIONNAIRE

Sample Questionnaire

Dear _____:

The Department of Energy (DOE), Idaho Operations Office is asking for your assistance in an acquisition effort. (Name of Company) is participating in a proposal for a DOE Contract to manage and operate the Idaho National Engineering and Environmental Laboratory for a five-year period with an estimated value of \$3 billion. We are asking you to complete the attached questionnaire to help us evaluate (Name of Company) performance in several areas.

In providing your ratings, please use the following definitions:

- +2 - Entirely favorable past performance.
- +1 - More favorable than unfavorable past performance.
- 0 - Equally favorable and unfavorable past performance; or, inconclusive past performance; or, no record of past performance.
- 1 - More unfavorable than favorable past performance.
- 2 - Entirely unfavorable past performance.
- NA - Not applicable, unable to rate or no knowledge in this area.

Please feel free to provide an explanatory narrative under REMARKS. If more space is needed please attach additional pages.

Please provide the following information:

Your name, title, company name and address, e-mail address, telephone number and facsimile number.

We greatly appreciate your time and assistance in completing this questionnaire.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

ATTACHMENT C -OFFEROR EXPERIENCE AND PAST PERFORMANCE REFERENCE INFORMATION
WORKSHEET AND QUESTIONNAIRE**Sample Questionnaire**

No.	Question	Rating (Circle one)
1	Did the contractor meet the cost and schedule requirements and have the ability to implement corrective actions for cost or schedule variances?	-2 -1 0 +1 +2 N/A
2	Did the contractor provide timely, innovative, and cost-effective solutions to business and technical problems to meet the contract requirements?	-2 -1 0 +1 +2 N/A
3	Was the work performed by the contractor of a consistently high quality?	-2 -1 0 +1 +2 N/A
4	Did the contractor demonstrate the ability to create teaming/partnering relationships with the subcontractors to achieve project goals?	-2 -1 0 +1 +2 N/A
5	Was the contractor successful in recruiting and retaining strong, well-qualified key personnel?	-2 -1 0 +1 +2 N/A
6	Did the contractor provide replacements, when necessary, for key personnel with qualifications comparable to those originally proposed?	-2 -1 0 +1 +2 N/A
7	Did the contractor's organizational structure facilitate interfacing with customers and resolving issues?	-2 -1 0 +1 +2 N/A
8	Was the contractor responsive to your needs?	-2 -1 0 +1 +2 N/A
9	Did the contractor's home office effectively support your contract?	-2 -1 0 +1 +2 N/A
10	Did the contractor commit adequate resources in a timely fashion to meet contract requirements and to successfully solve problems?	-2 -1 0 +1 +2 N/A
11	Did the contractor effectively and efficiently solve any previously unknown ES&H concerns when they became apparent?	-2 -1 0 +1 +2 N/A
12	Did the contractor effectively implement human resources requirements and manage labor relations to minimize work disruptions?	-2 -1 0 +1 +2 N/A
13	Did the contractor effectively manage contract transition issues, including human relations and labor issues.	-2 -1 0 +1 +2 N/A
14	Did the contractor implement an effective diversity program in support of DOE/Federal Government's diversity programs?	-2 -1 0 +1 +2 N/A
15	Did the contractor comply with subcontracting plan goals for SDB concerns (see FAR Subpart 19.7), monetary targets* for SDB participation (see FAR 19.1202), and notifications* submitted under FAR 19.1202-4(b). (* if applicable)	-2 -1 0 +1 +2 N/A
16	Did the contractor maintain a proactive involvement and investment in the local and regional community?	-2 -1 0 +1 +2 N/A
17	Did the contractor integrate safety into the business (work) of the organization?	-2 -1 0 +1 +2 N/A
18	Did the contractor effectively use worker input in hazards analyses and work planning and execution?	-2 -1 0 +1 +2 N/A
19	Did the contractor establish and maintain an effective ES&H self-assessment, feedback and improvement, and corrective action program?	-2 -1 0 +1 +2 N/A

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

ATTACHMENT C -OFFEROR EXPERIENCE AND PAST PERFORMANCE REFERENCE INFORMATION
WORKSHEET AND QUESTIONNAIRE

20	Did the contractor consider ES&H performance in selection of subcontractors, effectively flowdown ES&H requirements to subcontractors, and ensure that work under subcontracts was safely executed?	-2 -1 0 +1 +2 N/A
21	Did the contractor develop and maintain effective relations with federal and state regulators, tribal officials, and the media?	-2 -1 0 +1 +2 N/A
22	Would do business with this contractor again? (provide remarks if NO)	YES NO

REMARKS: [Include here with question number. Attach additional sheet(s) if necessary]