PAST PERFORMANCE INFORMATION

Provide the information requested in this form for each contract/program being described. Provide frank, concise comments regarding your performance on the contracts you identify. Provide a separate completed form for each contract/program submitted. Limit the number of past efforts submitted and the length of each submission to the limitations set forth in Section L, Instructions to Offerors at paragraph 5.4.1, Table 2.2, and paragraph 5 Volume III Past Performance of this solicitation.

A. Offeror Name (Company/Division): ____________________
CAGE Code: ____________________
DUNS Number: ____________________
(NOTE: If the company or division performing this effort is different than the offeror or the relevance of this effort to the instant acquisition is impacted by any company/corporate organizational change, note those changes. Refer to the "Organizational Structure Change History" you provided as part of your Past Performance Volume.)

B. Program Title: ____________________

C. Contract Specifics:

1. Contracting Agency or Customer ____
2. Contract Number __________________________
3. Contract Type __________________________
4. Period of Performance __________________________
5. Original Contract $ Value _________________ (Do not include unexercised options)
6. Current Contract $ Value _________________ (Do not include unexercised options)
7. If Amounts for 5 and 6 above are different, provide a brief description of the reason

____

____

D. Brief Description of Effort as __Prime or __Subcontractor
(Please indicate whether it was development and/or production, or other acquisition phase and highlight portions considered most relevant to current acquisition)

E. Completion Date:

1. Original date: ____________________
2. Current Schedule: ____________________
3. Estimate at Completion: ____________________
4. How Many Times Changed: ____________________
5. Primary Causes of Change: ____

____

F. Primary Customer Points of Contact: (For Government contracts, provide current information on all three individuals. For commercial contracts, provide points of contact fulfilling these same roles.)

1. Program Manager:	**Name**	____________________
	Office	____________________
	Address	____________________
		____________________
	Telephone	____________________
2. Contracting Officer:	**Name**	____________________
	Office	____________________
	Address	____________________
		____________________
	Telephone	____________________
3. Administrative Contracting Officer	**Name**	____________________
	Office	____________________
	Address	____________________
		____________________
	Telephone	____________________

G. Address any technical (or other) area about this contract/program considered unique.

H. For each of the applicable subfactors under the Technical Capability factor in Section M, illustrate how your experience on this program applies to that subfactor.

I. Specify, by name, any key individual(s) who participated in this program and are proposed to support the instant acquisition. Also, indicate their contractual roles for both acquisitions.

J. Include relevant information concerning your compliance with subcontracting plan goals for small disadvantaged business (SDB) concerns, monetary targets for SDB participation, and notifications submitted under FAR 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting.

K. Include relevant information concerning your compliance with FAR 52.219-8, Utilization of Small Business Concerns, on the contract you are submitting.

L. Describe the nature or portion of the work on the proposed effort to be performed by the business entity being reported here. Also, estimate the percentage of the total proposed effort to be performed by this entity and whether this entity will be performing as the prime, subcontractor, or a corporate division related to the prime (define relationship).**Past Performance Information (PPI) for Offerors**

Offerors must use the PPI Tool in order to electronically submit the Past Performance Volume in accordance with the RFP.

Downloading the PPI Tool

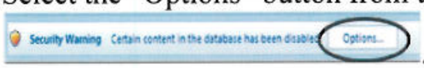
The PPI Tool can be downloaded by performing the following steps (if you are unable to download the Tool, contact the contracting officer for assistance):

1. Access the FedBizOpps (https://www.fbo.gov/) website.
2. Find the solicitation posting.
3. Locate the –ppi tool" link ppi tool.accdb from the –All Files" column ALL FILES on the solicitation's –Notice Details" tab Notice Details.
4. Select the link and save the –ppi tool" to your computer. Name the file as the prime contractor + RFP number + file extension (e.g. XYZCompanyFA861710R6158.mdb).

Note: PPI Tools saved in Microsoft Office versions 2007 and greater will be saved with –accdb" file extension. Files saved with versions less than Microsoft Office 2007 will be saved with –mdb" extension.

Entering information in the PPI Tool

After selecting and saving the tool, enter information by performing the following steps:

1. Open the saved PPI Tool.
2. Select the –Options" button from the –Security Warning" banner, if applicable 

. The –Security Alert" pop-up screen displays.

Figure 1: Security Alert Pop-up

Note:

- Files saved using Microsoft Office 2010 will have the –Enable Content" button on the –Security Warning" banner and therefore will not get a Security Alert pop-up.
- If a "read only" file is opened, in order to populate data in the file, click "Save As" in the "Read-Only" message bar. Enter the filename as the prime contractor + RFP number + file extension (e.g. XYZCompanyFA861710R6158.mdb).

3. Select the radio button –Enable this content" and then click –OK." A setup pop-up screen displays.

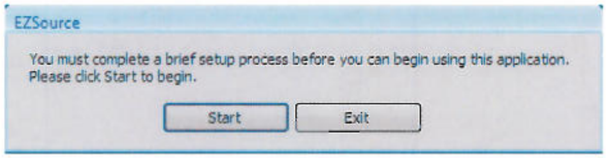


Figure 2: Setup Pop-Up

4. Select the “Start” button. The “Application Setup” screen displays.

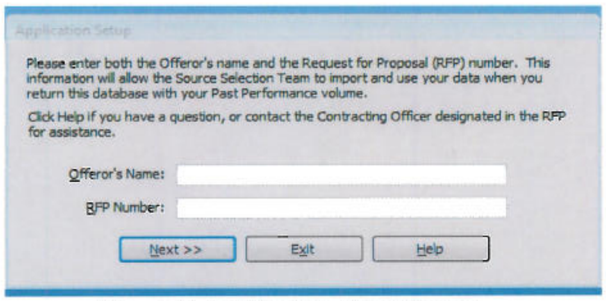


Figure 3: Application Setup Screen

5. Enter the Offeror's Name and RFP Number and then click the “Next” button. The application setup continues.

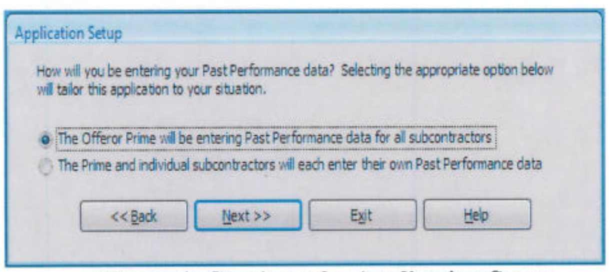


Figure 4: Continue the Application Setup

6. Choose the appropriate option by selecting the corresponding radio button and then click the “Next” button. The “Contractor's Menu” displays.

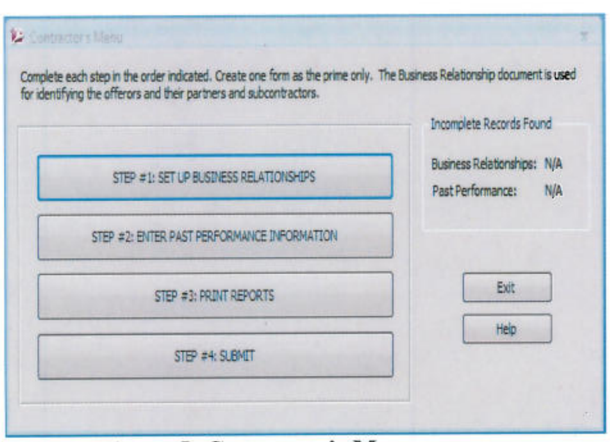


Figure 5: Contractor's Menu

7. Click the ―Step 1: Set up Business Relationships" button 

to create a business relationship, if applicable, for each contributing contracting organization before proceeding throughout the PPI Tool (refer to Section L of the RFP for detailed instructions). Identify all prime and sub-prime organizations and categorize them according to the appropriate role in the proposed acquisition. The ―Business Relationships" screen displays.

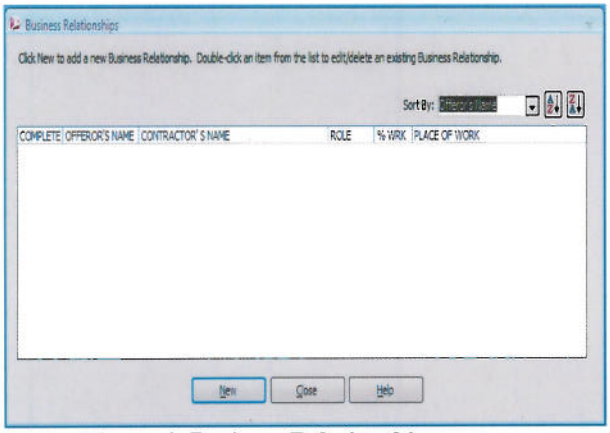


Figure 6: Business Relationships

8. Click the ―New" button to create a business relationship for the proposed acquisition. An additional ―Business Relationships" screen displays.

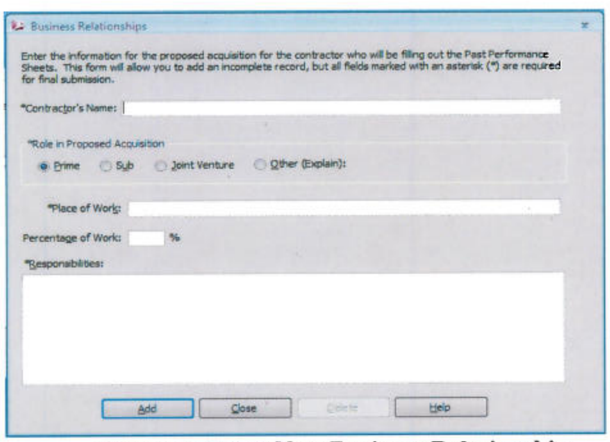


Figure 7: Enter New Business Relationship

9. Complete the fields as follows (fields marked on the screen with an asterisk ‗*' are required):
   - Contractor's Name: Self-explanatory
   - Role in Proposed Acquisition: Choose one of the four options – Prime, Sub, Joint Venture, or Other (Explain). An explanation comment box will display when you select ―Other."
   - Place of Work: Location where contractor will perform work.
   - Percentage of Work: Identify percentage of work contributed by specified contracting organization.

WHEN COMPLETED IT IS
SOURCE SELECTION SENSITIVE

- Responsibilities: Detail responsibilities of specified contracting organization.

10. Select one of the buttons at the bottom of the screen.
    - Add – Saves the current business relationship and allows for the addition of a new one.
    - Close – Cancels the current business relationship without saving.

    Note: In order to edit or delete an existing business relationship in the list, double-click on it.
11. Select the “Close” button on the “Business Relationships” screen after all of the business relationships has been added.
12. Click the “Step 2: Enter Past Performance Information (PPI)” button 

to enter the Past Performance Information. The “Past Performance” screen displays.

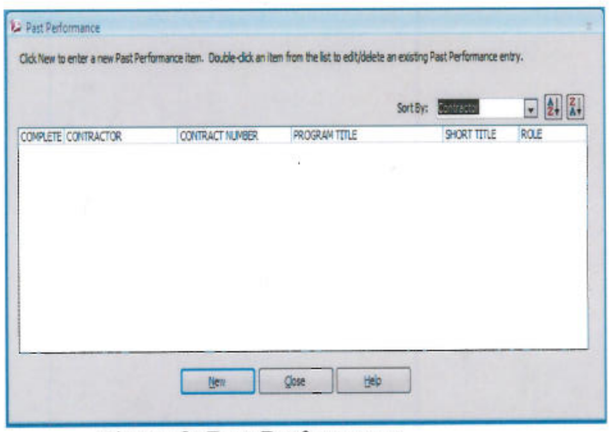


Figure 8: Past Performance

13. Click the “New” button to enter Past Performance Information for the proposed acquisition. An additional “Past Performance” screen displays.

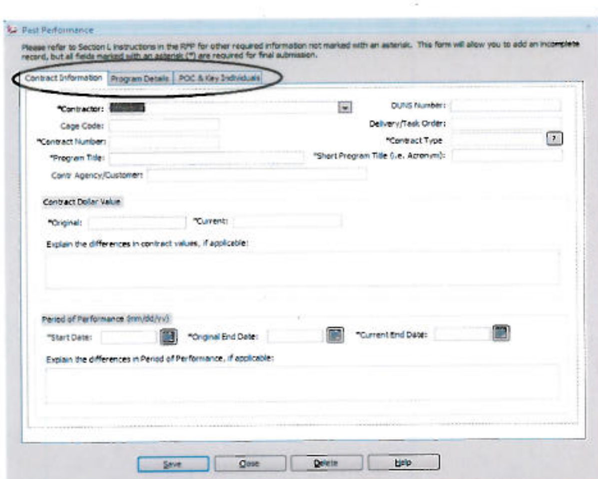


Figure 9: Enter Past Performance Information

14. Complete the fields on each of the tabs as follows (fields on the screen marked with an asterisk _*‘ are required):
    - Contract Information Tab

- ❖ Contractor: Select from the dropdown the appropriate contractor.
- ❖ Cage Code: Self-explanatory.
- ❖ Contract Number: If you don't have a contract number, enter ―N/A."
- ❖ Program Title: Enter full name of program.
- ❖ Contr Agency/Customer: Enter servicing contracting agency and customer (office symbols suffice).
- ❖ DUNS Number: Self-explanatory
- ❖ Delivery Task/Order: If the order is provided as a stand-alone reference, enter the task/call/delivery/purchase order number.
- ❖ Contract Type: Enter Firm-Fixed-Price (FFP), Cost Plus Fixed-Fee (CPFF), Indefinite Delivery/Indefinite Quantity (ID/IQ), LH, Blanket Purchase Agreement (BPA), Cost Plus Incentive-Fee (CPIF), Cost Plus Award Fee (CPAF), etc. For additional clarification, click the question mark button.
- ❖ Short Program Title (i.e. Acronym): Enter abbreviated title for the program or enter ―N/A."
- ❖ Contract Dollar Value:
    - o Original: Input total contract dollar value, with all options if applicable, in the amount originally awarded on the referenced contract.
        - ▪ If ID/IQ or BPA, provide total ceiling.
        - ▪ If stand-alone task/call/delivery/purchase, provide amount of the individual contract.
    - o Current: Input total contract dollar value, with all options if applicable, as the contract stands at time of PPI submission.
        - ▪ If ID/IQ or BPA, provide total ceiling.
        - ▪ If stand-alone task/call/delivery/purchase, provide amount of the individual contract.
- ❖ Period of Performance (mm/dd/yy)
    - o Start Date: Input start date of contract.
    - o Original End Date: Input original end date based on award.
    - o Current End Date: Input end date, as the contract stands at time of PPI submission.
    - o Explain the differences in Period of Performance, if applicable: Enter an explanation of the difference between ―Original End Date" and ―Current End Date."

- Program Details Tab
    - ❖ Brief Description of Effort as:
        - o Select Prime, Sub, Joint Venture, or Other (Explain). An explanation comment box will display when you select ―Other."
        - o Provide a brief description of the service provided and actual work performed under this contract reference.

- ❖ Explain how your experience on this program is relevant for each subfactor under the Technical Factor in Section M of the RFP, including any unique aspects that demonstrate relevancy in this effort: Provide evidence to support how the contract referenced has relevant experience and demonstrates the ability to perform the solicitation requirements as described in Section M of the RFP. As applicable, address how the proposed reference relates to each of the Technical Subfactors.

- ❖ Include relevant information concerning your compliance with FAR 52.219-8, Utilization of Small Business Concerns, on the contract you are submitting: Enter the information if applicable.

- ❖ Identify whether a subcontracting plan was required for the contract you are submitting. If one was required, identify in percentage terms the planned versus achieved goals during contract performance. Explain why goals were not met, if applicable: Enter the information if applicable.

- POC & Key Individuals Tab
  - ❖ Key Individuals: Click the ―New" button to specify any key individual or individuals who participated in this program or who may support the proposed acquisition. Also indicate their roles for both acquisitions, previous and current. To edit or delete an existing key individual, double-click an item from the list.
    Note: In accordance with FAR 15.305(a)(2)(iii), relevant experience from key personnel may be evaluated. If you wish to include the past performance of individual key personnel, select the ―New" button for each individual and fill out the necessary information.
  - ❖ Customer Points of Contact: Click the ―Program/Site Manager," ―Contracting Officer" or ―Admin POC" button for the point of contact that you would like to add, edit, or delete.
    Note: For government contracts provide current information on Program Manager, Contracting Officer, and Admin POC, if available.
    For commercial contracts provide points of contact fulfilling these same roles, if available.

15. Select from the buttons at the bottom of the Past Performance screen:
  - Save – Saves the Past Performance Information and displays the ―Contract Information" tab on the Past Performance screen.
  - Close – Closes the Past Performance screen. If there were any updates, a pop-up window displays asking to save before closing.
  - Delete – Deletes the current PPI record. A pop-up window displays, select ―Yes" to delete the record or ―No" to close the window without deleting the record.

Note: In order to edit or delete an existing PPI record in the list, double-click on it.

16. Select the ―Close" button on the ―Past Performance Information" screen after all of the PPI records have been added.

Printing Reports and Submitting PPI Tool

In order to print the Business Relationships and PPI reports, perform the following steps:

1. Click the ―Step 3: Print Report" button 

. A pop-up displays asking which report to print.

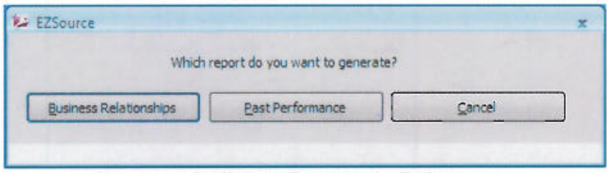
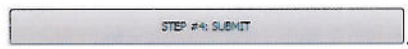


Figure 10: Select Report to Print

2. Select separately each of the two options, ―Business Relationships" or ―Past Performance." The Business Relationships and Past Performance documents will print separately; combine the two to create your Past Performance Volume.

In order to submit the Business Relationships and PPI, perform the following steps:

3. Click the ―Step 4: Submit" button 

. The ―Submission Instructions" screen displays.

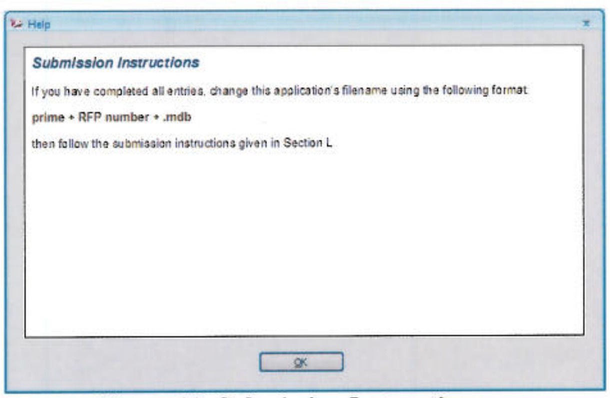


Figure 11: Submission Instructions

4. Follow the submission instructions. Hard copies of the pages generated from this tool shall be used in the hard copy of the past performance volume subject to the limitations outlined in this RFP and should be Tab 1 of the past performance volume.

Note:

- Submit an electronic copy (e.g. CD) of the saved PPI database file with your proposal. Enter the filename as the prime contractor + RFP number + file extension (e.g. XYZCompanyFA861710R6158.mdb).
- Once the file is saved to a CD or any location that is marked as ―Read-only," it must first be saved to the desktop in order to read/edit the file.