

Past Performance Questionnaire

=> Please Read Instructions - Click here <=

* denotes a required field

Identification

- i1 **Control Number** * (example: j3ma9xzq2k) (10 characters)
- i2 **Retype Control Number** *
- i3 **Create Your Own Password** * (needed for possible verification)
- i4 **Retype Your Password** *

Part A. Factual Background

- A1 **Offeror Name** *
- A2 **Offeror Address** * (Line 1)
 (Line 2)
 * State * * Zip
City

- A3 **Today's Date** Month , Day , Year *

- A4 **Your Name** *First *Last

- A5 **Your Title** *

- A6 **Your Company Name** *

- Your Company Address * (Line 1)

(Line 2)

* City State * * Zip

- A7 **Your Company Phone Number** * (i.e. 505-999-1234)

- A7a **Your E-mail Address** * (i.e. johndoe@company.com)

- A8 "Your" organization's primary business function is: *
- Development / Construction
- Asset / Property Management
- Financial / Banking

- A9 Most relevant function of this RFQ performed for you by the offeror (choose as many as apply):

A9a Housing Development

New Construction

Moderate Rehabilitation

Substantial Rehabilitation

A9b Housing Management

Portfolio Management

Property Management

Asset Management

A9c Financial Services

Underwriting

Capital Placement

Performance Monitoring

A9d Other

Specify

A10 Complexity of Work ▼

A11 Contract Dollar Value ▼

A12 Contract Completion Date (Month and Year date), if applicable

Month , Year (i.e.19**, 20**)

A13 Extent and Duration of Business Relationship

A14 Type and Extent of Work that was performed by the offeror

A15 What percentage of the contract value was performed by this offeror

▼

Part B. Offeror Performance in Your Assignment

How did the offeror perform considering its technical performance or quality of services regarding: For each item, choose one of:

- E** - Exceptional
- A** - Acceptable
- U** - Unacceptable
- N/A** - (Not Applicable)

Part B1. Quality --

	E	A	U	N/A
B1a Effectiveness of offerors Quality Control program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B1b Retention of employees and key personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B1c Subcontractors' quality of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B1d Knowledge of key personnel in relationship to project requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparation and accuracy of reports				

B1e		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B1f	How well was the offeror personnel trained	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B1g	Adherence to project requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B1h	Quality of property maintenance and curb appeal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B1i	Resident satisfaction with the property and the owner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B1j	Responsiveness to residents' service calls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B1k	Compliance with government regulations and agreements, if applicable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B1l	Long term performance, if applicable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B1m	Experience with latent defects and quality of corrective action taken (please describe in detail)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>					

		E	A	U	N/A
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B1n	Programs and services made available to residents (please describe)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>					

B1o	Overall quality of offeror's performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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(Please feel free to amplify your answers in the comment box.)

Part B2. Timeliness --		E	A	U	N/A
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B2a	Offeror's timely completion of the project	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B2b	Offeror's responsiveness in making adjustments to schedules, products or services to meet the project needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B2c	Offeror's timely submission of reports				

B2d	Offeror's response to modification requests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B2e	Overall timeliness of offeror's performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Please feel free to amplify your answers in the comment box.)

Part B3. Cost Control --

		E	A	U	N/A
B3a	Offeror's performance within costs established in the contract	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B3b	Offeror's effectiveness in reducing costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B3c	Reasonableness of costs proposed for modifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B3d	Offeror's invoices were current and accurate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B3e	Offeror's financial stability during contract performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B3f	Offeror's overall ability to control costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Please feel free to amplify your answers in the comment box.)

Part B4. Business Relations --

		E	A	U	N/A
B4a	Cooperation in resolving problems and disputes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B4b	Working relationship with the offeror's POC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B4c	Working relationship with technical personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B4d	Working relationship with governmental partners in public private ventures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B4e	Relationships with subcontractors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B4f	Relationships among team members in joint ventures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

B4g	Tenacity and innovation in resolving problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B4h	Congenial interpretation of business agreements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B4i	Dealing with unexpected circumstances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B4j	Compliance with terms of agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B4k	Overall evaluation of business relations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Please feel free to amplify your answers in the comment box.)

Part B5. Financial Performance --

		E	A	U	N/A
B5a	Ability to balance needs of the property with expected financial results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B5b	Ability to achieve the financial results projected at development approval	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B5c	Ability to adapt constructively to changes in the external environment, e.g., strengthening or weakening housing markets (please provide examples).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B5d	Vacancy problems (if any) and the offeror's response	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B5e	Operating deficits (if any) and the offeror's response	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B5f	Ability to develop and update a pro forma which accurately reflects current and predicts future income and operating expenses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Please feel free to amplify your answers in the comment box.)

Part C. The Offeror as a Partner

	Yes	No
C1		

C1 Has the offeror been involved in

a restructuring of the property under adverse circumstances (e.g. as a result of a default, the need for new capital for renovations, material negative case flow or change of the controlling partner)? If Yes, please explain.

C2 Has the offeror ever sought to impose fees on residents not contemplated in the original agreement? If Yes, please explain.

C3 Has the offeror's property ever run operating deficits? If Yes, please explain.

C4 Has the offeror ever defaulted on any of its obligations? If Yes, please explain.

Yes No

C5 Has the offeror involved any material instances of litigation or formal dispute resolutions? If Yes, please explain.

C6 Has the management company ever been replaced for unsatisfactory performance? If Yes, please explain.

C7 Has the offeror performed other projects with your company? If Yes, please explain.

C8 What are the offeror's strong points?

C9 What are the offeror's weak points?

	E-Excellent	G-Good	A-Average	F-Fair	P-Poor
	E	G	A	F	P

C10 Of the offerors with whom you have been involved in this type of work, how would you rate their overall performance?

<input type="radio"/>				
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	Yes	No
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C11 Do you have any reservations about doing business again with this firm? If Yes, please explain.

<input type="radio"/>	<input type="radio"/>
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Clear Questionnaire

Submit Questionnaire