

## Proposal Form 4: Past Performance Questionnaire

### Notice of Funding Availability (NOFA) for Measure O: Behavioral Health and Homelessness Pathways to Sustainability

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#### PART 1 TO BE COMPLETED BY PROPOSER

Please complete this questionnaire and e-mail a copy to [DHS-Procurement@sonomacounty.gov](mailto:DHS-Procurement@sonomacounty.gov). Our organization is currently in the process of preparing our proposal for the Sonoma County Department of Health Service's NOFA indicated above. As a part of this process, we have listed you as a reference on our performance for the types of service we provided your agency under the previous/current contract listed below. Your evaluation of our performance is requested. The questionnaire is due to the project manager no later than 5:00 PM Pacific Standard Time on

Proposer Project Manager name:

Proposer Project Manager phone number:

Proposer Project Manager email:

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#### PART 2 TO BE COMPLETED BY PROPOSER'S REFERENCE

Agency / Company:

Project Title:

Name of person completing questionnaire:

Title:

Phone:

Email:

Alternate point of contact name

Alternate point of contact phone

Alternate point of contact email:

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#### I. Current or Historical Contract Referenced Information

Contract or identifying number:

Contract Value:

Period of performance:

Brief description of services provided:

## II. Past Performance Evaluation.

Please rate the Contractor utilizing the guide below. Explanatory narratives for as many responses as possible would be appreciated. These narratives need not be lengthy, just detailed. Attach additional pages if more space is needed.

**Evaluation Definitions.** The following definitions should be used in the assessment of Contractor performance.

<b>EXCEPTIONAL</b>	Performance <b>EXCEEDS MOST</b> contractual requirements. The performance of areas being assessed was accomplished with few minor issues or concerns.
<b>VERY GOOD</b>	Performance <b>EXCEEDS SOME</b> contractual requirements. The performance of areas being assessed was accomplished with few minor issues or concerns, for which the Contractor's corrective actions were highly effective.
<b>SATISFACTORY</b>	Performance <b>MEETS</b> contractual requirements. The performance of the areas being assessed contains minor issues or concerns, for which corrective actions taken by the Contractor were effective.
<b>MARGINAL</b>	Performance <b>MEETS SOME</b> contractual requirements. The performance of the areas being assessed includes significant problems, issues, or concerns for which corrective actions taken by the Contractor were only somewhat effective.
<b>UNSATISFACTORY</b>	Performance <b>DOES NOT MEET</b> contractual requirement. The performance of the areas being assessed includes serious problems, issues, or concerns for which the Contractor's corrective actions were ineffective.
<b>NOT APPLICABLE (N/A)</b>	Performance information not recent or relevant as defined in the Solicitation. Unable to provide assessment.

### Question 1. Performance

In considering the following, how well did the Contractor meet your requirements?

- Accounting of funds in compliance with applicable reporting and recordkeeping requirements
- Timeliness of reports
- Quality of reports
- Achievement of performance targets
- Other criteria (please indicate in comments)

<b>PERFORMANCE</b>					
EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY	N/A

*If you considered criteria other than those listed above, please note them here along with any optional comments.*

**Question 2. Contract Adherence**

In considering the following, how well was the Contractor's able to provide services as required under the terms and conditions of the contract?

TIMELINESS OF SERVICES PROVIDED					
EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY	N/A

ABILITY TO PROVIDE CONTRACTED SERVICES					
EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY	N/A

*Comments (optional)*

**Question 3. Overall Performance**

In considering the following, how well did the Contractor meet your requirements?

- Possible considerations:
- Schedule
- Price
- Meeting Requirements
- Other criteria (please indicate in comments)

PERFORMANCE					
EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY	N/A

*If you considered criteria other than those listed above, please note them here along with any optional comments.*