

## PAST PERFORMANCE QUESTIONNAIRE

*(To be completed by person to whom questionnaire is addressed):*

1. Background Information

- a. Name of person completing this questionnaire and position:

Name: SSgt Matthew Ritchie

- b. Time Period of CCRE related services: 01 July 2019 - 29 Dec 2020

PAID or Volunteer?

2. <QUOTER'S> Past Performance

- a. Were/are the services that you observed the <Quoter> completing similar in scope, size and complexity as the services described below:

- Developing a catechetical program for all age groups
- Education in related field and other professional development
- Knowledge of Roman Catholicism
- Participation in a local Roman Catholic Church
- Roman Catholic personal devotion
- Communication with superiors, colleagues, parents, and students
- Recruiting and training catechetical leaders and volunteers
- Leading a team to accomplish a goal
- Building morale among a team
- Administrative and organizational skills

Please circle one of the four levels of relevancy:

RATING				
VR	R	SR	NR	Category
VR	R	SR	NR	Scope
VR	R	SR	NR	Magnitude
VR	R	SR	NR	Complexity

Legend:

- **VR** = Very Relevant in scope, magnitude of efforts, and complexities
- **R** = Relevant in scope, magnitude of efforts, and complexities
- **SR** = Somewhat Relevant in scope, magnitude of efforts, and complexities
- **NR** = Not Relevant in scope, magnitude of efforts, and complexities

### ATTACHMENT 3, Past Performance Questionnaire

**Scope:** Range of operations covered  
**Magnitude:** Dollar value  
**Complexity:** Degree of difficulty

#### Comments:

The MII team will interview candidates, and coordinate Performance Work Standards (PWS) are kept between the Aviano Contracting Office and Chapel Contracting Representative.

- b. **Please circle a rating in answer to each of the following questions and provide comments as appropriate.**

The Definition for confidence ratings are as follows:

**Substantial Confidence** Based on the contractor's relevant performance record, I have a high expectation that the contractor will successfully perform the described services.

**Satisfactory Confidence** Based on the contractor's relevant performance record, I have a reasonable expectation that the contractor will successfully perform the described services.

**Limited Confidence** Based on the contractor's relevant performance record, I have a low expectation that the contractor will successfully perform the described services.

**No Confidence** Based on the contractor's relevant performance record, I have no expectation that the contractor will be able to successfully perform the described services.

**Unknown Confidence** No relevant performance record is available or the contractor's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

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#### 1. How would you rate the Quoter's ability to develop a catechetical program for all age groups?

Substantial	Satisfactory	Limited	No Confidence	Unknown
Confidence	Confidence	Confidence		Confidence

### ATTACHMENT 3, Past Performance Questionnaire

#### Comments:

MII would work closely with the Roman Catholic Chaplain who supervises products through approved Catholic companies to develop catechetical programs for all age groups.

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#### 2. How would you rate the Quoter's level of education and other professional development?

Substantial	Satisfactory	Limited	No Confidence	Unknown
Confidence	Confidence	Confidence		Confidence

#### Comments:

MII works out qualified candidates who represent well.

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#### 3. How would you rate the Quoter's knowledge of Roman Catholicism?

Substantial	Satisfactory	Limited	No Confidence	Unknown
Confidence	Confidence	Confidence		Confidence

#### Comments:

MII knows about the Archdiocese Military Service (AMS) through the PWS, and Contracting Officer Representative.

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#### 4. How would you rate the Quoter's participation in a Church community?

Substantial	Satisfactory	Limited	No Confidence	Unknown
Confidence	Confidence	Confidence		Confidence

#### Comments:

### ATTACHMENT 3, Past Performance Questionnaire

MII works well with their team leads.

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#### 5. How would you rate the Quoter's personal Roman Catholic devotion?

Substantial	Satisfactory	Limited	No Confidence	Unknown
Confidence	Confidence	Confidence		Confidence

#### Comments:

MII meet the technical deliverables of the PWS.

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#### 6. How would you rate the Quoter's Communication with superiors, colleagues, parents, and students?

Substantial	Satisfactory	Limited	No Confidence	Unknown
Confidence	Confidence	Confidence		Confidence

#### Comments:

MII shows respect and earns respect between all the members.

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#### 7. How would you rate the Quoter's recruitment and training of catechetical leaders and volunteers?

Substantial	Satisfactory	Limited	No Confidence	Unknown
Confidence	Confidence	Confidence		Confidence

#### Comments:

MII works real hard with the challenges of distancing, and are intentional for one-on-one and virtual options.

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**ATTACHMENT 3, Past Performance Questionnaire**

**8. How would you rate the Quoter's ability to lead a team to accomplish a goal?**

Substantial	Satisfactory	Limited	No Confidence	Unknown
Confidence	Confidence	Confidence		Confidence

**Comments:**

MII has good, positive administration with the representative's good-will to coordinate with the Chaplain -- goals will be met.

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**9. How would you rate the Quoter's on building morale among a team?**

Substantial	Satisfactory	Limited	No Confidence	Unknown
Confidence	Confidence	Confidence		Confidence

**Comments:**

MII has faith and finds good morale and guidance within their representatives.

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**10. How would you rate the Quoter's administrative and organizational skills?**

Substantial	Satisfactory	Limited	No Confidence	Unknown
Confidence	Confidence	Confidence		Confidence

**Comments:**

MII is very determined for success with being on the same page as the client.

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**c. Other Comments:**

N/a

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### ATTACHMENT 3, Past Performance Questionnaire

d. Please circle your overall rating of the QUOTER:

- **SUBSTANTIAL CONFIDENCE:** Based on the offeror's relevant performance record, the Government should have a high expectation that the offeror will successfully perform the required effort.
- **SATISFACTORY CONFIDENCE:** Based on the offeror's relevant performance record, the Government should have a reasonable expectation that the offeror will successfully perform the required effort.
- **LIMITED CONFIDENCE:** Based on the offeror's relevant performance record, the Government should have a low expectation that the offeror will successfully perform the required effort.
- **NO CONFIDENCE:** No Confidence Based on the offeror's relevant performance record, the Government should have no expectation that the offeror will be able to successfully perform the required effort.
- **UNKNOWN CONFIDENCE:** No relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.