



Federal Aviation Administration

Memorandum

Date: April 2018
To: NextGen Technical Customers
From: June Green, Procurement Services Division, ANG-A1 *B*
Subject: Vendor Performance Questionnaire Request Guidance

It has been brought to our attention that some technical customers have been asked by vendors to fill out past performance questionnaires or similar documents related to performance or work on their NextGen contract/task order.

A technical customer should not directly provide official Vendor performance information to a vendor without involving the COR/CO. In an effort to establish a consistent contract performance reporting process in NextGen, we ask that you forward all requests for performance information received from vendors to your COR/CO, and to contact your COR/CO if you have questions.

All federal agencies, including the Federal Aviation Administration (FAA), under the direction of the Office of Management and Budget (OMB) have been mandated to assess contractor performance by utilizing the Contractor Performance Assessment Reporting System (CPARS) for all contracts and task orders that exceed \$5M for services and R&D. Each Department's compliance metrics will be tracked and reported as part of a government-wide dashboard of Mission-Support performance metrics. For contracts/task orders under \$5M, we request that you forward all vendor performance requests to the COR/CO for proper processing.