Logistics Operations Contract

Past Performance Questionnaire

Attachment L-2

ATTACHMENT L-2 LOC PAST PERFORMANCE QUESTIONNAIRE

Complete one set of letters and forms for each Past Performance reference. Additional space or blank sheets may be added to answer any question

Transmittal Letter to Accompany Present/Past Performance Questionnaire

FROM:

SUBJECT: Present/Past Performance Questionnaire for Contract(s):

We are currently responding to NASA Johnson Space Center (JSC) Request For Proposal (RFP) for the Logistics Operations Contract. This RFP requires offerors to identify customers and solicit their response regarding our performance.

We are providing present and past performance data to NASA/JSC relating to our performance on contract _____(contract name/number). The RFP instructs that we provide our customers with the attached questionnaire and requests that you provide requested data and submit it by January 11, 2007, directly to:

NASA Johnson Space Center
BJ3/Linda Riviera
2101 Nasa Parkway
Houston, TX 77058

You are also encouraged to fax the hardcopy questionnaire(s). The JSC source selection facility fax number is: 281-483-9738.

We have identified (_____) of your organization as the point of contact based on their knowledge concerning our work.

The information contained in the completed Past Performance Questionnaire is considered sensitive and cannot be released to us, the offeror. If you have any questions about the acquisition or the attached questionnaire, your questions must be directed back to the JSC point of contact identified above. Thank you for your timely assistance.

Sincerely,
(Company Official)

I. CONTRACT IDENTIFICATION

1. Contractor (Company/Division/Mailing Address):
_____

2. Contract Number: _____

3. Contract Type: _____

4. Product/Service Description:
_____
_____
_____

5. Period of Performance (basic and any options):
_____

6. During this contract period of performance, this firm was the:

___Prime Contractor ___Significant Subcontractor ___Team Member
___Other (please describe) _____

7. Does a corporate or ownership relationship exist between the contractor being evaluated and your organization? ___Yes ___No
If yes, please describe the relationship:
_____
_____
_____

8. Unusual contract features or conditions:
_____
_____
_____

II. PAST PERFORMANCE EVALUATION

Based on your knowledge on the contract identified above, please provide your assessment of how well the contractor performed on each of the following questions. It is very important to keep in mind that only performance in the ***past 3 years*** is relevant.

Please rate the contractor as described below in the following technical, schedule and cost areas. Please give a short narrative as to why you chose the adjective you did, especially for those answers that are other than “satisfactory”.

Exceptional (E) - Exceeds the established performance requirements to an exceptional degree. Performance is exemplary and accomplished in a timely, efficient, and economical manner. Very minor (if any) deficiencies have no adverse affect on overall performance. Examples include substantial cost underruns due to contractor diligence and cost savings initiatives, technical end products that exceed original Government specifications in critical performance areas, deliverables usually ahead of contract schedules, etc.

Satisfactory (S) - Meets the established performance requirements. Performance is effective and most requirements are met in a timely, efficient, and economical manner. Reportable deficiencies have little identifiable effect on overall performance. Examples include no cost overruns caused by the contractor technical end products that meet all Government specifications, deliverables delivered on time/schedule, etc.

Unsatisfactory (US) - Fails to meet the established performance requirements. Remedial action required in one or more area. Reportable deficiencies in one or more area adversely affect overall performance. Examples include substantial cost overruns caused by contractor, technical end products fail to meet government specifications in critical areas, deliverables usually delivered behind contract schedules, etc.

A. TECHNICAL PERFORMANCE

1. Overall performance in planning and controlling the program.
   Rating ___
   Comments: _____
   _____
   _____
   _____

2. Quality of services and support provided.
   Rating ___
   Comments: _____
   _____
   _____

3. Compliance with technical requirements and performance standards
   Rating ___
   Comments: _____
   _____
   _____

4. Insight in understanding customer requirements and priorities
   Rating ___
   Comments: _____

5. Initiative in identifying and resolving unforeseen technical and schedule problems (causes, impacts, and resolutions).
   Rating ___
   Comments: _____
   _____

6. Identification, surveillance, and management of major/critical subcontractors.
   Rating ___
   Comments:

7. Contractor's ability to correct performance deficiencies.
   Rating ___
   Comments: _____

8. Ability to use metrics and other tools to accurately measure and track programs.
   Rating ___
   Comments: _____

9. Provide details of any accidents or industrial illnesses resulting in lost time?
   _____

10. Particular strong/weak points of contractor's performance.
   _____

B. SCHEDULE PERFORMANCE

1. Ability to provide a qualified workforce to fulfill schedule requirements.
   Rating ___
   Comments: _____
   _____
   _____ _____

2. Content, accuracy, and timeliness of technical reports.
   Rating ___
   Comments:

3. Adherence to technical schedules.
   Rating ___
   Comments:

4. Timeliness and accuracy of cost and business reports.
   Rating ___
   Comments:

C. CONTRACT MANAGEMENT AND COST PERFORMANCE

1. Contract Value:

	Initial Value	Current/Final Value
Estimated Cost	$_____	$_____
Fee/Profit	$_____	$_____
Total Value	$_____	$_____

Briefly describe any change(s) from original contract value:
_____
_____

2. Adherence to estimated costs and contract cost targets.
Rating ___
Comments: _____
_____
_____
_____ _____

3. Was there a cost overrun/under-run? ___Yes ___No
If yes, what was the magnitude? Please explain:
_____
_____

4. Does the Contract have ceiling rates? ___Yes ___No
If yes, what are the rates? ___

Has the contractor exceeded the rates? ___Yes ___No
Please explain: _____
_____
_____
_____ _____

5. Ability to effectively plan efforts, provide realistic cost and schedule estimates, etc.
Rating ___
Comments: _____
_____
_____
_____ _____

6. Ability to anticipate, identify and control cost growth.
Rating ___
Comments: _____

_____
_____

7. Ability to submit accurate and timely financial reports and credible forecasts of future program.
Rating ___
Comments: _____

8. Business management performance (discuss degree of monitoring/guidance required in contract administration).
Rating ___
Comments: _____
_____
_____
_____ _____

9. Contract change order management (discuss contractor commitment to negotiate and implement contract changes).
Rating ____
Comment: _____
_____

10. If any export control considerations are involved in this contract, describe any issues associated with this contractor obtaining and maintaining required Export Control Licenses.
Rating ___
Comments: _____
_____
_____
_____ _____

11. If an award/incentive fee type contract, percent of available Award Fee earned ___%

12. Has this contract been partially or completely terminated for default or convenience? ___Yes ___No

If yes, please explain the reason for termination (i.e. inability to meet cost or delivery schedules, performance, etc.)
_____
_____
_____ _____

13. Would you select this contractor again? ___Yes ___No

14. Additional Comments:

_____
_____
_____

III. RESPONDENT INFORMATION

A. Name of Technical Evaluator: _____
B. Position Title: _____
C. Agency/Company Name and Mailing Address:
_____
_____
_____
D. Name of Contracting Officer/Contract Manager:
_____
E. Telephone Number:
- Technical Evaluator: _____
- Contracting Officer/Contract Manager:_____

F. Facsimile Numbers: _____
G. E-Mail Addresses: _____
H. Your Role in the Program/Contract: _____
I. Length of involvement in this program/contract: _____
J. Date questionnaire completed: _____