

EXHIBIT A

PAST PERFORMANCE QUESTIONNAIRE

Exhibit A
PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS

Sections I through III provide for contract-related descriptive information and identification of the evaluator.

Section IV lists the major work elements within our Statement of Work (SOW). Please provide your assessment of the confidence level rating for “relevant experience” and “performance” associated with our SOW evidenced within the contract for which you are a reference. Your assessment of the relevancy should reflect the fact that the principal purpose of our contract is to provide a study that assesses the reasonableness of a common spacecraft for multiple missions. Therefore, experiences of development, detailed design, and analysis for space-flight environments are critical to this evaluation.

“**Significant Experience**” means that a full range of services was routinely performed by the contractor under the associated SOW element. “**Moderate Experience**” describes a contractor who has experience in several aspects of a work element even though the experience may not have been on a continuous basis or directly related to the purpose of our contract. “**Minimal Experience/Did not Perform**” means that, although at least some aspects of the work may have been performed, such performance was limited in scope or frequency, or the work element was not performed under the contract.

Section V evaluates the contractor’s technical, schedule, and cost performance and management. (Additional pages may be used for comments if desired). It is very important to keep in mind that only performance in the **past 3 years** is relevant. If you cannot answer any questions, please circle “N/R” for Not Rated.

The following definitions are offered for your use in assigning a level of confidence rating for each of the factors in Sections IV and V:

Very High Level of Confidence (VH)	The Offeror’s relevant past performance is of exceptional merit and is very highly pertinent to this acquisition; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance.
High Level of Confidence (H)	The Offeror’s relevant past performance is highly pertinent to this acquisition; demonstrating very effective performance that would be fully responsive to contract requirements with contract requirements accomplished in a timely, efficient, and economical manner for the most part with only minor problems with little identifiable effect on overall performance.
Moderate Level of Confidence (M)	The Offeror’s relevant past performance is pertinent to this acquisition, and it demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Low Level of Confidence (L)	The Offeror’s relevant past performance is at least somewhat pertinent to this acquisition, and it meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance.
Very Low Level of Confidence (VL)	The Offeror’s relevant past performance does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; problems in one or more areas which adversely affect overall performance.
N/R	Not Rated

Section VI provides for evaluation of the contractor’s management of cost and award/incentive fee history.

RETURN THIS QUESTIONNAIRE TO
Lisa Mullen

NASA Goddard Space Flight Center
Attn: Lisa Mullen, Mail Code 210.6
Greenbelt, MD 20771
Phone: 301-286-0503 FAX: 301-286-0383
e-mail: Lisa.A.Mullen@nasa.gov

PAST PERFORMANCE QUESTIONNAIRE

I. Contract Information

- A. Name of Company/Division Being Evaluated: _____
- B. Address: _____
- C. Contract Number: _____
- D. Contract Type: _____
- E. Period of Performance (including options): From: _____ To: _____
- F. Total Contract Value: _____
- G. Award Information: Competitive: Yes ___ No ___
Basis of Selection: Technical ___ Cost/Price ___
Other (specify) _____

II. Description of Contract

Briefly describe the services provided under this contract:

During the contract performance being evaluated, this firm was the:

Prime Contractor ___ Significant Subcontractor ___ Team Member ___
Other (describe) _____

Does a corporate or business relationship exist between the firm being evaluated and your organization?

Yes ___ No ___. If yes, please describe: _____

III. Evaluator Information

Name: _____
Title: _____
Agency/Company: _____
Address: _____
Phone: _____ Date Questionnaire Completed: _____
Role in Program/Contract: _____
Length of Involvement in this Program/ Contract: _____

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IV. SOW Survey: Relevant Experience and Performance Level of Confidence Rating

SOW ELEMENT	SIGNIFICANT	MODERATE	MINIMAL/ DID NOT PERFORM	LEVEL OF CONFIDENCE RATING (Please circle)					
				VH	H	M	L	VL	N/R
Did the contractor participate in a study to develop a spacecraft bus design to accommodate multiple missions and payloads with adequate margins?									
Did the contractor have knowledge of developing Management Plans which direct and control I&T resources for building multiple spacecraft?									
Did the contractor have knowledge of developing System Engineering Management Plans (SEMP) for the development and testing of multiple spacecraft?									
Did the contractor successfully participate in the performance of studies and analyses to support a unique spacecraft design, including trade-off studies to justify the design approach?									
Did the contractor provide a cost effective approach?									
Did the contractor support a kick-off meeting, a mid-term review and a final review as well as biweekly telecons?									
Did the contractor participate in or propose an optimized schedule for a series of spacecraft and observatory developments through integration and test and delivery?									
State requirements that could not be met below:									

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V. General Performance Survey

NO	PERFORMANCE QUESTIONS	LEVEL OF CONFIDENCE RATING (Please Circle)					
		VH	H	M	L	VL	N/R
1.	Overall performance in planning and controlling the program	VH	H	M	L	VL	N/R
2.	Compliance with technical requirements and performance standards	VH	H	M	L	VL	N/R
3.	Content, accuracy, quality, and timeliness of the study.	VH	H	M	L	VL	N/R
4.	Ability to design and/or deliver a product that meets or exceeds performance requirements within costs and schedule	VH	H	M	L	VL	N/R
5.	Identification and mitigation of risks	VH	H	M	L	VL	N/R
6.	Demonstrated understanding and compliance with standards requirements	VH	H	M	L	VL	N/R
7.	Communicating and interfacing with Government	VH	H	M	L	VL	N/R
8.	Ability to effectively manage subcontractor performance	VH	H	M	L	VL	N/R
9.	Timeliness, quality, and accuracy of schedule reporting	VH	H	M	L	VL	N/R
10.	Overall responsiveness to Government requests	VH	H	M	L	VL	N/R
11.	Ability to establish realistic cost estimates	VH	H	M	L	VL	N/R
12.	Ability to establish realistic schedule estimates	VH	H	M	L	VL	N/R
13.	Adherence to estimated costs and contract cost targets	VH	H	M	L	VL	N/R
14.	Overall evaluation of cost performance	VH	H	M	L	VL	N/R

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Section VI:

What is the Contract Value:

	Initial Value	Current Value
Estimated Cost:	\$ _____	\$ _____
Fee:	\$ _____	\$ _____
Total Value:	\$ _____	\$ _____

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

Was there a cost overrun? () Yes () No
If yes, please explain:

If this was an award fee contract, what is the overall average rating of performance by your organization?

Please comment on particularly strong/weak points of Contractor's performance (technical, schedule, and/or cost).

Overall Contract Level of Confidence Rating (circle one)

Very High High Moderate Low Very Low

Would you select this Contractor Again? () Yes () No

Please add any other comments you may feel are pertinent.

Rater's Signature

Date