

CLIENT AUTHORIZATION LETTER

INSERT DATE HERE

Dear Client:

We are currently responding to the NASA Ames Research Center Request for Proposal (RFP) for the Operationally Responsive Space (ORS) Rapid Response Space Works (RRSW) and Modular Space Vehicle (MSV) procurement. The procurement for RRSW will include Systems Engineering and Integration (SE&I), Integrated Logistics Support (ILS), and, Assembly, Integration, and Test (AI&T) services to be located at Kirtland AFB, New Mexico. The procurement for MSV will incorporate the modular bus and modular payload architectures that have been under development into hardware development and flight demonstrations of modular MSV missions. The MSV busses and payloads will then be provided to the RRSW for assembly, integration and testing.

NASA Ames Research Center is continuing to place increased emphasis on past performance as a source selection factor. As such, a requirement of their solicitation is that past clients of ours be identified and participate in the evaluation process. You are hereby authorized to respond to this and other inquiries.

We have identified _____ of your organization as the point of contact based on his/her knowledge concerning our work.

Please complete the enclosed Past Performance Questionnaire and forward it directly to NASA, Ames Research Center, Attn: Patricia Hudson, Code JAB:241-1, Moffett Field, CA 94035-1000, telephone 650-604-3001. Facsimile responses are acceptable, Attn: Patricia.B.Hudson@nasa.gov, fax 650-604-0912. E-mail responses may be sent to: Patricia.B.Hudson@nasa.gov.

A response to this questionnaire is requested to the above address no later than _____.

Your cooperation is appreciated. Any questions may be directed to the undersigned.

Sincerely,

Enclosure

Experience and Past Performance Questionnaire

Offeror:	
Contract Number:	
Agency/Company:	

1. Provide the following information concerning your contract:
- a. Type of Contract: (e.g., CPFF, CPIF, CPAF, FFP, or describe); _____
 Competitive? Yes No
 Follow-on or new requirement?
 Please provide the title of the requirement and a brief description: _____

 - b. Period of Performance (including extensions/options)
 From: _____ To: _____
 - c. Contract dollar value (including all options) \$ _____
 - d. Was the Contractor the Prime or Sub?
 - e. Size of the Contractor's work force (Work Year Equivalents [WYEs]) _____
 Total work years provided under the contract (WYEs) _____

f. Type of services provided: Check all Contractor Provided Functions for this contract	Approximate percent of total contract staff
<input type="checkbox"/> 1. RRSW Services	
<input type="checkbox"/> a. SE&I support	
<input type="checkbox"/> b. ILS Support	
<input type="checkbox"/> c. AI&T Support	
<input type="checkbox"/> 2. MSV	
<input type="checkbox"/> a. Modular Bus Development	
<input type="checkbox"/> b. Modular Payload Development	
<input type="checkbox"/> i) Modular E-O Payload Development	
<input type="checkbox"/> ii) Modular RF Payload Development	
<input type="checkbox"/> c. Modular Space Vehicle Development	
<input type="checkbox"/> 3. Administrative Support	
<input type="checkbox"/> Procurement of Task-Related Items or Services	
<input type="checkbox"/> Configuration Management	
<input type="checkbox"/> Other _____	

GENERAL

1. List three of the contractor’s major strengths & how contract performance was affected:

- _____
- _____
- _____

2. List three of the contractor's major weaknesses & how contract performance was affected:

- _____
- _____
- _____

OVERALL RATING

Using the adjectival ratings below, please assign an overall rating. _____

If the choice were yours alone, would you select this Contractor for the follow-on contract?

Yes No

Comments:

SPECIFIC

The Past Performance evaluation assesses the contractor's performance under previously awarded contracts for the same, or similar requirements. The past performance evaluation is an assessment of the Government’s level of confidence in the Offeror’s ability to perform the solicitation requirements as described in the Statement of Work. The past performance evaluation shall be in accordance with FAR 15.305(a)(2) and NFS 1815.305(a)(2).

Use the following adjectival ratings to respond to the questions below Please select one rating per statement, using the following definitions and provide additional remarks to further explain any rating as well as in response to the more detailed questions.

Definition of Ratings

Excellent (E)	Consistent record of exceptional past performance by the offeror and any proposed major subcontractors on work identical or very similar to the work requirements of the proposed contract; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance.
Very Good (VG)	Consistent record of successful past performance by the offeror and any proposed major subcontractors on work identical or very similar to the work requirements of the proposed contract; 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.
Good (G)	Successful past performance by the offeror and any proposed major

	subcontractors on work similar to the work requirements of the proposed contract; and it demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Neutral (N)	Neutral score. Assigned to offerors without a record of relevant past performance or for whom information on past performance is not available
Satisfactory (S)	Successful past performance by the offeror and any proposed major subcontractors on work similar to the work requirements of the proposed contract and may be limited in terms of the size, scope and complexity when compared to this contract; demonstrates meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance.
Poor (P)	The Offeror's relevant past performance demonstrates performance that 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.

a. **RELEVANT TECHNICAL PERFORMANCE**

1. Rate the overall technical quality of this contractor for your contract.

E VG G N S P

2. Rate the contractor's record in compliance with technical and schedule requirements. Discuss any contractor-caused schedule slips.

E VG G N S P

3. Rate the contractor's record and effectiveness in dealing with unexpected changes to technical requirements.

E VG G N S P

4. Rate the contractor's utilization of innovative and resource-efficient solutions to satisfy technical requirements.

E VG G N S P

5. Rate the contractor's key personnel's performance and relevant experience.

E VG G N S P

6. Rate the contractor's quality, accuracy, and completeness of technical documentation.

E VG G N S P

b. CONTRACT MANAGEMENT

1. Rate the contractor's record management of a large number of varied tasks and experience in responding to short term high demand requirements.

E VG G N S P _____

2. Rate the contractor's ability to manage multiple, concurrent, and complex technology tasks.

E VG G N S P _____

3. Rate the contractor's record in conformance with the terms and conditions of the contract, including delivery of products and reports, and adherence to cost and schedule constraints.

E VG G N S P _____

4. Rate the contractor's record in accurately estimating and controlling costs including overhead, addressing underruns or overruns, if any.

E VG G N S P _____

5. Rate the contractor's record in recruiting, developing, and retaining a workforce with appropriate skills for contract performance. Describe any issues experienced ((e.g. salary, fringe benefits)?

E VG G N S P _____

6. Rate the contractor's record in effectively managing subcontractors and adhering to or ability to meet their goals for Small Business, Small Disadvantaged Business, HBCU's, MI's, and Women-owned Small Business subcontracting.

E VG G N S P _____

7. Rate the contractor's record in handling labor, including union, related issues, if any.

E VG G N S P _____

8. Rate the ability of the contractor to manage technology transfer including export control Government sensitive, and third-party proprietary data issues.

E VG G N S P _____

9.. Rate the Contractor's ability to identify and mitigate risks (including risks associated with cost, schedule, deliverables, and milestones), to ensure mission success.

E VG G N S P

c. CORPORATE MANAGEMENT RESPONSIVENESS

1. Rate the qualifications and effectiveness of on-site contract management and the level of autonomy the site manager had in managing the contract.

E VG G N S P

2. Rate the contractor's corporate management involvement in the contract operations.

E VG G N S P

3 Rate the contractor's availability of corporate resources when required.

E VG G N S P

4. Rate the contractor's ability to maintain high quality contract performance when changes are made to lines of authority.

E VG G N S P

5. Rate the contractor's ability to avoid increases in direct and indirect overhead rates.

E VG G N S P

6. Rate the contractor's corporate management responsiveness to resolve performance problems.

E VG G N S P

7. Rate the contractor's ability to operate free from organizational conflicts of interest.

E VG G N S P

c. Additional Information

1. Did the Contractor provide the key personnel proposed?

Yes No

If no, please explain _____

2. Upon their departure, were key personnel replaced appropriately and in a timely manner?

Yes No N/A

If no, please explain _____

3. If hiring was required at any time after the start of the contract, did the contractor identify appropriate vacancy skill sets and fill those vacancies with the appropriate skills and expertise in a timely manner?

Yes No N/A

If no, please explain _____

4. If the contract's scope was increased, or decreased, was the contractor proactive in meeting new requirements?

Yes No N/A

If no, please explain _____

5. Did any regulatory violations occur because of Contractor's actions?

Yes No

6. Did the contractor hire foreign nationals for the contract?

Yes No

If yes, please discuss any issues that arose during the hiring action. _____

Submitted By (Signature) _____ Date: _____

Name (printed) _____

Phone, Commercial: _____ FAX _____

Position/Title: _____

Relationship to Program: _____

Length of Involvement in Program _____