ATTACHMENT J-8

CLIENT AUTHORIZATION LETTER

INSERT DATE HERE

Dear Client:

We are currently responding to the NASA Ames Research Center Request for Proposal (RFP) for the Lunar Atmosphere & Dust Environment Explorer (LADEE) Project Integrated S-Band STDN Transponder Component Assembly procurement.

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: Ken Kitahara, JAC: 241-1, Moffett Field, CA 94035-0001. E-mail responses may be sent to the following address: kenneth.kitahara@nasa.gov. Fax submissions are not acceptable

A response to this questionnaire is requested to the above address no later than **August 20, 2010**.

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

Sincerely,

Enclosure

PAST PERFORMANCE QUESTIONNAIRE

OFFEROR'S HISTORICAL DATA:

OFFEROR IDENTIFICATION

Offeror: _____

Contract (or grant, cooperative or other agreement) No.: _____

Contract Title: _____

CONTRACT INFORMATION. Please provide the following information for the contractor and contract number identification in 1.A. above:

Contract Type: _____

Contract Purpose (e.g., support service, R&D, etc.)? _____

_____

_____

Contract Award Date: _____ Period of Performance: _____

Total Contract Value: _____ Value of Contractor's Share: _____

Was the contractor a prime contractor? ☐ yes ☐ no; or subcontractor? ☐ yes ☐ no
Competitive? ☐ yes ☐ no
Follow-on? ☐ yes ☐ no

Is the contract currently in an overrun situation, which required a change order? ☐ yes ☐ no

If yes, please explain (please address any overruns resulting in change orders and their impact on overall cost performance):

_____

_____

_____

Please provide the program title and the nature of the effort (i.e., describe the scope of the effort, the type of tasks involved, labor skills used, and products/support delivered).

_____

_____

_____

Are there any serious performance problems, any termination for default, any environmental violations, or any safety violations cited?

If yes, please explain:

_____

_____

2. RATINGS AND QUESTIONS:

A. RATINGS. Please review this questionnaire based on the following guidance:

1. Please return the completed questionnaire within five working days. A telephone interview may be conducted to obtain your responses or for clarification purposes.

2. You are urged to read the questionnaire and supplement your own knowledge of the offeror's performance with the judgment of others (e.g., coordinated effort between the Contracting Officer and the Technical Point of Contact) in your program. In addition to providing the information for the contract or order identified, we solicit your comments on other similar contract or order that your activity has with this offeror.

3. For each item requesting a rating, respond with the rating that best describes the contractor's performance for the referenced contract or order. If an item is not applicable to your contract order, or if you do not know how the contractor performed/is performing on that item, please respond N/A. The rating scale is defined as:

Excellent (E)	Consistent record of exceptional past performance by the offeror and any proposed major subcontractors on work requirements of the 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 requirements of the 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 requirements of the 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 requirements of the 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 recent and 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.

B. GENERAL QUESTIONS

1. This contract included support in the following areas: (Check all that apply.)

- ☐ Integrated S-Band STDN Transponder Component Assembly
- ☐ Engineering
- ☐ Hardware Manufacture
- ☐ Software Engineering
- ☐ Software Development
- ☐ Quality Assurance

C. TECHNICAL PERFORMANCE

		N/A	E	VG	G	N	S	P
1	Ability to deliver the project that meets or exceeds performance requirements within cost estimates and schedule.							
2	Ability to effectively manage and control subcontractor performance.							
3	Rate the contractor's ability to resolve unexpected problems in a timely, effective manner.							
4	Overall responsiveness to communicating and interfacing with the Government.							
5	Effectiveness of jobsite supervision.							
6	Compliance with labor standards.							
7	Effectiveness of contract closeouts and payment of subcontractors.							
8	Adequacy of quality control.							

D. **Safety and Security**

		N/A	E	VG	G	N	S	P
1	Adequacy of Safety Plan and implementation of plan.							
2	Adherence to established security procedures.							

E. CONTRACT MANAGEMENT

		N/A	E	VG	G	N	S	P
1	Rate the contractor's conformance with the terms and conditions of the contract, including delivery of products and reports, and adherence to cost and							

	schedule constraints.							
2	Rate the contractor's ability to attract and retain high-caliber key personnel and technical employees to address contract objectives.							
3	Rate the contractor's ability to meet applicable goals for small business participation under contracts that required subcontracting plans.							

F. OTHER QUESTIONS

1. Given the choice, would you award to this contractor again? ☐ Yes ☐ No

Comments:

_____

_____

RESPONDENT INFORMATION:

Name (printed) _____

Telephone: _____ FAX: _____

Contracting Agency or Customer _____

Office Designation: _____

Position/Title: _____

Relationship to Program: _____

Length of Involvement in Program _____