

**PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS**  
(Updated March 2014)

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 “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 acquire engineering services and related services for GSFC’s Applied Engineering Technology Directorate (AETD), in support of the Mechanical Systems Division (MSD) and related organizations throughout GSFC, as required, for the formulation, design, development, fabrication, integration, testing, verification, and operations of space flight and ground system hardware and software, including development and validation of new technologies to enable future space and science missions. The engineering areas of emphasis are multidisciplinary with concentration in the mechanical engineering areas of materials, structural analysis and loads, mechanical design, electromechanical design, thermal, contamination and coatings, optics, cryogenics, manufacturing, and integration and test.

“**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 6 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 performance rating for each of the factors in Sections IV and V:

Very High (VH)	The Offeror’s relevant past performance is of exceptional merit ; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance.
High (H)	The Offeror’s relevant past performance demonstrates 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 (M)	The Offeror’s relevant past performance t demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Low (L)	The Offeror’s relevant past performance meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance.
Very Low (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  
BY **No later than the Proposal Date.**

NASA Goddard Space Flight Center  
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**PAST PERFORMANCE QUESTIONNAIRE**

**I. Contract Information**

- A. Name of Company/Division Being Evaluated: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Contractor Cage Code and/or DUNS number \_\_\_\_\_
- D. Contract Number: \_\_\_\_\_
- E. Contract Type: \_\_\_\_\_
- F. Period of Performance (including options): From: \_\_\_\_\_ To: \_\_\_\_\_
- G. Total Contract Value: \_\_\_\_\_
- H. 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: \_\_\_\_\_

**PAST PERFORMANCE QUESTIONNAIRE**

**IV. SOW Survey: Relevant Experience and Performance Ratings: Please check the appropriate blocks for both Relevance (Significant, Moderate, Minimal/Did Not Perform) and the Performance (VH, H, M, L, VL, N/R) for each SOW Element Listed below (see page 1 definitions and instructions).**

SOW ELEMENT	SIGNIFICANT	MODERATE	MINIMAL/ DID NOT PERFORM	PERFORMANCE RATING (Please circle)					
				VH	H	M	L	VL	N/R
Material Engineering				VH	H	M	L	VL	N/R
Structural Analysis and Loads Engineering				VH	H	M	L	VL	N/R
Mechanical Engineering				VH	H	M	L	VL	N/R
Electro-Mechanical Engineering				VH	H	M	L	VL	N/R
Thermal Engineering				VH	H	M	L	VL	N/R
Contamination Engineering				VH	H	M	L	VL	N/R
Thermal Coatings Engineering				VH	H	M	L	VL	N/R
Manufacturing Engineering				VH	H	M	L	VL	N/R
Integration and Test Engineering				VH	H	M	L	VL	N/R
Optical Engineering				VH	H	M	L	VL	N/R
Cryogenic Engineering				VH	H	M	L	VL	N/R
Project Management				VH	H	M	L	VL	N/R
Hardware Refurbishment and Re-Use				VH	H	M	L	VL	N/R
CAD/CAE Facility Support Services				VH	H	M	L	VL	N/R
Computer Technology Support Services				VH	H	M	L	VL	N/R

**PAST PERFORMANCE QUESTIONNAIRE****V. General Performance Survey**

NO	TECHNICAL PERFORMANCE	PERFORMANCE 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.	Quality of technical services and support	VH	H	M	L	VL	N/R
3.	Compliance with technical requirements and performance standards	VH	H	M	L	VL	N/R
4.	Insight in understanding customer requirements and priorities	VH	H	M	L	VL	N/R
5.	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
6.	Initiative in identifying and resolving unforeseen technical problems (causes, impacts, and resolutions)	VH	H	M	L	VL	N/R
7.	Compliance with technical process and control requirements (quality assurance, configuration management, etc.)	VH	H	M	L	VL	N/R
8.	Overall evaluation of technical performance	VH	H	M	L	VL	N/R

NO	SCHEDULE PERFORMANCE (TIMELINESS)	PERFORMANCE RATING (Please Circle)					
		VH	H	M	L	VL	N/R
9.	Content, accuracy, quality, and timeliness of technical reports and deliverables	VH	H	M	L	VL	N/R
10.	Ability to establish realistic schedule estimates	VH	H	M	L	VL	N/R
11.	Adherence to task schedules	VH	H	M	L	VL	N/R
12.	Timely identification and mitigation of risks	VH	H	M	L	VL	N/R
13.	Timeliness, quality, and accuracy of schedule reporting	VH	H	M	L	VL	N/R
14.	Timeliness, quality, and accuracy of financial (cost and business) reporting	VH	H	M	L	VL	N/R
15.	Overall evaluation of schedule management	VH	H	M	L	VL	N/R

NO	COST PERFORMANCE	PERFORMANCE RATING (Please Circle)					
		VH	H	M	L	VL	N/R
16.	Adherence to estimated costs and contract cost targets	VH	H	M	L	VL	N/R
17.	Ability to establish realistic cost estimates	VH	H	M	L	VL	N/R
18.	Ability to forecast and control costs	VH	H	M	L	VL	N/R
19.	Ability to anticipate, identify, and control cost growth	VH	H	M	L	VL	N/R
20.	Ability to submit accurate and timely financial reports	VH	H	M	L	VL	N/R
21.	Overall evaluation of cost performance	VH	H	M	L	VL	N/R

NO	PROGRAM/CONTRACT MANAGEMENT PERFORMANCE	PERFORMANCE RATING (Please Circle)					
		VH	H	M	L	VL	N/R
22.	Communicating and interfacing with Government	VH	H	M	L	VL	N/R
23.	Ability to recruit and retain highly skilled personnel, including ability to fill key vacancies in a timely manner.	VH	H	M	L	VL	N/R
24.	Ability to handle fluctuating workloads	VH	H	M	L	VL	N/R
25.	Ability to effectively plan efforts, provide realistic cost and schedule estimates, etc.	VH	H	M	L	VL	N/R
26.	Contractor's ability to identify and correct performance deficiencies	VH	H	M	L	VL	N/R
27.	Adequacy of Contractor's system(s) for processing task orders and/or changes.	VH	H	M	L	VL	N/R
28.	Ability to effectively manage subcontractor performance	VH	H	M	L	VL	N/R
29.	Ability to build effective working relationships with associate contractors, subcontractors and the Government in a team environment.	VH	H	M	L	VL	N/R
30.	If performance based, how successful was the Contractor in meeting the contract metrics?	VH	H	M	L	VL	N/R
31.	Ability to manage multiple and diverse projects/tasks from planning through execution phases	VH	H	M	L	VL	N/R
32.	Rate the Contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction	VH	H	M	L	VL	N/R
33.	Overall responsiveness to Government requests	VH	H	M	L	VL	N/R
34.	Overall evaluation of program and contract management	VH	H	M	L	VL	N/R

NO	SAFETY PERFORMANCE	PERFORMANCE RATING (Please Circle)					
		VH	H	M	L	VL	N/R
35.	Adherence to safety and health procedures	VH	H	M	L	VL	N/R
36.	Demonstrated understanding and compliance with mission safety requirements	VH	H	M	L	VL	N/R
37.	Overall Safety and Health (injury/illness) record	VH	H	M	L	VL	N/R

**PAST PERFORMANCE QUESTIONNAIRE****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:

What are the total contract expenditures to date (cost/fees to date based on invoices, reports, etc)?

What is the **Annual** Contract Value to Date (The current contract expenditures to date divided by the number of years of performance to date)?

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

If this was an award fee contract, what are the individual and/or average ratings of performance by your organization? Please attach any available award fee letters or database entries

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

Overall Contract Performance 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