

CLIENT AUTHORIZATION LETTER

_____, 2013

Dear Client:

We are currently responding to the NASA Ames Research Center Request for Proposal (RFP) for the Replace Arc Jet Complex SVS Boiler.

NASA Ames Research Center is continuing to place extraordinary 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: Elizabeth Baierl, M/S: 241-1, Moffett Field, CA 94035-0001. E-mail responses may be sent to the following address: elizabeth.a.baierl@nasa.gov.

A response to this questionnaire is requested to the above address no later than **May 20, 2013**.

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

Sincerely,

Enclosure

A. RATINGS AND QUESTIONS:

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

1. Please return the completed questionnaire no later than date indicated on the cover letter. A telephone interview may be conducted to obtain your responses/clarification or for clarification purposes as deemed necessary by the Offeror or the Government later.
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 offeror'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 offeror 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.
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.
NA	Not applicable or rater has not observed performance in this area.

B. PAST PERFORMANCE QUESTIONNAIRE

1. 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: _____ to _____

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. <u>TECHNICAL PERFORMANCE</u>		E	VG	G	S	P	N/A
1	Ability to deliver the project that meets or exceeds performance requirements within budget and schedule.						
2	Ability to effectively manage subcontractors' performance.						
3	Ability to collaborate to resolve unexpected problems in a timely and effective manner.						
4	Overall accessibility and responsiveness to the Owner in areas of communications, changes, problems etc.						
5	Effectiveness of jobsite supervision.						
6	Ability to minimize disruption to Owner's operations.						
7	Effectiveness in the design-build process.						
8	Adequacy of quality assurance and control (overall workmanship)						
9	Ability to perform BIM requirements						

3. <u>SAFETY, ENVIRONMENTAL, & SECURITY</u>		E	VG	G	S	P	N/A
1	Ability to execute Safety Plan and procedures.						
2	Compliance with all environmental regulations						
3	Adherence to established security procedures.						
4	Overall cooperation with the owner on safety and/or environmental issues.						

4. <u>CONTRACT MANAGEMENT</u>		E	VG	G	S	P	N/A
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	Ability to meet applicable goals for small business participation under contracts that required subcontracting plans.						
4	Effectiveness of contract closeouts (completion of punch list and As-Builts).						
5	Desire and ability to work with the owner to resolve contract disputes.						

5. GENERAL QUESTIONS - This contract included support in the following areas: (Check all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> Boiler replacement/installation in California | <input type="checkbox"/> Quality Assurance/Control |
| <input type="checkbox"/> HVAC work | <input type="checkbox"/> Worked at Federal government facilities |
| <input type="checkbox"/> Management and execution of projects ranging from \$20-\$50 million | <input type="checkbox"/> Other _____ |

What are the contractor's strengths? Please explain any ratings of EXCELLENT.

What are the contractor's weaknesses? Please explain any ratings of POOR.

Have there been any indications that the offeror has financial problems?

YES NO Do not know (If YES, Please explain)

Would you select this offeror again and why? YES NO

How would you rate the offeror's overall performance and why?

Excellent	Very Good	Good	Satisfactory	Poor	N/A
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Any additional comments and/or remarks on answers from the first page:

6. RESPONDENT INFORMATION:

Name (printed) _____

Telephone: _____ FAX: _____

Contracting Agency or Customer: _____

Office Designation: _____

Position/Title: _____

Relationship to Program: _____

Length of Involvement in Program _____