DRAFT

ATTACHMENT L.02

PAST PERFORMANCE QUESTIONNAIRE

Ground Systems Development and Operations (GSDO) Program

Kennedy LX Support Contract-Two (KLXS-II)
John F. Kennedy Space Center, Florida

This questionnaire is submitted for your evaluation by a company that has intentions to compete for the KLXS-II contract as a prime or subcontractor. The following terms, "customer reference" and "evaluator," are used to refer to the person performing the evaluation. For the KLXS-II Request for Proposal (RFP), NASA requires the company to provide this questionnaire to customer references for which it has had an active or completed contract in the past five (5) years. Please complete this questionnaire and return to NASA per the following instructions. Your assistance in this effort is greatly appreciated.

The KLXS-II contract is in support of the GSDO mission goals as provided by Exploration Systems Development (ESD) and includes ground systems development and operational planning for launch vehicles, spacecraft, and payloads. KLXS-II support for GSDO ground systems development and operational planning crosses multiple projects and Programs including 21st Century Space Launch Complex (21CSLC), Space Launch System (SLS), and Orion.

The principal purpose of KLXS-II is to provide engineering and technical services, program and business management support services, and administrative support services to the GSDO Program (organizational mail code LX). The scope of this contract includes supporting ground systems and space flight systems planning and design; project management and integration; operations integration and analysis; technical requirements development, management, and compliance; and cost, risk, and schedule integration and analysis.

PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS

Sections I through III: Provide a description of the company and the contract for which you are a customer reference. Also, please provide information about you (the evaluator). The KLXS-II Source Evaluation Board may contact you regarding the information you provide.

Section IV: Provide your assessment of the company's experience level and your level of confidence in the company's performance as evidenced within the contract for which you are a customer reference. It is very important to keep in mind that only experience on active or completed contracts in the last five (5) years is relevant.

Please use the following definitions in assessing the company's experience level:

Experience Level Rating	Definition
Significant	Full range of services was routinely performed by the contractor for the applicable work content
Moderate	Experience in several aspects of this area of work, even though the experience may not have been on a continuous basis or directly related to the purpose of KLXS-II.
Minimal/Not Perform	Although at least some aspects of the work content may have been performed, such performance was limited in scope or frequency; or the element was not performed under the contract.

Please use the following definitions to assess the company's Level of Confidence Rating for Sections IV and V:

Level of Confidence Rating	Definition
Excellent	Of exceptional merit; exemplary performance in a timely, efficient, and economical manner; very minor (if any) weaknesses with no adverse effect on overall performance.
Very Good	Very effective performance, fully responsive to contract requirements accomplished in a timely, efficient, and economical manner for the most part; only minor weaknesses.
Good	Effective performance; fully responsive to contract requirements; reportable weaknesses, but with little identifiable effect on overall performance.
Satisfactory	Meets or slightly exceeds minimum acceptable standards; adequate results, reportable weaknesses with identifiable, but not substantial, effects on overall performance.
Poor/Unsatisfactory	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.
N/R	Not Rated

Section V: Provide evaluation of the company's performance and management (e.g., technical, schedule, and cost). Additional pages may be used for comments if desired. It is very important to keep in mind that only performance in the past five (5) years is relevant. If you cannot answer any questions, please circle "N/R" for Not Rated.

Section VI: Provide evaluation of the company's management of cost and award/incentive fee history.

Please complete, sign and scan this questionnaire and attach the file to an email addressed to the KSC Contracting Officer (mary.kiss-2@nasa.gov) no later than TBD.

Alternatively, you may fax the signed questionnaire to (321) 867-7191

Or mail a copy to :

NASA John F. Kennedy Space Center
Attn: Mary Kiss, Contracting Officer
Mail Code: SEB-2/KLXS-II
Kennedy Space Center, FL 32899

Section I. Company and Contract Information

A. Name of Company/Division Being Evaluated:_____

B. Address:_____

C. Contract Number:_____

D. Contract Type:_____

E. Period of Performance (including options): Start Date:_____ End Date:_____

F. Total Contract Value (including options):_____

G. Award Information: Competitive: Yes ____ No ____

Basis of Selection: Technical ____ Cost/Price ____

Other (specify) _____

Section II. Description of Contract

A. Briefly describe the services provided under this contract:

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

Prime Contractor ____ Significant Subcontractor ____ Team Member ____

Other (describe)_____

C. Does a corporate or business relationship currently exist between the company being evaluated and your organization? Yes ____ No ____ If yes, please describe:

_____

Section III. Evaluator Information

A. Name: _____

B. Title: _____

C. Agency/Company: _____

D. Address: _____

E. Phone: _____ Date Questionnaire Completed:_____

F. Role in Program/Contract: _____

G. Length of Involvement in this Program/ Contract: _____

Section IV. Relevant Experience Level Rating and Level of Confidence Rating

Note: NASA GSDO "Ground Systems" are defined as Systems used to process or test flight hardware during ground processing; including unique facility systems; non-flight equipment, systems, or devices specifically designed and developed for a direct physical or functional interface with flight hardware; Infrastructure and equipment (portable or fixed) that provide functional and/or physical support to direct interface ground support equipment.

KLXS-II Work Content	Experience Level Rating			Level of Confidence Rating					
	Significant	Moderate	Minimal – Did Not Perform	Excellent	Very Good	Good	Satisfactory	Poor/ Unsatisfactory	Not Rated
GENERAL CONTRACT REQUIREMENTS									
Contract Management and Administration									
Contract Financial Management									
IT Management and IT Security: *Includes compliance of applicable IT Security policies*									
Safety and Health: *Includes compliance of applicable Safety and Health policies*									
Environmental Management: *Includes compliance of applicable environmental policies*									
Security: *Includes compliance of applicable security policies*									
PROGRAM MANAGEMENT									
Technical and Administration Program Support: *Includes preparation, maintenance, and analysis of technical documentation, and programmatic integration support*									
Program Control and Business Management: *Includes financial analysis of ground systems projects and Program life cycle financial analysis.*									
Assessments and Statistical Measurements: *Includes probabilistic risk analysis and developing program specific metrics*									
Risk Management: *Includes identification, tracking, and mitigation of technical and programmatic risks*									

KLXS-II Work Content	Experience Level Rating			Level of Confidence Rating					
	Significant	Moderate	Minimal – Did Not Perform	Excellent	Very Good	Good	Satisfactory	Poor/ Unsatisfactory	Not Rated
Information and Configuration Management (ICM): *Includes configuration control and accounting of programmatic documentation*									
Strategic Communications Planning: *Includes industry assessments and developing communications products*									
Education and Public Engagement: *Includes developing communications products and generating awareness of program goals for public engagement and outreach activities.*									
Program Specific IT Support: *Includes IT property maintenance, website and portal content maintenance, automated data management, software tool maintenance, and IT Security Program implementation.*									
Ensure documentation and compliance with Government program/project management practices *(e.g. NPR 7120.5)*									
CROSS-CUTTING FUNCTIONS									
Schedule Integration and Analysis: *Includes developing, integrating, maintaining, and assessing Program and project level schedules to support Program planning, risk analysis, and decision-making activities. In addition, includes evaluating and identifying Program level critical path and schedule risks.*									
Technology Integration: *Includes identifying, coordinating, and documenting program/project technology development needs*									
Logistics Management and Integration: *Includes logistics management and integration for development activites and planning for future operation*									
Eastern Range Support: *Includes coordination and support of vehicle flight safety systems, ground systems, and operations with FAA, Air Force, and DoD*									
Safety and Mission Assurance (S&MA): *Includes reviewing S&MA documentation for program/project(s)*									

KLXS-II Work Content	Experience Level Rating			Level of Confidence Rating					
	Significant	Moderate	Minimal – Did Not Perform	Excellent	Very Good	Good	Satisfactory	Poor/ Unsatisfactory	Not Rated
TECHNICAL INTEGRATION AND MANAGEMENT									
Technical Integration: *Includes technical requirements development, Program baseline maintenance, technical compliance, and technical assessments in support of processing flows and ground system designs.*									
Cross-project Technical Integration: *Includes ensuring continuity of technical content across projects regarding requirements, interfaces, designs and impact assessments*									
Cross-Program Systems Integration: *Includes supporting systems engineering products such as operations concepts, ground systems requirements, ground hardware integration, Interface Requirement Documents (IRDs) and Interface Control Documents (ICDs), requirements Verification and Validation (V&V), trade studies, functional analyses, and systems engineering processes.*									
Technical Management *Includes systems engineering processes to ensure execution of Program milestones in accordance with Program level requirements (e.g. NPR 7120.5).*									
Architecture Integration and Management: *Includes process definition, planning and management for multiple ground systems concepts of operations.*									
FLIGHT SYSTEMS AND OPERATIONS INTEGRATION									
Operations Integration: *Includes spacecraft/launch vehicle requirements development and operations planning, analysis and integration.*									
Spacecraft, Launch Vehicle and Ground Systems Operations Planning and Development: *Includes support of spacecraft or launch vehicle processing concept of operations and operations support to ground systems integration with flight elements.*									

KLXS-II Work Content	Experience Level Rating			Level of Confidence Rating					
	Significant	Moderate	Minimal – Did Not Perform	Excellent	Very Good	Good	Satisfactory	Poor/ Unsatisfactory	Not Rated
PROJECT MANAGEMENT AND PROJECT INTEGRATION									
Includes project management/integration (cost, technical scope, schedule) of ground elements and ground systems projects.									

Comments (Please annotate any ratings above that correspond to comments below):

Section V. Past Performance Level of Confidence Rating

	PERFORMANCE QUESTIONS	LEVEL OF CONFIDENCE RATING					
		Excellent	Very Good	Good	Satisfactory	Poor/ Unsatisfactory	Not Rated
1.	Overall performance in planning and controlling the program						
2.	Quality of services and support provided						
3.	Compliance with technical requirements and performance standards						
4.	Content, accuracy, quality and timeliness of technical reports and deliverables						
5.	Ability to design and/or deliver a product that meets or exceeds performance requirements within costs and schedule						
6.	Timely identification and mitigation of risks						
7.	Contractor's ability to identify and correct performance deficiencies in a timely manner						
8.	Compliance with technical process and control requirements (quality assurance, configuration management, etc.)						
9.	Ability to recruit and retain highly skilled personnel, including ability to fill key vacancies in a timely manner						
10.	Ability to retain proposed key personnel						
11.	Ability to handle fluctuating workloads						
12.	Demonstrated understanding and compliance with safety requirements						
13.	Ability to build effective working relationships with associate contractors, subcontractors and the Government in a team environment						
14.	Communicating and interfacing with Government						
15.	Ability to effectively manage subcontractor performance						
16.	Adequacy of Contractor's system(s) for processing task orders and/or changes						
17.	Ability to plan efforts, provide realistic cost and schedule estimates						
18.	If performance based, how successful was the Contractor in meeting the contract metrics?						
19.	Adherence to estimated costs and contract cost targets						
20.	Ability to meet Small Business Subcontracting Plan goals						
21.	Ability to meet Small Disadvantaged Business Participation targets						
22.	Timeliness, quality and accuracy of financial reporting						

Section VI: Cost and award/incentive fee history

What is the Contract Value of the contract for which you are a customer reference? Please use the offeror's portion of the contract if they were not prime.

	Initial Value	Current/Final 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 or incentive fee contract, what are the ratings of performance over the past five (5) years?

Award Fee or Incentive Fee	Rating	Year

Please comment on particular strengths or weaknesses of the company's performance (technical, schedule and/or cost).

Did the company propose any innovations during the performance of their contract? Were they implemented effectively and within cost and schedule estimates?

Has the company performance required the issuance of any cure notices/show cause, or termination for cause or for default?

Overall Contract Level of Confidence Rating:

Excellent ____ Very Good ____ Good ____ Satisfactory ____ Poor/Unsatisfactory ____

Would you select this company again? Yes ____ No ____

Please add any other comments you may feel are pertinent.

_____ _____
Evaluator's Printed Name Date

_____ _____
Evaluator's Signature Date