

PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS

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 confidence level rating for “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 facilitate NASA’s selection of solicited proposals that may result in grants, cooperative agreements, contracts and arrangements with other agencies, non-profit organizations, industry and academia. The work required to support the selection involves these areas of expertise: support for planning peer reviews, meetings, publishing the solicitation, receiving and processing proposals, supporting the selection process, informing the proposers of the results of their proposals in response to the solicitation, and providing required information to NASA procurement to facilitate the disbursement of funds. In addition, this work will include support to information technology, the government’s e-government initiatives, generation of required financial reports and other ad hoc reports, and outreach meetings, conferences, exhibits and website development and maintenance.

“**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 3 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 level of confidence rating for each of the factors in Sections IV and V:

Very High Level of Confidence (VH)	The Offeror’s relevant past performance is of exceptional merit and is very highly pertinent to this acquisition; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance.
High Level of Confidence (H)	The Offeror’s relevant past performance is highly pertinent to this acquisition; 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.
Moderate Level of Confidence (M)	The Offeror’s relevant past performance is pertinent to this acquisition, and it demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Low Level of Confidence (L)	The Offeror’s relevant past performance is at least somewhat pertinent to this acquisition, and it meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance.
Very Low Level of Confidence (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 **February 27, 2014**.

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. Contract Number: _____
- D. Contract Type: _____
- E. Period of Performance (including options): From: _____ To: _____
- F. Total Contract Value: _____
- G. 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 Level of Confidence Rating**

SOW ELEMENT	SIGNIFICANT	MODERATE	MINIMAL/ DID NOT PERFORM	LEVEL OF CONFIDENCE RATING (Please circle)					
				VH	H	M	L	VL	N/R
Project Management				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
Peer Review Support				VH	H	M	L	VL	N/R
-Receipt and handling of proposals				VH	H	M	L	VL	N/R
-Automated tracking and scheduling of solicitation activities				VH	H	M	L	VL	N/R
-Updating systems and providing reports				VH	H	M	L	VL	N/R
-Electronic and mail distribution				VH	H	M	L	VL	N/R
-Milestone chart preparation and tracking				VH	H	M	L	VL	N/R
-E-Mail list development and Maintenance				VH	H	M	L	VL	N/R
-Scheduling of Peer reviews and reviewers				VH	H	M	L	VL	N/R
-Scientific/Engineering support for facilitating panel reviews				VH	H	M	L	VL	N/R
Customer Surveys and use of feedback				VH	H	M	L	VL	N/R
Travel arrangement services				VH	H	M	L	VL	N/R
Conference and Logistics Support				VH	H	M	L	VL	N/R
Documentation				VH	H	M	L	VL	N/R
-Report writing				VH	H	M	L	VL	N/R
- Computer Systems documentation				VH	H	M	L	VL	N/R
- Editing				VH	H	M	L	VL	N/R
-Meeting summaries/minutes				VH	H	M	L	VL	N/R
Data systems management				VH	H	M	L	VL	N/R
Management and Operation of Web-based Information Management System				VH	H	M	L	VL	N/R
Information Technology Design				VH	H	M	L	VL	N/R
Information Technology Code Development and Testing				VH	H	M	L	VL	N/R

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

NO	PERFORMANCE QUESTIONS	LEVEL OF CONFIDENCE 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 services and support provided	VH	H	M	L	VL	N/R
3.	Compliance with technical requirements and performance standards	VH	H	M	L	VL	N/R
4.	Content, accuracy, quality, and timeliness of technical reports and deliverables	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.	Timely identification and mitigation of risks	VH	H	M	L	VL	N/R
7.	Contractor's ability to identify and correct performance deficiencies in a timely manner	VH	H	M	L	VL	N/R
8.	Compliance with technical process and control requirements (quality assurance, configuration management, etc.)	VH	H	M	L	VL	N/R
9.	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
10.	Ability to handle fluctuating workloads	VH	H	M	L	VL	N/R
11.	Adherence to safety and health procedures	VH	H	M	L	VL	N/R
12.	Overall Safety and Health injury/illness record	VH	H	M	L	VL	N/R
13.	Demonstrated understanding and compliance with mission safety requirements	VH	H	M	L	VL	N/R
14.	Communicating and interfacing with Government	VH	H	M	L	VL	N/R
15.	Ability to effectively manage subcontractor performance	VH	H	M	L	VL	N/R
16.	Ability to build effective working relationships with associate contractors, subcontractors and the Government in a team environment.	VH	H	M	L	VL	N/R
17.	Timeliness, quality, and accuracy of schedule reporting	VH	H	M	L	VL	N/R
18.	Adequacy of Contractor's system(s) for processing task orders and/or changes.	VH	H	M	L	VL	N/R
19.	Overall responsiveness to Government requests	VH	H	M	L	VL	N/R
20.	Ability to establish realistic cost estimates	VH	H	M	L	VL	N/R
21.	Ability to establish realistic schedule estimates	VH	H	M	L	VL	N/R
22.	If performance based, how successful was the Contractor in meeting the contract metrics?	VH	H	M	L	VL	N/R
23.	Adherence to estimated costs and contract cost targets	VH	H	M	L	VL	N/R
24.	Ability to anticipate, identify and control cost growth.	VH	H	M	L	VL	N/R
25.	Ability to meet Small Business Subcontracting Plan Goals	VH	H	M	L	VL	N/R
26.	Timeliness, quality, and accuracy of Small Business Subcontracting Plan reporting	VH	H	M	L	VL	N/R
27.	Ability to meet Small Disadvantaged Business Participation targets	VH	H	M	L	VL	N/R
28.	Timeliness, quality, and accuracy of financial reporting	VH	H	M	L	VL	N/R
29.	Overall evaluation of cost performance	VH	H	M	L	VL	N/R

