

PRESENT/PAST PERFORMANCE QUESTIONNAIRE

Complete one letter and form for each Past Performance reference. Additional space or blank sheets may be added to answer any question.

Transmittal Letter to Accompany Present/Past Performance Questionnaire

FROM:

SUBJECT: Present/Past Performance Questionnaire for Contract(s) [insert contract number]

We are currently responding to NASA, John F. Kennedy Space Center's (KSC) Request for Proposal (RFP) NNK13470560R for the KSC Refuse Collection and Disposal Services. This RFP requires offerors to identify customers and solicit their response regarding our performance. We are providing present and past performance data to NASA KSC relating to our performance on contract **[insert contract name and number]**. The RFP instructs that we provide our customers with the attached questionnaire and requests that you provide requested data and submit it directly to the following electronic mailing address or FAX number by the due date specified in August 15, 2013.

gloria.a.mcintosh@nasa.gov
Fax Number 321-867-1188

The information contained in the completed Past Performance Questionnaire is considered sensitive and cannot be released to us, the offeror. If you have any questions about the acquisition or the attached questionnaire, your questions must be directed back to the NASA, KSC point of contact identified above. Thank you for your timely assistance.

Sincerely,

SECTION 1: GENERAL INFORMATION

OFFEROR IDENTIFICATION	
Offeror address (Name, Division, Address)	
Offeror DUNS	
Offeror Cage Code	
Contract number	
Contract type	
Product/service description	
Contract award date	
Period of performance (basic and any options)	
During contract performance, offeror was the (e.g., prime, significant subcontractor, team member)	
Percentage of the total contract value performed by offeror	
Total contract value	
Does a corporate or ownership relationship exist between the offeror being evaluated and your firm? If yes, please describe	
Unusual contract features or conditions	
RESPONDENT INFORMATION	
Name of evaluator	
Telephone number and email address of evaluator	
Position title	
Agency/Company (Name, Division, Address)	
Your role in the program/contract	
Length of involvement in this program/contract	
Date questionnaire completed	

SECTION 2: PAST PERFORMANCE EVALUATION RATINGS

Performance Ratings: Based on your knowledge of the contract identified above, please provide your assessment of how well the contractor performed on the questions listed in the table below. It is very important to keep in mind that only performance in the past 3 years is relevant. You are strongly encouraged to give a short narrative indicating why you chose the adjective you did, especially for those answers that are "Good," "Fair," "or "Poor." The following definitions are offered for your use in assigning a performance rating:

- (a) **Excellent:** Of exceptional merit; exemplary performance in a timely, efficient, and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.
- (b) **Very Good:** Very effective performance, fully responsive to contract requirements; contract requirements accomplished in a timely, efficient, and economical manner for the most part; only minor deficiencies.
- (c) **Good:** Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.
- (d) **Fair:** Meets or only slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.
- (e) **Poor:** 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.
- (f) **N/A:** Not applicable

SECTION 3: PERFORMANCE EVALUATION

	Performance Rating (X)					
Description	Excel- lent	Very Good	Good	Fair	Poor	N/A
TECHNICAL PERFORMANCE						
Compliance with technical requirements and performance standards Comments:						
MANAGEMENT PERFORMANCE						
Ability to effectively coordinate, integrate, and manage subcontractors, if applicable Comments:						
Ability to maintain management systems for the planning, organization, control, and reporting of all activities required by the contract Comments:						
Attentiveness to overall safety and health Comments:						
Effectiveness in interfacing with the customer's staff Comments:						
Effectiveness of contractor phase-in at contract start Comments:						
	Performance Rating (X)					
Description	Excel- lent	Very Good	Good	Fair	Poor	N/A
SCHEDULE PERFORMANCE						
Timeliness of any reports and deliverables/performance Comments:						
Ability to identify and correct performance deficiencies in a timely manner Comments:						
Adequacy of Contractor's system(s) for processing task orders and/or changes Comments:						

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GENERAL CONTRACT INFORMATION

(a) Contract Value:

Initial Estimated Cost:

Initial Total Value:

Current/Final Estimated Cost:

Current/Final Total Value:

Briefly describe any change(s) from original contract value:

(b) Was there a cost overrun/under-run?

Yes

No

If yes, what was the magnitude? Please explain:

(c) Has the contract been partially or completely terminated for default or convenience?

No

Yes

If yes, please explain the reason for termination (i.e., inability to meet cost or delivery schedules, performance, etc):

(d) Approximately how many people were/are employed under this contract?

(e) Did any accidents resulting in lost time occur under this contract?

No

Yes

If yes, please provide details:

(f) Were any citations given due to environmental violations?

No

Yes

If yes, please provide details:

(g) Has the contractor continuously adhered to the contract safety and health requirements?

No

Yes

If no, please provide details:

(h) Would you select this contractor again?

No

Yes

Please explain: