

CLIENT AUTHORIZATION LETTER

INSERT DATE HERE

Dear Client:

We are currently responding to the NASA Ames Research Center request for proposal (RFP) for the NASA Academic Mission Support (NAMS) procurement. NASA Ames Research Center is continuing to place increased emphasis on past performance as a source selection factor. As such, a requirement of its 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: Jeremy Messer Code JAZ: 241-1, Moffett Field, CA 94035-0001, telephone 650-604-0667. Facsimile responses are acceptable. Please fax to the attention of Jeremy Messer, fax 650-604-0177. E-mail responses may be sent to: Jeremy.r.messer@nasa.gov.

A response to this questionnaire is requested to the above address no later than _____.

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

Sincerely,

Enclosure

This form contains Source Selection Information when completed.

Past Performance Questionnaire

OFFEROR'S HISTORICAL DATA

I. Offeror Identification

Offeror:	
Contract Number:	
Agency/Company:	
Contract Title	

CONTRACT INFORMATION. Please provide the following information for the contractor and contract number identification in 1.A. above:

1. Type of Contract

Firm Fixed Price	<input type="checkbox"/>	Cost Plus Fixed Fee	<input type="checkbox"/>
Cost Plus Award Fee	<input type="checkbox"/>	Other (Describe): _____	<input type="checkbox"/>

2. Method of Competition

Non-Competitive	<input type="checkbox"/>
Competitive (provide description—e.g., Full and Open, Small Business Set-Aside, etc.) _____	<input type="checkbox"/>
Follow-on?	<input type="checkbox"/>
New requirement?	<input type="checkbox"/>

3. Period of Performance (including extensions/options):

From:		To:	
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4. Contract Value (including all options): \$ _____

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5. If this is (was) an award fee contract, please provide award fee percentages and adjectival ratings earned for the life of the contract by period.

PERIOD	PERCENTAGE	RATING	PERIOD	PERCENTAGE	RATING
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

6. Was the contractor the prime contractor or a subcontractor? Indicate the percentage of overall contract work performed and number of Work Year Equivalents (WYEs) used to perform the work.

Prime contractor	<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>
% of work performed		# of WYEs provided	

7. Description of the overall contract requirement(s):

Use the following adjectival ratings to respond to the questions on the following pages. Please select one rating per statement, using the following definitions and provide additional remarks to further explain any Excellent, Very Good and Poor rating, as well as in response to the more detailed questions.

II. RATINGS AND QUESTIONS

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

1. Please return the completed questionnaire within five working days. A telephone interview may be conducted to obtain your responses or for clarification purposes.
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 contractor’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 contractor performed/is performing on that item, please respond N/A. The rating scale is defined as:

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Definition of Ratings

Excellent (E)	Consistent record of exceptional past performance by the offeror and any proposed major subcontractors on work identical or very similar to the work requirements of the proposed 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 identical or very similar to the work requirements of the proposed 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 similar to the work requirements of the proposed contract; and it demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Neutral (N)	Neutral score. Assigned to offerors without a record of relevant past performance or for whom information on past performance is not available or not applicable.
Satisfactory (S)	Successful past performance by the offeror and any proposed major subcontractors on work similar to the work requirements of the proposed contract and may be limited in terms of the size, scope and complexity when compared to this 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 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.

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Provide additional remarks to further explain any Excellent, Very Good or Poor ratings.

Place an "X" in the appropriate column		E	VG	G	N	S	P
Relevant Technical Performance	Technical Area						
	Aeronautics						
	Earth Science						
	Information Systems						
	Human Factors						
	Space Science						
	Development and maintainance of partnerships in support of contract requirements						
	Academia						
	Industry						
	Other Government Agencies						
	Compliance with technical and schedule requirements						
	Offeror's flexibility and effectiveness in dealing with changes to technical requirements						
	Innovative and resource-efficient solutions to satisfy requirements and/or accelerate schedule						
	Approach to dealing with rapid turnaround and high-priority technical requirements						
	Experience with Science Technology Engineering and Math (STEM) Education and Public Outreach (EPO)						

Please specify the technical domain(s) within the Technical Area(s) indicated in the table above:

Please describe the nature of the technical requirements of this contract (R&D, applied, mission support, etc.):

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What fraction of this contract was focused on each of the Technical Area(s) identified in the table above?

Please describe the nature and extent of Partnership Experience(s) rated in the table above. Did the contractor identify complementary potential partners, address knowledge gaps and/or provide useful extensions to existing expertise/facilities and establish a sustainable mechanism for collaboration? How did these partnerships specifically impact the successful outcome of your project?

Comments/Remarks:

Provide additional remarks to further explain any Excellent, Very Good or Poor ratings.

Place an "X" in the appropriate column		E	VG	G	N	S	P
Contract Management	Ability to simultaneously manage tasks of varying size, scope, technical subject matter, and activity level						
	Ability to attract and retain high-caliber key personnel and technical employees						
	Qualifications, effectiveness, and authority/autonomy of on-site contract management						
	Ability to identify and resolve issues proactively and cooperatively						
	Effectiveness of cooperation between the Offeror's home institution and local contract management in performance of the contract						
	Management of the phase-in period: efficient continuation of operations during contract turn-over, retention rates for technical personnel, technical milestones met or slipped, and/or other pertinent issues						
	Subcontract management, including meeting subcontract goals						
	Conformance with the terms and conditions of contracts, including delivery of products and reports, and adherence to cost and schedule constraints						
	Accessibility and accuracy of management systems data: cost tracking, milestones, risks, etc.						
	Employee safety record						
Effectiveness of communications and definition of roles and responsibilities (partners, subcontractors).							

Describe the effectiveness of communications rated in the table above (if any). Was there a clear definition of roles and responsibilities for all entities?

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IV. RESPONDENT INFORMATION

Name (Print): _____

Telephone: _____

Contracting Agency or Company: _____

Position/Title: _____

Relationship to Contract: _____

Length of Involvement in Contract: _____

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