**Exhibit 19 to RFP NNG15470444R**
**PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS**
**(Updated September, 2010)**

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 "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 provide Wallops Range Operations Contract II and requires the contractor to provide Wallops Range instrumentation operations and maintenance; support services; training; command, control, communications, information and computer systems services; testing, modifying, installing, and operating communications and electronic systems, ground support systems, and spacecraft and launch vehicle processing systems at launch facilities, spacecraft processing facilities, launch vehicle processing facilities, launch control centers and test facilities; operating and maintaining suborbital launch systems; and flight and ground systems technology development engineering services.

"**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 2years*** 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 performance rating for each of the factors in Sections IV and V:

| | |
|---|---|
| Very High<br><br>(VH) | The Offeror's relevant past performance is of exceptional merit ; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance. |
| High<br><br>(H) | The Offeror's relevant past performance demonstrates 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<br><br>(M) | The Offeror's relevant past performance t demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance. |
| Low<br><br>(L) | The Offeror's relevant past performance meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance. |
| Very Low<br><br>(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 **TBD**.

NASA Goddard Space Flight Center
Attn: Cedric M. Mitchener , Code 210.
Greenbelt, MD 20771
Phone: 301-286- FAX: 301-286-2142
e-mail: cedric.m.mitchener@nasa.gov

# PAST PERFORMANCE QUESTIONNAIRE

## I. Contract Information

A. Name of Company/Division Being Evaluated:_____

B. Address:_____

C. Contractor Cage Code and/or DUNS number

D. Contract Number:_____

E. Contract Type:_____

F. Period of Performance (including options): From:_____ To:_____

G. Total Contract Value:_____

H. 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: _____

**This form contains Source Selection Information when completed. See FAR 3.104.**

## PAST PERFORMANCE QUESTIONNAIRE

**IV. SOW Survey: Relevant Experience and Performance Ratings: Please check the appropriate blocks for both Relevance (Significant, Moderate, Minimal/Did Not Perform) and the Performance (VH, H, M, L, VL, N/R) for each SOW Element Listed below (see page 1 definitions and instructions).**

| SOW ELEMENT | PERFORMED | MINIMAL/ DID NOT PERFORM | PERFORMANCE RATING (Please circle) | | | | | |
|---|---|---|---|---|---|---|---|---|
| Range Operations Program Management | | | VH | H | M | L | VL | N/R |
| Range Instrumentation Operations | | | VH | H | M | L | VL | N/R |
| Range Instrumentation Maintenance | | | VH | H | M | L | VL | N/R |
| Operations Project Management | | | VH | H | M | L | VL | N/R |
| Engineering Project Management | | | VH | H | M | L | VL | N/R |
| Launch Vehicle Processing | | | VH | H | M | L | VL | N/R |
| Spacecraft and Payload Processing | | | VH | H | M | L | VL | N/R |
| Airfield Operations | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |
| | | | VH | H | M | L | VL | N/R |

**This form contains Source Selection Information when completed. See FAR 3.104.**

## PAST PERFORMANCE QUESTIONNAIRE

V. **General Performance Survey**

| NO | PERFORMANCE QUESTIONS | PERFORMANCE RATING (Please Circle) | | | | | |
|---|---|---|---|---|---|---|---|
| 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 |

## PAST PERFORMANCE QUESTIONNAIRE

**Section VI:**

What is the Contract Value:

| | Initial Value | Current Value |
|---|---|---|
| Estimated Cost: | $_____ | $_____ |
| Fee: | $_____ | $_____ |
| Total Value: | $_____ | $_____ |

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

What are the total contract expenditures to date (cost/fees to date based on invoices, reports, etc)?

What is the **Annual** Contract Value to Date (The current contract expenditures to date divided by the number of years of performance to date)?

Was there a cost overrun? ( ) Yes ( ) No
If yes, please explain:

If this was an award fee contract, what are the individual and/oraverage ratings of performance by your organization? Please attach any available award fee letters or database entries

Please comment on particularly strong/weak points of Contractor's performance (technical, schedule, and/or cost).

Overall Contract Performance Rating (circle one)

Very High High Moderate Low Very Low

Would you select this Contractor Again? ( ) Yes ( ) No

Please add any other comments you may feel are pertinent.

_____
Rater's Signature Date

**This form contains Source Selection Information when completed. See FAR 3.104.**