

## 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 [Contract Specialist insert DETAILED contract description here so evaluators can assess relevancy].

“**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 5 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 **TBD**.

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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
Pre-Planning Support: Plan, arrange, coordinate, negotiate, conduct, and manage event efforts.				VH	H	M	L	VL	N/R
Provide personnel, services, and all materials to support event efforts.				VH	H	M	L	VL	N/R
Coordinate site selection, setup, equipment, and operations & registration				VH	H	M	L	VL	N/R
Logistics Support: Prepare, coordinate, develop, and monitor with HQ, GSFC, or other Centers security for badging, coordinate, prepare, and monitor event layout, and databases/web pages,				VH	H	M	L	VL	N/R
Travel Support: reserve and process travel, lodging & meals in accordance with the Federal Travel Regulations				VH	H	M	L	VL	N/R
Provide on-site event efforts				VH	H	M	L	VL	N/R
Provide post event effort activity documentation				VH	H	M	L	VL	N/R
Provide monthly event effort reports				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, managing, 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.	Ability to satisfy technical work requirements, adherence to schedules, and manage contract activities	VH	H	M	L	VL	N/R
4.	Ability to resolve contract problems without extensive customer guidance in a timely and effective manner	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.	Contractor's ability to propose alternative methods/processes, that reduced cost or other factors to benefit the customer	VH	H	M	L	VL	N/R
9.	Ability to effectively manage subcontractor performance	VH	H	M	L	VL	N/R
10.	Ability to handle fluctuating workloads and multiple efforts simultaneously	VH	H	M	L	VL	N/R
11.	Contractor's process for managing, estimating, scheduling, and tracking individual efforts to completion	VH	H	M	L	VL	N/R
12.	Contractor's ability to respond to unexpected changes and urgent requirements in a positive and timely manner	VH	H	M	L	VL	N/R
13.	Overall satisfaction with the contractor's performance	VH	H	M	L	VL	N/R
14.	The Contractor's ability to address subcontractor concerns	VH	H	M	L	VL	N/R
15.	Overall ability for subcontractor(s) to interface with the Prime Contractor's organization	VH	H	M	L	VL	N/R

