Solicitation No. NND15538677R
Safety and Environmental (S&E) Support Services
Past Performance Questionnaire

Complete one letter and one 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

Date:

Dear Client:

We are currently responding to the NASA Armstrong Flight Research Center's Request for Proposal (RFP) for the procurement of Safety and Environmental (S&E) Support Services, solicitation number NND15538677R.

NASA Armstrong Flight Research Center is placing increased emphasis in its procurements on relevant experience and past performance as a source selection factor. A requirement of this solicitation is that clients of entities responding to this RFP are identified and their participation in the evaluation process be requested. In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries.

Please complete the enclosed Past Performance Questionnaire and forward it directly to NASA Armstrong Flight Research Center, Attn: Robbin Kessler, PO Box 273, MS 4811/140, Edwards, CA 93523, telephone 661-276-3761, robbin.m.kessler@nasa.gov.

A response to this questionnaire is requested to the above address before **August 12, 2015**.

We have identified Mr./Mrs. _____ of your organization as the point of contact based on that person's knowledge concerning our work. Your cooperation is appreciated. Any questions may be directed to : _____.

Sincerely,

Enclosure

NND15538677R
Return to Robbin Kessler at robbin.m.kessler@nasa.gov

PAST AND PRESENT PERFORMANCE QUESTIONNAIRE FORM

A. CONTRACTOR'S HISTORICAL DATA:

1. Contractor's Name: _____
2. Telephone Number: _____
3. Contract Type: _____

   Competitive Yes ( ) No ( )

   Follow-On Yes ( ) No ( )

4. If Award-Fee: (i) Provide overall award fee rating: _____
   (ii) Provide award fee percentages earned for the last year.

   Please provide the rating scale used to determine such percentages

   _____%

   _____%

   _____%

   _____%

5. Total Period of Performance: _____
6. Place of Performance: _____
7. Contract Cost at Award: _____
8. Current Contract Cost: _____
9. Total level-of-effort: _____
   (work-years)
10. Contract Purpose (e.g., support service, R&D, etc.)? _____
    _____

    _____
11. Contract award date: _____
12. Total Contract Value: _____
13. Is the contract currently in an overrun situation? Yes ( ) No ( )

14. Is the contract currently in an underrun situation? Yes ( ) No ( )

15. If yes, please explain (*Please address any overruns in direct and indirect overhead rates and their impact on overall cost performance)*:_____

_____

16. Identify and explain any serious performance problems, any terminations for default, any environmental violations, and any safety violations cited: _____

_____

_____

17. Explain any completion delays: _____

18. Please provide the program title and the nature of the effort (i.e., describes the scope of the effort, the type of tasks involved, labor skills used, and support delivered):

_____

_____

_____

19. Briefly describe issue(s) and resolution(s) with any labor/management problems:

_____

_____

_____

20. Contractor performed as the ☐ **Prime** Contractor ☐ **Sub**-Contractor ☐ **Key** Personnel.

Value of Contractor's Share: _____

**** Note: If offeror holds or has held other contracts with your agency/organization in the last 3 years, please complete separate evaluation forms for those contracts as well.***

B. **<u>INDENTIFICATION OF EVALUATOR:</u>**

1. Contracting Agency/Company Name:_____
2. Address: _____

_____

3. Telephone: _____
4. Point of Contact:_____
5. Title: _____

C. <u>RATINGS</u>: Choose the appropriate letter on the scale (E, G, S, M, U, and N) that most accurately describes the contractor's performance or situation***. PLEASE PROVIDE A NARRATIVE EXPLANATION FOR ANY RATINGS OF M or U.***

	QUALITY ASSESSMENT RATINGS FOR EVALUATING PAST PERFORMANCE	
	RATING	***DEFINITION***
E	**Exceptional**	Contractor's performance meets contractual requirements and consistently exceed (or exceeded) many of them. The contractual performance of requirements being assessed was accomplished with no more than a few minor problems for which corrective actions taken by the contractor were highly effective
G	**Very Good**	Contractor's performance meets contractual requirements and consistently exceed (or exceeded) some of them. The contractual performance of requirements being assessed was accomplished with no more than some minor problems for which corrective actions taken by the contractor were effective.
S	**Satisfactory**	Contractor's performance meets (or met) contractual requirements. The contractual performance of the requirements contains some minor problems for which corrective actions taken by the contractor were satisfactory.
M	**Marginal**	Contractor's performance is not meeting (or did not meet) some contractual requirements. The contractual performance of the requirements being assessed reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor's proposed actions appear only marginally effective or were not fully implemented. Customer involvement was required.
U	**Unsatisfactory**	Contractor's performance is failing (or failed) to meet most contractual requirements. The contractual performance of the requirements contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective. Extensive customer oversight and involvement was required.
N	**Neutral**	Contractor performance was not observed or not applicable to the current effort being reported against.

D. QUESTIONS

1. Procurement Performance
a. Has this contract or tasks been partially or completely terminated or subject to litigation? Yes ( ) Default ( ) Convenience ( ) No ( ) If yes, explain: _____ _____ b. Explain and indicate status of any pending terminations: _____ _____ _____ c. Changes in contract dollar value throughout the life of the contract are/were attributable to: ___ Government-issued change orders ___ Other Government actions ___ Claims submitted by Contractor ___ Other Contractor actions ___ Not Applicable d. Approximately how many people are/were employed under this contract? _____ e. What has been the Key Personnel turnover rate for the contract? If Problematic, High or Medium is checked, please explain under comments. ___ Problematic (specific negative effect in meeting contract requirements) ___ High ___ Medium ___ Low Comments: _____ _____ f. What has been the overall personnel turnover rate for the contract? If Problematic, High or Medium is checked, please explain under comments. ___ Problematic (specific negative effect in meeting contract requirements) ___ High ___ Medium ___ Low Comments: _____ _____

CONTRACTOR'S NAME: _____ CONTRACT NUMBER: _____

Note: *Include this information on each page of the questionnaire form to ensure clarification among contracts surveyed for respective primes/subs, etc.*

Place an "X" in the appropriate column using the definitions matrix above.

	Technical Performance	E	G	S	M	U	N
1.	Overall knowledge and application of Safety regulations						
2.	Overall knowledge and application of Environmental regulations						
3.	Overall skill level and technical competence of Contractor personnel						
4.	Corrected deficiencies in timely manner and pursuant to their quality control procedures.						
5.	Delegated authority to project managers and supervisors commensurate with contract requirements.						
6.	Home office participated in solving significant local problems.						
7.	Provided effective quality control and/or inspection procedures to meet contract requirements.						
8.	Provided timely resolution of contract discrepancies.						
9.	Identified problems as they occurred.						
10.	Suggested alternative approaches to problems.						
11.	Displayed initiative to solve problems.						
12.	Developed realistic project schedules.						
13.	Met established project schedules.						
14.	Was responsive to contract changes.						
15.	Provided adequate project supervision.						

	Technical Performance	E	G	S	M	U	N
16.	Cooperated with Government personnel after award.						
17.	How would you rate the contractor's overall performance?						

CONTRACTOR'S NAME: _____ CONTRACT NUMBER: _____

18.	Was the contractor ever issued a cure or show cause notice under the referenced contract? If yes, explain outcome in "remarks."	Yes/No
19.	Would you award another contract to this contractor? If not, explain in "remarks."	Yes/No
20.	Is the contractor rated in CPARS?	Yes/No
21.	On this contract, were any licenses or certifications of staff members allowed to expire?	Yes/No

Remarks:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(Attach additional pages, if necessary)

Return completed questionnaire to Robbin Kessler, NASA Armstrong Flight Research Center, robbin.m.kessler@nasa.gov before **August 12, 2015**.