PAST PERFORMANCE FORM LETTER/EMAIL EXAMPLE FOR OFFERORS TO USE AS A COVER FOR QUESTIONNAIRE

(Date of Letter)
(Name and Address of proposed offeror's customer)
Attention: *(Name and Designation of Customer's Contract Manager or Appropriate Contact)*

Subject: NASA Langley Research Center Request for Proposal (RFP) for Geospatial Support Services (GSS)

Dear *(Contact Name*):

We are currently responding to a NASA Langley Research Center (LaRC) solicitation for Geospatial Support Services. We have identified our work for your agency as a past performance reference. The Government requested, when possible, to have the evaluation jointly completed by the Technical Customer and Contracting Officer. Per the solicitation instruction, please complete the enclosed Past Performance Questionnaire and return the signed, completed document to the NASA Contracting Specialist listed below No Later Than _____.

Please send the attached questionnaire via email to the Contract Specialist, Jeff Hisey, at g.j.hisey@nasa.gov.

*Due to the importance of this questionnaire to the source selection process, please verify that the Contract Specialist received the completed questionnaire. Mr. Hisey can be reached by email or phone at 757-864-3347.

In the event you are contacted for information on work we have performed either on this effort or other efforts, you are hereby authorized to respond to those inquires. Your cooperation with this effort is greatly appreciated. Please direct any questions to *(Name and Phone Number of Offeror's Point-of-Contact*).

In order to maintain the integrity of this process, please **DO NOT** return the questionnaire to us. Return it to NASA LaRC at the address listed above.

Sincerely,
(Name of Signer)
(Designation of Signer)

cc:

This questionnaire contains Source Selection Information when completed. See FAR 2.101 & 3.104

REQUEST FOR PROPOSAL (RFP) NNL15ZB1004R
NASA Langley Research Center Geospatial Support Services (GSS)

INSTRUCTIONS TO COMPLETE QUESTIONNAIRE

Please send the completed questionnaire directly to the NASA Contract Specialist at the email address below (do not return to the Offeror):

NASA Contract Specialist, Jeff Hisey, by Adobe PDF file to: g.j.hisey@nasa.gov

TELEPHONE: (757) 864-3347

This form contains Source Selection Information when completed-See FAR 2.101 & 3.104

DUE: _____ (Date to be filled in by Offerors—No later than the date listed on the cover page of this questionnaire)

Section I – Contract Information: To Be Completed By the Offeror

Sections II through IV: To Be Completed by Reference(s). If *possible, please ensure the questionnaire is jointly completed by the Technical Customer and Contracting Officer (CO).* In addition, it would be greatly appreciated if you would also forward any existing Past Performance Information (e.g. Contractor Performance Assessment Reports [CPARS]) for the contractor being assessed that you feel is relevant to our effort within the past **three (3) years**.

For Sections III & IV, please use the following definitions (from CPARS definitions) to assign a performance rating for each of the questions:

- Exceptional (E)
- Very Good (VG)
- Satisfactory (S)
- Marginal (M)
- Unsatisfactory (U)
- Not Applicable (N/A)

For Section III, in addition to rating performance please rate the amount of work that the contractor performed under your contract in each area assessed using the following ratings:

- **Significant Amount (Sig)** -- Routinely performed the full range of services for the technical performance element(s).
- **Moderate Amount (Mod)** -- Performed several aspects of the technical performance element(s) with moderate frequency.
- **Minimal Amount (Min)** -- Performed at least some aspects of the technical performance element(s), although such performance was limited in scope or frequency.
- **Not Applicable (N/A**) -- Did not perform the technical performance element(s) under your contract.

I. CONTRACT INFORMATION (OFFERORS COMPLETE SECTION I ONLY):

A. Reference and Contract Information:

Company Name (Specific Division)	
Company Address	
Cage Code and DUNS number	
Contract Number	
Total Contract Value	Original $_____ Final $_____
Period of Performance (POP)	Total POP (_____ years/months/days) Award Date: _____ Original Completion Date: _____ Actual/Final Completion Date: _____
Description of Work Performed (OR ATTACH SUMMARY/SOW)	

B. Contract Type (Check all that apply):

✓	Check all that apply:	✓	Check all that apply:
	Prime Contractor		Firm Fixed Price
	Subcontractor		Cost Plus Fixed Fee
	Joint Venture Partner/Team Member		Cost Plus Award Fee
	Other: _____		Time & Materials
			Other: _____

II. EVALUATOR(S) THAT COMPLETED QUESTIONNAIRE:

**If possible, please ensure the Technical Customer and CO jointly complete/coordinate on the questionnaire.*

Name(s)	
Title(s)	
Agency/Organization	
Email Address	
Phone Number	
Role in Program/Contract	

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III. PERFORMANCE RATINGS & AMOUNT OF WORK PERFORMED (RELEVANCE/PERTINENCE): Circle the rating for the appropriate blocks for **both** "Performance" and "Amount of Work Performed" for each SOW/PWS element listed below using the adjective ratings and definitions above. For each of the elements below, please consider the contractor's knowledge of the applicable codes and regulations as part of your performance ratings.

	TECHNICAL WORK AREAS	PERFORMANCE RATINGS From High To Low E, VG, S, M, U, N/A (Please Circle One)						AMOUNT OF WORK PERFORMED From High To Low SIG, MOD, MIN, N/A (Please Circle One)			
	Spatial Data Management and Decision Support Environment										
1.	Maintain existing GIS/RDBMS capabilities	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
2.	Develop and Implement interfaces between GIS and RDBMS systems such as Maximo	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
3.	Develop and Implement new web and mobile data display and collection capabilities	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
	Survey and Measurement Capabilities										
4.	Support spatial data collection for plant and building interiors	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
5.	Marking or stakeout of locations for facilitates and utility systems	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
6.	Utilize high precision measurements systems such as RTK GPS, OTS with Integrated survey, Digital Level	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
7.	Utilize Laser scanning for precision data collection within and around facilities	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
	Building Information Model Support										
8.	Managed BIM data for facility construction	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
9.	Supported interface of BIM to GIS and Maximo	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
	Contract Management										
10.	Effectiveness of the management team	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
11.	Quality of contractor's work	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
12.	Ability to obtain high-quality subcontractors when required	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
13.	Quality of subcontractor's work	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A
14.	Maintained schedule and meet contractual deadlines, including the timeliness of deliverables	E	VG	S	M	U	N/A	SIG	MOD	MIN	N/A

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IV. General Performance Questions: Assess the contractor's general performance in areas identified below. Additional pages may be used for comments if desired. Please keep in mind that only performance in the ***past three (3) years*** is relevant to our procurement. If you cannot answer any questions, please circle Not Applicable (N/A).

	GENERAL PERFORMANCE AREAS	**PERFORMANCE RATING From High To Low E, VG, S, M, U, N/A (Please Circle One)**					
1.	Safety awareness and compliance to maintain a safe work environment with low mishap rates	E	VG	S	M	U	N/A
2.	Job specific quality control plan	E	VG	S	M	U	N/A
3.	Implemented appropriate corrective action to avoid recurrence	E	VG	S	M	U	N/A
4.	Inspection of subcontractor's work	E	VG	S	M	U	N/A
5.	Timeliness and quality/integrity of submittals (such as reports, proposals, data and drawings, hardware and software).	E	VG	S	M	U	N/A
6.	Responsive and cooperative in dealing with customer, quickly resolved contract problems and disagreements, and effectively managed relationships with subcontractors	E	VG	S	M	U	N/A
7.	Responsiveness to changes and the reasonableness of costs/price	E	VG	S	M	U	N/A
8.	Identified innovative alternatives/methods/processes to reduce cost, enhance functionality, improve maintainability, and/or other benefits to the customer	E	VG	S	M	U	N/A
9.	**Rate the contractor's overall performance under this contract**	**E**	**VG**	**S**	**M**	**U**	**N/A**

Please add any other comments you may feel are pertinent (e.g. strong or weak points in performance of this contract):

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