NASA Langley Research Center

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):

Tameka Woodley, by Adobe PDF file to:

Tameka.Woodley@nasa.gov; Telephone: (757) 864-7352

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

Solicitation No. NNL15ZB1003R, Science, Technology, and Research Support Services (STARSS) III

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 (e.g., Project Manager, Contracting Officer Representative) and the Contracting Officer (CO).*

For Section III, 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 (NA) – Did not perform the technical performance element(s) under your contract.

For Sections 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 (NA)

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

A. Company Being Evaluated and Contract Information:

Company Name (Specific Division)		
Company Address		
Cage Code or DUNS number		
Contract Number		
Total Contract Value	$	
Period of Performance	Start Date:	End Date:
Description of Work Performed (or attached SOW or PWS)		
Award/Incentive Fee, if applicable (provide ratings that the contractor received over the past 4 performance periods)	Rating:	Rating Period:
	Rating:	Rating Period:
	Rating:	Rating Period:
	Rating:	Rating Period:

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: _____	☐	Cost Plus Incentive Fee
		☐	Other: _____

II. EVALUATOR(S) THAT COMPLETED QUESTIONNAIRE:

**If possible, please ensure the Technical Customer (PM, COR, QAE) and CO jointly complete/coordinate on the questionnaire.*

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

III. TECHNICAL PERFORMANCE RATINGS and AMOUNT OF WORK PERFORMED: Select the rating for the appropriate blocks for "Amount of Work Performed" for each element listed below using the adjective ratings and definitions above:

	TECHNICAL PERFORMANCE	**AMOUNT OF WORK PERFORMED From High To Low: Sig, Mod, Min, NA (Please select one)**			
1.	Design and develop optical, mechanical, and electrical systems for remote sensing instruments such as airborne lidar instruments.	SIG ○	MOD ○	MIN ○	NA ○
2.	Experience in space mission operations and engineering activities, such as mission planning, and execution of on-orbit payload instrument commands.	SIG ○	MOD ○	MIN ○	NA ○
3.	Experience in fusion of large datasets for climate data records.	SIG ○	MOD ○	MIN ○	NA ○
4.	Experience in participating with international partners on Earth science projects or missions.	SIG ○	MOD ○	MIN ○	NA ○
5.	Experience in teaming on competitive science research and analysis projects.	SIG ○	MOD ○	MIN ○	NA ○
6.	Science and logistical support of domestic or international multi-agency field campaigns of ground based, suborbital, and balloon observations.	SIG ○	MOD ○	MIN ○	NA ○
7.	Experience in performing education and outreach activities.	SIG ○	MOD ○	MIN ○	NA ○
8.	Experience in developing and managing proposals resulting in the capture of new science work.	SIG ○	MOD ○	MIN ○	NA ○
9.	Operational science data center experience, such as real-time ingest, archive, processing, distribution, and user support for a wide range of science data.	SIG ○	MOD ○	MIN ○	NA ○
10.	Leverage emerging technologies in an operational science data center environment.	SIG ○	MOD ○	MIN ○	NA ○
Comments: Please provide any additional observations on technical performance.					

Rate the contractor's overall quality and technical performance under this contract	E	VG	S	M	U	NA
	○	○	○	○	○	○

Comments: Please include a written comment if the rating is below Excellent explaining the basis for the rating.

IV. GENERAL PERFORMANCE QUESTIONS: Assess the contractor's general performance in the areas identified below. Additional pages may be used for comments. Only performance in the ***past 3 years*** is relevant. Please select "NA" if you cannot answer a question.

	GENERAL PERFORMANCE QUESTIONS	**PERFORMANCE RATING From High To Low: E, VG, S, M, U, NA (Please select one)**					
	COST, SCHEDULE AND CONTRACT MANAGEMENT						
1.	Adherence to cost estimates and overall cost performance, including subcontractors.	E ○	VG ○	S ○	M ○	U ○	NA ○
2.	Effectiveness and timeliness in delivering accurate and complete deliverables.	E ○	VG ○	S ○	M ○	U ○	NA ○
3.	Contract management including dealing with contract changes and surges, managing subcontractors, and managing large and varied tasks.	E ○	VG ○	S ○	M ○	U ○	NA ○
4.	Protection of Sensitive, Proprietary, or Export Controlled Information and Information Technology Security.	E ○	VG ○	S ○	M ○	U ○	NA ○
5.	Management of contract transition or phase-in period to ensure efficient continuation of operations during contract turn-over.	E ○	VG ○	S ○	M ○	U ○	NA ○
	BUSINESS RELATIONS						
6.	Effectiveness of working relationships with Government customers and cooperation in resolving issues.	E ○	VG ○	S ○	M ○	U ○	NA ○
	SAFETY, HEALTH AND QUALITY CONTROL						
7.	Effectiveness of Mission Assurance and quality control Program.	E ○	VG ○	S ○	M ○	U ○	NA ○
8.	Compliance with safety, environmental and health regulations. If there were any significant safety issues, please describe in the comments section below.	E ○	VG ○	S ○	M ○	U ○	NA ○

OVERALL CONTRACT PERFORMANCE	
Would you award another contract to this company for the same or similar work?	( ) Yes ( ) No If no, explain in comments.
Comments: Please explain any quality, significant cost overruns, completion delays, performance problems, or safety issues: Add additional sheets, if necessary.	

Rate the contractor's overall performance under this contract	E	VG	S	M	U	NA
	( )	( )	( )	( )	( )	( )

PAST PERFORMANCE FORM LETTER/EMAIL EXAMPLE FOR OFFEROR'S 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) No. NNL15ZB1003R for the Science, Technology, and Research Support Services (STARSS) III

Dear *(Contact Name*):

We are currently responding to a NASA Langley Research Center solicitation for the Science, Technology, and Research Support Services (STARSS) III. STARSS III will support development, implementation, and operation of advanced instruments, missions and operations, scientific research, applied sciences, education and outreach, as well as a full range of activities associated with the Atmospheric Science Data Center. 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 (e.g., PM/COR/QAE) 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 August 18, 2015.

Preferable Method of Transmission is via email to the Contract Specialist, Tameka Woodley, by Adobe PDF file to: tameka.woodley@nasa.gov

*Due to the importance of this questionnaire to the source selection process, please verify that the Contract Specialist received the completed questionnaire. They can be reached by email or phone at (757) 864-7352.

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 Langley only at the address listed above.

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

cc: