CLIENT AUTHORIZATION LETTER

INSERT DATE HERE

Dear Client:

We are currently responding to the NASA Ames Research Center Request for Proposal (RFP) for the Subsonic Rotary Wing Technology procurement.

NASA Ames Research Center is continuing to place increased emphasis on past performance as a source selection factor. As such, a requirement of their solicitation is that past clients of ours be identified and participate in the evaluation process. You are hereby authorized to respond to this and other inquiries.

We have identified _____ of your organization as the point of contact based on his/her knowledge concerning our work.

Please complete the enclosed Past Performance Questionnaire and forward it directly to NASA Ames Research Center, Attn: Wendy Takeguchi, M/S: 241-1, Moffett Field, CA 94035-1000. E-mail responses may be sent to the following address: wendy.l.takeguchi@nasa.gov. Fax submissions are not acceptable

A response to this questionnaire is requested to the above address no later than _____.

Your cooperation is appreciated. Any questions may be directed to the undersigned.

Sincerely,

Enclosure

PAST PERFORMANCE QUESTIONNAIRE

1. OFFEROR'S HISTORICAL DATA:

A. OFFEROR IDENTIFICATION

Offeror: _____

Contract (or grant, cooperative or other agreement) No.: _____

B. CONTRACTURAL INFORMATION. Please provide the following information for the contractor and contract number identification in 1.A. above:

Contract Type: _____

Contract Purpose (e.g., support service, R&D, etc.)? _____

Contract Award Date: _____ Period of Performance: _____

Total Contract Value: _____ Value of Contractor's Share: _____

Was the contractor a prime contractor? ☐ yes ☐ no; or subcontractor? ☐ yes ☐ no
Competitive? ☐ yes ☐ no
Follow-on? ☐ yes ☐ no

If this is/was an award fee contract, please provide award fee percentages earned for the last year. Please provide the rating scale used to determine such percentages.

_____%
_____%
_____%
_____%

Is the contract currently in an overrun situation? ☐ yes ☐ no
Is the contract currently in an underrun situation? ☐ yes ☐ no

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

_____
_____
_____

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

_____
_____
_____

Are there any serious performance problems, any termination for default, any environmental violations, or any safety violations cited?

If yes, please explain:

_____
_____
_____

This form contains Source Selection Information when completed.

2. RATINGS AND QUESTIONS:

A. RATINGS. Please review this questionnaire based on the following guidance:

1. Please return the completed questionnaire within five working days. A telephone interview may be conducted to obtain your responses or for clarification purposes.

2. You are urged to read the questionnaire and supplement your own knowledge of the offeror's performance with the judgment of others (e.g., coordinated effort between the Contracting Officer and the Technical Point of Contact) in your program. In addition to providing the information for the contract or order identified, we solicit your comments on other similar contract or order that your activity has with this offeror.

3. For each item requesting a rating, respond with the rating that best describes the contractor's performance for the referenced contract or order. If an item is not applicable to your contract order, or if you do not know how the contractor performed/is performing on that item, please respond N/A. The rating scale is defined as:

Excellent (E)	Consistent record of exceptional past performance by the offeror and any proposed major subcontractors on work identical or very similar to the work requirements of the proposed contract; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance.
Very Good (VG)	Consistent record of successful past performance by the offeror and any proposed major subcontractors on work identical or very similar to the work requirements of the proposed contract; 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.
Good (G)	Successful past performance by the offeror and any proposed major subcontractors on work similar to the work requirements of the proposed contract; and it demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Neutral (N)	Neutral score. Assigned to offerors without a record of relevant past performance or for whom information on past performance is not available
Satisfactory (S)	Successful past performance by the offeror and any proposed major subcontractors on work similar to the work requirements of the proposed contract and may be limited in terms of the size, scope and complexity when compared to this contract; demonstrates meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance.
Poor (P)	The Offeror's recent and relevant past performance demonstrates performance that 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.

B. GENERAL QUESTIONS

1. Approximately how many people are/were employed under this contract?

_____

2. What has been the turnover rate for personnel associated with the contract?

☐ Problematic
☐ High
☐ Medium
☐ Low

Comments:

_____
_____
_____

3. This contract included support in the following areas: (Check all that apply.)

☐ Autonomous Systems and Robotics
☐ Collaborative & Assistant Systems
☐ Discovery and Systems Health
☐ Robust Software Engineering
☐ Software Systems Engineering and Software Project Management

C. TECHNICAL PERFORMANCE

For any ratings of Excellent, Satisfactory, or Poor below, please provide a detailed explanation.

1. Rate the overall technical quality of supporting the requirements.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

_____

_____

2. Rate the contractor's compliance with technical and schedule requirements.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

_____

_____

3. Rate the contractor's flexibility and effectiveness in dealing with changes to technical requirements.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

4. Rate the contractor's ability to use innovation and resource-efficient solutions to satisfy requirements.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

5. Rate the contractor's key personnel technical performance.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

6. Rate the contractor's ability to assess and re-assign staff based on technical performance.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

7. Rate the contractor's ability in the mitigation of problems encountered.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

8. Rate the contractor's ability to accomplish task objectives without constant direct oversight by the Government.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

This form contains Source Selection Information when completed.

9. Rate the contractor's ability to deal with short-term high demand requirements.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

10. Rate the contractor's infusion of best practices and lessons learned.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

D. CONTRACT MANAGEMENT

1. Rate the contractor's ability in managing both small and large tasks as well as the simultaneous management of a large number of tasks.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

2. Rate the contractor's conformance with the terms and conditions of the contract, including delivery of products and reports, and adherence to cost and schedule constraints.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

3. Rate the contractor's ability to manage subcontracts.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

4. Rate the contractor's record in attracting high-caliber technical employees to address contract objectives.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

5. Rate the contractor's retention of incumbent contractor employees during first year of follow-on contracts.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

6. Rate the contractor's management during the phase-in period to ensure efficient continuation of operations during contract turn-over.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

7. Rate the contractor's management of technology transfer.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

E. CORPORATE MANAGEMENT RESPONSIVENESS

1. Rate the contractor's corporate management responsiveness to contract problems.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

2. Rate the contractor's corporate management involvement in the operation of the contract.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

3. Rate the contractor's qualifications of on-site contract management.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

4. Rate the contractor's ability to avoid overruns in direct and indirect overhead rates.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

5. Rate the contractor's ability to manage performance problems encountered.

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

6. Rate the contractor's ability to hire and retain uniquely qualified individuals including senior researchers and foreign nationals with various immigration statuses

☐ E ☐ VG ☐ G ☐ N ☐ S ☐ P

F. OTHER QUESTIONS

1. For contracts requiring a small business subcontracting plan, the extent of meeting the overall small business and small disadvantaged business (SDB) contracting goals.

Comments:

_____

_____

2. Given the choice, would you award to this contractor again? ☐ Yes ☐ No

Comments:

_____

_____

_____

3. RESPONDENT INFORMATION:

Name (printed) _____

Telephone: _____ FAX: _____

Contracting Agency or Customer _____

Office Designation: _____

Position/Title: _____

Relationship to Program: _____

Length of Involvement in Program _____

This form contains Source Selection Information when completed.