

**Past Performance and Relevant Experience Questionnaire**

Please return this directly to:  
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by no later than \_\_\_\_\_

**Section 1 General**

Offeror: \_\_\_\_\_  
Contract No.: \_\_\_\_\_  
Contract Type: \_\_\_\_\_ TIN No. \_\_\_\_\_  
Contract Purpose: (R&D, support, etc.) \_\_\_\_\_  
Contract Award Date: \_\_\_\_\_ Period of Performance: \_\_\_\_\_  
Total Contract Value: \_\_\_\_\_ Contractor Share: \_\_\_\_\_  
Contractor Status: Prime \_\_\_\_\_ Subcontractor \_\_\_\_\_

If award fee, provide award fee dollars and percentages earned for the life of the contract:

\$ \_\_\_\_\_ %  
\$ \_\_\_\_\_ %  
\$ \_\_\_\_\_ %  
\$ \_\_\_\_\_ %

Describe the nature of the effort (i.e., scope of effort, type of tasks, labor skills used and products delivered): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a Performance-Based Contract? [ ] Yes [ ] No  
Is this a Task-Order Driven Contract? [ ] Yes [ ] No  
How much of this contract is research? \_\_\_\_\_ %  
How many people are employed under this contract? \_\_\_\_\_  
What has been the percentage of staff retention during transition? \_\_\_\_\_  
What has been the staff turnover rate for the contract? \_\_\_\_\_  
What percent of the proposed key personnel arrived during phase-in? \_\_\_\_\_  
What has been the key personnel turnover rate for the contract? \_\_\_\_\_

What percentage is this contract against company's entire income? \_\_\_\_\_  
Were there any problems experienced with hiring incumbents (i.e., salary, fringe benefits)? Please explain. \_\_\_\_\_  
\_\_\_\_\_

**Section 2 Technical Performance Specifics**

Use the adjective ratings to complete the following questions. Please select only one rating per question. Definition for each rating is attached.

E = Excellent VG = Very Good G = Good F = Fair P = Poor N/A

- 1. Compliance with technical requirements:
- 2. Schedule compliance at the project level:
- 3. Ability to assess and reassign staff based on technical performance:
- 4. Contractor Flexibility and effectiveness in dealing with changes to technical requirements:
- 5. Competency of solutions to tasks:
- 6. Innovative and resource efficient solutions to satisfy requirements:
- 7. Key Personnel Performance:
- 8. Problems Encountered and corrective action taken:
- 9. Other Remarks or Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3 Contract Management Performance**

Please select only one of the adjective ratings from above.

- 1. The management of both small and large tasks:
- 2. Simultaneous management of a large number of tasks:

- 3. Ability to manage research projects:
- 4. Conformance with the terms and conditions of contracts:
- 5. Subcontract management:
- 6. Interface with customers:
- 7. Timely and fair negotiation and implementation of contract changes:
- 8. Performance of the Procurement system:
- 9. Safety Performance:
- 10. Stability of labor-management relations:
- 11. The response to work (or task orders) as assigned:
- 12. The completeness and timeliness of reports:
- 13. Ability to attract high-caliber technical employees to address new contract objectives:
- 14. Ability to handle short turnaround on large tasks:
- 15. Management of technology transfer:
- 16. Training of technical staff on policies and procedures:
- 17. Responsiveness of Corporate management to contract problems:
- 18. Extent of corporate management interference in the regular operation of the contract:
- 19. How would you rate the relative importance of this contract to your organization?  
 High  Medium  Low
- 20. Contractor-Subcontractor relations throughout the contract:
- 21. Approved management systems (e.g. purchasing, accounting, property, and estimating)?  Yes  No  
 Please explain: \_\_\_\_\_

22. What kind of metrics did you use to monitor this contract? What kind of metrics did the contractor use to monitor its work? \_\_\_\_\_

\_\_\_\_\_

23. Please describe the positions and qualifications of the on-site contractor management. \_\_\_\_\_

\_\_\_\_\_

24. Hiring and processing uniquely qualified individuals, including foreign nationals of various status: \_\_\_\_\_

25. Other Remarks: \_\_\_\_\_

\_\_\_\_\_

**Section 4 Cost**

Please select only one of the adjective ratings from above.

1. Business/financial report concerning content and accuracy: \_\_\_\_\_   
Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Ability to meet proposed cost estimates: \_\_\_\_\_

3. Any overruns in direct or indirect overhead rates? If so, please indicate the impact to overall cost performance.  Yes  No

Please explain: \_\_\_\_\_

\_\_\_\_\_

4. Is there an overrun or underrun situation?  Over  Under  Met  
Please explain:

\_\_\_\_\_  
\_\_\_\_\_

**Section 4 Overall Rating**

Using the adjective ratings above, please assign an overall rating: \_\_\_\_\_

Would you award another contract to this Company as Prime? [ ] Yes [ ] No  
 Would you award another contract to this Company as Sub? [ ] Yes [ ] No  
 Please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Any additional comments? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Signature**  
 \_\_\_\_\_  
**Title**  
 \_\_\_\_\_  
**Agency**

\_\_\_\_\_  
**Date**  
 \_\_\_\_\_  
**E-mail**  
 \_\_\_\_\_  
**Telephone**

**Definition for Adjectival Rating System**

<b>Excellent</b>	<b>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. Many strengths and no weaknesses.</b>
<b>Very Good</b>	<b>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. Strengths far outweigh any weaknesses.</b>
<b>Good</b>	<b>Successful past performance by the offeror and any proposed major subcontractors on work similar to the work requirements of the proposed contract. Strengths outweigh any weaknesses.</b>
<b>Neutral</b>	<b>Neutral score. Assigned to offerors with no relevant past performance.</b>
<b>Weak</b>	<b>Weaknesses outweigh strengths.</b>