PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS

Sections 1 - 3 provide for contract-related descriptive information and identification of the evaluator.

Section 4 lists the major work elements within our Statement of Work (SOW). Please provide your assessment of the "relevant experience" and "performance" associated with our SOW evidenced within the contract for which you are a reference. "**Experience**" means a contractor who has performed work in the specific SOW Element. "**Did not Perform**" means that the specific SOW element was not performed under the contract.

Section 5 evaluates the contractor's technical, schedule, and cost performance and management. (Additional pages may be used for comments if desired). If you cannot answer any questions, please circle "N/R" for Not Rated.

The following definitions are offered for your use in assigning a performance rating for each of the factors in Sections 5 and 6:

Very High (VH)	The Offeror's relevant past performance is of exceptional merit; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance.
High (H)	The Offeror's relevant past performance demonstrates 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.
Moderate (M)	The Offeror's relevant past performance demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Low (L)	The Offeror's relevant past performance meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance.
Very Low (VL)	The Offeror's relevant past performance 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.
Not Rated (N/R)	Not Rated

Section 6 provides for evaluation of the contractor's management of cost and award/incentive fee history.

RETURN THIS QUESTIONNAIRE TO
BY **July 6, 2026 at 5:00 pm EDT**

NASA Goddard Space Flight Center
Attn: Suzanne Sierra, Code 171
Greenbelt, MD 20771
e-mail: suzanne.k.sierra@nasa.gov

PAST PERFORMANCE QUESTIONNAIRE

1. Contract Information

A. Name of Company/Division Being Evaluated:_____

B. Address:_____

C. Contractor Cage Code and/or Unique Entity ID (UEI) number: _____

D. Contract Number:_____

E. Contract Type:_____

F. Period of Performance (including options): From:_____ To:_____

G. Total Contract Value:_____

H. Award Information: Competitive: Yes ___ No___
Basis of Selection: Technical___ Cost/Price___
Other (specify)_____

2. Description of Contract

Briefly describe the services provided under this contract:

During the contract performance being evaluated, this firm was the:

Prime Contractor____ Significant Subcontractor ____ Team Member ____
Other (describe) _____

Does a corporate or business relationship exist between the firm being evaluated and your organization?

Yes ___ No ___. If yes, please describe: _____
_____

3. Evaluator Information

Name: _____
Title: _____
Agency/Company: _____
E-mail Address: _____
Phone: _____ Date Questionnaire Completed: _____
Role in Program/Contract: _____
Length of Involvement in this Program/ Contract: _____

PAST PERFORMANCE QUESTIONNAIRE

4. SOW Survey Relevance Ratings: Please check the appropriate blocks for Relevance (Performed or Did Not Perform)

SOW ELEMENT	PERFORMED	DID NOT PERFORM
Flight instrument design meeting performance and interface requirements of all contract documents.		
Flight instrument analysis, including defining and implementing a comprehensive flight instrument science data calibration program for the life of the mission.		
Parts and material procurement (including supply chain issue management and long lead parts procurement planning and execution), fabrication and subassembly testing for flight instruments.		
Systems Management and Engineering, including: • System studies, trades and risk assessments necessary to develop an instrument system design that meets the system performance specifications • Flow-down of system/instrument performance requirements into engineering functional ○ requirements, detailed equipment and end item design requirements • Establishment and maintenance of a system performance and environmental verification program that demonstrates that the system/instrument meets all mandated and derived performance requirements • Establishment and implementation of a calibration program		
Flight and Ground Test Software Development and Maintenance, including: Establishment, maintenance, and implementation of a Software Management Program to execute software development processes and procedures, software tools, reviews, resources, schedules and deliverables required for support of flight instrument integration, the test and verification program, and on-orbit operations		
Contamination Control and Analysis, including establishment of a contamination control program and providing the resources necessary to assure that appropriate contamination control is exercised through all phases of instrument manufacture, build-up/assembly, integration and test, and observatory integration and test, launch site processing, and on-orbit operation		
Program Management • Establishment and Implementation of Schedule Management and Control • Establishment and Implementation of Configuration Management Program • Establishment and Implementation of Risk Management Program		
Post-delivery support, including, post-delivery GSE and instrument checkout, observatory integration and test support, launch site support, post-launch test support, and mission operations support (including post-launch anomaly support, continuous performance trending, and calibration updates		
Subcontract Management and Control System, providing technical direction and effective subcontract management utilizing schedule milestone controls		
Resources Management • Staffing and retention of key personnel, and Cost Control		

PAST PERFORMANCE QUESTIONNAIRE

5. **General Performance Survey**

NO	PERFORMANCE QUESTIONS	PERFORMANCE RATING (Please Highlight in Yellow)					
	QUALITY						
1.	Quality of services and support provided	VH	H	M	L	VL	N/R
2.	Timely identification and mitigation of risks	VH	H	M	L	VL	N/R
3.	Ability to identify and correct performance deficiencies in a timely manner	VH	H	M	L	VL	N/R
4.	Demonstrated understanding and compliance with mission safety requirements	VH	H	M	L	VL	N/R
	Comment:						
	SCHEDULE						
5.	Timeliness, quality, and accuracy of schedule estimates and reporting	VH	H	M	L	VL	N/R
6.	Ability to meet/exceed schedule milestones	VH	H	M	L	VL	N/R
	Comment:						
	COST						
7.	Ability to establish realistic cost estimates and adhere to estimated costs	VH	H	M	L	VL	N/R
8.	Ability to anticipate, identify and control cost growth.	VH	H	M	L	VL	N/R
	Comment:						
	BUSINESS/MANAGEMENT						
9.	Communicating/interfacing with Government and overall responsiveness to Government requests	VH	H	M	L	VL	N/R
10.	Ability to effectively manage the contract including subcontractor performance, if applicable	VH	H	M	L	VL	N/R
11.	Ability to recruit and retain highly skilled personnel, including ability to fill key vacancies in a timely manner.	VH	H	M	L	VL	N/R
12.	Adequacy of Contractor's system(s) for processing task orders and/or changes.	VH	H	M	L	VL	N/R
13.	Ability to meet Small Business Subcontracting Plan Goals	VH	H	M	L	VL	N/R
	Comment:						

PAST PERFORMANCE QUESTIONNAIRE

Section 6:

What is the Contract Value:

	Initial Value	Current Value
Estimated Cost/Price:	$_____	$_____
Fee:	$_____	$_____
Total Value:	$_____	$_____

What are the total contract expenditures to date (cost/fees to date based on invoices, reports, etc)?

What is the **Annual** Contract Value to Date (The current contract expenditures to date divided by the number of years of performance to date)?

For example (note, these example numbers may not relate to this specific procurement):

Assume your contract is a current five-year contract, is still ongoing, and the latest cost report reflects a cost/fee of $43,500,000 through the first 2 years and 4 months (to date). In this example, current/total Contract Expenditures incurred to Date are $43,500,000 and associated period of performance for those expenditures, expressed in years, is 2.33 years.

Therefore, the Average Annual Cost/Fee Incurred to Date: $18,669,528 ($43,500,000/2.33 years)

Was there a cost overrun? ( ) Yes ( ) No
If yes, please explain:

If this was an award fee contract, what are the individual and/or average ratings of performance by your organization? Please attach any available award fee letters or database entries.

Please comment on particularly strong/weak points of Contractor's performance (technical, schedule, and/or cost). **If the Overall Contract Performance Rating below is less than Very High, please provide some explanation in this section on why a higher rating was not provided.**

Overall Contract Performance Rating (highlight one in yellow)

Very High High Moderate Low Very Low

If less than Very High Performance Rating, please explain:

Please add any other comments you may feel are pertinent.

_____

Rater's Signature Date