

## EXHIBIT A.2 (Category 2 – Relay)

PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS  
(Updated May, 2018)

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.
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 **TBD**.

NASA Goddard Space Flight Center  
e-mail: Sang.H.Lee@nasa.gov

**PAST PERFORMANCE QUESTIONNAIRE****1. Contract Information**

- A. Name of Company/Division Being Evaluated: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Contractor Cage Code and/or DUNS 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
1. Relevant Past Performance in Communications and Navigation services provided in the following regions:		
a) Earth Proximity Relay from the Earth's surface to Geosynchronous Earth Orbit (GEO) (~36,000 km) or equivalent		
b) GEO to Cis Lunar Relay, Altitudes from GEO (~36,000 km) to 500,000 km or equivalent. This region includes the Earth-Moon Lagrange points and Lunar orbit.		
c) x-Cis Lunar Relay, Includes the remainder of Near Space altitudes beyond Cislunar (500,000 km) to 2,000,000 km or equivalent. This region includes the Earth-Sun L1 and L2 points.		
2) Relevant Past Performance in providing cybersecurity compliant Communications and Navigation services		
3) Relevant Past Performance in providing Cloud Based interfaces for Communications and Navigation Services.		
4) Relevant Past Performance in providing nominal and critical communications and navigation operational services.		
5) Relevant Past Performance in ensuring reliable communications and navigation operational services through 24 x 7 coverage and continuity of operations.		
6) Relevant Past Performance in spectrum management; providing space to space and space to ground communication links that are coordinated, licensed, and internationally registered prior to operation as required in the Spectrum Regulations.		

**PAST PERFORMANCE QUESTIONNAIRE****5. General Performance Survey**

NO	PERFORMANCE QUESTIONS	PERFORMANCE RATING (Please Circle)					
	<b>QUALITY</b>						
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
	<b>Comment:</b>						
	<b>SCHEDULE</b>						
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
	<b>Comment:</b>						
	<b>BUSINESS/MANAGEMENT</b>						
7.	Communicating/interfacing with Government and overall responsiveness to Government requests	VH	H	M	L	VL	N/R
8.	Ability to effectively manage the contract including subcontractor performance, if applicable	VH	H	M	L	VL	N/R
9.	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
10.	Adequacy of Contractor's system(s) for processing task orders and/or changes.	VH	H	M	L	VL	N/R
11.	Ability to meet Small Business Subcontracting Plan Goals	VH	H	M	L	VL	N/R
	<b>Comment:</b>						

**PAST PERFORMANCE QUESTIONNAIRE****Section 6:**

What is the Contract Value:

	Initial Value	Current Value
Estimated Cost:	\$ _____	\$ _____

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 (circle one)

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