

Office _____
Address _____

Telephone _____
FAX Number _____

**3. Technical/ Engineering:
Lead:**

Name _____
Office _____
Address _____

Telephone _____
FAX Number _____

F. Provide a Brief Description of the Effort as __Prime or __Subcontractor
(Please highlight portions considered most relevant to current acquisition)

G. For each of the subfactors under the Mission Capability factor in Section M 2.c.2, illustrate how your experience on this program applies to that subfactor.

H. Contract performance: Describe contract performance in terms of the items listed in the Past Performance Questionnaire (Annex 2 of Section L). For any work that did not meet original cost, schedule, or technical performance requirements, explain the reason(s) for the disparity and any corrective actions taken to avoid recurrence.

I. Small Business Use: Include relevant information concerning your compliance with FAR 52.219-8, Utilization of Small Business Concerns, on the contract you are submitting.

J. Small Business Plan: Identify whether a subcontracting plan was required by the contract you are submitting. If one was required, identify, in percentage terms, the planned versus achieved goals during contract performance. If goals were not met, please explain.

K. Lessons Learned: Describe any significant problems encountered on the subject contract, root cause of the problem, corrective action instituted, result of corrective action, and preventive actions to be instituted on Spaceport 2 task orders to prevent similar problems.

Performance Questionnaire
[TO BE COMPLETED BY CUSTOMERS, SUBCONTRACTORS, AND PARTNERS]

RFP FA8818-04-R-002
SECTION L ANNEX 2

Section 1: Contract Identification

A. Contractor and Division (if applicable):	B. Cage Code: (Contractor contract was awarded to)
C. Contract No:	D. Contract Type:
E. Was this a competitive contract: Y N	F. Period of Performance:
G. Initial Contract Cost:	H. Current/Final Contract Cost:
I. Reasons for differences between initial contract costs and final contract costs:	
J. Initial Estimated Completion Date:	K. Current/ Final Estimated Completion Date:
L. Reasons for differences between initial and final completion dates:	
M. Description of service(s) provided:	

Section 2: Customer or Agency Identification

A. Customer/agency name:	
B. Customer/agency POC:	C. Customer/agency phone/fax number:
D: Customer/agency description:	
E: Geographic description of services under this contract (i.e., local, nationwide, worldwide, other Commands):	

Section 3. Evaluator Identification

A. Evaluator's name:
B. Evaluator's title:
C. Evaluator's organization:
D. Evaluator's phone:
E. Time period evaluator worked on subject contract (provide beginning & end dates):

Section 4. Evaluation

Please indicate your satisfaction with the contractor’s performance by placing an “X” in the appropriate block using the scale provided to the right of each question. This scale is defined as follows:

Blue/ Exceptional (B)	Purple/ Very Good (P)	Green/ Satisfactory (G)	Yellow/ Marginal (Y)	Red/ Unsatisfactory (R)	Neutral (N)
Meets contractual requirements and exceeds many requirements to the Government’s benefit. The contractual performance was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.	Meets contractual requirements and exceeds some requirements to the Government’s benefit. The contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	Meets contractual requirements. The contractual performance contained some minor problems for which corrective actions taken by the contractor appear to be or were satisfactory.	Does not meet some contractual requirements. The contractual performance reflects a serious problem for which corrective actions or proposed actions taken by the contractor appear only marginally effective or were not fully implemented.	Does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance contains serious problem(s) for which the contractor’s corrective actions appear or were ineffective.	Unable to provide a score.

B	P	G	Y	R	N
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Subfactor 1: Launch Facilities

Quality of contractor's facilities to support launch vehicle processing and launch. (M2.c.1.1.1)						
Ability of the contractor to provide insight into the design and operation of spaceport facilities sufficient to plan and conduct site operations. (M2.c.1.1.1)						
Quality of the contractor's support equipment (SE) adequate to provide sufficient capability for launch vehicle operations. (M2.c.1.1.2)						

Subfactor 2: Launch Operations

Contractor executes a viable operational concept to support installation and checkout of the support equipment and launch vehicle, payload integration processing, system integration testing, range integration, and launch operation? (M2.c.1.2.1.1)						
Ability to interface with the launch vehicle contractor and range personnel. (M2.c.1.2.1.1)						
Quality of contractor's equipment and infrastructure to support launch communications. (M2.c.1.2.1.2)						
Ability to clearly identify communications capability. (M2.c.1.2.1.2)						

	B	P	G	Y	R	N
Ability of the contractor to provide insight into spaceport status and support activities throughout the integration process. (M2.c.1.2.2)						
Ability to staff key positions with personnel that had the requisite experience/education to successfully complete the effort. (M2.c.1.2.2)						
Effectiveness of communications through technical interchange meetings, program reviews, facility readiness reviews, etc. in providing technical and financial insight to the customer (M2.c.1.2.3)						
Ability to comply with applicable Range Safety requirements. (M2.c.1.2.3)						

Subfactor 3: Range and Range Integration

Quality of contractor's facilities and infrastructure to support Range instrumentation requirements and interfaces. (M2.c.1.3.1)						
Ability to clearly identify range tracking, telemetry receiving, range safety instrumentation and site capability. (M2.c.1.3.1)						

Discussion

Please discuss each and every response to the above questions for which you indicated B (Blue/Exceptional), Y (Yellow/Marginal) or R (Red/Unsatisfactory). Use additional sheets, if necessary.

FOR GOVERNMENT CONTRACTS ONLY

Has/was this contract been partially or completely terminated for default or convenience or is there any pending termination?

Yes _____ Default _____ Convenience _____ Pending Termination _____

No _____

If yes, please explain (e.g., inability to meet cost, performance, schedule, etc.)

Section 5. Narrative Summary

1. Did the contractor satisfy Small Business Subcontracting goals?

2. Would you have any reservations about soliciting this contractor in the future or having them perform one of your critical and demanding programs?

3. Please provide any additional comments concerning the contractor's strengths, weaknesses, or performance, as desired.

Transmittal Letter to Accompany Performance Questionnaire (Sample)
[TO BE COMPLETED BY OFFEROR]

RFP FA8818-04-R-0002
SECTION L ANNEX 3

MEMORANDUM FOR: [OFFEROR'S POC]

FROM: [OFFEROR'S ADDRESS AND POINT OF CONTACT]

SUBJECT: Past Performance Questionnaire for Contract(s) _____.

1. We are currently responding to the Department of the Air Force (AF), Space & Missile Systems Center (SMC), Detachment 12, Rocket Systems Launch Program (RSLP) Request For Proposal (RFP) FA8818-04-R-0002 for the procurement of commercial spaceport launch services. This RFP is being conducted as a Source Selection and specifically requires that we, as an offeror, do the following:

The offeror shall send out, and track the completion of, the Past Performance Questionnaire to the offeror's customers', critical subcontractors', teaming subcontractors' and/or joint venture partners' (POCs). The responsibility to send out and track the completion of the Past Performance Questionnaires rests solely with the offeror - i.e., it shall not be delegated to any customers, subcontractors, team contractors, and/or joint venture partners. The offeror shall exert its best efforts to ensure that at least two POCs, per relevant contract, submit a completed Past Performance Questionnaire **directly to the Government not later than 16 days after release of the RFP**. Each of the offeror's POC's shall **telex** its completed Past and Present Performance Questionnaire directly to:

SMC Det 12/PKS
ATTN: Ms. Cassandra Caputo
3548 Aberdeen Ave SE
Kirtland AFB NM 87117-5778
Phone: (505) 853-1750
Fax: (505) 846-6387

Mailing the questionnaire(s) to the address above is an acceptable alternative method of transmission.

If mailing, the outside envelope must be marked as follows:

NOTE: TO BE OPENED BY ADDRESSEE ONLY
SOURCE SELECTION INFORMATION - See FAR 3.104
FOR OFFICIAL USE ONLY

2. We have identified subject contract(s) as relevant to this acquisition and you as our POC. As such, please take a few moments of your time to fill out the attached questionnaire and send it directly back to Kirtland AFB. The information contained in the completed Past Performance Questionnaires is considered sensitive and cannot be released to us, the offeror. If you have any questions about the acquisition or the attached questionnaire, your questions must be directed back to the Government's points of contact identified above. Thank you for your timely assistance.

Sincerely,

Attachment(s)
Past Performance Questionnaire

[OFFEROR'S POINT OF CONTACT]

SOURCE SELECTION INFORMATION - See FAR 3.104
FOR OFFICIAL USE ONLY

**Subcontractor/Teaming Partner Consent Form for the Release of Past Performance Information to
the Prime Contractor (Sample)
[TO BE COMPLETED BY OFFEROR]**

RFP FA8818-04-R-0002
SECTION L ANNEX 4

Dear (Contracting Officer)

We are currently participating as a (subcontractor/teaming partner) with (prime contractor or name of entity providing proposal) in responding to the Department of the Air Force, (location) request for Proposal (solicitation number) for the (program title or description of effort).

We understand that the Government is placing increased emphasis on past and present performance in order to obtain best value in source selections. In order to facilitate the performance confidence assessment process we are signing this consent form to allow you to discuss our past and present performance information with the prime contractor during the source selection process.

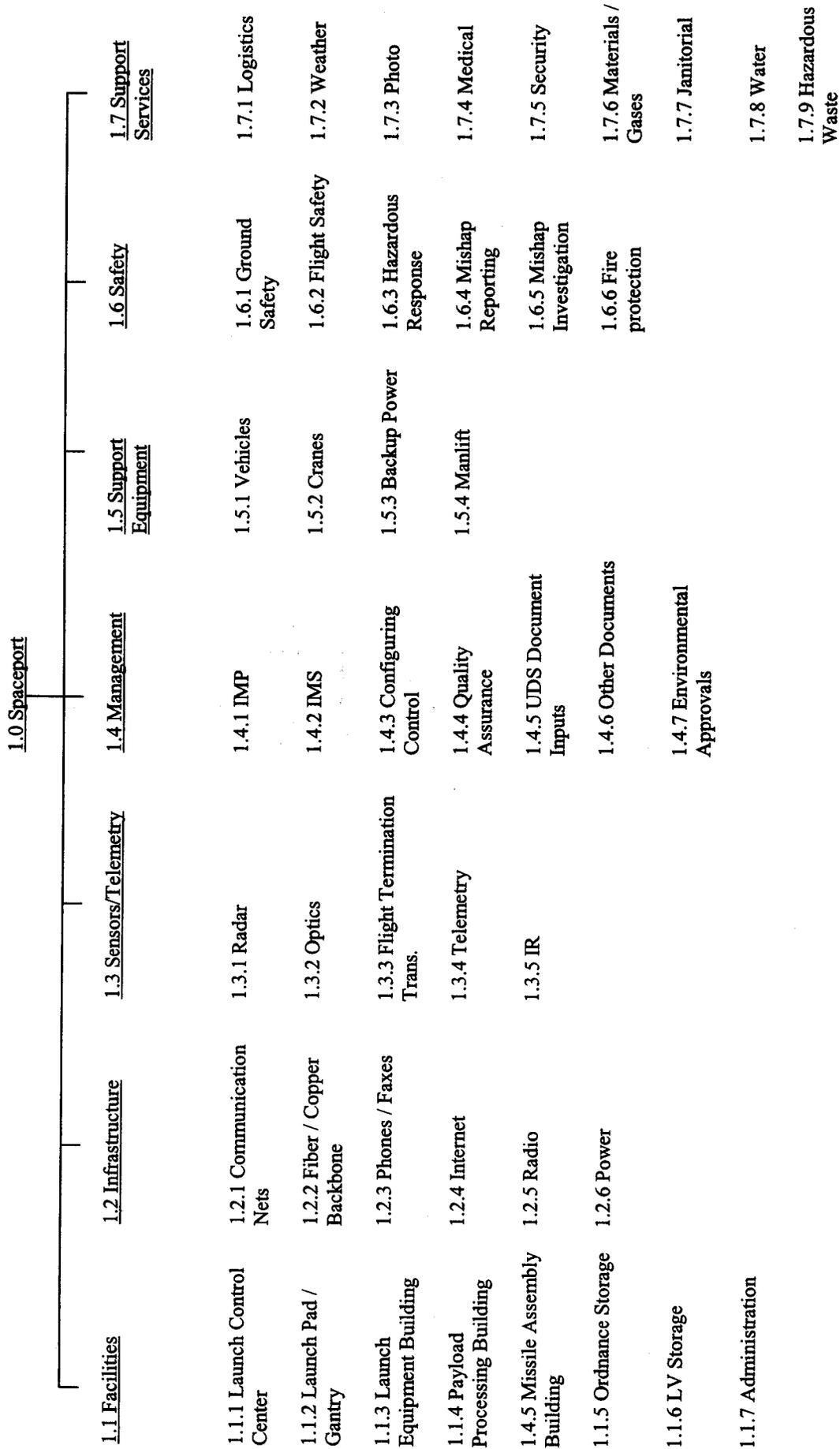
(Signature and Title of individual who has the authority to sign for and legally bind the company)

Company Name:

Address:

Section L Annex 6

Sample Work Breakdown Structure (WBS)



WBS Dictionary

1.0 Spaceport – The entire capabilities of the spaceport to include facilities, personnel, equipment, infrastructure, range agreements, etc.

1.1 Facilities – building and structures on the spaceport

1.1.1 Launch Control Center – facility designated for control of the launch operation

1.1.2 Launch Pad / Gantry – Facility from which the launch vehicle (LV) is launched to include the launch pad and environmental protection

1.1.3 Launch Equipment Building – a support building close to the launch pad for housing the LV support equipment

1.1.4 Payload Processing Building – clean room and/or area for buildup and checkout of the payload prior to its stacking onto the LV

1.4.5 Missile Assembly Building – an area for building up and/or checking out the LV motors and control systems

1.1.5 Ordnance Storage – storage sites capable of storing both LV equipment and supplies

1.1.6 LV Storage – Ordnance storage capable of storing large and small ordnance (class 1.4 through 1.1)

1.1.7 Administration – area for providing the LV, payload and government personnel with office space

1.2 Infrastructure – the existing communication and power capabilities of the spaceport

1.2.1 Communication Nets – the communication nets and panels for spaceport communication between the various facilities

1.2.2 Fiber / Copper Backbone – the copper and fiber conduits between the various facilities with breakout boxes for use by the LV contractor, spaceport and other launch support organizations

1.2.3 Phones / Faxes – phone lines and fax machine capability

1.2.4 Internet – local Area Network Internet capability available to the launch team

1.2.5 Radio – UHF, VHF and HF radio communication capability for communicating with off spaceport launch support personnel, i.e. mobile and fixed sensors

1.2.6 Power – voltage and phasing of commercial and spaceport power available

1.3 Sensors/Telemetry – either government or spaceport range radars, telemetry receiving, optics, FTS, etc. capabilities available to support ground and launch operations

1.3.1 Radar – tracking and metric radars

1.3.2 Optics – video from high-speed cameras to standard VHS video

1.3.3 Flight Termination Transmitter – Flight termination System (FTS) transmitter capable of capturing the LV FTS receiver (FTR), sending IRIG tones 1-20 and displaying the FTR status via telemetry

1.3.4 Telemetry – The ability to receive, record and display the LV telemetry streams

1.3.5 IR – inferred video from high-speed cameras to standard VHS video

1.4 Management – the management of the effort to support the planning and operations of the spaceport in support of the launch campaign

1.4.1 IMP – maintaining and implementing the Integrated Master Plan

1.4.2 IMS – maintaining and implementing the Integrated Master Schedule

1.4.3 Configuring Control – identifying and implementing configuration control of the facilities, infrastructure and documents

1.4.4 Quality Assurance – identifying and implementing QA of the facilities, infrastructure and documents

1.4.5 UDS Document Inputs – the process, inputs and responses in the RCC UDS formats

1.4.6 Other Documents - the process for developing CDRLs, safety plans, ICD's, etc. required to support the launch mission

1.4.7 Environmental Approvals – the process, analysis and documents required to compete and get approved an EA

1.5 Support Equipment – the equipment required to support the launch, excluding the facilities and infrastructure

1.5.1 Vehicles – tugs, forklifts, manlifts, mobile cranes, cars, trucks used in conjunction with a launch campaign

1.5.2 Cranes- the fixed cranes in the facilities

1.5.3 Backup Power – generators at the spaceport designed to provide power in the case that commercial power drops off

1.6 Safety – ground and flight safety involving transportation, storage, processing, and launch operations

1.6.1 Ground Safety – the ground safety plans and processes for logistics, LV buildup and checkout, and launch operations

1.6.2 Flight Safety – the flight safety plans and processes for launch operations

1.6.3 Hazardous Response – the plans in case an emergency condition exist during the launch campaign

1.6.4 Mishap Reporting – the reporting process and implementation in case of a mishap on the spaceport

1.6.5 Mishap Investigation – the process or support to the process for identifying the cause of a mishap

1.6.6 Fire protection – the fire protection resources and planning

1.7 Support Services – all other support to the launch campaign and launch operations

1.7.1 Logistics – support to commercial or government shipments of the launch vehicle hardware, motors and support equipment

1.7.2 Weather – weather forecasting, weather balloons, and other weather measurement instrumentation required for vehicle buildup and launch

- 1.7.3 Photo – still and camera video to document the vehicle buildup, testing and launch**
- 1.7.4 Medical – on-site medical personnel and plans for transport to off-site medical facilities**
- 1.7.5 Security- remote security of the facilities, roving and statuary portals, and launch operation security**
- 1.7.6 Materials / Gases – planning and delivery of required materials for the launch campaign and launch**
- 1.7.7 Janitorial – services to clean the facilities and clear out the trash**
- 1.7.8 Water – potable water available during the launch campaign**
- 1.7.9 Hazardous Waste – plan and collection and disposal stream for hazardous waste that occurs during the launch campaign**