

**Jet Propulsion Laboratory**

California Institute of Technology

|  |
| --- |
| **Past Performance***(RFP/ITB Attachment A-14)* |

**Return this form in a Microsoft Word** **compatible format**

|  |
| --- |
| **Introduction** |

1. This Attachment sets forth the requirements to be followed in preparing information on your Past Performance. The information provided will be used to help determine responsibility and must be provided in writing by the date indicated in the RFP.

* Please provide the Past Performance Volume of your proposal in the same number of copies as your Cost Proposal, unless otherwise indicated by JPL in the RFP Cover Letter.
* If the Technical/Management part of your proposal is to be presented via an Oral Presentation, then the written Past Performance Volume of your proposal is due by the date indicated on the RFP Title Sheet.
* JPL may contact and verify the references you provide in your proposal to assess Past Performance.

|  |
| --- |
| **Requirement** |

2. Provide Preliminary Information (in the table on page 2 of this form) of the five most recent contracts performed by your organization which are similar to the effort described in this RFP. Do not input data in the Contractor Performance Information table.

3. If this RFP contains an evaluation criterion or factor entitled “related experience,” please include Preliminary Information of ALL the efforts you listed in response to that criterion or factor.

4. JPL will forward the following to your customer to evaluate past performance:



**Jet Propulsion Laboratory**

California Institute of Technology

Date:

|  |
| --- |
| Customer’s Name  |
| Address |  |
| Attention: |       |
|  |  |
| Subject: | Past Performance Questionnaire |
|  |  |
| Reference | (a) | JPL RFP No.:      RFP Title:       |
|  | (b) | Past Performance Information Submitted by       |

The Jet Propulsion Laboratory (JPL) is currently evaluating a proposal submitted by Reference (b) Proposer to the Reference (a) JPL RFP. Under the Past Performance section of the proposal, the Proposer submitted the information below to help JPL evaluate past performance. Please verify that the information provided in Preliminary Information table is correct and complete the Contractor Performance Information table on page 2

|  |
| --- |
| **Preliminary Information** |

|  |  |
| --- | --- |
| Customer Name/Address: |  |
| Contract No.: |  |
| Contract Type: |  |
| Description of Effort: |  |
| Period of Performance: |  |
| Task or Support Type: |  |
| Average No. of Personnel Assigned to Effort: |  |
| Initial Cost/Price: |  |
| Current/Final Cost/Price: |  |
| Overrun (if any, explain): |  |
| Your customer’s contact information |  |
| * Telephone Nos.:
 |  |
| * Emails:
 |  |
| * Titles:
 |  |

|  |
| --- |
| **Contractor** **Performance Information** |

Use the Definitions of Ratings table appended at the end of this form to indicate a rating for each of the performance areas below.

|  |
| --- |
| **Contractor Performance Ratings** |
| **E = Exceptional; VG = Very Good; S = Satisfactory M = Marginal; U = Unsatisfactory** |
| **Performance** | **Please Provide Examples/Comments** |
| **Area** | **Rating** |
|  |
| Technical |  |  |
|  |
| Schedule |  |  |
|  |
| Cost |  | *(If costs overran, describe the degree to which it was the contractor’s responsibility.)* |
|  |
|  |
| Management of contract |  |  |
|  |
| Management of Any Lower-Tier Subcontracts |  |  |
|  |
| Commitment to Contract/ Program |  |  |
|  |
| Responsive-ness to Requirement Changes |  |  |
|  |
| If you were to consider this contractor for another effort, what area(s) would you probe further?      |

Please send your response by email to the undersigned.

Thank you in advance for your time and attention to this request.

Sincerely,

Subcontracts Manager

Phone: (818)

Email:

|  |
| --- |
| Request for Proposal (RFP) Past PerformanceAdjective Rating Method |

Definition of Ratings

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

| **ADJECTIVE** | **SCORE** | **COMMENTS** |
| --- | --- | --- |
| Exceptional | 5 | Performance meets contractual requirements and exceeds many to Customer's\* benefit. The contractual performance of the element or sub-element being evaluated was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective. |
| Very Good | 4 | Performance meets contractual requirements and exceeds some to Customer's benefit. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions taken by the contractor were effective. |
| Satisfactory | 3 | Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear to be or were satisfactory. |
| Marginal | 2 | Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being evaluated reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented. |
| Unsatisfactory | 1 | Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective. |

 |

\* Customer = Organization that awarded the contract.