

ATTACHMENT L-3 – Past Performance – Offeror’s Information

The offeror will send a letter to their listed references authorizing the references to provide past performance information to the Government. ~~The offeror will also provide a generic release that can be used, if necessary, in contacting other companies listed in its Contract List or otherwise identified during the course of the evaluation.~~ The offeror will encourage its references to also fax or e-mail the hardcopy questionnaire(s) to the IMCS Source Evaluation Board (contact provided info below).

Sample Transmittal Letter to Accompany Past Performance Questionnaire

FROM:

SUBJECT: Past Performance Questionnaire for Contract(s): NNK07200304R,
Information Management and Communications Support (IMCS) Contract

1. We are currently responding to NASA Kennedy Space Center’s (KSC’s) Request for Proposal (RFP) for the acquisition of Information Management and Communications Support (IMCS). This RFP specifically requires that we, as an offeror, do the following:

The offeror will request that the Customer references complete the attached Past Performance Interview Questionnaire. The forms will be provided to the offeror’s most relevant contracts that are currently being performed or have been performed within the last three years. The Government may contact the references directly.

2. We have identified the above subject contract(s) as relevant to this acquisition and you as our point of contact. As such, please take a few moments of your time to complete the attached questionnaire. If you are contacted by the Government, you are hereby authorized to respond to questions the Government may have regarding our past performance. Please send the completed questionnaire directly to the KSC Contracting Officer not later than 4 p.m., October 30, 2007 at the following address:

NASA Kennedy Space Center
Attn: Sean D. Howe, Contracting Officer
Mail Code: SEB-IT
Kennedy Space Center, FL 32899

The outside envelope must be marked as follows:

**NOTE: TO BE OPENED BY ADDRESSEE ONLY
SOURCE SELECTION INFORMATION – See FAR 3.104**

SOURCE SELECTION SENSITIVE – FOR OFFICIAL USE ONLY

In lieu of mailing you are encouraged to send a facsimile copy to the NASA Kennedy Space Center Source Evaluation Building (SEB-2) at fax number 321-867-7191 or an electronic copy via e-mail at ksc-imcs-info@mail.nasa.gov with the subject line, IMCS Past Performance.

3. 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 NASA/KSC Contracting Officer at 321-867-7358. Thank you for your timely assistance.

Sincerely,

Sean D. Howe
Contracting Officer