

**PRE-AWARD SURVEY OF
PROSPECTIVE CONTRACTOR
(PRODUCTION)**SERIAL NUMBER *(For surveying activity use)*

PROSPECTIVE CONTRACTOR

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SECTION I - RECOMMENDATION

1. RECOMMENDED

☐

a. COMPLETE AWARD

☐

b. PARTIAL AWARD (Quantity: _____)

☐

c. NO AWARD

2. NARRATIVE *(Cite those sections of this report which substantiate the recommendation. List any other backup information in this space or on attached sheet(s) if necessary. Identify any formal systems reviews and state results.)*

IF CONTINUATION SHEETS
ATTACHED - MARKED HERE ☐

3. SURVEY MADE BY	a. SIGNATURE AND OFFICE <i>(Include typed or printed name)</i>	b. TELEPHONE NUMBER <i>(Include area code)</i>	c. DATE SIGNED
4. SURVEY REVIEWING OFFICIAL	a. SIGNATURE AND OFFICE <i>(Include typed or printed name)</i>	b. TELEPHONE NUMBER <i>(Include area code)</i>	c. DATE REVIEWED

SECTION II - PLANT FACILITIES

1. SIZE OF TRACT		4. DESCRIPTION AND TYPED OF BUILDING(S)					
2. SQUARE FEET UNDER ROOF		3. NUMBER OF BUILDINGS		☐ OWNED ☐ LEASED <i>(Give expiration date)</i>			
5. SPACE				6. MISCELLANEOUS PLANT OBSERVATIONS			
TYPE		SQUARE FEET	ADE- QUATE	INADE- QUATE	(Explain any item marked "NO" on an attached sheet.)	YES	NO
MANUFACTURING	a. TOTAL MANUFACTURING SPACE		☐	☐	a. GOOD HOUSEKEEPING MAINTAINED	☐	☐
	b. SPACE AVAILABLE FOR OFFERED ITEM		☐	☐	b. POWER AND FUEL SUPPLY ADEQUATE TO MEET PRODUCTION	☐	☐
STORAGE	c. TOTAL STORAGE SPACE		☐	☐	c. ALTERNATE POWER AND FUEL SOURCE AVAILABLE	☐	☐
	d. FOR INSPECTION LOTS		☐	☐	d. ADEQUATE MATERIAL HANDLING EQUIPMENT AVAILABLE	☐	☐
	e. FOR SHIPPING QUANTITIES		☐	☐	e. TRANSPORTATION FACILITIES AVAILABLE FOR SHIPPING PRODUCT	☐	☐
	f. SPACE AVAILABLE FOR OFFERED ITEM		☐	☐	OTHER (Specify) f. _____	☐	☐
	g. AMOUNT OF STORAGE THAT CAN BE CONVERTED FOR MANUFACTURING, IF REQUIRED		☐	☐	g. _____	☐	☐
					h. _____	☐	☐

SECTION III - PRODUCTION EQUIPMENT

	LIST MAJOR EQUIPMENT REQUIRED (Include condition as Good (G), Fair (F) or Poor (P) and annotate in column e.) (a)	QUANTITY REQUIRED FOR PROPOSED CONTRACT (b)	TOTAL QUANTITY REQUIRED DURING LIFE OF PROPOSED CONTRACT (c)	QUANTITY ON HAND (d)	CONDITION (e)			QUANTITY SHORT (Column (c) minus (d)) (f)	SOURCE, IF NOT ON HAND (g)	VERIFIED DELIVERY DATE (h)
					G	F	P			
1. MANUFACTURING										
2. SPECIAL TOOLING										
3. SPECIAL TEST										

* Coordinates shortage information for financial implications.

SECTION IV - MATERIALS, PURCHASED PARTS, AND SUBCONTRACTS**1. PARTS/ MATERIAL/SUBCONTRACTS WITH LONGEST LEAD TIME OR CRUCIAL ITEM**

DESCRIPTION (a)	SOURCE (b)	VERIFIED DELIVERY DATE TO MEET PRODUCTION (c)

2. DESCRIBED THE MATERIAL CONTROL SYSTEMS, INDICATING WHETHER IT IS CURRENTLY OPERATIONAL, AND EVALUATE ITS ABILITY TO MEET THE NEEDS OF THE PROPOSED ACQUISITION.

SECTION V - PERSONNEL**1. NUMBER AND SOURCE OF EMPLOYEES**

TYPE OF EMPLOYEES	NUMBER ON BOARD	ADDITIONAL NUMBER REQUIRED	AVAILABLE?		SOURCE
			YES	NO	
a. SKILLED PRODUCTION			☐	☐	
b. UNSKILLED PRODUCTION			☐	☐	
c. ENGINEERING			☐	☐	
d. ADMINISTRATIVE			☐	☐	
e. TOTAL (Lines A thru D)					

2. SHIFTS ON WHICH WORK IS TO BE PERFORMED
☐ FIRST ☐ SECOND ☐ THIRD
3. UNION AFFILIATION
 AGREEMENT
EXPIRATION DATE
4. RELATIONSHIP WITH LABOR INDICATES PROBLEMS AFFECTING TIMELY PERFORMANCE OF PROPOSED CONTRACT (If "Yes," explain on attached sheet(s))
☐ YES ☐ NO
SECTION VI - DELIVERY PERFORMANCE RECORD

SECTION VII - RELATED PREVIOUS PRODUCTION (Government)

PAST YEAR PRODUCTION		GOVERNMENT CONTRACT NUMBER*	PERFORMANCE		QUANTITY	DOLLAR VALUE (\$000) (g)
ITEM NOMENCLATURE (a)	NATIONAL STOCK NUMBER (NSN) (b)		ON SCHEDULE (d)	DELINQUENT (e)		

RELATED PREVIOUS PRODUCTION (Government - Cont.)

* Identify identical item by an asterisk (*) after the Government contract number.

SECTION VIII - CURRENT PRODUCTION

(Government and civilian concurrent production schedule using same equipment and/or personnel as offered item)

ITEM(S) (Include Government Contract Number, if applicable. Identify unsatisfactory performance with asterisk (*).)		MONTHLY SCHEDULE OF CONCURRENT DELIVERIES (Quantity)										
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	BALANCE
BEING PRODUCED												
PENDING AWARD												

SECTION IX- ORGANIZATION AND MANAGEMENT DATA

Provide the following information SECTION NARRATIVE:

1. Describe the relationship between management production, and inspection. Attach an organization chart, if available.
2. Describe the prospective contractor's production control system. State whether or not it is operational.
3. Evaluate the prospective contractor's production control system in terms of (a) historical effectiveness, (b) the proposed contract, and (c) total production during performance of the proposed contract.
4. Comment on or evaluate areas unique to this survey (include all special request(s) by the contracting office and any other information pertinent to the proposed contractor item classification).