

Highlights of the NASA Ames Research Center Aviation Safety Reporting System (ASRS) and Related Systems

Final Request for Proposal NNA04031817R-GVW

Introduction

This documents highlights significant aspects of the attached “Aviation Safety Reporting System (ASRS) and Related Systems” Final Request for Proposal (RFP). Included in this overview is a brief description of the acquisition activities and changes incorporated in the RFP since issuance of the Draft RFP.

Background Information Specific to this Acquisition

On March 19, 2004, a well attended Pre-Solicitation Conference was held in the NASA Ames Conference Center (NACC) Ballroom. The list of attendees and interested parties was posted on the NASA Acquisition Internet Service (NAIS) Website. To further increase competition, answers to solicited comments and questions from potential offerors have been continually posted.

Industry Comments/Questions

NASA Ames Research Center thanks all those who attended our Pre-Solicitation Conference and submitted questions and comments. Where appropriate, we have modified the relevant sections of the RFP in order to reflect suggestions from industry, to increase competition and address issues of consistency, ambiguity, or vagueness. We were especially interested in hearing from potential offerors in the areas of contract type, the use of oral presentations, our proximity requirement and small disadvantaged business participation. Using the information we received from the potential offerors and from a variety of other sources, the following decisions were made:

- a. Contract Type – The Government intends to award a Cost-Plus-Award-Fee type contract.
- b. Oral Presentations – The Government requires the oral presentation of three elements of the "Management Approach" subfactor of the Mission Suitability Proposal: Organizational Structure, Staffing Plan and Key Personnel.
- c. Proximity – The SOW requires a 10-mile proximity requirement for the location of the contractor facility.
- d. Small Disadvantaged Business (SDB) participation – The Government will use the following goals in evaluating the Mission Suitability subfactor, SDB Participation:

The total small business goal, expressed, as a percent of total contract value, is 30 percent, including options. The small business percentage goal includes the following goals *expressed as a percent of total contract value*:

Small Disadvantaged Business Concerns	8 percent
Woman-Owned Small Business Concerns	5 percent
HUBZone Small Business Concerns	3 percent
Veteran-Owned Small Business Concern	3 percent
HBCUs (includes other minority institutions)	3 percent

Note that while the Subcontracting Plan required by FAR 52.219-9 requires goals to be expressed as a percentage of total planned subcontracting dollars, the Government will evaluate the proposed goals as a percentage of the proposed contract value. Refer to the below example:

(Begin example):

Assume a proposed contact value of \$20M and proposed goals that equate to the following, which are EXPRESSED AS A PERCENT OF CONTRACT VALUE:

BUSINESS	GOAL
Small Disadvantaged Business Concerns	4.5%
Women Owned Small Business Concerns	2.0%
Historically Black Colleges and Universities	5%
HUBZone Small Business Concerns	5%
Veteran Owned Small Business Concerns	1.5%
Service-Disabled Veteran-Owned Small Business Concerns	11.0%
Total Small Business Subcontracting	20.0%

The resulting statement of dollars that the offeror would include in the Subcontracting Plan, as required by paragraph (d)(2) of FAR clause 52.219-9, would then be as follows:

BUSINESS	GOAL
Small Disadvantaged Business Concerns	\$ 900,000
Women Owned Small Business Concerns	400,000
Historically Black Colleges and Universities	100,000
HUBZone Small Business Concerns	100,000
Veteran Owned Small Business Concerns	300,000
Service-Disabled Veteran-Owned Small Business Concerns	2,200,000
Total Small Business Subcontracting	\$ 4,000,000

HOWEVER, the Subcontracting Plan must express goals as a *percent of total planned subcontracts*. Assuming total subcontracting of \$10M, the resulting percentage goals, EXPRESSED AS A PERCENT OF TOTAL SUBCONTRACT DOLLARS, and which would be stated in the Subcontracting Plan as required by paragraph (d)(1) FAR clause 52.219-9 would be:

BUSINESS	GOAL
Small Disadvantaged Business Concerns	9%
Women Owned Small Business Concerns	4%
Historically Black Colleges and Universities	1%
HUBZone Small Business Concerns	1%
Veteran Owned Small Business Concerns	3%
Service-Disabled Veteran-Owned Small Business Concerns	22%

(End of example)

Specific Highlights by Section

The remaining information presented below, by section, is used to outline the changes that were made since the DRFP was posted. *Note that certain Past Performance Information will be due 20 days prior to the due date of the proposal documents.*

1. SECTION A: SOLICITATION, OFFER AND AWARD

- Inserted the date and place to which offers are due

2. SECTION B: SUPPLIES OR SERVICES AND PRICE/COST

- Changed Contract Type Clause to Cost-Plus-Award-Fee
- Added the Phase-In Period as a separate line item

3. SECTION F: DELIVERIES OR PERFORMANCE

- Defined the period of performance for the Phase-In Period
- Changed the base period of performance from 24 to 23 months
- Changed the due date of the IT Security Plan from 30 to 60 days after contract award
- Changed the due date of the Telephone Conduct Plan from 1 week to 2 weeks after contract award
- Included the option to submit the SF294 and SF295 Reports electronically
- Added the IT Security Training Update as a deliverable

4. SECTION G: CONTRACT ADMINISTRATION DATA

- Added NASA Clause 1852.216-76, *Award Fee for Service Contracts*

5. SECTION H: SPECIAL CONTRACT REQUIREMENTS

- Added ARC Clause 52.245-96, *Government Property Accountability*
- Added unnumbered ARC Clause, *Subcontracting, Data Not First Produced Under the Contract and Representation of Limited Rights Data and Restricted Rights Software*
- Added unnumbered ARC Clause, *Information Incidental to Contract Administration*

6. SECTION I: CONTRACT CLAUSES

- Added FAR Clause 52.211-15, *Defense Priority and Allocation Requirements*
- Added FAR Clause 52.215-2, *Audit and Records – Negotiation*
- Added FAR Clause 52.215-13, *Subcontractor Cost or Pricing Data-Modifications*

- Added FAR Clause 52.215-18, *Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other than Pensions*
- Added FAR Clause 52.215-19, *Notification of Ownership Changes*
- Added FAR Clause 52.223-6, *Drug-Free Workplace*
- Modified FAR Clause 52.227-14, *Rights in Data—General*, to add Alts II and III
- Added FAR Clause 52,232-33, *Payment by Electronic Funds Transfer-Central Contractor Registration*
- Added FAR Clause 52.242-4, *Certification of Final Indirect Costs*
- Added FAR Clause 52.243-2, *Changes – Cost-Reimbursement (Alt I)*
- Added NASA FAR Supplement Clause 1852.242-78, *Emergency Medical Services and Evacuation*

7. SECTION J: LIST OF ATTACHMENTS

- Added Attachment M – Contract Task Order (CTO) Sample

8. SECTION L: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 – Solicitation Provisions Incorporated by Reference

- Added FAR Clause 52.215-1, *Instructions to Offerors - Competitive*
- Added FAR Clause 52.215-16, *Facilities Capital Cost of Money*
- Added FAR Clause 52.222-46, *Evaluation of Compensation for Professional Employees*
- Added FAR Clause 52.232-38, *Submission of Electronic Funds Transfer Information with Offer*
- Added FAR Clause 52.237-10, *Identification of Uncompensated Overtime*
- Added NASA FAR Supplement Clause 1852.219-77, *NASA Mentor-Protégé Program*

L.3 – Type of Contract

- Changed contract type to Cost Plus Award Fee

L.4 Estimated Staffing

- Added an Estimate Staffing provision

L.5 Accounting for Lease Costs

- Added “Phase-In Period” to Accounting for Lease Cost provision

L.6 – Proposal Preparation – General Instructions

- (a) Added an introduction subparagraph on Oral Presentations
- (c) Added “Written Proposal” to specify written format and type and format of electronic media
- (d) Added a subparagraph on the Oral Presentation Format

L.7 – Proposal Limitations

Changed title from Page Limitation to Proposal Limitation

- (a) Separated Written Page Limits and Oral Presentation Limits (Charts and Time)
- (b) Added type of font and font size for written pages
- (c) Moved subparagraph on title pages and tables of contents for written proposals
- (d) Moved statement about page count for final revision to this subparagraph
- (e) Added a subparagraph on excess page and chart disposition

- (f) Added subparagraph on description of presentation charts and the type of Government equipment to be made available at presentation
- (g) Added subparagraph to include title chart for oral presentation charts

L.8 – Proposal Preparation – Specific Instructions

- (a) Mission Suitability Proposal (Volume I)
 - Added the statement “in both the written and oral proposals” to the following elements of the Management Approach subfactor: Organization Structure, Key Personnel and Staffing Plan.
 - Removed requirement to discuss and provide position descriptions for other than key personnel in the Key Personnel element.
- (b) Past Performance Proposal (Volume II)
 - Removed requirement to provide Past Performance Questionnaire for NASA contracts separately (Changing the requirement From: 1 NASA, 3 Government and 2 Commercial, To: 3 Government and 2 Commercial)
 - Adding a requirement for offerors and major subcontractors to provide the CO with a list of contracts from whom you’ve requested past performance information 20 days prior to proposal due date.
- (c) Cost Proposal (Volume III)
 - Added Phase-In Period to Elements of Costs

9. SECTION M: Evaluation Factors for Award to Offerors

M.2 – Evaluation Approach

- (b)(2) Removed the words “identical or very” from past performance adjective ratings chart

M.3 - Weighting and Scoring

- (d) Changed numerical "Assigned Weights" for two Mission Suitability Subfactors: "Understanding the Requirement" (from 600 to 550) and "Management Approach" (from 350 to 400).

Conclusion

This concludes the Highlights for the Final RFP. We’d like to thank potential offerors again for your input. Serious consideration was given to all of your questions and comments, and we incorporated as many of them as possible in order to increase competition.

As a final note, the information provided in this highlights is not intended to be construed differently from the information in the solicitation. *Please read the Final RFP in its entirety.* Should an apparent conflict in interpretation exist, the information in the solicitation takes precedence.