National Aeronautics and
Space Administration
Dryden Flight Research Center
P.O. Box 273
Edwards, California 93523-0273

March 13, 2012

A/J-1422: RMK

TO: All Prospective Offerors

FROM: A/Contracting Officer

SUBJECT: Pre-Proposal Conference Information for Draft Request for Proposal (DRFP) NND12374119R, Dryden Flight Research Center (DFRC) Research Facilities and Engineering Support Services (RF&ESS)

Relative to the pre-proposal conference/site visit on March 22, 2012, potential offerors are advised of the following:

1. Each offeror shall be limited to three (3) attendees. Attendees are required to complete all requested information on the NASA DFRC Visit Request Form, DFRC Form 735-1 (Attachment 1), and submit to Robbin Kessler at robbin.m.kessler@nasa.gov no later than noon (PDT) on March 19, 2012. Individuals whose names are not provided by this deadline may not be permitted access to the base or DFRC.

2. A map of Edwards Air Force Base is located at http://www.edwards.af.mil/shared/media/document/AFD-101221-037.pdf.

3. The conference will start promptly at 8:30 a.m. on March 22, 2012. By that time, participants are expected to have accessed the Edwards Air Force Base (a list of attendees will be provided to base security), received a NASA DFRC visitors badge and have registered for the conference. At least one half hour should be allowed after reaching DFRC for badging and registration.

4. A tentative conference agenda is included with this letter (Attachment 2).

5. The facilities tour will involve some moderate walking and stair climbing. Please contact the undersigned by noon (PDT) on March19, 2012, if you have any special needs to ensure adequate access and transmittal of information to all conference participants.

6. A portion of the facilities tour will occur at the NASA Dryden Aircraft Operations Facility (DAOF), 2825 E Avenue P, Palmdale, CA 93550. Participants will be given one hour to drive to this location, as identified on the Agenda. The conference wrap-up will occur at the DAOF and all visitor badges will be collected at that time.

7. Due to Safety Requirements, participants are required to wear full length trousers/pants and flat, fully enclosed shoes. Participants should also be alert to unique desert environment conditions, including the potential presence of poisonous snakes in some areas to be toured.

8. Use of cell phones, video and audio recording devices will not be permitted during the conference and tour. Proper measures should be taken to ensure their security.

Prospective Offerors are cautioned of the following:

1. Coordinate all contacts with civil service personnel relative to this procurement through the undersigned Contracting Officer or Robbin Kessler. Such contacts shall be in conformance with Federal Acquisition Regulation (FAR) 15.201.

2. Except as may be required to perform authorized Government contracted effort, limit all contacts with incumbent contractor and subcontractor personnel to their off-duty hours. Such contact shall not interfere with the conduct of ongoing contract work.

3. Prospective offerors shall not use Government equipment, services or supplies in any way to recruit personnel or to solicit information relative to this procurement, except as specifically authorized by the Contracting Officer.

All questions or comments concerning the draft solicitation must be submitted by email to Robbin Kessler at robbin.m.kessler@nasa.gov no later than 3:30 p.m. (PDT) on April 2, 2012. Due to time constraints, questions related to the Draft RFP will not be answered at the Pre-proposal Conference.

The above information is provided to assist potential offerors and does not revise the draft solicitation.

Robert Medina

Robert Medina
Contracting Officer