

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



May 15, 2012

A/RMK

TO: All Prospective Offerors  
FROM: A/Contracting Officer  
SUBJECT: Electronic Bidder's Library for NND12374119R, Dryden  
Flight Research Center (DFRC) Research Facilities and  
Engineering Support Services (RF&ESS) Acquisition

The National Aeronautics and Space Administration (NASA), Dryden Flight Research Center, has established an electronic bidder's library for the RF&ESS acquisition.

Access to the electronic library will be restricted to one account per offeror. Instructions to obtain an account are included in the "RF&ESS Bidder's Library Terms of Service" attachment.

Some documents will not be posted due to their sensitivity. Those documents will be available for electronic review on-site at NASA DFRC, Edwards, CA. Please contact Contract Specialist Robbin Kessler at 661-276-3761 or [robbin.m.kessler@nasa.gov](mailto:robbin.m.kessler@nasa.gov) to coordinate viewing of these documents.

  
Robert Medina



**RF&ESS Bidder's Library Terms of Service  
NND12374119R**

**Section 1: NASA Safety Center Knowledge Now**

The RF&ESS Bidder's Library uses a knowledge management application called NASA Safety Center Knowledge Now (NSCKN). Communities of Practice (CoPs) are available as a component of the NSCKN system.

**Section 2: NSCKN CoP Access Requirements**

Each Member must:

- Not divulge your NSCKN password to anyone else. The account username and password are for your own use only.
- Not use any automatic method (e.g., sign on scripts) to gain access to NSCKN.
- Not write your password down and leave it accessible to other persons. This includes any location that someone could gain knowledge of your password.
- Use strong passwords, as defined by NPR 2810.1A, *Security of Information Technology*, found at <http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=2810&s=1A>.
- Contact your NSCKN CoP Knowledge Owner if your employment status or requirement for access to the NSCKN CoP changes.
- Understand that information contained within the NSCKN CoP can be considered sensitive. Sensitive printed or digital media that is removed from this system must be treated in accordance with NPR 1600.1, *NASA Security Program*, found at <http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=1600&s=1>.
- Review any community-specific rules of engagement posted to the community space.
- Comply with these Terms of Service. Prohibited activities that are grounds for termination of membership include:
  - Violating the NASA policies regarding information disclosure.
  - Violating the NASA policies regarding security and personnel safety.
  - Using the community space for unprofessional means (e.g., spamming and flaming).

**Section 3: RF&ESS Bidder's Library Access Requirements**

Access to the Bidder's Library requires the following acknowledgments:

- Requestor has read and acknowledged the terms of service contained in Section 2.

- Requestor is a U.S. Citizen who is preparing a response to the RF&ESS RFP NND12374119R. Only one requestor is allowed for each proposal team.
- Requestor will not redistribute any information obtained from this site. All information will only be used for the purposes of proposal preparation. All documents obtained from this site will be deleted after contract award of the RF&ESS acquisition.
- No Sensitive But Unclassified (SBU) Data will be posted to this online library. Viewing of SBU materials must be conducted in person at NASA Dryden Flight Research Center and can be coordinated through the Acquisition Management Office, Attention Robbin Kessler, at 661-276-3761, [robbin.m.kessler@nasa.gov](mailto:robbin.m.kessler@nasa.gov).

#### **Section 4: RF&ESS Bidder's Library Access Request**

To obtain access to the Bidder's Library, please email the following individual with the information listed below.

Robbin Kessler  
[robbin.m.kessler@nasa.gov](mailto:robbin.m.kessler@nasa.gov)

Provide the following information:

- First and Last name (and preferred title Mr/Mrs/Ms/Other)
- Company name
  - If teaming with other companies on proposal, provide a list of those companies and a point of contact for each. (Accounts will not be provided for these POC's – only one account per proposal team).
- Email address
- Company phone number (and alternate contact number if available)

Upon approval, you will be contacted with the website URL, login name, and temporary password. Please login and change your password promptly to avoid account closure.

#### **Acknowledgement**

I agree to the above terms of service and understand that failure to abide by the above RFP NND12374119R may result in suspension and/or revocation of access to the RF&ESS electronic Bidder's Library, in addition to other action conducive to the infraction.

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Signature

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Date