

National Aeronautics and
Space Administration

Lyndon B. Johnson Space Center
2101 NASA Parkway
Houston, Texas 77058-3696



December 7, 2012

Reply to Attn of: BB-12-261

TO: PROSPECTIVE OFFERORS

FROM: BH/Contracting Officer

SUBJECT: Request for Proposal (RFP) NNJ132BH003R – Human Health and Institutional Management Support (HHIMS) Contract

The National Aeronautics and Space Administration (NASA), Lyndon B. Johnson Space Center (JSC), is hereby issuing the final RFP for qualified firms that meet the classification described below for the HHIMS acquisition. The RFP is to provide support to the Human Health and Performance Directorate (HH&PD) at JSC in Houston, Texas. The successful Offeror will provide 1) Human Health & Performance (HH&P) contract support, 2) HH&P Institutional Management Support, 3) HH&P Information Technology (I/T) Support, and 4) HH&P Approved Conference Support.

The HHIMS procurement is a total Service Disabled Veteran Owned Small Business Set-aside and has been assigned North American Industry Classification System (NAICS) code 541519 - Other Computer Related Services.

The following information should be considered in proposals preparation:

ACQUISITION STRUCTURE

The HHIMS acquisition will be conducted as a Lowest Price/Technically Acceptable (LPTA) Procurement resulting in a single award, Firm-Fixed Price (FFP), Indefinite-Delivery/Indefinite-Quantity (IDIQ) type contract. Authorization to perform work under the HHIMS contract will be through the issuance of FFP task orders (TOs).

The Government anticipates a 5-year period of performance comprised of a 3-year base period and one, 2-year option. The phase-in period will be 30 days.

NASA plans to award IDIQ TOs in accordance with NFS 1852.216-80 TASK ORDERING PROCEDURE to fulfill the annual requirements. The Task Order requirements shall be priced utilizing the labor categories and proposed rates in Section B, Clause B.5 FULLY BURDENED RATES FOR PRICING TASK ORDERS.

The HHIMS acquisition may give rise to an organizational conflict of interest (OCI). Therefore, Offerors must submit an acceptable mitigation plan in accordance with DRD HHIMS-07 entitled "Organizational Conflicts of Interest Mitigation Plan" and accept a reasonable limitation on future contracting in accordance with NFS clause 1852.209-71, H.2 LIMITATION OF FUTURE CONTRACTING, to be eligible for award.

Offerors are encouraged to ensure their company is listed in the on-line database for the following:

Central Contract Registry: <http://www.ccr.gov>

VETS 100: <http://www.dol.gov/vets/>

Data Universal Numbering System (DUNS): <http://fedgov.dnb.com/webform>

EEO National Pre-Award Registry: <http://www.dol-esa.gov/preaward>

ELECTRONIC ACCESS

An electronic Technical Library is available for various types of historical data and other pertinent applicable documents and information regarding this procurement and its requirements. The HHIMS procurement electronic library is available at:

<http://procurement.jsc.nasa.gov/hhims/>

PROPOSAL SUBMISSIONS

Proposals submitted in response to this solicitation shall include the Offeror's name and complete address, including street, city, county, state, and 9-digit zip code. Also, include the telephone and fax numbers and the e-mail address of the contact person responsible for the proposal.

Offerors are required to have a cage code that matches the corporate address submitted with its proposal. Insert the company's cage code in Block 15A on Standard Form (SF) 33. Block 15A will appear next to the name and address of Offeror.

Offerors must deliver their proposal in accordance with Section L.10, PROPOSAL MARKING AND DELIVERY (JSC Procurement Instruction) (JSC 52.215-109) (AUG 2012).

All Proposal Volumes identified in Section L.15.2 are due by 2:30 p.m. CST on January 11, 2013.

In accordance with the proposal instructions in Section L, the proposals are to be submitted in hard copy and CD ROM.

Proposals that arrive after the prescribed time for receipt of proposals will be considered late and treated in accordance with FAR 52.215-1, "Instructions to Offerors-Competitive Acquisitions."

QUESTIONS RELATED TO THE RFP

All questions and comments related to the enclosed RFP shall be submitted in writing via the e-mail address listed below under the section entitled "E-mail Correspondence." Please title the e-mail note "Questions/Comments-HHIMS" in the subject block, and make sure to include in the note a name and daytime phone number of the person submitting questions or comments. Offerors shall submit all questions by 12:00 p.m. CST, January 4, 2013. Answers to questions will be posted to the HHIMS website and the NASA Acquisition Internet Service (NAIS). Oral communications are not acceptable in response to this notice.

E-MAIL CORRESPONDENCE

All e-mail correspondence related to this solicitation shall be submitted to the following e-mail address:

john.r.carpentier@nasa.gov

AMENDMENTS TO THE RFP

It is the Offeror's responsibility to monitor the NAIS website at the following web address for any changes to the schedule or posting of amendments to this RFP:

<http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=73>

The RFP does not commit the Government to award a contract nor does the RFP obligate the Government for costs incurred in the preparation and submittal of proposals in anticipation of a contract or comments in response to this RFP.

Thank you for your participation and interest in this procurement.



J.R. Carpentier
Contracting Officer