

National Aeronautics and
Space Administration



Lyndon B. Johnson Space Center
2101 NASA Road 1
Houston, Texas 77058-3696

Reply to Attn of BJ4-CAMS-01

February 25, 2004

TO: Prospective Offerors

SUBJECT: Draft Request for Proposal (RFP) 9-BJ4-V50-04-01P

The National Aeronautics and Space Administration (NASA), Lyndon B. Johnson Space Center (JSC), is soliciting proposals for the Calibration and Metrology Services Contract. This RFP is a DRAFT RFP. Any questions received as a result of this DRAFT will be addressed and incorporated into the FINAL RFP. All questions must be received within 10 days of issuance of the RFP.

A Pre-proposal Conference will be held on Thursday March 4, 2004 at the Johnson Space Center. See RFP Section L for more details. Due to heightened security requirements at JSC, we cannot provide accommodations for foreign national/non-residents for the tour of the existing lab facilities.

This procurement has been assigned NAICS code 541380 and is a Small Business Set-Aside, competitive procurement. It is contemplated that a cost-plus-fixed-fee, performance-based contract will result from this solicitation.

As stated on the Standard Form 33, and in Section L, Introduction, proposals are due no later than 2 p.m., central daylight saving time, May 10, 2004. In order to meet that deadline, offerors are directed to follow the instructions in Section L (see above) for detailed instructions in the delivery process. Due to heightened security measures, proposals will not be accepted unless hand-delivered in accordance with the RFP instructions. To be assured that someone will be available to receive proposals, offerors must contact Ms. Ann Bronson at 281-483-9442 or via e-mail at camssec@ems.jsc.nasa.gov prior to attempting to deliver proposal. Past Performance proposal information, however, may be mailed directly to: Ms. Ann Bronson, NASA/JSC, SEB Bldg 269, 2101 NASA Parkway, Houston, TX 77508. Offerors are responsible for ensuring that Ms. Bronson receives all required past performance data no later than 2 p.m. April 26, 2004.

Cost instructions in Section L specify that the cost proposal shall be submitted in hard copy and on compact disk. In addition, Offerors are requested to provide a copy of their cost proposal to the cognizant Defense Contract Audit Agency office at the time proposals are submitted in order to expedite proposal evaluations.

Proposals shall include the SF33 properly completed with offeror's company name; complete address, including street, city, county, state, and zip code; name, telephone and fax numbers, and e-mail address of responsible person or persons; acknowledgment of amendments and signature of authorized person.

An electronic library will be available for various types of historical data and other pertinent information regarding this procurement and its requirements on <http://jsc-web-pub.jsc.nasa.gov/bd01/cms/>.

All questions regarding information presented at the Pre-proposal Conference shall be submitted in writing on or before March 11, 2004, to Ms. Ann Bronson by hand-delivery or e-mail (camssec@ems.jsc.nasa.gov). Offerors are responsible for obtaining verification that questions have been received.

Offerors are responsible for monitoring the NASA Business Opportunities Website for any amendments to the RFP and/or schedule.

Thank you for your participation and interest in NASA's acquisition process.

/Original signed by Lisa Rea Phillips/

Lisa Rea Phillips
Contracting Officer

Enclosure:

Draft RFP