

**Conference Overview**  
Pre-Proposal Conference  
May 23-27, 2005  
White Sands Test Facility  
Las Cruces, NM

**Summary:**

The Pre-Proposal Conference will consist of:

- Presentations by JSC and WSTF personnel
- Tours of the WSTF facility (TEC and FOSC)
- Breakout sessions (one-on-one) with WSTF technical representatives
- Pricing instructional breakout sessions

Companies will also have the opportunity to schedule a one-time individual 30-minute sessions with the Site Manager on a first come basis through the release of the Final RFP. The point of contact to sign up for a session is Linda Green at 505-524-5770.

**Details:**

The Pre-Proposal Conference week will start on Monday, May 23, 2005 at *TBD Conference Location* in Las Cruces, NM. All attendees must be pre-registered via e-mail to [preproposalregistration@wstf.nasa.gov](mailto:preproposalregistration@wstf.nasa.gov) by COB May 10, 2005.

At the Conference, check-in and badging will be from 7-8 a.m., on Monday May 23, 2005. All attendees will be asked to view a 15 minute safety video. At 8 a.m., a joint FOSC/TEC Pre-Proposal presentation will be given, lasting until 11:30 a.m.

Participants will be transported by bus to WSTF for facility tours. Buses will leave the Conference location at 12:30 p.m., on Monday, May 23, 2005, for the first part of a 4 part tour specific to FOSC. Buses will leave the Conference location at 7:30 a.m., on Tuesday, May 24, 2005, for the first part of a 3 part tour specific to TEC. We intend to limit each tour to about 25 people so that the offerors can get close to the equipment, facilities, etc., to understand and take notes, and so that everyone can hear the NASA personnel talking about the area. The buses will take the offerors back to the Conference location in Las Cruces at the end of each part of a tour.

Tours will be conducted in parts (3 parts for TEC and 4 parts for FOSC). In order to see the entire site applicable to TEC, you must participate in all 3 parts of the TEC tour. In order to see the entire site applicable to the FOSC, you must participate in all 4 parts of the FOSC tour.

Tuesday, Wednesday, and Thursday afternoons, and all day Friday, One-on-One sessions with technical personnel will be available at the Conference location. These

sessions are scheduled to last 30 minutes, but depending upon the number of interested offerors we may be able to increase the time. TEC and FOSC sessions will run simultaneously with 3 technical personnel from FOSC and 3 technical personnel from TEC available in separate rooms and 5-6 attendees can be accommodated in each. The 3 WSTF technical personnel who will be in attendance for the TEC one-on-one sessions are: Dr. Harry Johnson, Dave Loyd, and Alton Luper. The 3 WSTF technical personnel who will be in attendance for the FOSC one-on-one sessions are: Bob Cort, Radel Bunker-Farrar, and Diane McLaughlin. A contract representative will also be at these meetings. These one-on-one sessions will continue through Friday afternoon if necessary. Time slots for individual offerors will be assigned by random lottery following completion of e-mail registration and will be posted by COB May 13, 2005, through a modification to the synopsis.

Additionally, there will be two Pricing Breakout Sessions conducted at the Conference location. The first pricing session will be on Monday afternoon and the second will be Wednesday morning. Personnel participating in the pricing breakout sessions will not be able to attend the tours.