

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT I D CODE		PAGE OF PAGES	
					1	22
2. AMENDMENT/MOD NO. 2		3. EFFECTIVE DATE See block 16		4. REQUISITION/PURCHASE REQ. NO. 4200136790		5. PROJECT NO
6. ISSUED BY NASA Johnson Space Center Attn: P. Lamar Mueller/BH2 2101 NASA Parkway Houston, TX 77058		CODE BH2/JGK		7. ADMINISTERED BY See block 6		CODE
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, County, State and ZIP Code) N/A			(9)	9A. AMENDMENT OF SOLICITATION NO NNJ07136790R		
			<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) 7/10/07		
			(10)	10A. MOD. OF CONTRACT/ORDER No		
CODE				10B. DATED (SEE ITEM 13)		
FACILITY CODE						
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<p>The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers IS NOT extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:</p> <p>(a) By completing Items 8 and 15, and returning one (1) copy of the amendment;  (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or  (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>						
12. ACCOUNTING AND APPROPRIATION DATA (if required)						
n/a <span style="float: right;">Financial Management</span>						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
<input type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
<input checked="" type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)						
IMPORTANT: Contractor IS NOT required to sign this document and return copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)						
The purpose of Amendment 2 is to respond to questions submitted to the Request For Proposal (RFP) and update the RFP. See attached.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER Julie K. Karr, Contracting Officer			
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  Signature of Contracting Officer		16C. DATE SIGNED 8/1/07

In regards to NNJ07136790R, Amendment 2, the following pages are categorized into the appropriate sections as shown below:

1. Questions and Answers are on pages 3-6.
2. The *Amendment 2 Solicitation Summary* with the attached replacement pages are on 7 through 22.

*Questions and Answers to NNJ07136790R*

19. Q: We understand that the procurement is set-aside for 8(a) certified firms. Is the incumbent contractor, Tietronix Software, Inc., eligible to submit an offer?

A: Any company that meets the size standard of the NAICS Code, in the solicitation, and has the SBA 8(a) certification can bid on this contract. The SBA has the final determination for whether a specific company is eligible to bid.

20. Q: The NAICS code shown in Section K.6 is 541611 with a size standard of \$6.5M. This conflicts with the NAICS code and size standard published in the synopsis (541511 and \$23M). Please clarify this apparent inconsistency.

A: The NAICS code as shown in section K.6 is changed to 541511 with a size standard of \$23M. See item number 4 on the *Amendment 2 Solicitation Summary* attached in amendment 2 to the solicitation.

21. Q: Section L.9(d) states: "Offerors shall submit SIX (6) ORIGINAL SIGNED COPIES and one (1) CD ROM of the attached MODEL CONTRACT filled in as indicated (binding are not permitted)." Section L.10.A states: "In order to facilitate the possibility of award without discussions, offerors shall submit three (3) copies (including three (3) signed original SF33's) and one (1) CD ROM of the completed Contract to be fully consistent with its proposal. This material shall be provided as part of the proposal, but not included in Volumes I through III." Please clarify this apparent inconsistency.

A: Section L.9(d) has been updated to three (3) original signed copies of the model contract. See item number 6 on the *Amendment 2 Solicitation Summary* attached in amendment 2 to the solicitation.

22. Q: The Safety and Health Plan compliance documents appear to be DRD 4 and NPR 8715.3B, Appendix E (specified in NFS 1852.223-73). There are differences between the content specified by these two documents. Please clarify the discrepancies or specify the controlling document.

A: The controlling document is JPR 1700.1 as referenced in block 6 of DRD 4 for the Safety and Health Plan in the RFP. JPR 1700.1 was written to be compliant with NASA NPR requirements and is specific to Johnson Space Center while the NPR requirements are specific to NASA.

23. Q: VC-1, Innovations, is included as a value characteristic in both the Technical and Management volumes with identical instructions and evaluation criteria. Please elaborate on the distinction of information the Government is requesting between the Technical and Management volumes for VC-1.

A: Innovations can be applied to both the offeror's management approach and technical approach. The distinction between an innovation in the Management Volume and an innovation in the Technical Volume will be proposed by the offeror and based on the offerors proposed technical and management approach to meeting the requirements within the RFP.

24. Q: Will the Government consider a combined page count for Volumes I and II of 50 pages (rather than a 20 page limit for Volume I and 30 page limit for Volume II) to provide offerors the flexibility to allocate pages between volumes based on their planned response.

A: The page limitations for Volume I and Volume II have been changed to allow a combined page count of 50 pages. See item number 5 on the *Amendment 2 Solicitation Summary* attached in amendment 2 to the solicitation.

25. Q: Can you inform us who the incumbent contractor is for this work and if the incumbent is eligible to bid?

See the answers for question 1 and question 19.

26. Q: In the RFP, Section K.6, page K-6, paragraph (a) item 1, NAICS code of this acquisition is 541611, should it be 541511 (Custom Computer Programming Services) as stated in the synopsis?

A: See the answer to question 20.

27. Q: In the RFP, Section L.9 Proposal Marking and Delivery, (d) Additional Delivery Instructions (Page L-6) states "Offerors shall submit SIX (6) ORIGINAL SIGNED COPIES and one (1) CD ROM of the attached MODEL CONTRACT filled in as indicated (binding are not permitted)." However, Section L.10 PROPOSAL CONTENT, A. Completed Contract (Page L-6) states "In order to facilitate the possibility of award without discussions, offerors shall submit three (3) copies (including three (3) signed original SF33s) and one (1) CD ROM of the completed Contract to be fully consistent with its proposal. This material shall be provided as part of the proposal, but not included in Volumes I through III." How many copies of the Model contract are to be submitted?

A: See the answer to question 21.

28. Q: Paragraph L.9(d), page L-6, states that offerors are to submit 6 original signed copies and 1 CD ROM of the model contract. Paragraph L.10.A, page L-6, says we are to submit 3 original signed copies and 1 CD ROM of the contract. Which quantity is correct?

A: See the answer to question 21.

29. Q: Reference Paragraph L.14, CD Cost Proposal Organization, page L-18: Is it correct to interpret this requirement as saying that the CD copy of the Cost Proposal must include all Excel files as well as all supporting narrative/Word files? Is it correct to interpret this requirement as saying that the hardcopy of the Cost Proposal shall include the narrative/Word files only, and shall not include any of the Excel files?

A: The CD copy of the Cost proposal includes all Excel files as well as all supporting narrative/Word files. Only the narrative/Word files are required for the hardcopy of the Cost Proposal.

30. Q: Please clarify exactly what is to be submitted as the "Model Contract" referenced in paragraphs L.9 and L.10 on page L-6.

A: The model contract refers to the signed Standard Form 33 and sections A through J with all the required fill-ins completed.

31. Q: Reference Paragraph L.10.C, Proposal Volumes: Is it permissible to include the Model Contract material, the Technical Proposal, and the Management Proposal in a single binder (with the Cost Proposal in a separate binder)? Should all Proposal Volumes be submitted on the same CD ROM, or should the Cost Proposal be submitted on a separate CD ROM?

A: It is permissible to include the Model Contract material, the Technical Proposal, and the Management Proposal in a single binder. The Cost Proposal must be in a separate binder. The Cost Proposal must be submitted on a separate CD ROM.

32. Q: Reference Paragraph L.11.1.A, Technical Requirements, Third bullet: Does the government require a single work breakdown structure that incorporates the statement of work and each sample task order, or should there be separate work breakdown structures for each sample task order and for the statement of work? Should resource requirements be identified for the statement of work and each sample task order, or for the sample task orders only?

A: Offerors must discuss how they plan to accomplish the work in regards to the statement of work and each sample task order. The offerors shall provide a work breakdown structure in response to L.11.1.A for each sample task order. The offeror will also identify the resource requirements by each sample task order.

33. Q: Reference Paragraph L.11.1.A, Technical Requirements, Third bullet: There is a reference to a format for submitting resources requirements in the Instructions for Preparation of Cost Proposal. Does this refer to the Task Order Pricing Template (TOPT) described on page L-22? If not, please clarify where this format is described.

A: Section L. 13, Instructions for Preparation of Cost Proposal, contains the comprehensive instructions for formatting all cost proposal information. The offeror shall follow all instructions in L.13. Section L.14 contains the description for the excel spreadsheets. The TOPT template gives specific instructions for Productive Hours, Contract Rates, and Labor Cost.

34. Q: Reference Paragraph L.6(b), definition of “page” in Proposal Page Limitations: Is it permissible to use a font smaller than 12 point for graphics? We suggest no smaller than 8 point.

A: The font requirements will remain the same as specified in section L.6(b).

35. Q: Reference Paragraph L.14, Excel Pricing Model File, page L-23, form TC(a): TC(a) is a worksheet for compensation information for non-exempt employees. However, under section L.13, paragraph 9, it states that “for the purposes of the anticipated contract the IGE identified no non-exempt employees.” Is template TC(a) applicable to the cost proposal if there are no non-exempt employees?

A: Offerors may choose to propose non-exempt employees but if they do not, the template TC(a) is not applicable.

## Amendment 2 Solicitation Summary

The purpose of this amendment is to:

1. Section I. 1, Listing of Clauses Incorporated by Reference  
The date for 52.245-1, PROPERTY RECORDS, is updated to JUNE 2007.
2. Add DRL 6, SA-1-16, Lessons Learned Program Plan and Lessons Learned, to Section J (See attached replacement page).
3. Replace Block 3 of DRD 5, Re-procurement Data Package, from "P-03" to "5"  
(See attached replacement page).
4. Add DRD 6, SA-1-16, Lessons Learned Program Plan and Lessons Learned, to Section J (See attached replacement page).
5. Section K.6 SMALL BUSINESS PROGRAM REPRESENTATIONS (FAR 52.219-1)(MAY 2004) (ALTERNATE I) (APR 2002)  
Delete Section K.6 (a) and replace it with the following:
  - (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is **541511, Custom Computer Programming Services.**
  - (2) The small business size standard is \$23M.
6. Section L.6(a) PROPOSAL PAGE LIMITATIONS  
Replace L.6(a) to allow a combined page count of 50 pages for Volume I and Volume II. (See the attached replacement page for further detail)
7. Section L.8, Protests to NASA (NFS 1852.233-70)  
The date of OCT 2002 is added.
8. Section L.9(d) PROPOSAL MARKING AND DELIVERY  
Replace "Offerors shall submit six (6) ORIGINAL SIGNED COPIES and one (1) CD ROM of the attached MODEL CONTRACT filled in as indicated (binding are not permitted)" with the following:  
  
Offerors shall submit three (3) ORIGINAL SIGNED COPIES and one (1) CD ROM of the attached MODEL CONTRACT filled in as indicated (binding are not permitted).
9. Workbook 2, IDIQ Contractor Specific Template (ICST)  
The column titled New Mexico Gross Revenue and the column titled New Mexico Gross Revenue Tax % are deleted.

10. Workbook 2, Task Order Pricing Template (TOPT) and IDIQ Summary Cost Template (ISCT)  
The formula for fee is removed. The contractor shall be responsible for removing the fee on their version of the workbook and using their own guidelines for establishing fee.
11. Changes have been bolded on the attached replacement pages.

52.223-14	AUG 2003	TOXIC CHEMICAL RELEASE REPORTING
52.225-13	FEB 2006	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.227-1	JUL 1995	AUTHORIZATION AND CONSENT
52.227-2	AUG 1996	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-14	JUN 1987	RIGHTS IN DATA--GENERAL As modified by 1852.227-14 NASA FAR Supplement (OCT 1995)
52.227-16	JUN 1987	ADDITIONAL DATA REQUIREMENTS
52.228-7	MAR 1996	INSURANCE--LIABILITY TO THIRD PERSONS
52.232-9	APR 1984	LIMITATION ON WITHHOLDING OF PAYMENTS
52.232-17	JUN 1996	INTEREST
52.232-18	APR 1984	AVAILABILITY OF FUNDS
52.232-22	APR 1984	LIMITATION OF FUNDS
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	OCT 2003	PROMPT PAYMENT, (ALTERNATE I) (FEB 2002)
52.232-34	MAY 1999	PAYMENT BY ELECTRONIC FUNDS TRANSFER--OTHER THAN CENTRAL CONTRACTOR REGISTRATION Insert "from start date of the contract" through the end date of the contract" in paragraph (a).
52.233-1	JUL 2002	DISPUTES, (ALTERNATE I) (DEC 1991)
52.233-3	AUG 1996	PROTEST AFTER AWARD (ALTERNATE I) (JUN 1985)
52.233-4	OCT 2004	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION
52.237-3	JAN 1991	CONTINUITY OF SERVICES
52.239-1	AUG 1996	PRIVACY OR SECURITY SAFEGUARDS
52.242-1	APR 1984	NOTICE OF INTENT TO DISALLOW COSTS
52.242-3	MAY 2001	PENALTIES FOR UNALLOWABLE COSTS
52.242-4	JAN 1997	CERTIFICATION OF FINAL INDIRECT COSTS
52.242-13	JUL 1995	BANKRUPTCY
52.243-2	AUG 1987	CHANGES--COST-REIMBURSEMENT (ALTERNATE I) (APR 1984)
52.244-2	AUG 1998	SUBCONTRACTS (ALTERNATE I) (MAR 2005) Insert " TBD" in paragraphs (e) and (k)
52.244-5	DEC 1996	COMPETITION IN SUBCONTRACTING
52.245-1	<b>JUN 2007</b>	PROPERTY RECORDS
52.245-5	MAY 2004	GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND- MATERIAL, OR LABOR-HOUR CONTRACTS) (DEVIATION)
		REFERENCE PROCUREMENT INFORMATION CIRCULAR 99-15
52.246-25	FEB 1997	LIMITATION OF LIABILITY-- SERVICES
52.247-1	FEB 2006	COMMERCIAL BILL OF LADING NOTATIONS

1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1 <sup>st</sup> subm. date	7. Copies
4	SA-1-1, Safety and Health Plan	<input checked="" type="checkbox"/> (1) Written approval	1	See DRD	w/proposal	a. Type Print b. Number
8. Distribution (Continue on a blank sheet if needed) See DRD						
5	Recurement Data Package	<input type="checkbox"/> (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request	1	See DRD	As requested	a. Type Elec. b. Number 1
8. Distribution (Continue on a blank sheet if needed) ER/Jared Woodfill (1 copy) BH2/P. Lamar Mueller (1 copy) BH2/ Julie K. Karr (1 copy)						
6	SA-1-16, Lessons Learned Program Plan and Lessons Learned	<input type="checkbox"/> (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request	1	See DRD	As requested	a. Type Elec. b. Number 1
8. Distribution (Continue on a blank sheet if needed) See DRD						

**DATA REQUIREMENTS DESCRIPTION (DRD)**

(Based on JSC-STD-123. See work page for instructions.)

1. DRD Title  Reprocurement Data Package	2. Date of current version  May, 2007	3. DRL Line Item No.  5	RFP/Contract No. (Procurement completes)  NNJ07136790R
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide content and format requirements for delivery to NASA of all analytical models, tools, supporting documentation, equipment and resource/cost information used to perform future reprocurement activities. Note: This data may be disclosed to competing offerors in the future.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
<p>8. Preparation Information (Include complete instructions for document preparation)</p> <p><b>PREPARATION INFORMATION:</b> The contractor shall prepare the data delivery as follows:</p> <p><b>SCOPE:</b> This plan shall provide the details necessary to transition the contract to any follow-on contract .</p> <p><b>CONTENT:</b> The content of the deliverables shall include:</p> <ul style="list-style-type: none"> <li>(a) Implementation Strategy</li> <li>(b) Task description and schedule</li> <li>(c) Staffing profile</li> <li>(d) Cost Estimate, including the following: <ul style="list-style-type: none"> <li>1. Labor resources: <ul style="list-style-type: none"> <li>a. List of all direct labor skills by labor category segregated by current Work Breakdown Structure (WBS)</li> <li>b. An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense</li> <li>c. Current annual average wage rates for each labor category and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration</li> <li>d. The number of EPs and the estimated number of productive hours for each labor category currently on contract, segregated by current WBS</li> <li>e. Seniority level of all skills on the current contract</li> </ul> </li> <li>2. Non-labor resources: <ul style="list-style-type: none"> <li>a. List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS</li> <li>b. Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of TBD% due to large volume discounts you have negotiated with your vendors.</li> </ul> </li> </ul> </li> <li>3. The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.</li> <li>4. Equipment (additional information to that listed in #2, a., above): List of all contractor-owned equipment (at the time of delivery of this DRD) being used in the performance of the contract. The list of equipment shall include: <ul style="list-style-type: none"> <li>a. Description of the equipment (include make and model #)</li> <li>b. Location of the equipment (address, building and room #)</li> <li>c. Date purchased</li> <li>d. Purchase price of the equipment</li> <li>e. Current depreciated value of the equipment</li> </ul> </li> </ul> <p><b>FORMAT:</b> Contractor's format is acceptable</p> <p><b>SUBMITTAL:</b> As requested.</p> <p><b>MAINTENANCE:</b> Electronically.</p>			

<b>1. DRD Title</b> <b>SA-1-16, Lessons Learned Program Plan and Lessons Learned</b>	<b>2. Current Version</b> <b>Date</b> <b>08/05</b>	<b>3. DRL Line</b> <b>Item No.</b> <b>6</b>	<b>RFP: NNJ07136790R</b>
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes Process for obtaining Lessons Learned from Contractor for possible publication in JSC Lessons Learned Database and NASA Lessons Learned Information System (LLIS) ***The Office of Primary Responsibility for this DRD is the JSC Office of the Chief Engineer			
5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA			
6. References (Optional) AG-CWI-001, "WI for JSC Lessons Learned Process" NPR 7120.5C, "NASA Program and Project Management Processes and Requirements" NPR 7120.6, "Lessons Learned Process" NPR 8621.1, "NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping" NPR 8715.3, "NASA Safety Manual"	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Lessons Learned Program Plan. The contractor will develop and implement a lessons learned program plan consistent with the areas defined in the statement of work and/or the work breakdown structure. The lessons learned program plan will include:

- a. Lessons learned program structure and management responsibility for lessons learned.
- b. Lessons Learned advocacy throughout the contracted effort.
- c. Approach to selection, review, and validation of lessons learned using contract and government assets.
- d. Approach used to balance trade secret and security imperatives vice government rights in data and the need to capture lessons for publication in Government information systems and processes.
- e. The dissemination of lessons learned throughout appropriate NASA programs including the retrieval and dissemination of lessons published in the JSC Lessons Learned Database and the NASA Lessons Learned Information System.
- f. Information on the successful use of retrieved lessons including how they were used, by whom, for what purpose, and implementation detail delivered to the Government as additional recommendations for previously published lessons.
- g. Goals for the contractor's lessons learned program including schedules, scope, breadth, quality, and quantity of lessons the government can expect as delivered lessons. Appropriate metrics for identification, publication, and dissemination are highly desirable.
- h. The approach to the selection of media to be used for supporting data inclusion with each lesson learned (such as photographs, analyses, diagrams, schematics, drawings, and streamed video.)

Access to the JSC Lessons Learned Database and the NASA Lessons Learned Information System.

1. To obtain access privileges to the JSC Lesson learned Database, JSC Domain Internet access is required to enter and review lessons learned information. The JSC lessons learned databases is accessible at <http://iss-www.jsc.nasa.gov/ss/issapt/ldb/>.
2. To obtain access to the NASA Lessons Learned Information System, go to <http://llis.gsfc.nasa.gov/> and follow instructions.

Criteria for Selecting Lessons Learned. Uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes requiring documented insight for retrieval on demand. Sharing of lessons with other Government agencies is also expected.

Frequency of submission for lessons learned. As follows (in order of decreasing Government preference):

- a. Data entry to the JSC LLDB or NASA LLIS within 30 days of a triggering event;
- b. Within 30 days of a program milestone, mishap investigation, or hazard or other engineering analysis / evaluation is completed; or
- c. 30 days prior to end of contract evaluation period or 45 days prior to end of contract, whichever is applicable.

Distribution of Lessons.

Lessons are distributed by entry into the JSC Lessons Learned Database which submits lessons to the NASA Lessons learned Information System once approved and published. The NASA Lessons Learned Information System may be used directly if the contractor is outside the JSC domain or firewall.

Contracting Officer's Technical Representative (COTR) (1 copy)

Content of Lessons.

Subject - one line subject of the lesson.

Lesson Learned - usually one sentence that describes insight gained

Description of Event - narrative that describes what happened.

Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.

Supporting documentation – submit as needed to augment understanding of lesson (photographs with or without pointers and text labels), illustrations, drawings, etc.)

Contact name and e-mail address (for follow up by Government prior to publication of lesson)

Definitions. Refer to NASA LLIS at <http://llis.gsfc.nasa.gov/> and AG-CWI-001 for definitions of terms used.

Evaluation of Contactor Lessons Learned Program performance.

The following characteristics are evaluated by the Government in order of decreasing importance:

1. Effectiveness of approach to lessons learned advocacy.
2. Ability to recognize and capitalize on lessons learned in a timely manner.
3. Breadth of participation by the contracted effort to include from where lessons originate for publication and to whom lessons are disseminated for use by contract assets.
4. Technical quality of lessons submitted including thoroughness and readiness of supporting documentation for publication.

## Instructions for Completing JSC Form 2341

General. JSC Form 2341 will be prepared to describe the content and provide preparation information for data required to support of JSC programs. For more detailed instructions, see JSC STD-123.

1. DRD Title. Enter the title of data or document required. The title should include a principal noun which best establishes the basic concept of the data.
2. Date of current DRD version. If an existing DRD is revised, enter the revision date. For a new DRD, enter origination date.
3. DRL Line Item. Enter the individual line item number from block 1 of JSC Form 2323, "JSC Data Requirements List," as completed for a specific procurement.

RFP/Contract No. The assigned procurement office enters the number of the specific procurement document to which the DRD is attached.

4. Use. Enter a synopsis of the intended use of the document. Include the reason for the requirement and identify the using organization if necessary.
5. DRD Category. Check the type of information described. SR&QA DRD's must be approved by a representative of the JSC Safety, Reliability, and Quality Assurance Office.
6. References (*Optional*). List applicable documents (NASA or JSC manuals, military specifications, Federal standards, NASA procurement regulations, etc.) containing additional information concerning the data requirements. If original DRD refers to obsolete documents, these should be deleted when the DRD is revised.
7. Interrelationships (*Optional*). Enter other data requirements or passages in the same SOW that will affect or be affected by this DRD. References to paragraphs in the SOW may not be substituted for the information in block 8.
8. Preparation Information. Provide instructions for preparation of the data required. JSC STD-123 contains suggestions for completing this section. If additional pages are required, use blank 8 1/2 X 11 inch sheets.

K.6 SMALL BUSINESS PROGRAM REPRESENTATIONS (FAR 52.219-1)  
(MAY 2004) (ALTERNATE I) (APR 2002)

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is **541511, Custom Computer Programming Services.**

(2) The small business size standard is **\$23M.**

(b) Representations.

(1) The offeror represents as part of its offer that it  is,  is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it  is,  is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it  is,  is not a women-owned small business concern.

(4) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it  is,  is not a veteran-owned small business concern.

(5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it  is,  is not a service-disabled veteran-owned small business concern.

(6) [Complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It  is,  is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR Part 126; and

(ii) It  is,  is not a joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: \_\_\_\_\_.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(7) [Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.] The offeror shall check the category in which its ownership falls:

\_\_\_\_\_ Black American.

\_\_\_\_\_ Hispanic American.

\_\_\_\_\_ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

\_\_\_\_\_ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

\_\_\_\_\_ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

\_\_\_\_\_ Individual/concern, other than one of the preceding.

(c) Definitions. As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women- owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of Provision)

K.7 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FAR 52.222-22) (FEB 1999)

The offeror represents that--

(End of Provision)

**L.5 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE  
(FAR 52.252-1) (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

\_\_\_\_\_ <http://www.arnet.gov/far/> \_\_\_\_\_

\_\_\_\_\_ <http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm> \_\_\_\_\_

(End of Provision)

**L.6 PROPOSAL PAGE LIMITATIONS (NFS 1852.215-81) (FEB 1998)**

(a) The following page limitations are established for each portion of the proposal submitted in response to this solicitation.

<u>Proposal Volumes</u>	<u>Page Limit</u>
Volume I: Technical Proposal	<b>Volumes I and II combined shall not exceed 50 pages</b>
Volume II: Management Proposal	<b>Volumes I and II combined shall not exceed 50 pages</b> [Not Including Organizational Conflicts of Interest Avoidance Plan Safety & Health Plan, Phase-in-Plan, Past Performance, SBA Ostensible Subcontractor Rule Evaluation, and Key Personnel Resume(s)]
Volume III: Cost Proposal	No page limit

(b) A page is defined as one side of a sheet, 8 1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type. Foldouts count as an equivalent number of 8 1/2" x 11" pages. The metric standard format most closely approximating the described standard 8 1/2" x 11" size may also be used.

(c) Title pages and tables of contents are excluded from the page counts specified in paragraph (a) of this provision. In addition, the Cost section of your proposal is not page limited. However, this section is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation.

(e) Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror.

(End of Provision)

#### L.7 SAFETY AND HEALTH PLAN (NFS 1852.223-73) (NOV 2004)

(a) The offeror shall submit a detailed safety and occupational health plan as part of its proposal (see NPR 8715.3, NASA Safety Manual, Appendices). The plan shall include a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of Contractor employees and to ensure the safety of all working conditions throughout the performance of the contract.

(b) When applicable, the plan shall address the policies, procedures, and techniques that will be used to ensure the safety and occupational health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), and high-value equipment and property.

(c) The plan shall similarly address subcontractor employee safety and occupational health for those proposed subcontracts that contain one or more of the following conditions:

(1) The work will be conducted completely or partly on premises owned or controlled by the government.

(2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.

(3) The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).

(4) When the assessed risk and consequences of a failure to properly manage and control the hazards warrants use of the clause.

(d) This plan, as approved by the Contracting Officer, will be included in any resulting contract.

(End of Provision)

#### L.8 PROTESTS TO NASA (NFS 1852.233-70) (OCT 2002)

Potential bidders or offerors may submit a protest under 48 CFR Part 33 (FAR Part 33) directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or offeror may submit the protest to the Assistant Administrator for Procurement, who will serve as or designate the official responsible for conducting an independent review. Protests requesting an independent review shall be addressed to Assistant Administrator for Procurement, NASA Code H, Washington, DC 20546-0001.

(End of provision)

#### L.9 PROPOSAL MARKING AND DELIVERY

(a) Methods of Proposal Delivery



Offerors will then be escorted to the address/location specified on the Standard Form 33 of the solicitation.

The cutoff time for proposal submission is 1:30 pm local time.

(d) Additional Delivery Instructions

Offerors shall submit **THREE (3) ORIGINAL SIGNED COPIES** and one (1) CD ROM of the attached MODEL CONTRACT filled in as indicated (binding are not permitted).

(End of Provision)

L.10 PROPOSAL CONTENT

Offerors are requested to provide information responsive to the items set forth below.

A. Completed Contract

In order to facilitate the possibility of award without discussions, offerors shall submit three (3) copies (including three (3) signed original SF33's) and one (1) CD ROM of the completed Contract to be fully consistent with its proposal. This material shall be provided as part of the proposal, but not included in Volumes I through III.

B. Representations and Certifications

Offers shall also submit their completed Representations and Certifications (Section K). This material is to be provided as part of the proposal, but not included in Volumes I through III.

C. Proposal Volumes

As detailed in the provision at L.6, entitled "Proposal Page Limitations (NFS 1852.215-81) (FEB 1998)" proposals shall be submitted in three volumes. Offerors shall submit six (6) copies of Volumes I, II, and III, plus one (1) CD ROM copy of all volumes. Offerors shall submit ONE (1) copy of the cost proposal to their local DCAA office.

Volume I: Technical Proposal

Offerors shall submit information in their proposals in response to the items set forth below.

<u>Location</u>	<u>Title</u>
Section L.11, 1.A	Technical Requirements
Section L.11, 3.A	Predefined Qualitative Value Characteristics: Volume I: Technical Proposal

Volume II: Management Proposal

Offerors shall submit information in their proposals in response to the items set forth below.

IDIQ Contractor Specific Template (ICST)

RFP#:

Prime Contractor:

Major Subcontractor:

Cost Plus Fixed Fee\*\*

<input type="checkbox"/> Contract Year 1	<input type="checkbox"/> Contract Year 3
<input type="checkbox"/> Contract Year 2	<input type="checkbox"/> Contract Year 4
	<input type="checkbox"/> Contract Year 5

Offeror's Labor Category	NASA Standard Labor Category (SLC)	Direct Hourly Cost Rates							REF.			
		% usage	Direct Labor	Overhead	Overhead %	Other-indirect	G&A	G&A %		FCCOM	Fee (sub only)	*FBR
Example: XYZ 1 XYZ 2	Business Specialist	75%	28.75	20.91	75%	-	2.93	6%	-	-	#REF!	
	Program Manager Senior Engineer I Senior Engineer II Principal Engineer I Principal Engineer II Technical Expert	25%	25.25 27.88									

\* Fully Burdened Rate

\*\* All exempt and non-exempt CPAF rates should be escalated