

National Aeronautics and  
Space Administration  
**Lyndon B. Johnson Space Center**  
2101 NASA Parkway  
Houston, Texas 77058-3696



June 29, 2007

TO: ALL PROSPECTIVE OFFERORS  
FROM: BD/Contracting Officer  
SUBJECT: Request for Proposal (RFP), NNJ06162823RB, Custodial Contract

The National Aeronautics and Space Administration (NASA), Lyndon B. Johnson Space Center (JSC), is hereby soliciting offers for the Custodial Contract. Any questions received as a result of the Final RFP will be answered as an amendment.

This procurement is a 100% Total Small Business set-aside. It is a contract consisting of Firm-Fixed Price and Indefinite Delivery/Indefinite Quantity (IDIQ).

Effective immediately, all offerors are requested to direct any future communications regarding this procurement in writing to the Contracting Officer. The Contracting Officer will remain the official point of contact for the Custodial Contract until the completion of the acquisition process.

Proposals are due no later than 3:00 p.m., central time, July 30, 2007. Offerors are directed to Provision L.15, entitled "Proposal Marking and Delivery".

**Please contact, Lee Pagel, at 281-244-0108, or [JSC-CUSTODIALSEB@mail.nasa.gov](mailto:JSC-CUSTODIALSEB@mail.nasa.gov) to schedule delivery of your proposal.**

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

The proposal instructions contained in Section L, specify that the price proposals be submitted in hard copy and CD.

The proposal submitted in response to this solicitation shall include the Offeror's name and complete address, including street, city, county, state, and zip code. Additionally, proposals will provide telephone, fax numbers, and an e-mail address where the person responsible for the proposal can be contacted.

Offerors are encouraged to ensure that they have submitted the required documentation and that 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/100>

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

Online Representations and Certifications Application (ORCA) – <http://orca.bpn.gov>

An electronic technical library has been made available and can be accessed at the following Custodial website:

<https://procurement.jsc.nasa.gov/coss/cust>

The electronic technical library will remain unchanged as of the date of this letter. You will be notified of any updates via the NASA Acquisition Internet Service (NAIS).

A user password is needed to access the electronic library. Please e-mail the Contract Specialist, at [JSC-CUSTODIALSEB@mail.nasa.gov](mailto:JSC-CUSTODIALSEB@mail.nasa.gov) requesting access to the website. Please include in your request the following information:

- A. Your name
- B. Full Company Name and address
- C. Office phone number
- D. IP address
- E. CAGE Code
- F. Foreign Company status

All questions related to this Final RFP shall be submitted in writing via e-mail to the Contracting Officer at [JSC-CUSTODIALSEB@mail.nasa.gov](mailto:JSC-CUSTODIALSEB@mail.nasa.gov). Please make sure to include a name and a daytime phone number of the person when submitting e-mail information.

**Please submit all questions by close of business (12:00 p.m., central time) July 13, 2007, for timely consideration.**

You are reminded to monitor the NASA Acquisition Internet Service website at <http://procurement.nasa.gov/> for any changes to the schedule or posting of amendments to this RFP.

*Originally Signed by:*

Lee Pagel

Enclosure