



Evaluations, Assessments, Studies, Services and Support (EASSS) Contract

PRE-SOLICITATION CONFERENCE

February 19, 2010

NASA/Langley Research Center



Welcome & Introductions

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Agenda

<u>Time</u>	<u>Topic</u>
9:00	Welcome & Introductions
9:10	Scope of Work and Technical Overview
10:15	Procurement Overview
10:50	Break
11:15	Question and Answers
11:30	Closing Remarks



Question Protocol

We will be taking questions via index cards that will be collected at the end of our presentation (or email questions to Ceseley Dunbar, Contract Specialist at ceseley.dunbar@nasa.gov after our conference). For questions asked today, we will try to provide a preliminary response today, but we will post our official responses to your questions (from both index cards and emails) on our website for everyone to view.



Disclaimer

In the event of any inconsistency between data provided in these charts and the final RFP, the language in the final RFP, including any amendments, will govern.



EASSS Work Content Overview

- The LaRC Science Office for Mission Assessments (SOMA) provides proposal evaluation services supporting NASA Science Mission Directorate (SMD) programs and for other NASA offices. SOMA also provides assessments and studies of programs and missions arising out of Headquarters (HQ) SMD and other NASA offices.
- The contract supports evaluations, assessments, and studies that are both short and long-term duration; and quick turn around tasks to support urgent HQ requirements.



Scope of Work – Proposal Evaluations

- Proposal Evaluation Overview (SOW Section 3):
 - Evaluate proposals in response to Announcements of Opportunity (AO), NASA Research Announcements (NRAs), Cooperative Agreement Notices (CANs), or other Broad Agency Announcements (BAAs)
 - e.g., Discovery, Small Explorer, New Frontiers, Solar Probe +
 - Prepare supplementary solicitation materials (e.g. technical information, report formats, logistics)
 - Identify expertise needed and staff panels with non-conflicted subject matter experts
 - Provide specialized analysis tools and models (e.g. costing tools) required to support the evaluation
 - Document evaluation panel findings and prepare interim and final evaluation reports



Scope of Work – Assessments

- Assessments of NASA programs and missions (SOW Section 4):
 - Technical Assessments – assess the performance of technical systems, the impact of new technologies on technical systems, and developing functional math models
 - Management Assessments – assess the effectiveness of management systems, processes, tools and components of SMD programs
 - Cost Assessments - estimate mission development, life-cycle costs, cost risk, and develop cost models
 - Schedule Assessments – review mission development schedules and assessing schedule risk
 - Other Potential Assessments – assess risk, safety, environmental impact, mission trajectory, resource utilization, analyses of instruments, spacecraft and launch vehicle designs



Scope of Work – Studies

- Studies of elements of NASA programs and missions (SOW Sections 5 and 6):
 - Management Studies - analyzing the structure, performance and effectiveness of management systems used in NASA missions and programs
 - Scientific Studies – analyzing extraterrestrial materials and planetary protection; defining payloads; investigating potential science objectives for small missions and the applicability of science concepts
 - Technical Studies – analyzing instrument, spacecraft and mission and system design; investigating mission options and associated performance expectations
 - Quick Studies and Assessments – performing “quick studies and assessments” within 10 working days of receipt of requirements



Scope of Work – Logistics/Security

- Logistics support for evaluations, assessments, and studies:
 - Generate and distribute explanatory materials
 - Arrange workshop/conferences
 - Document results
 - Plan and coordinate facility logistics and security
 - Provide subject matter expertise or data to support a third party systems development contractor in the development of information systems to support evaluations, studies, and assessments
 - LITES contract will be used to develop IT systems or software
- Security required to protect proprietary and sensitive information
 - Secure facilities and information technology



Technical Overview

- The majority of tasks support the SMD at NASA Headquarters
- Tasks awarded to support various offices at the Langley Research Center:
 - Earth System Science Pathfinder Program Office
 - Systems Analysis and Concepts Directorate
 - Exploration Technology Development Program
 - Applied Science Program
 - Flight Test Program Office
- Tasks awarded to support the NASA Engineering and Safety Center (NESC)
- Tasks awarded to support other NASA offices across the agency:
 - Ames Research Center
 - Marshall Space Flight Center
 - Johnson Space Flight Center
 - Kennedy Space Center



Technical Overview

- Recurring types of task work:
 - **Technical, Management and Cost (TMC) Evaluation Tasks**
 - NNL08AC91T, New Frontiers TMC
 - NNL08AC93T, SMEX TMC
 - NNL08AC15T, JDEM Mission Concept Evaluation
 - **Assessments**
 - NNL07AC30T, Assessment of Earth Science Data Products
 - NNL07AD44T, Earth Science Decadal Survey Cost Assessment
 - NNL08AB10T, Assessments of TMC Reviews/Evaluations
 - **Studies**
 - NNL07AB20T, Cost and Schedule Performance Study
 - NNL07AC32T, Program Management Study
 - NNL08AC19T, Earth Science versus Space Science Cost Study



• Technical Overview

- Recurring types of task work:
 - **Environmental Impact Statements (EIS)**
 - NNL05AC32T, New Horizons Mission EIS
 - NNL05AC65T, Radioisotope Power System EIS
 - NNL06AA41T, Mars Science Laboratory EIS
 - **National Environmental Policy Act Process (NEPA)**
 - NNL05AD33T, KECK Outrigger Telescope NEPA
 - NNL06AA39T, Crew Exploration Vehicle NEPA
 - NNL06AC09T, Constellation NEPA
 - **Independent Review Team (IRT)**
 - NNL05AC14T, Aquarius IRT
 - NNL05AD32T, James Webb Space Telescope IRT
 - **Planetary Protection (PP)**
 - NNL05AD08T, Technical, Training/Workshop Capabilities PP



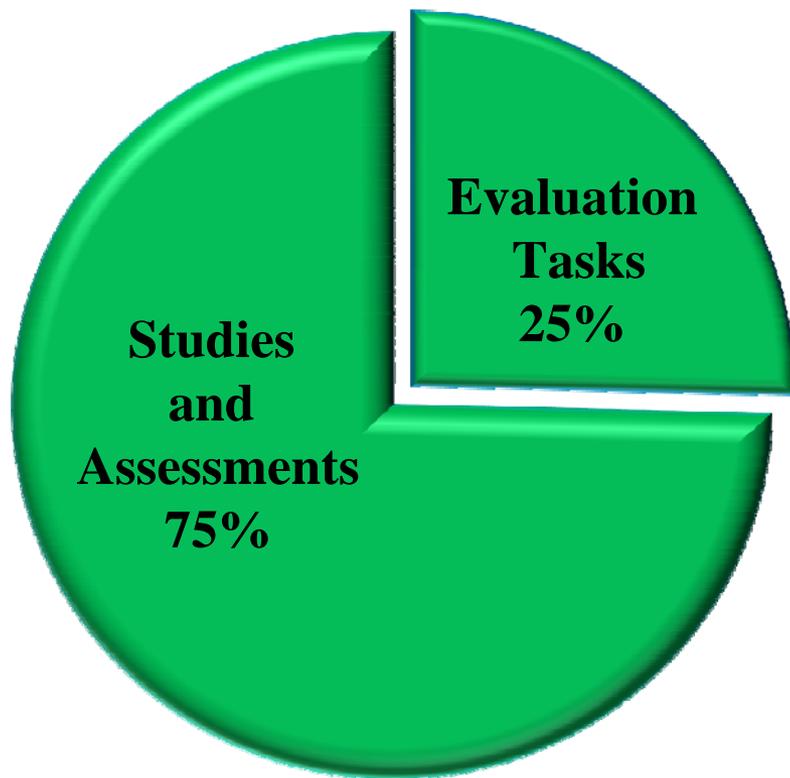
Technical Overview

- Task Period of Performance and Values
 - Evaluations tasks generally have a period of performance ranging from 6 to 14 months. The value of these tasks generally range from ~\$1M to ~\$3M
 - Assessment tasks generally have a period of performance ranging from 5 to 12 months. The value of these tasks generally range from ~\$50K to ~\$150K, however some environmental tasks have been as high as \$2.5M
 - Study tasks generally have a period for performance ranging from 6 to 14 months. The value of these tasks generally range from ~\$50K to ~\$250K.

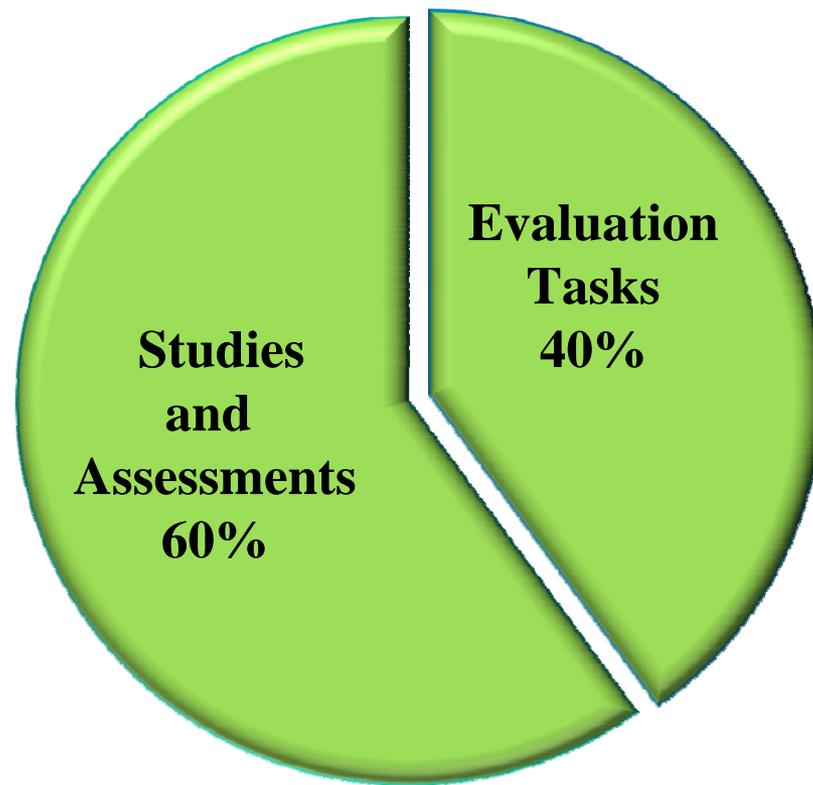


Past Contract Tasks

% of Total Number of Tasks
(67)



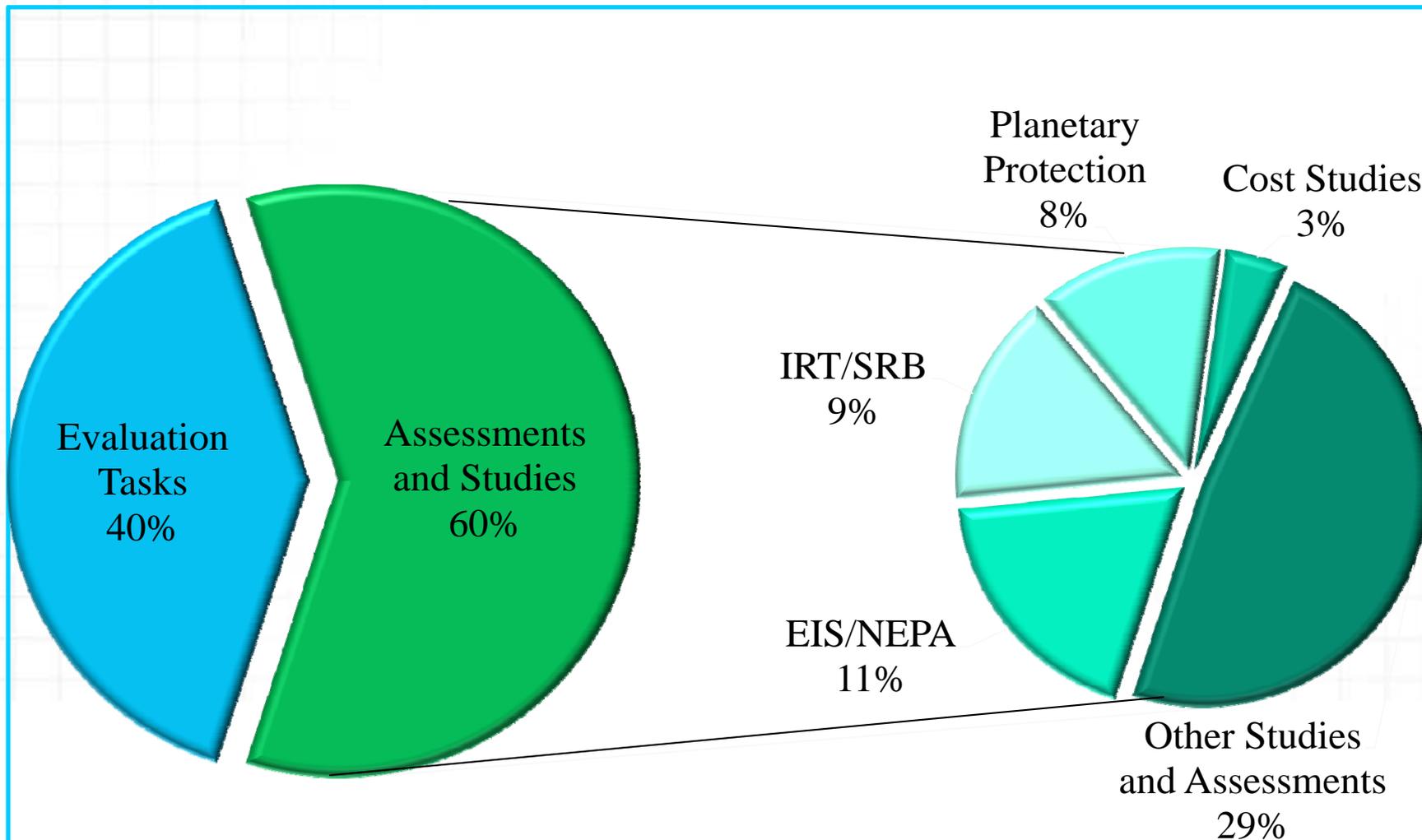
% of Total Dollar Value





Past Contract Tasks

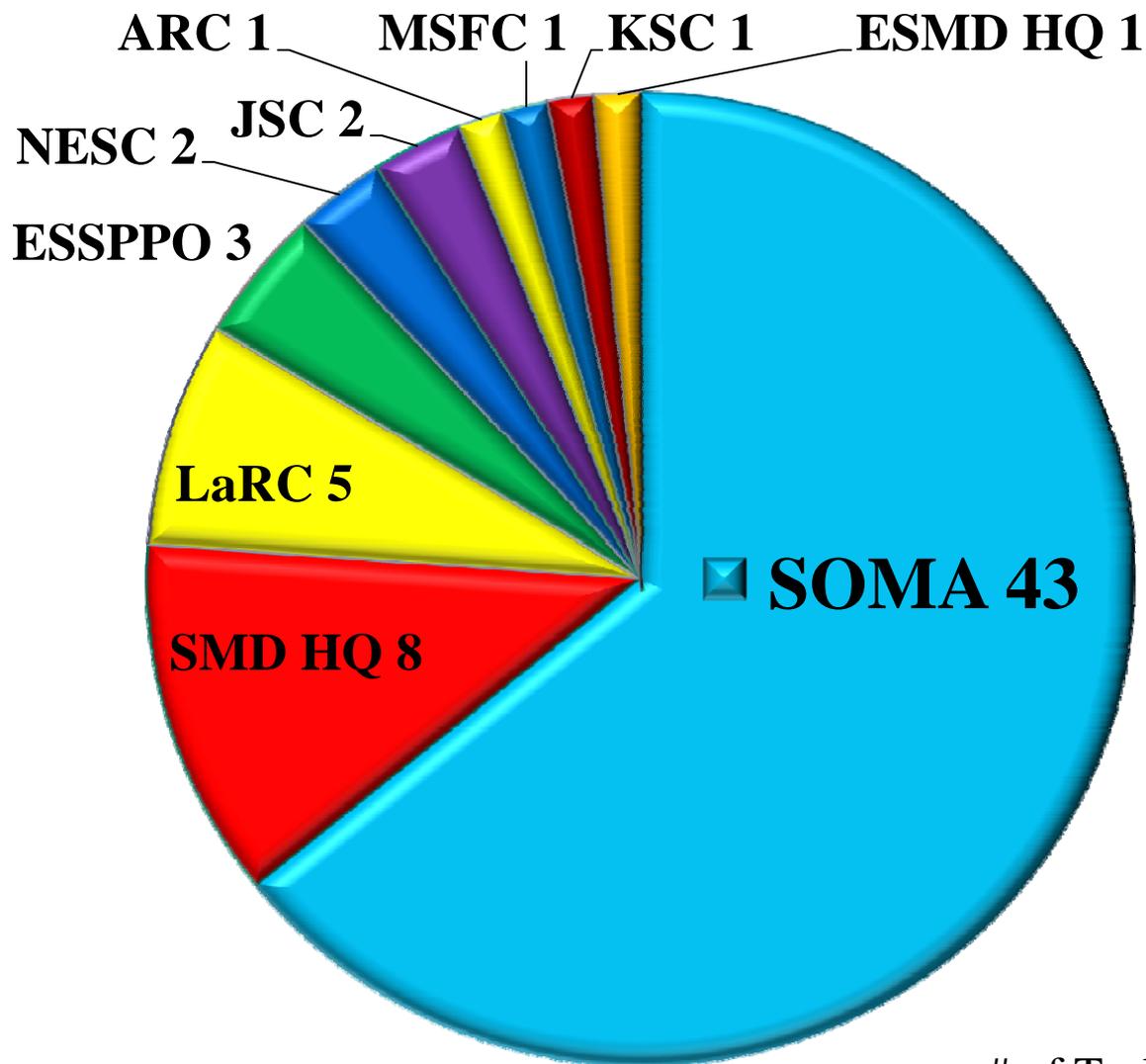
Breakdown of Assessments and Studies





Current Usage by Organizations

Total Tasks 67





Proposal Evaluations

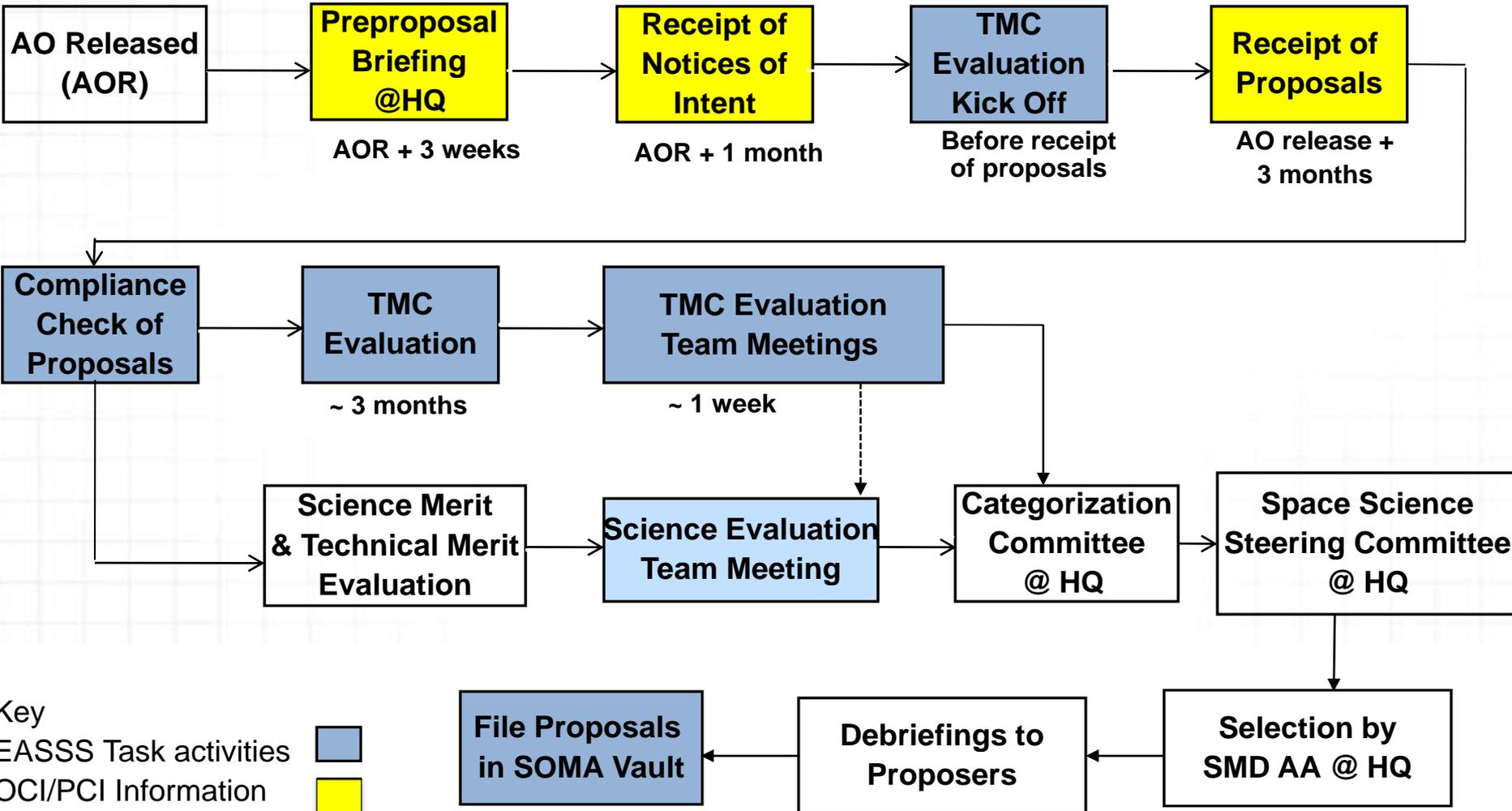
- Proposal Evaluation Tasks cover all NASA SMD Spaceflight Programs
 - Discovery Program
 - New Frontiers
 - Explorer Program
 - Earth System Science Pathfinder (ESSP)
 - Mars Exploration Program
 - Living With a Star Program (LWS)
 - Solar Terrestrial Probes (STP)
- Evaluation Tasks may be for missions or instrument investigations



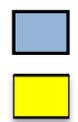
Typical Announcement of Opportunity (AO) Evaluation Process

TMC Evaluation Task Initiated

~ 2 – 3 months before receipt of proposals



Key
EASSS Task activities
OCI/PCI Information



File Proposals in SOMA Vault

Debriefings to Proposers

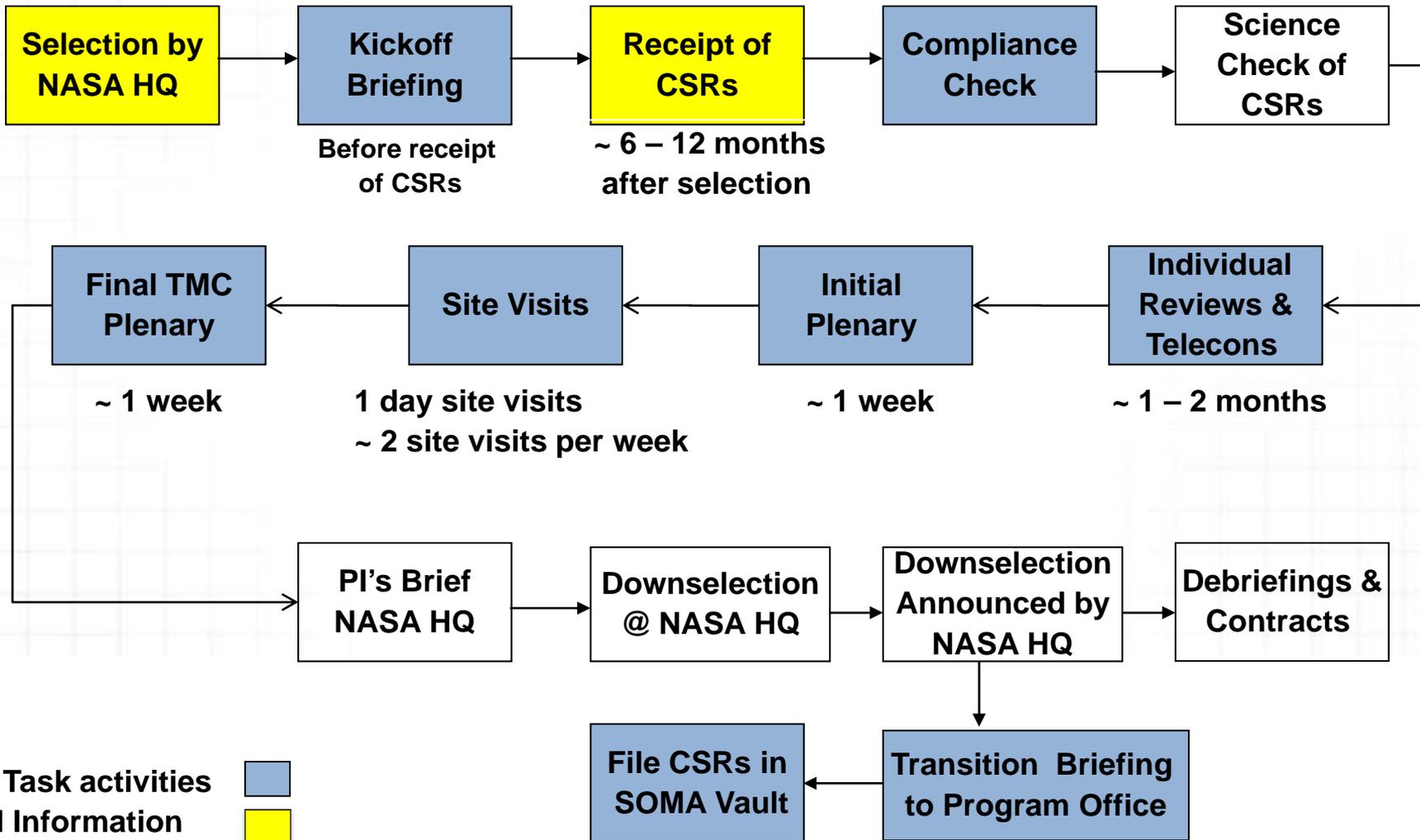
Selection by SMD AA @ HQ



Typical Concept Study Report (CSR) Evaluation Flow

CSR Evaluation Task Initiated

~ 2 – 3 months before receipt of CSRs



Key
EASSS Task activities
OCI/PCI Information



Evaluation Tasks

- Tasks are initiated approximately 2 months prior to receiving proposals to allow time to staff panels, screen evaluators for OCI and PCIs, train evaluators on NASA's online evaluation system, and participate in a kickoff briefing
- The NASA Task Monitor will conduct a kickoff briefing on the evaluation procedures, criteria, and standards
- Task orders for evaluations will identify:
 - Type and number of skills required
 - Number of panels to be staffed
 - Evaluation schedule and location
 - Products required
 - Number of independent cost estimates (normally 2-3)



Mission Proposal Evaluations

- Mission Evaluation Tasks
 - Evaluator skills are required for flight systems, instruments, mission design and operations, management and schedule, cost, and other skills identified in task orders
 - Evaluate proposals in response to an AO
 - Typically 20 – 30 proposals requiring multiple subpanels
 - Each subpanel may review approximately 8 -10 proposals
 - Example: Small Explorer: 4 Mission Subpanels, 32 evaluators
 - Evaluate Mission Phase A Concept Study Reports (CSRs)
 - Typically 2 – 6 CSRs
 - One subpanel with redundant skills in most areas
 - Example: SMEX CSR Evaluation 6 Mission CSRs – 33 evaluators



Instrument Proposal Evaluations

- Instrument Evaluation Tasks
 - Evaluator skills required for all instruments, project management, systems engineering, cost.
 - Evaluate Instrument Proposals in response to an AO, Stand-Alone Missions of Opportunity Notice (SALMON), or NASA Research Announcement (NRA)
 - Typically 10 – 20 proposals which may require 1 – 3 subpanels
 - Each subpanel may review approximately 8 -10 proposals.
 - Example: SMEX MO: 3 subpanels, 25 evaluators
 - Evaluate Instrument Phase A Concept Study Reports (CSRs).
 - Typically 2 – 6 CSRs
 - One subpanel with redundant skills in most areas.
 - Example: SMEX MO CSR: 1 CSR , 13 evaluators
 - Geospace CSRs: 3 CSRs, 16 evaluators



Proposal Evaluations

- Combined mission and instrument evaluation tasks
- Evaluation tasks for different programs can run in parallel.
 - Two or Three Overlapping Evaluation tasks
 - Discovery Mission AO Proposal Evaluation task and New Frontiers Mission CSR evaluation Task
 - Mission AO Proposal Evaluation and Instrument Evaluation and Mission CSR Evaluation
- Location of evaluation tasks
 - Initial review of proposals is conducted remotely using the NASA online evaluation system and telecons.
 - Evaluation panel meetings to finalize evaluations have been conducted in different locations around the country.
 - Additional travel is required for evaluations of Concept Study Reports (CSRs) where a site visit to the proposer is required.



PROCUREMENT OVERVIEW



Procurement Overview

Activities To Date

- Initial Sources Sought Notice released to Industry September 24, 2009.
 - Included a detailed description of need and requested capability statements be provided
- Pre-Solicitation Notice and Draft RFP posted February 4, 2010.
- Pre-Solicitation Conference on February 19, 2010.



Procurement Overview

Web Sites

- All EASSS documents can be found through the NASA Acquisition Internet Services (NAIS) webpage:

<http://procurement.nasa.gov/cgi-bin/EPS/bizops.cgi?gr=D&pin=23>

- Check NAIS periodically for updates
 - Offerors are responsible for monitoring this site for the release of the solicitation and any amendments
 - Potential offerors are responsible for downloading their own copy of the solicitation and any amendments



Procurement Overview

Procurement Background Information

- This procurement is a re-competition of the Evaluation, Assessments, Studies, Services and Support contract (NNL05AA01B)
- Contract has historically been:
 - Full and Open Competition
 - Cost-Reimbursement, IDIQ
 - Fixed Fee
 - Performance-based Task Orders
 - NNL05AA01B Contract Ceiling \$110M, however the total usage to date is approximately \$50M.



• Procurement Overview

• Small Business Set-Aside

- North American Industrial Classification System (NAICS) Code 541712, “Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology)”
- Size Standard of 1000 employees or less.
- FAR 52.219-14, Limitations on Subcontracting, requires that “at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern”
 - For the purposes of this clause, consultants are defined as subcontractors and are not “employees of the concern”
 - Annual reporting requirement to demonstrate compliance
- Local SBA Representative, Ms. Octavia Turner
octavia.turner@nasa.gov
- Code of Federal Regulations 13 C.F.R. 125.6



• Procurement Overview

- Contract Type
 - Cost Plus Fixed Fee
 - Indefinite-Delivery/Indefinite-Quantity (IDIQ) contract
 - Task Orders will be issued as requirements arise in accordance with the Task Ordering Procedure clause
- Section B – Supplies and Services and Prices/Cost
 - Minimum Contract Value - \$100K
 - Maximum Contract Value (all tasks combined) - \$91M
 - Contract funding is provided with each task order
 - Task orders may be incrementally funded pursuant to FAR 52.232-22, Limitation of Funds



• Procurement Overview

- Section F – Deliveries or Performance
 - 5-year period for issuing tasks (effective ordering period)
 - Delivery Requirements
 - Task specific deliverables identified in task orders
 - Contract deliverables contained in DRFP Exhibit B
 - Place of Performance – covered later in presentation
- Section G – Contract Administration Data
 - Payment is made by the NASA Shared Services Center
 - Cost and fee must be invoiced separately
 - Payment by Electronic Funds Transfer - Final RFP may have a change from FAR 52.232-34 to FAR 52.232-33
 - 52.232-33 requires payment to the bank information contained in the Central Contractor Registration (CCR) database.
 - CCR registration status and bank information must be current



• Procurement Overview

- Section H – Special Contract Requirements
 - Organizational Conflicts of Interest (OCIs) - Due to the nature of services, the Contractor may encounter OCIs in the form of conflicting roles that might bias the contractor's judgment, such as:
 - Evaluation or assessment of the work product of the Contractor or of the Contractor's competitors,
 - Performance of an evaluation, assessment, or study the results of which potentially impacts the contractor's interests,
 - Access to proprietary information or data of other contractors and/or Government sensitive, nonpublic information or data, which provides an unfair competitive advantage.



• Procurement Overview

- Section H – Special Contract Requirements
 - Organizational Conflicts of Interest (OCIs) Cont.
 - EASSS contractor precluded from participating in any capacity in support of any proposal that might be submitted in response to a NASA SMD issued Broad Agency Announcement.
 - Personal Conflicts of Interest (PCI)
 - Requirement to continually screen for OCIs and PCIs for those conflicts that cannot be identified at award
 - OCI and PCI training required for all personnel (including subcontractors and consultants)
 - OCI Avoidance Plan required with the proposal. OCI Plan becomes a compliance document at award.
 - Additional OCI and PCI notification, reporting, and training requirements for each task order award



• Procurement Overview

- Section H – Special Contract Requirements (Cont.)
 - Limitations on Future Contracting
 - The Contractor and its subcontractors and consultants ineligible to perform on any work arising from, or related to, any proposal evaluation, assessment, or study on which it performed these services.
 - Contractor shall protect proprietary, sensitive, business confidential, or financial data of other companies, from unauthorized use and disclosure and agrees not to use the data for any other purpose including, but not limited to, competing for future work.



• Procurement Overview

- Section H – Special Contract Requirements (Cont.)
 - Accounting Systems
 - An important prerequisite for the award is that the offeror must have an accounting system that is capable of accurately collecting, segregating and recording costs by contract and by individual task order.
 - FAR 16.301-3 requires that a contractor's accounting system be adequate for determining costs applicable to the contract prior to award of a cost contract.
 - Provide evidence of an adequate accounting system as determined by the cognizant administrative office for accumulating and reporting incurred costs if available.



• Procurement Overview

- Section H – Special Contract Requirements (Cont.)
 - ISO 9001 Compliance
 - The Contractor's quality system shall be compliant with the requirements of the current ANSI/ISO/ASQC Q ISO 9001 standard, Quality Management Systems Requirements
 - “Compliant” means that the contractor has defined and documented management-approved methods of operation that conform to the requirements given in the above-cited International Standard
 - Proposal must include Quality Plan and Quality Systems Manual and Procedures (Reference Section L and DRFP exhibit B)



• Procurement Overview

- Section H – Special Contract Requirements (Cont.)
 - Task Order (TO) Procedures
 - TO's issued for specific work within the SOW scope
 - Each TO is separately funded by the requiring activity and may be incrementally funded
 - Contractor required to submit task plans in response to Government requests
 - Propose technical approach for completing the task
 - Use the contract Schedule of Rates to price burdened labor of the prime and significant subcontractors
 - Support pricing for all other proposed costs
 - OCI and PCI notification, reporting, and training in accordance with approved OCI Plan
 - Financial & technical performance reported monthly



• Procurement Overview

- Section K – Representations and Instructions
 - Complete all representations and certifications
 - Ensure Central Contractor Registration (CCR) is current
 - Complete Online Representations and Certification Application (ORCA)
- Section L - Instructions and Notices to Offerors
 - Offerors are highly encouraged to perform a thorough review of the instructions, conditions, and notices
 - Offerors are responsible for reviewing the final RFP and complying with all instructions, conditions, and notices
 - Do not rely on this presentation or the Draft RFP; and do not make assumptions based on past solicitations
 - This presentation does not cover all proposal submission requirements



• Procurement Overview

- Section L - Instructions and Notices to Offerors
 - Three proposal volumes (Technical, Business, Past Performance)
 - Require an original and eight copies
 - Technical Proposal Volume (Provision L.18)
 - Page limitations apply to the Technical Proposal volume with the exception of the OCI plan, quality plan, and quality manual and processes
 - Review submittal requirements for each Subfactor
 - Subfactor 1 - Understanding the Requirements and Technical Approach
 - Subfactor 2 - Management



• Procurement Overview

- Section L - Instructions and Notices to Offerors
 - Business Proposal Volume (Provision L.19)
 - Evidence of an adequate accounting system
 - Completion of Attachment 1, Cost Forms
 - Significant subcontractors complete a portion of the cost forms (a subcontractor is significant if expected to exceed \$650,000)
 - Subcontractors may submit proprietary information directly to NASA. Submissions must be timely
 - Support all proposed costs, rates and fee for the offeror and subcontractor
 - The Hours, Other Direct Costs (Travel, Materials, Misc) and the Consultant rates provided in the DRFP are for proposal purposes only



• Procurement Overview

- Section L - Instructions and Notices to Offerors
 - Past Performance Volume (Provision L.20)
 - Proposal Content
 - Provide list of contracts that the offeror, as well as significant subcontractors, has held within the last 3 years that are similar in size, scope, and complexity
 - Provide a list of firms that will submit questionnaires
 - Provide written consent that allows NASA to discuss past performance of the subcontractor with the offeror
 - Past Performance Questionnaire – RFP Attachment 2
 - Provide the questionnaire to three customers of the offeror and each significant subcontractor for whom it has performed services in the past 3 years and that are similar in size, scope and complexity
 - Customers must return within the timeframe specified
 - Independent Past Performance Information



Procurement Overview

- Section M – Evaluation Factors for Award
 - Conducted in accordance with FAR 15.3 and NFS 1815.3 Source Selection Procedures
 - Evaluation Factors
 - Mission Suitability (point scored per NFS 1815.304-70)
 - Cost
 - Past Performance (adjectival rating per NFS 1815.305)
 - Anticipate award on initial offers, but the Government reserves the right to hold discussions with offerors



Procurement Overview

- Section M – Evaluation Factors for Award
 - Best Value Selection: The Government will award a contract to the responsible Offeror whose proposal provides the best solution to the solicitation and the best value to the Government, all factors considered
 - Mission Suitability, Past Performance, and Cost will be of essentially equal importance
 - Combined factors of Mission Suitability and Past Performance are significantly more important than Cost



Procurement Overview

- Section M – Evaluation Factors for Award
 - Factor 1 – Mission Suitability

SUBFACTORS

1. Understanding the Requirements and Technical Approach	350
2. Management	650
TOTAL POINTS	1000



Procurement Overview

- Section M – Evaluation Factors for Award
 - Factor 2 - Cost
 - Reasonableness
 - Acceptability
 - Realism
 - Extent to which cost proposal reflects the performance and resources addressed in the technical proposal
 - Analysis of cost elements, rates, and fee
 - Lack of realism may impact Mission Suitability scores and may result in a cost realism adjustment



Procurement Overview

- Section M – Evaluation Factors for Award
 - Factor 3 - Past Performance, will be assessed from:
 - Relevant Contracts
 - Significant Relevant Subcontracts
 - Questionnaires
 - References
 - Other Past Performance Data



Procurement Overview

Schedule

- Draft RFP Release: February 4, 2010
- Draft RFP Comments Deadline March 3, 2010
- Final RFP Release: March 12, 2010
- Proposals Received: April 22, 2010
- Selection: July 23, 2010
- Effective Date of Award: September 1, 2010



Procurement Overview

Miscellaneous

- Check web sites periodically for pertinent information
- Since the DRFP has been released, request all communications and inquiries be directed to the Contracts Specialist: Ceseley Dunbar
- **As previously stated, the final RFP, including any amendments, will govern. Do not rely on the Draft RFP or this presentation**



Questions

QUESTION AND ANSWER SESSION



Closing Remarks

Thank you all for participating today and we are looking forward to your proposals.