

National Aeronautics and
Space Administration

Ames Research Center
Moffett Field, CA 94035-0001



Reply to Attn of: JAZ: 241-1

DATE: June 18, 2010
TO: Offerors
FROM: Contracting Officer, NASA ARC
SUBJECT: **RFQ# NNA10343615Q-AMD**
Commercial Reusable Suborbital Research (CRuSR) Program
DEVELOPMENTAL TEST FLIGHT SERVICES:
Initial Flight Services

Attached is Request for Quotes (RFQ) # NNA10343615Q-AMD for commercial suborbital flight services. This requirement is posted at the NASA ARC Business Opportunities website, <http://server-mpo.arc.nasa.gov/Services/Proc/home.tml>

The following documents are posted with the synopsis/ solicitation to enable your preparation of a quotation to be submitted to NASA ARC in response to this RFQ:

- 1) CRuSR Statement of Work
- 2) Pricing Sheet for Offerors (for completion)
- 3) Solicitation Instructions and Provisions (follows this letter, for completion)
- 4) ACH form for EFT of future invoice payments (for completion)

All contractual and/or technical questions must be submitted in writing (e-mail or fax) by 12:30 pm Pacific Time July 2, 2010. Telephone questions will not be accepted. Please address any comments or questions to: Marianne Shelley, NASA Ames Research Center.
Email: Marianne.Shelley@nasa.gov. Fax: 650-604-3020.
Subject heading: "CRuSR NNA10343615Q-AMD."

Any answers to questions submitted will be posted at this website. The name of the company or individual submitting the questions will not be identified.

Offers for the services described in this RFQ (quotations) are due by 12:30 pm Pacific Time July 9, 2010 or sooner, and shall be delivered to Marianne Shelley, by EMAIL to Marianne.Shelley@nasa.gov. Offers must be in MS Office and/or Adobe pdf. file formats.

Offers must include all of the required information as indicated on the following pages.

Signed, Marianne Shelley

Contracting Officer
NASA Ames Research Center

A. Solicitation Instructions

The quotation package submitted by the offeror in response to this RFQ shall contain the following information and documentation:

1. Company legal name and address.
2. Current CCR registration (CAGE code) and Dun and Bradstreet (DUNs) number.
3. The names, phone numbers, and email addresses of company personnel to be contacted for contractual and technical clarifications of offeror's quotation.
4. A written narrative of the offeror's and CRuSR vehicle's technical capabilities, proposed schedule for earliest available flight dates, accommodations provided at the launch site, past performance, and current FAA licensure status to enable an evaluation of the offeror's proposal (see evaluation factors in solicitation).
5. Initial Pre-Flight Documentation; see SOW, Task 4.1 and 5.0. This documentation shall be updated and re-submitted as a contract deliverable no later than two weeks after contract award. It shall be updated thereafter as needed, but no less than quarterly during the contract period of performance. The Final Pre-Flight Documentation package shall be submitted no later than one month after the last flight ordered under this contract.
6. Completed Pricing Sheet for Offerors (attached to RFQ)
7. Completed Solicitation Provisions, see below.
8. Completed ACH form for the EFT of any future NASA invoice payments (attached to RFQ)

B. Solicitation Provisions

1. Representations and Certifications of the Offeror (FAR 52.212-3)

Offerors must include completed copies of the provision at FAR 52.212-3 (AUG 2009), Offeror Representations and Certifications - Commercial Items with their offer. These may be obtained via the internet at URL: <http://rcb.cancer.gov/rcb-internet/SAP/52-212-3plusadd.pdf>. The offeror shall complete paragraphs (c) through (m) of this provision. Proposal evaluation will not proceed if they are not completed. These representations and certifications will be incorporated by reference in any resultant contract.

However, CruSR offerors are encouraged to electronically submit their Online Representations and Certifications Application (ORCA) at the ORCA website, <http://orca.bpn.gov>. If the offeror has completed the ORCA electronically, offerors shall only complete only paragraph (b) of this provision. *(For your convenience, paragraph (b) is included on the following page).*

FAR 212-3 Offeror Representations and Certifications—Commercial Items (Aug 2009), paragraph (b).

(To be completed only by offerors who have a current submittal at the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov>. All other offerors must complete paragraphs (c) through (m) of the provision available at: <http://rcb.cancer.gov/rcb-internet/SAP/52-212-3plusadd.pdf>.)

b)

(1) *Annual Representations and Certifications.* Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the Online Representations and Certifications Application (ORCA) website.

(2) The offeror has completed the annual representations and certifications electronically via the ORCA website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR [4.1201](#)), except for paragraphs _____.

[Offeror to identify the applicable paragraphs at (c) through (n) of this provision that the offeror has completed for the purposes of this solicitation only, if any.

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.]

2. All offerors shall complete the following provision and return a copy with the quotation package.

FAR 52.219-1 Small Business Program Representations (May 2004) ALT I (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 481212 (Nonscheduled Chartered Freight Air Transportation).

(2) The small business size standard is 1,500 employees.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(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 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 –

(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 of 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 service-disabled 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)