

Oral Presentation Questions and Answers (Q&A):

1. Question: The stated time for the presentation is 2:00 pm – 4:00 pm. However, in the response to Question 148, the Government stated that it would permit two 15 minute breaks during the presentation that will not count against the 120 minute presentation time. Also, will time be allotted after the presentation for clarification questions? If so, does the government intend to extend the time allotted for the presentation?

Answer: Due to scheduling constraints, the Government is only able to permit one 15 minute break during the 120 minute presentation. At the end of the 120 minute presentation, the Government will caucus, then reconvene with the Offeror, at which time the Government may request clarification. If the Government has any clarifying questions, the time required for clarification will not be counted against the Offeror's time limit.

2. Question: Given the 2:00 pm start, how much earlier than 2:00 pm will Offerors be able to enter the conference room?

Answer: Offerors will have access to the room 15 minutes prior to the presentation start time. Offeror's need to account for the time it may take (up to 30 minutes) for access to the GSFC.

3. Question: Will the Government schedule a time at least one week prior to the presentation date during which bidders may visit the conference room to determine its layout and configuration?

Answer: No, the Government is unable to schedule a time during which Offerors may visit the conference room to determine its layout and configuration. However, the below pictures should help Offerors understand the layout of the conference room.





4. Question: Offerors were required to submit an electronic copy of their presentation with their proposal submission on April 15. Will the Government please confirm that this is the version of the presentation that shall be used during the scheduled oral presentation? If so, is it necessary for Offerors to submit another copy of this presentation as identified in the instructions?

Answer: The Government will utilize the version of the oral presentation that was included in the proposal. There is no need to submit another copy of the presentation.

5. Question: The instructions provided indicate that a PC Laptop will be available in the conference room. Will the presentation be presented from this laptop? If so, please confirm that the PC will be loaded with Microsoft Office PowerPoint 2007. Will the Offeror have the flexibility to position the laptop within the conference room?

Answer: The Government computer supports Microsoft PowerPoint 2007. Offerors will not have access to the computer. There is wireless presentation remote available for slide advancement.

6. Question: During the presentation, will all presenters be required to use one of the microphones available in the conference room during their presentation?

Answer: The presenter is not required to utilize any of the microphone devices; However, the microphone at the podium will project the presenter's voice at a level that can be heard much clearer than if the presenter's was to speak without voice assistance.

7. Question: We are finalizing our presentation timing and are wondering if it would be acceptable to have a single 15 minute break during our presentation?

Answer: See answer to question #1

8. Question: Will you supply a clicker for speakers to change slides? If not, how will the slides be advanced?

Answer: See answer to question #5

9. Question: Will a computer containing the presentation be visible to the speaker?

Answer: The computer is not visible to speaker. Also see answer to question #5.

10. Question: Will the speaker designate when to begin the 15-minute breaks?

Answer: The time of the break will be determined by the Offeror.

11. Question: To ensure all Offerors present the oral technical proposal exactly as submitted, will the government provide and require use of a submitted CD from which to display the oral presentation?

Answer: See answer to question# 4

12. Question: Is it permissible to bring extra paper copies of the presentation?

Answer: There is no need to bring extra paper copies of the presentation.

13. Question: How does NASA plan to arrange facility access for non-badged personnel?

Answer: The Offeror shall submit a list of the attendees that require access to the Center three calendar days in advance of its presentation.