



August 15, 2013

Reply to Attn of: 210.Y

TO: All Prospective Offerors

SUBJECT: Request for Proposal, NNG13454034R, for Hydrospheric and  
Biospheric Sciences (HBS) Support Services

You are invited to submit a proposal for the NASA/Goddard Space Flight Center's (GSFC) Hydrospheric and Biospheric Sciences (HBS) Support Services solicitation. This effort will support satellite remote sensing as well as field and aircraft instruments and activities for measuring earth, oceanic, biospheric and atmospheric processes. This effort will include scientific and engineering support for the design, development, and testing of remote sensors and sensor systems, including mechanical, electronic, optical, laser & electro-optical, data system engineering and software support for the development and testing of space-based instrument systems as well as sensor calibration and on-orbit performance analysis.

This procurement is a small business set-aside. The NAICS code is 541712, Size Standard 1000 employees. This competitive procurement will result in a Cost-Plus-Fixed-Fee (CPFF), Indefinite Delivery Indefinite Quantity (IDIQ) contract with an ordering period that extends five years from the effective date of the contract. A 30-day phase-in will be conducted under a separate firm fixed price contract vehicle prior to the effective date of the contract.

Representative Task Order #3 has been included as Exhibit 14 of the RFP to help the Government understand how you, as our contractor, would price this task. Offerors are required to respond to the Representative Task Order as part of the mission suitability evaluation. Potential offerors are encouraged to comment on your ability to effectively price the representative task. Offerors are encouraged to carefully read Section L, the associated Cost Exhibits, and Section M of the RFP.

A procurement library has been established which contains information and reference material related to this solicitation. This data may be examined at the following website:

<https://foiaelibrary.gsfc.nasa.gov/>

All documents related to this procurement, including this letter, the solicitation, Attachments, Exhibits, the reference library, and any amendments will be attainable electronically from the World Wide Web through the NASA Home Page. The URL address for NASA Business Opportunities is [http://prod.nais.nasa.gov/cgi-bin/nais/link\\_syp.cgi](http://prod.nais.nasa.gov/cgi-bin/nais/link_syp.cgi).

Offerors are encouraged to monitor the website for potential updates to the solicitation.

This RFP does not commit NASA/GSFC to pay any proposal preparation costs, nor does it obligate NASA/GSFC to procure or contract for these services. This request shall not be construed as authorization to proceed with, or be paid for charges incurred by performing any of the work called for in this solicitation.

Proposals in response to this solicitation are due no later than Monday, September 16, 2013, 3:00pm Eastern Standard Time.

Below is a list of the Source Selection Authority (SSA) and voting members along with their associated GSFC organizational codes, for the HBS Evaluation panel. The names provided are for informational purposes only and, other than the Contract Specialist, Carol Dibble, these individuals should not be contacted regarding the HBS acquisition. The Government reserves the right to change personnel associated with this acquisition at its discretion.

**SSA**

Maria So, Code 600, Deputy Director for Planning and Business Management

**Voting Members**

Edward Masuoka, Chief, Terrestrial Information Systems Laboratory, SEB Chair, Code 619

Carol Dibble, Contract Specialist, Code 210.5

James Butler, Deputy JPSS Chief Project Scientist, Code 617

Manohar Deshpande, Senior Microwave Instrument Engineer, Code 590

David Toll, Technical Specialist, Code 617

Offerors are reminded that a "Blackout" letter for this procurement was distributed to all GSFC personnel concurrently with the release of the Final RFP to industry. Therefore, all communications pertaining to this procurement shall be directed to the Contract Specialist listed below. All questions pertaining to the RFP shall be submitted in writing, by mail, or electronically to the Contract Specialist as soon as possible for consideration. If you have questions regarding this RFP, please contact Carol Dibble, preferably by electronic mail at [Carol.R.Dibble@nasa.gov](mailto:Carol.R.Dibble@nasa.gov).

  
Contracting Officer

Enclosure

Government Surveillance Plan