

2. AMENDMENT/MODIFICATION NO. 004	3. EFFECTIVE DATE 08/27/13	4. REQUISITION/PURCHASE REQ. NO. 4200440940	5. PROJECT NO. (if applicable)
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6. ISSUED BY National Aeronautics & Space Administration George C. Marshall Space Flight Center Office of Procurement/PS51 Marshall Space Flight Center, AL 35812	CODE PS32	7. ADMINISTERED BY (if other than Item 6)	CODE
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8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Cdc9) ALL PROSPECTIVE OFFERORS	(✓)	9A. AMENDMENT OF SOLICITATION NO. NNM13440940R
	X	9B. DATED (SEE ITEM 11) 06/14/2013
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(t).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
SEE PAGE 2 FOR DESCRIPTION OF AMENDMENT 4

Except as provided herein, all terms and conditions of the document referenced in Item 5A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rhoney Triplett, Jr., Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED 08/27/13
<i>(Signature of person authorized to sign)</i>		BY //ORIGINAL SIGNED BY Rhoney Triplett, Jr.// <i>(Signature of Contracting Officer)</i>	

1. The purposes of this amendment are to: 1) provide Offerors with the specific sections in their proposals in which non-standard text can be used, 2) inform Offerors which forms provided in the RFP by the Government can be modified, 3) request that Offerors submit electronic copies of all proposal volumes in Microsoft Word, 4) authorize Offerors to sign SF 30s and SF33s digitally and 5) extend the deadline for receipt of proposals.
2. Offerors shall comply with the revised instructions regarding use of non-standard text in accordance with Provision L.9, Proposal Page Limitations, Paragraph B.
3. Offerors shall comply with the revised instructions regarding which forms can be modified by the Offeror in accordance with Provision L.9, Proposal Page Limitations, Paragraph B.
4. Offerors shall submit two (2) electronic copies of all proposal volumes (including the narrative portions of Volume II) in Microsoft Word 2010.
5. Offerors are hereby authorized to submit their signed SF 30s and/or SF 33s utilizing a digital/electronic signature.
6. The due date for receipt of proposals is hereby extended from July 29, 2013, to September 16, 2013, 12:00 p.m. Central Time. Offerors shall resubmit one (1) original and seven (7) copies of proposal volumes I and III in accordance with the revised instructions. Offerors are not required to revise proposal volumes II and IV. However, Offerors are required to sign and return two (2) copies of Amendment 4 (Form SF30).
7. Attachment A to Amendment 004 lists and describes changes and provides the specific locations of the changes to the RFP.
8. Attachment B to Amendment 004 provides all RFP replacement pages that are required as a result of this Amendment. A vertical line in the right margin indicates the specific areas of change.
9. Except as provided for herein, there are no other changes to the RFP.

ATTACHMENT A

RFP No. NNM13440940R Amendment 4

CHANGES TO FRP

SECTION/CLAUSES	CHANGES
GLOBAL CHANGE	Corrected all typos and errors identified by SEB.
Provision L.9, Paragraph B, Pages L-9, L-9A, and L-9B	Revised instructions regarding when the use of non-standard text/fonts is authorized.
Provision L.9, Paragraph D.2., Page L-10	Revised language to state all proposal volumes shall be submitted in Microsoft Word 2010.
Provision L.9, Paragraph D.4, Page L-10	Deleted paragraph D.4 (File Preparation). Re-numbered paragraphs.
Provision L.10, Paragraphs A and C, Pages L-11 through L-13	Revised proposal due date information.
Provision L.11, Item IV, Page L-12	Revised language to state that digital signatures are acceptable on forms SF30 and SF33.
Provision L.11, Note : Volume III – Past Performance Factor and Paragraph B, Pages L-12 and L-13	Revised proposal due date information.

Attachment B

Replacement Pages

- foldout instructions) are included in the page count specified in paragraph (A), Table L.9-1 above for Volumes I and III.
4. Material deemed to belong in page limited volumes will be treated as such and placed at the end of the appropriate page limited volume (see Table L.9-1 above).
 5. A table of contents shall be provided with each volume for ready reference to sections, figures, and illustrations.
 6. No material outside of the proposal volumes may be incorporated by reference. Information previously submitted, if any, shall be considered only to the extent it is resubmitted.
 7. To minimize redundancy in the proposal, the Offeror may:
 - i. Reference another section within a given volume rather than duplicate the information in more than one location.
 - ii. The contractor shall maintain the logical flow of the subject matter when utilizing references.
 8. Each volume shall contain a page numbering convention. Every page of each volume shall be numbered and identified with the Offeror's name, RFP number and date. For the proposal volumes subject to the page limitations, the Offeror shall consecutively number the pages subject to the limit, starting with one (1).
 9. Subsequent revisions, if requested, shall be similarly identified and shall show revision number, change bars, and date.
- B. The proposal text shall be printed in English and on 8 ½" x 11" non-glossy, white paper, with at least 1" margins on all sides. A page is defined as one side of a sheet, 8 ½" x 11", with a minimum of one (1)-inch margins on all sides using not less than twelve (12)-point type Times New Roman font for standard text with normal kerning (spacing between individual characters). Twelve (12)-point Times New Roman font shall be utilized for all text in proposal Volumes I and III, except when the Offeror is addressing the RFP requirements listed below. Specifically, Table L.9-2 "Exceptions to 12-Point Times New Roman Text" delineates the information that may be provided in non-standard text. In addition, the Offeror is cautioned that non-standard text, including graphics, tables, charts, diagrams, figures, etc., shall only be used to supplement narrative text. If the Offeror is authorized to modify a Government-provided form in Table L.9-2, the Offeror shall ensure that the modified form contains all of the information included on the Government-provided form, captures all of the information sought by the Government, and utilizes Times New Roman font. Other Government-provided forms that are not listed in Table L.9-2 (e.g., Attachment L-1, Form SA, Form SB, and Form SC) may also be modified if the Offeror ensures that the modified form contains all of the information included on the Government-provided form, captures all of the information sought by the Government, and utilizes 12-point Times New Roman font as standard text.

Table L.9-2 Exceptions to 12-Point Times New Roman Text

RFP Requirement	Exception to 12-point Times New Roman Text	Government-Provided Form Can be Modified by the Offeror
L.12 (a) (Cross Reference Matrix for L&M)	Yes	N/A
Volume I – Mission Suitability Volume Instructions; Specific Instructions (Cross Reference Matrix)	Yes	N/A
MTA – 1 (Organization Chart)	Yes. Shall not exceed 4 Pages	N/A
MTA – 3 (c) (PWS Compliance Matrix)	Yes	N/A
MTA – 3 (d) (Attachment J-38, Schedule of Lump Sum Values) FORM	Yes. Offerors shall only utilize the forms provided to them by the Government	No
MTA – 4 (a) (PWS Matrix)	Yes	N/A
MTA – 5 (b) (Milestone or Schedule Table/Chart) and (h) (Risk Assessment)	Yes	N/A
MTA – 7 (e.g., Workprocessing Flow Chart, Diagram)	Yes	N/A
MTA – 12 (Risk Assessment)	Yes	N/A
STC – 2 (d) (PWS Requirements for Training)	Yes	N/A
STC – 2 (h) (Attachment L-2, WYE Matrix) FORM	Yes	Yes
STC – 4 (e) (Fringe Benefits Policies)	Yes	N/A
STC – 5 (Risk Assessment)	Yes	N/A
SHE – 1 (a) (MSFC SHE CPR)	Yes	N/A
SHE – 2 (Risk Assessment)	Yes	N/A
SB – 1 (Small Business Goals – Attachment L-10) FORM	Yes	Yes

RFP Requirement	Exception to 12-point Times New Roman Text	Government-Provided Form Can be Modified by the Offeror
Past Performance Volume (PPV), (E.1. Items a-i)	Yes	N/A
PPV (E.2.h) (Subcontracting Past Performance Template) FORM	Yes	Yes
PPV (E.3.b) (Attachment L-1, Form SD, LTC and TRIR Rate) FORM	Yes	Yes
PPV (E.5) (PWS Past Performance Matrix)	Yes	Yes
PPV (E.6) (Terminated Contracts)	Yes	N/A
PPV (E.7) (Government Reviews)	Yes	N/A

NOTE: Offerors are cautioned that proposal information such as pictures, graphics, tables, diagrams, charts, figures, etc., that is submitted in less than 12-point Times New Roman font as standard text (unless specifically identified as an exception in Table L.9-2 above) will not be evaluated by the Government.

Non-standard text, including graphics, charts, tables, and callouts, shall use no smaller than eight (8)-point type Times New Roman font. The metric standard format most closely approximating the described standard 8 1/2" x 11" size may also be used. Non-standard text shall not be used to avoid the RFP page limitations (e.g., providing all information in table or figure format using eight (8)-point type). Illustrations and charts are all included in the limitation total. Cover pages, Table(s) of Contents, RFP Reference Matrix, and section dividers shall be included in the numbering of pages. The text shall be printed on both sides of the sheet. Each side of a sheet, tab, or divider, regardless of whether it contains proposal material will be counted as a page. Printed pages and illustrations shall be legible and no larger than 11"x17" foldouts as appropriate for the subject matter. Foldouts are considered part of the page limitations. The front of the foldout shall have 2 page numbers and the backs shall be blank and not be numbered. Each foldout shall be printed on one side only, shall fold entirely within the volume, and will be counted as two pages.

1. Pages in the Price Volume (Volume II) Part 2, Excel Pricing Model shall be numbered per price model formatting. Narrative pages in the Volume II shall be Pages in Volume I, Mission Suitability, and Volume III, Past Performance, shall be numbered consecutively.

2. Pages in the Price Volume (Volume II) Part 2, Excel Pricing Model shall be numbered separately and consecutively, per Part and Section numbering found in Volume II, Table L.21-2, Price Volume Contents.
- C. If final proposal revisions are requested, separate page limitations will be specified in the Government's request for that submission. Subsequent revisions, if requested, shall be similarly identified and shall show revision number, change bars, and date.
- D. The Offeror shall submit electronic copies of each volume per the instructions below:
1. File submissions shall be on CD-ROM media with all sessions and disk closed. This media shall be readable in any common, CD computer drive. All media shall be labeled with its data contents to the degree that the media can be properly archived and filed without the need to read the contents of the media.
 2. Offerors shall submit proposals in Microsoft Word 2010 format as well as any other format specified in Provision L.21. Microsoft Word 2010 files have the capability to duplicate the printed page and these files shall be exact duplicates of the paper copies. The Government will use the electronic files in the evaluation process and may compare the electronic and paper copies. If a variation in content between the paper copy and the electronic one is noted and that variation is not resolved with the Offeror, the paper copy marked original shall be considered the submitted proposal. Page count is determined by the paper copy. For the Price Volume (Volume II), electronic copies shall be submitted in native Microsoft Office 2010 formats (i.e., Microsoft Word and Excel). Embedded structures like bitmaps, graphics or proprietary fonts shall be reserved only for illustrations and equations which cannot be rendered in the above formats.
 3. Each CD-ROM case and the CD-ROM disc must be labeled as to the Offeror or subcontractor and numbered sequentially in the required number of copies. The information is to be submitted on quality, error-free, virus-free CD-ROM formatted and readable by the computer systems named in paragraph (7) below and compatible with the noted software packages.

4. **Electronic Font and Page Setup:** Text font and layout shall be as stated for paper copies. Hypertext links shall be the same minimum font size. The Offeror shall indicate hyperlinks by a distinct font color or with a visible rectangle. The Offeror shall not embed sound or video files into the proposal files. The Offeror shall minimize the use of scanned images and keep embedded graphics as simple as possible.
5. **Proposal Format and Structure:** Each volume of the electronic proposal shall be in a separate sub-directory on the CD-ROM. A hard copy list of the CD-ROM contents showing the directory, document title, and file name shall accompany the electronic submittal.
6. **Viewing Environment:** The Government anticipates viewing the electronic submittals with the following computer software and hardware: (1) IBM-compatible systems, (2) Windows 7 operating system, (3) Adobe Acrobat Reader 9.0, and (4) Microsoft Office 2010.

(End of Provision)

L.10 PROPOSAL MARKING AND DELIVERY

- A. Proposals hand carried to MSFC shall be delivered to Building 4203, Suite B300 (basement) prior to 12:00 p.m. Central Time on September 16, 2013. Offerors shall contact Rhoney Triplett, Jr. at 256-961-2091 to coordinate the delivery of any proposal that will be hand carried to MSFC on a date prior to September 16, 2013. Contractors that require access to the Marshall Space Flight Center for hand delivery of these proposals shall contact Rhoney Triplett, Jr. at rhoney.triplett-1@nasa.gov via e-mail and provide the following data for entry into the Visitor's Management System (VMS) one business day prior to required access:
 1. Full Name
 2. Driver's License Number and State of Issue
 3. Citizenship – Primary and/or Dual
 4. Company Name (Is company foreign-owned – yes/no)
- B. Offerors should allow ample time for processing through the gate at Redstone Arsenal and Protective Services Office. Offerors are informed that badging services are only available at the Visitors Centers located at Gate 1, Martin Road and Gate 9, Rideout Road. You must provide your driver's license, vehicle registration, and proof of vehicle insurance or lease agreement to obtain vehicle passes and badges. No escorts will be provided. Upon arrival at Building 4203, Offerors shall contact the person below to accept delivery. In addition, packages shall be marked with the contact information below.

NNM13440940J/Rhoney Triplett, Jr.
Phone: (256) 961-2091
- C. Past performance volumes are requested to be delivered by 12:00 p.m., Central Time on

September 16, 2013. Past performance questionnaires may be emailed to rhoney.triplett-1@nasa.gov.

(End of Provision)

L.11 DUE DATE FOR RECEIPT OF PROPOSALS

The due date and time for receipt of proposals is as follows:

Table L.11-1 Proposal Due Dates

Volume	Title	Requested By	Due Date	Local Time
III	Past Performance Volume *	09/16/2013	09/16/2013	12:00 P.M. Central Time
III	Attachment L-1/Form SC, Past Performance Interview/Questionnaire Forms*	09/16/2013	09/16/2013	12:00 P.M. Central Time
II	Cognizant Audit Office Template (CAOT), Attachment L-7, FOMSS Price Related Forms, Tab PK *	09/16/2013	09/16/2013	12:00 P.M. Central Time
I	Mission Suitability Volume	09/16/2013	09/16/2013	12:00 P.M. Central Time
II	Price Volume	09/16/2013	09/16/2013	12:00 P.M. Central Time
IV	Completed Model Contract, Signed SF33's, and Section K Certifications (Both SF 33s shall be original or digital signatures)	09/16/2013	09/16/2013	12:00 P.M. Central Time

*Volume III – Past Performance Factor and Attachments L-1/Form SC, “Past Performance Interview/Questionnaire” Forms; and Volume II – “Cognizant Audit Office Template”

(CAOT), Attachment L-7, Price Forms, Tab PK, are required to be delivered by 12:00 p.m., September 16, 2013 (if the Offeror chooses to resubmit contracts for past performance other than those previously submitted and/or revises its pricing volume).

- A. Proposals may be mailed to George C. Marshall Space Flight Center, Attn: Rhoney Triplett, Jr., PS 32H, Building 4203, Room B311, Huntsville, AL 35812. Proposals that are hand carried to the Government shall be delivered per Provision L.10, "Proposal Marking and Delivery."
- B. Proposals received after 12:00 p.m., Central Time on September 16, 2013 will be considered as late proposals and processed in accordance with FAR Clause 52.215-1 "Instructions to Offerors – Competitive Acquisitions".
- C. Offerors are reminded that proposals may be sent by U.S. Postal Service. Clear and precise rules regarding the consideration of late submissions are set forth in solicitation Provision 52.215-1, paragraph (c) (3) "Submission, Modification, Revision, and Withdrawal of Proposals." Offerors are further reminded that it is their responsibility to deliver proposals as specified in this Provision. Proposals which are sent by commercial carrier are considered to be hand carried, and, if they are received late at the place designated in the solicitation, they will be considered as late proposals and will be processed in accordance with FAR Clause 52.215-1 "Instructions to Offerors – Competitive Acquisitions."

(End of Provision)

L.12 PROPOSAL FORMAT

- A. Proposals shall be submitted in four volumes as depicted in Table L.12-1 Proposal Format Instructions. The proposal shall be submitted in three-ring binders with each section appropriately tabbed and identified, and organized into one volume per binder as indicated in Provision L.9, Proposal Page Limitations. The Offeror shall provide a matrix that cross-references all instructions and evaluation criteria (Sections L and M, respectively) to their proposal to ensure that all areas have been completely addressed. Each volume shall standalone, provide complete coverage of the topic, and include responses to each item described in the proposal instructions. Each volume shall include a table of contents applicable to the volume for ready reference to Sections, figures, and illustrations. Volume I shall include a master table of contents for the entire proposal.
- B. Offerors shall submit copies of each volume in response to the final RFP in the quantities shown in Table L.12-1.
- C. Volume marking: An Original version is required for all volumes.

For Volumes I, III, and IV, the Offeror shall mark each volume on the outside of the cover with the following legend:

"Volume [Number], Original" (e.g., Volume I, Original) or

"Volume [Number], Copy [Number] of [Number]" (e.g., Volume I, Copy 1 of 7)