

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT I D CODE	PAGE OF PAGES	
				1	10
2. AMENDMENT/MOD NO. 4	3. EFFECTIVE DATE See Block 16C JSC	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO		
NASA/Johnson Space Center Attn: Andrea L. Browne/BR 2101 NASA Parkway Houston, TX 77058-3696		7. ADMINISTERED BY	CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, County, State and ZIP Code) To Prospective Offerors			(9)	9A. AMENDMENT OF SOLICITATION NO NNJ13473923R	
			<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) 11/1/13	
			(10)	10A. MOD. OF CONTRACT/ORDER No	
CODE	FACILITY CODE		<input type="checkbox"/>	10B. DATED (SEE ITEM 13)	
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. 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:					
<p>(a) By completing Items 8 and 15, and returning one (1) copy of the amendment;</p> <p>(b) By acknowledging receipt of this amendment on each copy of the offer submitted; or</p> <p>(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 DATE 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 date specified.</p>					
12. ACCOUNTING AND APPROPRIATION DATA (if required)					
<i>Financial Management</i>					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
<input type="checkbox"/> 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.					
<input type="checkbox"/> 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(b).					
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)					
IMPORTANT: Contractor IS NOT 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.)					
The purpose of Amendment 4 is to extend the due dates for proposal and past performance data submissions in Solicitation No. NNJ13473923R from December 9, 2013 at 1:30 pm to December 18, 2013 at 1:30 pm. This extension is necessary to allow the Government adequate time to respond to the questions/comments received from prospective Offerors related to the Request for Proposals and allow prospective Offerors adequate time to review the answers once posted. Change pages are attached. (CONTINUED ON PAGE 2)					
Except as provided herein, all terms and conditions of the document referenced in Item 9A 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 Andrea L. Browne		
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA  (Signature Of Contracting Officer)		16C. DATE SIGNED 11/26/13	

#### 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Cont'd)

1. Revise the RFP Cover Letter, PROPOSAL SUBMISSIONS by amending as follows:

**From:**

All proposal volumes identified in Section 5.14.2, Proposal Arrangement, Page Limitations, Copies, and Due Date, are due on December 9, 2013 at 1:30 p.m. CST.

**To:**

All proposal volumes identified in Section 5.14.2, Proposal Arrangement, Page Limitations, Copies, and Due Date, are due on December 18, 2013 at 1:30 p.m. CST.

2. Revise the SF 1449, Block 8 by amending as follows:

**From:**

12/9/13 1:30 CST

**To:**

12/18/13 1:30 CST

3. Revise Section 5.14.2, Proposal Arrangement, Page Limitations, Copies, and Due Date, by amending as follows:

**From:**

The entire proposal is due by December 9, 2013 at 1:30 p.m. CST. The delivery location is specified in 5.9, Proposal Marking and Delivery. Late proposals will not be accepted in accordance with FAR 52.215-1, "Instructions to Offerors – Competitive Acquisition."

**To:**

The entire proposal is due by December 18, 2013 at 1:30 p.m. CST. The delivery location is specified in 5.9, Proposal Marking and Delivery. Late proposals will not be accepted in accordance with FAR 52.215-1, "Instructions to Offerors – Competitive Acquisition."

4. Revise the Date and Time Due column for each Volume in Table 5-2, Overview of Proposal Volume, Page Limitations, Proposal Copies, and Due Dates, by amending as follows:

**From:**

12/09/13  
1:30 PM

CST

To:  
12/18/13  
1:30 PM  
CST

5. Revise the Past Performance Questionnaire by amending as follows:

**From:**

We are providing present and past performance data to NASA JSC relating to our performance or the performance of the key personnel identified on contract \_\_\_\_\_ (contract name/number or key personnel name). The RFP instructs that we provide our customers with the attached questionnaire. Please complete the questionnaire and submit it by 1:30 p.m. CST on December 9, 2013, directly to the JSC Contracting Officer. The requested data may be submitted by email to [andrea.browne-1@nasa.gov](mailto:andrea.browne-1@nasa.gov) or by mail to:

**To:**

We are providing present and past performance data to NASA JSC relating to our performance or the performance of the key personnel identified on contract \_\_\_\_\_ (contract name/number or key personnel name). The RFP instructs that we provide our customers with the attached questionnaire. Please complete the questionnaire and submit it by 1:30 p.m. CST on December 18, 2013, directly to the JSC Contracting Officer. The requested data may be submitted by email to [andrea.browne-1@nasa.gov](mailto:andrea.browne-1@nasa.gov) or by mail to:

All other terms and conditions remain the same.

National Aeronautics and  
Space Administration

**Lyndon B. Johnson Space Center**  
2101 NASA Parkway  
Houston, Texas 77058-3696



November 26, 2013

Reply to Attn of: BR2-13-080

TO: All Prospective Offerors

FROM: BR/Contracting Officer, Operations Support Office

SUBJECT: Request for Proposal (RFP) NNJ13473923R

The National Aeronautics and Space Administration (NASA) Lyndon B. Johnson Space Center (JSC) is pleased to release RFP NNJ13473923R for the JSC Administrative Support Services II (JASS II) contract. The JASS II contract provides support to JSC, including Ellington Field, Sonny Carter Training Facility, White Sands Test Facility, and other NASA operating locations or other alternate workspaces that may be determined subsequent to contract award by providing secretarial and administrative support to organizations in fulfilling JSC's mission and objectives. Offerors are advised to read all requirements contained herein and in the RFP.

The following information should be considered in proposal preparation:

ACQUISITION STRUCTURE:

The JASS II contract is reserved as an 8(a) set-aside under the authority of Federal Acquisition Regulation (FAR) 6.204(a), Section 8(a) Competition, and has been assigned North American Industry Classification System (NAICS) code 561110 – Office Administrative Services with a small business size standard of \$7 million per year. Only proposals from organizations meeting these standards will be accepted in response to solicitation number NNJ13473923R.

ACQUISITION FEATURES:

- The JASS II acquisition is for an indefinite delivery/indefinite quantity (IDIQ) contract comprised of firm-fixed price (FFP) task orders.
- The Government anticipates a 5-year period of performance, consisting of a 45-day phase-in from June 5 – July 20, 2014, and 5-year base period from July 21, 2014, to July 20, 2019.
- The addition of Administrative Specialist positions.
- Subcontracting information is required for any small business proposing a subcontracting arrangement and will be evaluated as part of RFP Section 6.1.4.A, Subcontractor Arrangement Information.

- JSC has implemented Phase I of a Super-Flex program by which the Center strives to embrace and enhance workplace flexibility as a positive balance for the workforce while meeting Federal mandates to reduce energy intensity and carbon footprint. Through Super-flex, civil servants are encouraged to take a simultaneous flex day every other Friday by utilizing our maxiflex schedules and telework to accomplish 80 hours during the pay period without working on site on Flex Fridays. JSC will not require that our contractor team members adopt a matching schedule; however, you should be aware that many of your civil service customers will not be on site on those Flex Fridays and plan to support contract requirements, while accommodating JSC's new work schedule. During the current phase, JSC facilities remain fully operational Monday-Friday in preparation for transition to full weekend mode operations. For Phase II, much of the Center will operate as if it is in a standard weekend mode on Flex Fridays. Many JSC buildings (except 24/7 buildings), gates, cafés, and clinic will be placed in "bi-weekly weekend mode" on Flex Fridays. On those days, Center operations will be at the same level as on the weekend (no lights and air in many buildings).

Offerors should ensure their company is listed in the on-line database and have submitted the required documentation for the following:

- Central Contractor Registry: System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov)
- VETS 100: <http://www.dol.gov/vets/vets-100.html>
- EEO National Pre-Award Registry: <http://www.dol-esa.gov/preaward>
- Data Universal Numbering System (DUNS): <http://fedgov.dnb.com/webform>

#### ELECTRONIC ACCESS:

This RFP, a technical library, and other information about this solicitation can be accessed electronically at the following address: <http://procurement.jsc.nasa.gov/jassII/>. The Offerors are encouraged to suggest any additional information they would like to see made available in the Technical Library.

#### PROPOSAL SUBMISSIONS:

Proposals submitted in response to this solicitation shall include the Offeror's name and complete address, including street, city, county, state, and 9-digit zip code. Also include telephone and fax numbers and the e-mail address of the contact person responsible for the proposal.

All proposal volumes identified in Section 5.14.2, Proposal Arrangement, Page Limitations, Copies, and Due Date, are due on December 9~~18~~<sup>18</sup>, 2013 at 1:30 p.m. CST.

Offerors must deliver their proposal in accordance with Section 5.14.2 and 5.9, JSC 52.215-109, Proposal Marking and Delivery (AUG 2012).

Proposals that arrive after the prescribed time for receipt will be considered late and treated in accordance with FAR 52.215-1, "Instructions to Offerors – Competitive Acquisitions."

It is the Offeror's responsibility to monitor the acquisition Web site as any changes to the schedule will be posted there.

QUESTIONS/COMMENTS RELATED TO THE RFP:

In order for answers to be obtained and disseminated in a timely manner, all questions and comments related to the enclosed RFP shall be submitted in writing via the e-mail address listed below under the section entitled "E-MAIL CORRESPONDENCE." Please title the e-mail note "Questions/Comments – JASS II RFP" in the subject block and make sure to include the e-mail, name, and daytime phone number of the person submitting questions or comments. Offerors shall submit all questions and comments by November 15, 2013 at 5:00 p.m. CST. Answers to questions and comments will be posted to the NASA Acquisition Internet Service (NAIS) through an amendment to the RFP and posted to the JASS II Procurement Web site at <http://procurement.jsc.nasa.gov/jassII/>.

Oral communications are not acceptable in response to this notice.

E-MAIL CORRESPONDENCE:

All e-mail correspondence related to this solicitation shall be submitted to the following e-mail address:

Andrea Browne, Contracting Officer  
[andrea.browne-1@nasa.gov](mailto:andrea.browne-1@nasa.gov)

COMMUNICATION WITH INDUSTRY:

Offerors are responsible for monitoring the NASA Business Opportunities Web site, <http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=73>, and the JASS II Procurement Web site, <http://procurement.jsc.nasa.gov/jassII/> for any amendments to the RFP, additional information, and/or changes to the schedule. Information will be posted as it becomes publicly available.

The RFP does not commit the Government to award a contract nor does it obligate the Government for costs incurred in the preparation and submittal of proposals in anticipation of a contract or comments in response to this RFP.

Thank you for your participation and interest in this procurement.

Andrea Browne  
Contracting Officer

Enclosure:  
RFP NNJ13473923R

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>				1. REQUISITION NO. 4200473923	PAGE 1 OF 193	
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NO.	5. SOLICITATION NO. NNJ13473923R	6. SOLICITATION ISSUE DATE 11/1/13		
7. FOR SOLICITATION INFORMATION CALL	7a. NAME Andrea Browne		7b. TELEPHONE NO. (281) 792-7665	8. OFFER DUE DATE/LOCAL TIME 12/18/13 1:30 CST		
9. ISSUED BY NASA - Johnson Space Center Operations Support Office/BR 2101 NASA Parkway Houston, TX 77058-3696		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE <u>100</u> % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUS. <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input checked="" type="checkbox"/> 8(A) <input type="checkbox"/> EMERGING SMALL BUSINESS NAICS: <u>561110</u> SIZE STANDARD: <u>\$7.0M</u>				
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	<input checked="" type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING DO-C9		
14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP		16. ADMINISTERED BY NASA - Johnson Space Center Attn: Andrea Browne 2101 NASA Parkway Houston, TX 77058-3696				
15. DELIVER TO NASA - Johnson Space Center Attn: Andrea Browne 2101 NASA Parkway Houston, TX 77058-3696		16. ADMINISTERED BY NASA - Johnson Space Center Attn: Andrea Browne 2101 NASA Parkway Houston, TX 77058-3696				
17a. CONTRACTOR/OFFEROR	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY NASA Shared Services Center (NSSC) Financial Management Division (FMD) - Accounts Payable Building 1111, C Road Stennis Space Center, MS 39529			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOW IN BLOCK 18a UNLESS BLOCK ON RIGHT IS CHECKED <input checked="" type="checkbox"/> SEE ADDENDUM				
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	JSC Administrative Support Services II (JASS II)  See Section 1.8					
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (Govt. Use Only)		
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA			<input checked="" type="checkbox"/> ARE			<input type="checkbox"/> ARE NOT ATTACHED
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA			<input checked="" type="checkbox"/> ARE			<input type="checkbox"/> ARE NOT ATTACHED
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.			<input type="checkbox"/> 29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (Signature of Contracting Officer)			
30b. NAME AND TITLE OF SIGNER (Type or Print)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type)		31c. DATE SIGNED	
			Andrea L. Browne			

Title	Section ID	Title	Section ID
Safety and Health Plan	5.14.3.1 c	Safety and Health Plan	6.1.1 C
Past Performance - Volume II	5.14.3.2	Past Performance – Volume II	6.1.2
Price Proposal - Volume III	5.14.3.3	Price Proposal – Volume III	6.1.3
Eligibility Considerations - Volume IV	5.14.4	Eligibility Considerations – Volume IV	6.1.4
Model Contract - Volume V	5.14.5	Model Contract – Volume V	6.1.5

**5.14.2 Proposal Arrangement, Page Limitations, Copies, and Due Date**

The entire proposal is due by December 9~~18~~, 2013 at 1:30 p.m. CST. The delivery location is specified in 5.9, Proposal Marking and Delivery. Late proposals will not be accepted in accordance with FAR 52.215-1, "Instructions to Offerors – Competitive Acquisition."

(a) Proposal Arrangement: Offerors shall arrange their proposals as set forth below in Table 5-2.

**Table 5-2: Overview of Proposal Volumes, Page Limitations, Proposal Copies, and Due Dates**

Date and Time Due	Delivery Location	Volume No.	Title	Page Limits	Electronic Format	Copies
<del>12/09/18/13</del> 1:30 PM CST	JSC (See 5.9)	I	Technical Acceptability	45 Pages		6 Hard copies, 2 CD-ROM
			Management Operating Plan (DRD 01)	Included in Limit	MS Word	
			Phase-In Plan (DRD 10)	Included in Limit	MS Word	
			Safety and Health Plan (DRD 02)	Not Included in Limit	MS Word	
<del>12/09/18/13</del> 1:30 PM CST	JSC (See 5.9)	II	Past Performance	20 Pages		6 Hard copies, 2 CD-ROM
			Past Performance Information	Included in Limit	MS Word	
			Environmental and Safety Data	Not Included in Limit	MS Word	
<del>12/09/18/13</del> 1:30 PM CST	JSC (See 5.9)	III	Price Proposal			6 Hard copies, 2 CD-ROM
			Templates	Not Limited	MS Excel	
			Price Narrative	Not Limited	MS Word	

Date and Time Due	Delivery Location	Volume No.	Title	Page Limits	Electronic Format	Copies
<b>12/09/18/ 13 1:30 PM CST</b>	<b>JSC (See 5.9)</b>	<b>IV</b>	<b>Other Proposal Requirements</b>			<b>6 Hard copies, 2 CD-ROM</b>
			Subcontracting Arrangement Information	Not Limited	MS Word	
			Organizational Conflict of Interest Avoidance Plan (DRD 04)	Not Limited	MS Word	
<b>12/09/18/ 13 1:30 PM CST</b>	<b>JSC (See 5.9)</b>	<b>V</b>	<b>Model Contract</b>			<b>6 Originals, 2 CD-ROM</b>
			Sections 1-4 with all fill-ins completed; signed SF 1449; and Section 7, Representations, Certification and Other Statements with all fill-ins completed	Not Limited	MS Word	

- (c) The proposal text shall be printed on non-glossy white 8 ½ x 11-inch paper with at least one-inch margins on all sides. The metric standard format most closely approximating the described standard 8 ½ x 11-inch size may also be used. Except for Volume III Price Proposal, all volumes shall be prepared and submitted using a non-compressed Arial font with single-spaced 12 point text printed on both sides of the sheet. A single column format per page is acceptable. Multiple column formats per page are not acceptable. Each side of the sheet, tab, or divider containing proposal material will be counted as a page. All pages shall be numbered sequentially within each volume. Offerors shall clearly mark and identify each of the pages subject to the page limitations.

Title pages, table of contents, cross-reference matrices, glossaries, acronym lists, page tabs, and section dividers that do not contain information that can be construed as proposal information will not be counted as part of the page limitations.

Tables, charts, graphs, plans, figures, diagrams and schematics shall be used wherever practicable to depict organizations, systems, layout, and implementation schedules. These displays shall contain font sizes no smaller than non-compressed Arial 12 point, be uncomplicated, legible, and appropriate for the subject matter.

Foldout pages may only be used for large tables, charts, graphs, plans, figures, diagrams and schematics, not for pages of text. Foldouts shall be counted as two pages against the page limitations, shall be printed on one side only, shall not exceed 11 x 17-inches with at least one-inch margins on all sides, and shall fold entirely within the volume.

Volumes shall be separately bound in 3-ring binders that permit the volume to lie flat when open. Staples shall not be used. A cover sheet shall be included on each binder, clearly

**ATTACHMENT 5-PPQ  
PAST PERFORMANCE QUESTIONNAIRE**

Complete one set of letters and forms for each Past Performance reference.  
Additional space or blank sheets may be added to answer any question

Transmittal Letter to Accompany Present/Past Performance Questionnaire

FROM:

SUBJECT: Present/Past Performance Questionnaire for Contract(s):

We are currently responding to NASA Johnson Space Center's (JSC's) Request for Proposal (RFP) for the JSC Administrative Support Services II (JASS II) contract. This RFP requires Offerors to identify customers and solicit their response regarding our performance or the performance of the key personnel identified.

We are providing present and past performance data to NASA JSC relating to our performance or the performance of the key personnel identified on contract \_\_\_\_\_ (contract name/number or key personnel name). The RFP instructs that we provide our customers with the attached questionnaire. Please complete the questionnaire and submit it by 1:30 p.m. CST on December 9<sup>th</sup>, 2013, directly to the JSC Contracting Officer. The requested data may be submitted by email to [andrea.browne-1@nasa.gov](mailto:andrea.browne-1@nasa.gov) or by mail to:

JSC Administrative Support Services II (JASS II)  
BR/Andrea Browne, Contracting Officer  
NASA Johnson Space Center  
2101 NASA Parkway  
Houston, TX 77058

The information contained in the completed Past Performance Questionnaire is considered sensitive and cannot be released to us, the Offeror. If you have any questions about the acquisition or the attached questionnaire, your questions must be directed back to the JSC point of contact identified above. Thank you for your timely assistance.

Sincerely,  
(Company Official)