

National Aeronautics and
Space Administration

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



November 1, 2013

Reply to Attn of: BR2-13-065

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
- 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, 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 on 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:

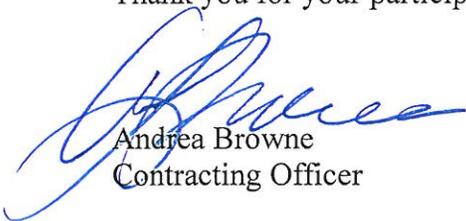
Andrea Browne, Contracting Officer
andrea.browne-1@nasa.gov

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