

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		5

2. AMENDMENT/MODIFICATION NO. 000001	3. EFFECTIVE DATE 06/13/14	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Johnson Space Center Attn: Mandy Kuehn 2101 NASA Parkway Houston, TX 77058-3696	CODE JSC	7. ADMINISTERED BY (If other than Item 6) NASA/Johnson Space Center Attn: Gisela Moreno 2101 NASA Parkway Houston, TX 77058-3696	CODE JSC

8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)	(X)	9A. AMENDMENT OF SOLICITATION NO. NNJ14499347R
	X	9B. DATED (SEE ITEM 11) 06/09/2014
		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(b).
	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.)

Mail and Duplication Support Services (MADSS) Contract

The purpose of Amendment 1 is to extend the following due dates:

1. The due date for any questions associated with this solicitation has been extended from June 16, 2014 at 12:00pm to June 17, 2014 at 12:00 pm.
2. The due date for the receipt of the Past Performance Questionnaire has been extended from July 2, 2014 at 4:00 pm to July 9, 2014 at 4:00 pm.
3. The due date for the receipt of proposals has been extended from July 9, 2014 at 1:30 pm to July 16, 2014 at 1:30 pm.
4. The due date for the release of the Pre-proposal Bulletin has been updated from June 10, 2014 to June 12, 2014 in order to properly reflect the day it was posted.

Change pages are attached.

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 (Type or print) Gisela Moreno
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
15C. DATE SIGNED	16C. DATE SIGNED 6/13/14
(Signature of person authorized to sign)	(Signature of Contracting Officer)

5.03 52.216-1 Type of Contract (APR 1984)

The Government contemplates the award of a Fixed-Price-Incentive (FPI) Indefinite-Delivery, Indefinite-Quantity (IDIQ) contract resulting from this solicitation. The phase-in effort shall be firm-fixed price.

(End of provision)

5.04 52.252-5 Authorized Deviations in Provisions (APR 1984)

- (a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.
- (b) The use in this solicitation of any NASA FAR Supplement Regulation (48 CFR Chapter 18) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

5.05 52.233-2 Service of Protest (SEP 2006)

- (a) Protests, as defined in section 31.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

NASA, Johnson Space Center
Attn: BJ/Gisela Moreno, Contracting Officer
2101 NASA Parkway
Houston, TX 77058
Phone: 281-244-6776
Email: gisela.a.moreno@nasa.gov

- (b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

5.06 Pre-proposal Bulletin/Pricing Webex

- (a) A Pre-proposal Bulletin (PB) will be posted to the MADSS acquisition website at <http://procurement.jsc.nasa.gov/madss/> in the Technical Library by June 12, 2014.

The PB is published in lieu of conducting a Pre-proposal Conference. The PB contains the same information as the Pre-proposal Conference without the formal presentation which requires Industry to travel. Offerors must contact the

- (b) All technical documentation which is incorporated directly by reference in this solicitation may be obtained from the MADSS Technical Reference Library which is available online at the following url: <http://procurement.jsc.nasa.gov/madss/>.
- (c) In order to obtain a User-ID and password to access the documents above, please e-mail the following information to the Contract Officer at gisela.a.moreno@nasa.gov:

Request for access to the Technical Reference Library

Requestor's Name

If the Requestor is a foreign person as defined in 22 CFR 120.16 (Yes/No)

Full Company Name

Company Address

Company Security Point of Contact

Phone Number

Foreign Company (Yes/No)

CAGE Code

- (d) All copy-righted technical documentation which is incorporated directly by reference in this solicitation cannot be placed on the MADSS Technical Reference Library. If the Offeror desires to have these copy-righted documents to prepare their proposal they must be obtained, at the bidder's expense, from the organization that develops, establishes and/or publishes those documents.
- (e) Upon request, the Contracting Officer will furnish to the Offeror NASA technical documents not incorporated by reference.

(End of provision)

5.12 Communications Regarding This Solicitation

Any communications in reference to this solicitation shall cite the solicitation number and be directed to the following Government representative:

Name: Gisela Moreno
Phone: 281-244-6776
Fax: 281-483-2138
Email: gisela.a.moreno@nasa.gov
Address: Lyndon B. Johnson Space Center
Mail Code BJ/Gisela Moreno
2101 NASA Parkway
Houston, TX 77058-3696

QUESTIONS REGARDING THIS SOLICITATION MUST BE PRESENTED IN WRITING and shall be submitted electronically to the above e-mail address by 12:00 p.m. CST, June 17, 2014 in order that answers may be obtained and disseminated in a timely manner, since it is not expected that a proposal submission date will be extended. Oral communications are not acceptable in response to this solicitation. Questions shall not be directed to the technical activity personnel.

(End of provision)

5.16.2 Proposal Arrangement, Page Limitations, Copies, and Due Dates

- (a) The entire proposal is due by July 16, 2014 at 1:30 p.m. Central Time. The delivery location is specified in Section 5.10, Proposal Marking and Delivery. Late proposals will not be accepted in accordance with FAR 52.212-1, "Instructions to Offerors – Commercial Items." The Past Performance Questionnaire is due on July 9, 2014 by 4:00 p.m. CST.
- (b) Proposal Arrangement: Offerors shall arrange their proposals as set forth below in Table 5-2. Proposal sections excluded from the page limit shall be placed at the end of each volume.

Table 5-2: Overview of Proposal Volumes, Page Limitations, Copies, and Format

Volume	Title	Page Limit	No. of Copies	Format
I	Technical Acceptability Factor	30	3 hard copies, 1 CD-ROM	
	A. Management Approach	Included in limit		MS Word
	B. Technical Understanding and Resources	Included in limit		MS Word
	C. Safety and Health	Not included in limit		MS Word
II	Past Performance Factor	20	3 hard copies, 1 CD-ROM	
	A. Past Performance Information	Included in limit		MS Word
	B. Past Performance Questionnaire	Not included in limit		MS Word
III	Price Factor	Not Limited	3 hard copies, 1 CD-ROM	
	A. Templates	Not limited		MS Excel
	B. Narrative	Not limited		MS Word
IV	Other Proposal Information	5	3 hard copies, 1 CD-ROM	
	A. Subcontracting Arrangement	Included in limit		MS Word
	B. Government Property Management Plan	Not included in limit		MS Word
	C. Business Systems	Included in limit		MS Word
	D. Responsibility Information	Included in limit		MS Word
V	Model Contract	Not Limited	2 originals, 1 CD-ROM	MS Word

- (c) The proposal text shall be printed on non-glossy white 8 ½ x 11-inch paper. The metric standard format most closely approximating the described standard 8 ½ x 11-inch size may also be used. 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 marked with date of offer,

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 Past Performance Questionnaire

FROM: [Insert Company Official Name, Title, and Company Name]

SUBJECT: Past Performance Questionnaire for Contract(s):

[Insert Company Name] is currently responding to NASA Johnson Space Center's (JSC's) Request for Proposal (RFP) NNJ14499347R for the Mail and Distribution Support Services (MADSS) contract. This RFP requires Offerors to identify customers and solicit their response regarding our performance.

[Insert Company Name] is providing past performance data to NASA JSC relating to our performance on contract [Insert contract name/number] and have identified [Insert name of reference] as the point of contact for this contract.

The RFP instructs that we provide our customers with the attached questionnaire. Please complete the questionnaire and submit it by 4:00 p.m. CST on July 9, 2014 directly to the government representative identified below. The requested data may be submitted by mail or email. If the Past Performance Questionnaire is emailed, DO NOT send a hardcopy via mail.

Contract Name: Mail and Duplication Support Services (MADSS)
Attn: Gisela Moreno/BJ
NASA Johnson Space Center
2101 NASA Parkway
Houston, TX 77058
Email address: gisela.a.moreno@nasa.gov

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)