

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 10	
2. AMENDMENT/MODIFICATION NO. 000003		3. EFFECTIVE DATE See Block 16C		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 3 is to 1) extend the due date for the Past Performance Questionnaire from July 9, 2014 to July 14, 2014; 2) extend the proposal due date from July 16, 2014 to July 23, 2014; and 3) revise the definition of a major subcontractor from \$500,000 to \$300,000.

The resulting changes to the RFP are indicated on the corresponding pages with the associated change pages 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 <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA <i>Gisela Moreno</i> <i>(Signature of Contracting Officer)</i>	16C. DATE SIGNED 7/9/14

Block 14 Description of Amendment/modification (continued):**1. Section 5.16.2 Proposal Arrangement, Page Limitations, Copies, and Due Dates (a)**

From: ...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.

To: The entire proposal is due by July 23, 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 14, 2014 by 4:00 p.m. CST.

2. SF 1449 Block 8

From: 7/9/14 at 1:30 CST

To: 7/23/14 at 1:30 CST

3. Attachment 5-PPQ Transmittal Letter (paragraph 3)

From: 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.

To: 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 14, 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.

4. Section 5.17.2 Past Performance Factor – Volume II

From: (1) Provide information from organizations and companies for which your company has previously performed work, in order for the Government to obtain appraisals of past performance. Offerors, including joint ventures, major subcontractors (subcontracts with an estimated annual value greater than \$500,000) shall each provide information on up to five past contracts (subject to the page limitation constraints). References with Government contracts are preferred, but not required.

To: (1) Provide information from organizations and companies for which your company has previously performed work, in order for the Government to obtain appraisals of past performance. Offerors, including joint ventures, major subcontractors (subcontracts with an estimated annual value greater than \$300,000) shall each provide information on up to five past contracts (subject to the page limitation constraints). References with Government contracts are preferred, but not required.

5. Section 5.17.3 Price Factor - Volume III, IDIQ Workbook Instructions (paragraph 2)

From: The instructions for required completed cost templates apply to the prime Offeror and all major subcontractors with an annual estimated annual value that exceeds \$500,000. Subcontractors with an estimated annual value below \$500,000 are considered minor subcontractors.

To: The instructions for required completed cost templates apply to the prime Offeror and all major subcontractors with an annual estimated annual value that exceeds \$300,000. Subcontractors with an estimated annual value below \$300,000 are considered minor subcontractors.

6. Section 5.17.3 Price Factor - Volume III, Fully Burdened Rates Development Template (FBR) (paragraph 1)

From: A separate FBR is required for each contract year of the effort from the prime and is required from each major subcontractor(s). Major subcontractors are defined as proposing \$500,000 per year or more as estimated costs...

To: A separate FBR is required for each contract year of the effort from the prime and is required from each major subcontractor(s). Major subcontractors are defined as proposing \$300,000 per year or more as estimated costs...

7. Section 5.17.3 Price Factor - Volume III, Minor Subcontractor Template (MST)

From: The minor subcontractor template is required of the prime only. This template is intended to provide the SEB a concise assessment of the substance of minor subcontracts. Minor subcontractors are subcontracts with an estimated annual contract value below \$500,000. Two examples showing how this template is to be completed are included on this template.

To: The minor subcontractor template is required of the prime only. This template is intended to provide the SEB a concise assessment of the substance of minor subcontracts. Minor subcontractors are subcontracts with an estimated annual contract value below \$300,000. Two examples showing how this template is to be completed are included on this template.

8. Section 5.17.4 Other Proposal Information – Volume IV, (a) Note

From: For purposes of this requirement, major subcontractor is defined by this solicitation as a company that the offeror anticipates providing at least \$500,000 annually of contract value in support of the Statement of Work effort.

To: For purposes of this requirement, major subcontractor is defined by this solicitation as a company that the offeror anticipates providing at least \$300,000 annually of contract value in support of the Statement of Work effort.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO. 4200499347	PAGE 1 OF
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NO.	5. SOLICITATION NO. NNJ14499347R	6. SOLICITATION ISSUE DATE 6/9/14	
7. FOR SOLICITATION INFORMATION CALL	7a. NAME Gisela Moreno		7b. TELEPHONE NO. (281) 244-6776	8. OFFER DUE DATE/LOCAL TIME 7/23/14 1:30 CST	
9. ISSUED BY NASA - Johnson Space Center Mandy Kuehn 2101 NASA Parkway Houston, TX 77058-3696	CODE JSC	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE 100 % FOR <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> HUBZONE SMALL BUS. <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) <input type="checkbox"/> EMERGING SMALL BUSINESS		NAICS: 323111 SIZE STANDARD: 500	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING		
		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP			
15. DELIVER TO NASA - Johnson Space Center Gisela Moreno 2101 NASA Parkway Houston, TX 77058-3696	CODE JSC	16. ADMINISTERED BY NASA - Johnson Space Center Gisela Moreno 2101 NASA Parkway Houston, TX 77058-3696		CODE JSC	
17a. CONTRACTOR/OFFEROR CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY NASA Shared Services Center (NSSC) Financial Management Division - Accounts Payable Building 1111, C Road, Stennis Space Center, MS 39529 e-mail: NSSC-AccountsPayable@nasa.gov		CODE NSSC	
<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 type="checkbox"/> SEE ADDENDUM
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
	Mail and Duplication Support Services (MADSS) contract at NASA Johnson Space Center.				
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 type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED.		ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> 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	
		Gisela Moreno			

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

- (a) The entire proposal is due by July 23, 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 14, 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

- (a) 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,

5.17.2 Past Performance Factor - Volume II

(1) Provide information from organizations and companies for which your company has previously performed work, in order for the Government to obtain appraisals of past performance. Offerors, including joint ventures, major subcontractors (subcontracts with an estimated annual value greater than \$300,000) shall each provide information on up to five past contracts (subject to the page limitation constraints). References with Government contracts are preferred, but not required.

(2) Offerors shall consider the relevancy, recency and magnitude of the effort(s) as they relate specifically to this requirement. Only contract period of performances within 3 years from the date of the MADSS solicitation will be considered in the past performance evaluation. Within this 3 year period, more recent performance will receive greater consideration in the performance confidence assessment than those with more distant performance, assuming all other considerations to be equal. Offerors with no past performance experience shall so state.

(3) The following information shall be provided:

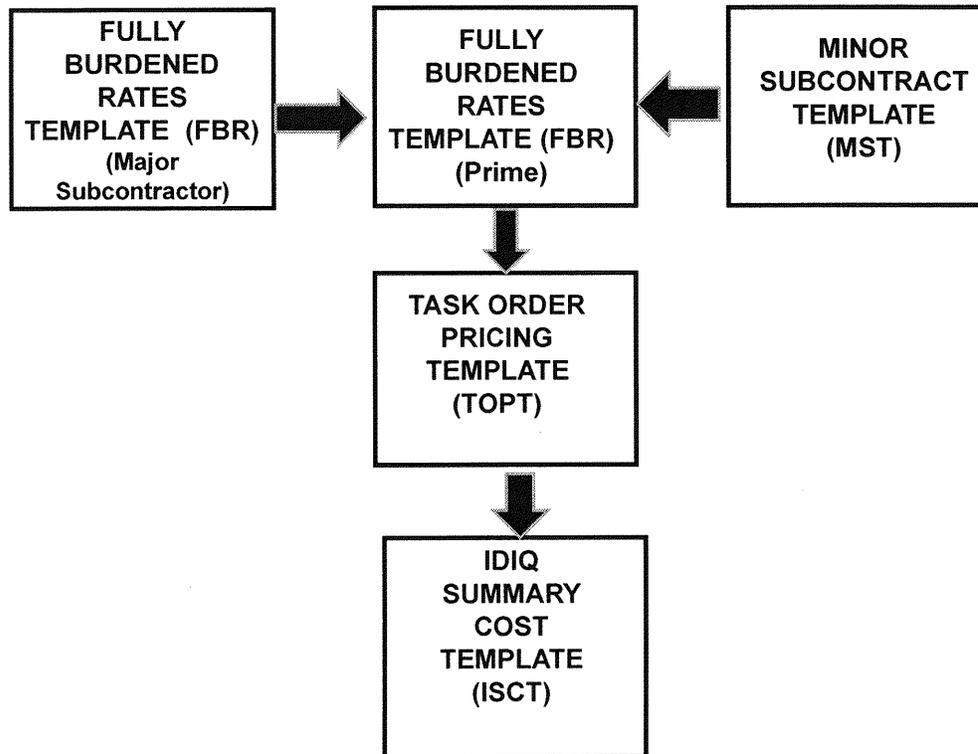
- Contract number, Cage Code, and Duns Number
- Contract value (If other than the prime, provide the overall contract value and the subcontract contract value)
- Employing Agency/Company Name
- Point of Contact (including address, telephone numbers, and e-mail addresses)
- If a Government Agency, include both the Contracting Officer and Contracting Officer's Technical Representative points of contact
- Contract Description
- Place of Performance
- Period of Performance
- Contract Type
- Status of Contract (current, terminated (if so, why), successfully completed (include completion date))
- Consent Letters executed by each subcontractor, teaming partner, proposed program manager and/or joint venture partner, authorizing the release of past performance information so the offeror can respond to such information. See sample consent letter at Attachment 5-CL.

Submit information on contracts that you consider relevant in demonstrating your ability to perform the proposed effort. The submission shall include rationale supporting your assertion of relevancy. This submission shall clearly detail what portions of the Statement of Work, the prime, joint venture, and major subcontractors are responsible for and/or proposing to do. For a description of the characteristics or aspects the Government will consider in determining relevance, see Section 6.01.2. If the Past Performance volume includes data on any parent or affiliated company, division(s), business units, segments, or other organizations of your company, then provide a narrative to address what they will be responsible for and/or proposing to do and the specific resources (workforce, management, facilities, or other resources) to be employed and relied upon, such that said parent or affiliated company et al will have meaningful involvement in contract performance.

The price proposal templates are designed to provide NASA with information necessary to perform price analysis and may perform price analysis to ensure the price is fair and reasonable. The specific templates required can be found in Attachment 5-Price.

IDIQ WORKBOOK INSTRUCTIONS

The following flowchart illustrates in a simplified manner how the different templates relate to one another to create a complete representation of proposed IDIQ price.



The instructions for required completed cost templates apply to the prime Offeror and all major subcontractors with an annual estimated annual value that exceeds \$300,000. Subcontractors with an estimated annual value below \$300,000 are considered minor subcontractors.

Fully Burdened Rates Development Template (FBR)

A separate FBR is required for each contract year of the effort from the prime and is required from each major subcontractor(s). Major subcontractors are defined as proposing \$300,000 per year or more as estimated costs. This template is provided so that each Offeror may show how they arrived at their individually proposed fully burdened rates including profit/fee. As noted towards the top of this template, the columns below the blue area shall be completed by the prime contractor; likewise, the columns below the yellow area shall be completed by the major subcontractor.

The first two columns address the Offeror's direct labor categories and the NASA SLCs.

example for contractor "A", "B" and "C". In this example, subcontractor "A" is provided for illustrative purposes. If more than one subcontractor is proposed, then, the prime contractor shall provide that FBR in the columns provided. If more columns are needed due to more than three subcontractors, then the prime contractor may include more columns in order to accommodate the other major subcontractors.

Note that major subcontractor(s) must complete the information on this template except at the subcontractor input area and to the right of the subcontractor input area. The subcontract price input area is only applicable to the prime contractor who must provide the integrated subcontractor FBR as part of the blended FBR of the prime and subcontractor.

The Prime Burdens Rate is what the Prime contractor may apply as a burden to the major subcontractor Composite FBR, if applicable. The Prime contractor then combines the Subcontractor FBR with the Prime Burdens Rate to arrive at a total rate that addresses the subcontractor.

The Percentage Usage Prime/Sub column addresses the weighting of the Prime FBR versus the Composite Subcontractor FBR. Based upon this weighting, the Composite Prime and Composite Sub FBR can be determined. For example, if the Percentage Usage Prime/Sub was 50/50, then 50% of the Prime's FBR and 50% of the Subcontractor's FBR can be used in determining the overall Composite Prime and Sub FBR.

The Composite Prime and Subcontractor FBR per Hour column address the final composite FBR that the prime calculated. This shall include the prime subcontractor and the composite major subcontractor(s) fully burdened labor rates by SLC that shall match the FBRs in Section 1.07 IDIQ Task Order Pricing of the contract.

Minor Subcontractor Template (MST)

The minor subcontractor template is required of the prime only. This template is intended to provide the SEB a concise assessment of the substance of minor subcontracts. Minor subcontractors are subcontracts with an estimated annual contract value below \$300,000. Two examples showing how this template is to be completed are included on this template.

Task Order Pricing Template Fixed Price (TOPT)

This template is only required from the prime; however, it is designed in such a way that the hours for the prime, major subcontractor(s) and minor subcontractor(s) combined shall be included in the hours section. Therefore, the template requires data from both the prime and all subcontractors. This template is for pricing the sample Task Orders provided. The duration of each task order is one year.

The template is divided into 3 sections. The first section addresses Productive Hours. The Offeror shall determine the mix of labor categories and the labor hours required to perform the sample Task Orders.

The second section addresses the Contract Rates that were determined in the FBR.

The third section addresses the Labor Cost associated with multiplying the Productive Hours by the Contract Rates. This will be the fully burdened labor cost per labor category. The bottom of the template addresses the fully burdened labor cost.

- (2) Which party possesses the background and expertise necessary for contract performance?
- (3) Which party pursued the contract?
- (4) The degree of collaboration in preparation and submission of competitive proposal.
- (5) Whether there are discreet tasks to be performed by each of the teaming partners, or whether there is, instead, commingling of personnel and resources.
- (6) The relative amount of work to be performed by each teaming partner or subcontractor.
- (7) Which party will perform the more complex and costly contract functions?
- (8) The business size of each of the other parties.
- (9) Which of the parties possess the qualifications relevant to the contract requirements?
- (10) Describe how the offeror will ensure compliance with FAR 52.219-14, *Limitations on Subcontracting*. For the purposes of this RFP, JSC defines “costs of contract performance incurred for personnel” to mean direct labor, labor overhead (including payroll taxes and benefits), and G&A. “Employees of the concern” means actual direct employees identified on the Offeror’s payroll records for which social security taxes are matched. JSC considers “cost of contract performance” to include all costs throughout contract completion (the full contract period of performance).

Note: For purposes of this requirement, major subcontractor is defined by this solicitation as a company that the offeror anticipates providing at least \$300,000 annually of contract value in support of the Statement of Work effort.

A. Government Property Management Plan

The Government will request a Government Property Management Plan that adequately addresses all aspects of Section 4, Attachment 4.4, DRD 12 from all Offerors in the competitive range or only from the apparent successful Offeror. Offeror(s) will be notified by the contracting officer of this requirement, as applicable.

B. Business Systems

The offeror shall state whether the accounting systems, which requires Government acceptance or approval (as applicable) are currently accepted/approved by the Government. The offeror shall also provide documentation showing approval status, including the following:

- (a) Name of system software
- (b) Length of approval, if applicable
- (c) Provide up to three (3) Contract Name(s) and Numbers for which the accounting and property systems are currently in use
- (d) Provide the name, number and email address of the Contracting Officer’s Technical Representative and Contracting Officer, for each Government contract cited
- (e) Provide the date of acceptance/approval for the accounting and property systems
- (f) Explain any existing conditional acceptances/approvals and the compliance status of any system(s) for which acceptance or approval is currently withheld

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 14, 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)