

National Aeronautics and  
Space Administration

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



June 9, 2014

Reply to Attn of: BJ2-14-016

TO: All Prospective Offerors

FROM: BJ/Contracting Officer, Institutional Procurement Office

SUBJECT: Request for Proposal (RFP) NNJ14499347R – Mail and Duplication Support Services (MADSS) Contract

This National Aeronautics and Space Administration's (NASA) Lyndon B. Johnson Space Center (JSC) is pleased to release RFP NNJ14499347R for the MADSS contract to companies that meet the requirements described below. This RFP includes the final Statement of Work (SOW) which replaces the draft SOW in its entirety. Offerors are advised to read all requirements contained herein and in the RFP.

The MADSS acquisition is a HUBZone small business set-aside and has been assigned North American Industry Classification System (NAICS) code 323111 Commercial Printing with a size standard of 500 employees. The following information should be considered in proposal preparation:

#### ACQUISITION STRUCTURE

The MADSS acquisition is for a single award Fixed-Priced Incentive (FPI) Indefinite-Delivery Indefinite-Quantity (IDIQ) contract. The phase-in effort will be Firm-Fixed Price.

The Government anticipates a 5-year period of performance with a 34-day phase-in period. The period of performance for each task order will be specified in the order.

Phase-In: January 26, 2015 to February 28, 2015

Period of Performance: March 1, 2015 to February 28, 2020

NASA plans to award IDIQ task orders in accordance with Section 2.21 MADSS Task Ordering Procedure to fulfill the annual requirements. The Task Order requirements shall be priced using the labor categories and proposed rates in Section 1.07 IDIQ Task Order Pricing.

This solicitation contains representative IDIQ Task Orders, identified in Section 5, Attachment 5-TO. The Government reserves the right to award the representative IDIQ Task Orders as proposed, at contract start.

### ELECTRONIC ACCESS

The RFP, schedule, technical library, and other information about this solicitation can be accessed electronically at the following address: <http://procurement.jsc.nasa.gov/madss/>. 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 the telephone and fax numbers and the e-mail address of the contact person responsible for the proposal.

Offerors are required to have a cage code that matches the corporate address submitted with its proposal. Insert the company's cage code in Block 17A on Standard Form (SF) 1449. Also include in Block 17A the name and address of the Offeror.

All proposal volumes identified in Section 5.16.2 Proposal Arrangement, Page Limitations, Copies, and Due Dates, are due at 1:30 pm CST on July 9, 2014 with the exception of the Past Performance Questionnaires which are due by 4:00 p.m. CST on July 2, 2014.

Offerors must deliver their proposal in accordance with Section 5.10, Proposal Marking and Delivery (JSC 52.215-109) (AUG 2012) (JSC Procurement Instruction). Proposals that arrive after the prescribed time for receipt of proposals will be considered late and treated in accordance with FAR 52.212-1, "Instructions to Offerors-Commercial Items."

### COMMUNICATION AND QUESTIONS RELATED TO THE RFP

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 directly to the Contracting Officer in accordance with Section 5.12, Communications Regarding this Solicitation. An additional option is to submit anonymous questions and comments related to the enclosed RFP to the MADSS acquisition website at: <http://procurement.jsc.nasa.gov/madss/>.

Oral communications are not acceptable in response to this notice.

Offerors shall submit all questions by 12:00 p.m. CST on June 16, 2014. Answers to questions will be posted to the NASA Acquisition Internet Service (NAIS) through an amendment to this solicitation as well as posted on the MADSS acquisition website.

### MAJOR DIFFERENCES (Draft SOW vs. RFP SOW)

Major differences between the draft statement of work (SOW) and the request for proposal SOW are

#### *Section 2.0 Scope of Work*

Added a requirement for the Contractor to develop and disseminate an electronic customer survey to solicit customer feedback on all aspects of MADSS support services: duplicating, and mail and distribution. Refer to Data Requirements Descriptions (DRD) 14: Customer Survey) for the delivery requirements.

#### *Section 2.1 Duplicating Services*

Name of this section has changed from Duplicating Systems to Duplicating Services.

Added a support requirement for high speed reprographics.

Added clarification on the requirement for work deliveries due on Center designated flex Fridays for urgent and unusual requests.

Added language explaining the criticality of mission operations and source evaluation board support (urgent and unusual requests).

#### *Section 2.2 Mail and Distribution Services*

Added a requirement for the Contractor to provide postage metering equipment.

Added clarification on mail and distribution support on Center designated flex days.

#### *Section 3.0 Contract Management and Administration*

Clarified requirement for status reports on qualifications and training to include all training and not just safety.

#### *Section 4.0 Safety, Health and Environmental Health Compliance*

Changed requirement for safety walk throughs from monthly to quarterly.

Added policy and requirements document references to risk management requirement.

#### *Section 6.0 Property Management*

Added language on Government furnished equipment clarifying requirement for DRD 12: Government Property Management Plan.

#### *Section 8.0 Cost Reporting*

Added requirement for NF533 cost reporting as defined by DRD 13: NF533 Cost Reporting.

*Restructured sections 6 through 8 as follows:*

Deleted Section 6 Work Authorizations and replaced with Section 6 Property Management  
Deleted Section 7 Property Management and replaced with Section 7 Performance Metrics  
Deleted Section 8 MADSS Metrics and replaced with Section 8 Cost Reporting

AMENDMENTS TO THE RFP

It is the Offeror's responsibility to monitor the NAIS website at the following web address for any changes to the schedule or posting of amendments to this RFP:

<http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=73#159867>

The Offeror shall ensure that it has submitted the required documentation and their company is listed in the following online databases:

System for Award Management:	<a href="https://www.sam.gov/">https://www.sam.gov/</a>
EEO National Pre-Award Registry:	<a href="http://www.dol-esa.gov/preaward">http://www.dol-esa.gov/preaward</a>
VETS 100:	<a href="http://www.dol.gov/vets">http://www.dol.gov/vets</a>
Data Universal Numbering System (DUNS)	<a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>

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 award..

Thank you for your participation and interest in this procurement.



Gisela Moreno  
Contracting Officer

Enclosure  
RFP NNJ14499347R