

National Aeronautics and  
Space Administration

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



August 28, 2014

Reply to Attn of: BR2-14-047

TO: All Prospective Offerors

FROM: BR/Contracting Officer, Operations Support Office

SUBJECT: Request for Proposal (RFP) NNJ14ZBR002R

The Johnson Space Center (JSC) Exchange is pleased to release RFP NNJ14ZBR002R for the JSC Food Services Program (FSP) contract. The JSC FSP contract provides commercial food services support for JSC in Houston, TX. Offerors are advised to read all requirements contained in the RFP.

The following information should be considered in proposal preparation:

**ACQUISITION STRUCTURE:**

The contract for these services is between the Contractor and the NASA Exchange-JSC (Exchange). The Exchange has been chartered to provide, by contract or otherwise, day-to-day operations of the JSC FSP. The Exchange is a Nonappropriated Federal Instrumentality (NAFI) and is not subject to the Federal Acquisition Regulations (FAR) or the NASA FAR Supplement (NFS) when procuring with nonappropriated funds. However, the Exchange uses the FAR and NFS as guidelines in the procurement of services. The Exchange exists primarily for the benefit of NASA and contractor employees who work at JSC by contributing to their welfare, efficiency, and effectiveness.

**ACQUISITION FEATURES:**

- The Exchange anticipates a 10-year period of performance which will consist of :
  - 45-day phase-in from December 18, 2014, to February 1, 2015
  - 3-year base period from 02/2/2015 - 02/01/2018
  - 3 –year option period from 02/02/2018 - 02/01/2021
  - 2-year option period from 02/02/2021- 02/01/2023
  - 2 year option period from 02/02/2023- 02/01/2025
- The Exchange will receive a certain percentage of contractor commissions, which will be based off of contractor sales.

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/jscfsp/> .

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.

1. Proposal Volumes I and III identified in Section 5.12.1, Introduction, are due on September 25, 2014 at 1:30 p.m. CST.
2. Proposal Volume II identified in Section 5.12.1 Introduction and the Past Performance Questionnaires and Consent letters located in Section 5.12.4 are requested by September 18, 2014, but all proposal materials are due on September 25, 2014 at 1:30 p.m. CST.

Offerors must deliver their proposal on time and in accordance with Section 5.4, JSC 52.215-109 Proposal Marking and Delivery (AUG 2012).

It is the Offeror's responsibility to monitor the acquisition Web site as any changes or updates 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 –JSC FSP 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 no later than September 16, 2014 at 4:00 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 JSC Procurement Web site at <http://procurement.jsc.nasa.gov/jscfsp/>.

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:

Cynthia Maclean, Contracting Officer  
cynthia.w.maclea@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 JSC FSP Procurement Web site, <http://procurement.jsc.nasa.gov/jscfsp/> 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 Exchange to award a contract nor does it obligate the Exchange 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.

*Cynthia W. Maclean*  
Cynthia Maclean  
Contracting Officer

Enclosure:  
RFP NNJ14ZBR002R