

National Aeronautics and
Space Administration

**Lyndon B. Johnson Space
Center**

2101 NASA Parkway
Houston, Texas 77058-3696



June 27, 2014

Reply to Attn of: BR2-14-035

TO: All Prospective Offerors

FROM: BR/Contracting Officer, Operations Support Office

SUBJECT: Request for Proposal (RFP) NNJ14ZBR003R

The NASA Exchange - Johnson Space Center (JSC), referred to as the Exchange, is pleased to release RFP NNJ14ZBR003R for the White Sands Test Facility Food Services Program (WSTF FSP) contract. The WSTF FSP contract provides commercial food services support for WSTF in Las Cruces, NM. 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 contract for these services is between the Contractor and the Exchange. The Exchange has been chartered to provide, by contract or otherwise, day-to-day operations of the WSTF Food Service Program (FSP). The Exchange is a Nonappropriated Federal Instrumentality (NAFI) of the United States Government, 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 WSTF by contributing to their welfare, efficiency, and effectiveness.

ACQUISITION FEATURES:

The Exchange anticipates a 10-year period of performance which will consist of :

- 34 - day phase-in from September 30, 2014, to November 2, 2014.
- 3 - year base period from 11/3/2014 - 11/02/2017.
- 3 - year option period from 11/3/2017 - 11/02/2020.
- 2 - year option period from 11/3/2020 - 11/02/2022
- 2 - year option period from 11/3/2022 - 11/02/2024.

ELECTRONIC ACCESS:

This RFP and other information about this solicitation can be accessed electronically at the following address: <http://procurement.jsc.nasa.gov/wstffsp/>.

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 5.11.1, Introduction, are due on July 29, 2014 by 1:30 p.m. CST.
2. Proposal Volume II identified in Section 5.11.1, Introduction and the Past Performance information is requested by July 22, 2014 but all proposal materials are due on July 29, 2014 by 1:30 p.m. CST.
3. Past Performance Questionnaires (located in Section 5.11.4), are requested by July 22, 2014.

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 –WSTF 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 by July 16, 2014 at 4:00 p.m. CST. Answers to questions and comments, submitted by the deadline, will be posted to the NASA Acquisition Internet Service (NAIS) through an amendment to the RFP and posted to the WSTF FSP Procurement Web site at <http://procurement.jsc.nasa.gov/wstffsp/>.

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 addresses:

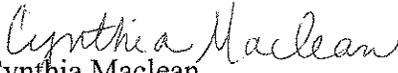
Justin Mason, Contract Specialist
Justin.a.mason@nasa.gov
Cynthia Maclean, Contracting Officer
Cynthia.w.maclean@nasa.gov

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 WSTF FSP Procurement Web site, <http://procurement.jsc.nasa.gov/wstffsp/> 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 Maclean
Contracting Officer

Enclosure:
RFP NNJ14ZBR003R