

SOLICITATION HIGHLIGHTS AND INSTRUCTIONS

- 1) **RFP Number and date:** NNA14508739Q-AMH-Q dated 14 May 2014.
- 2) **Type of contract contemplated:** Firm Fixed Price
- 3) **Set-aside considerations:** 100% Small Business Set-Aside. NAICS is 332721, Size Standard is 500 employees
- 4) **Quantity, description, and required delivery dates for item:**
See Section C for complete Statement of Work (SOW) and see Attachment J1a, Drawings and Specs
- 5) **Applicable certifications and representations:**
 - Section K: Complete the representations and certifications as indicated in all the provisions of Section K. Note: If representations and certifications are updated in SAM.GOV, please provide statement confirming this and provide the expiration of registration status. We will retrieve and verify information from SAM.GOV.
- 6) **Anticipated contract terms and conditions:**
 - Federal Acquisition Regulations (FAR), NASA FAR Supplement (NFS), and NASA Ames Research Center (ARC) local clauses applicable to a FFP contract for other than commercial supplies.
- 7) **Solicitation provisions:**
 - FAR 52.252-1 *SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)*
 - FAR 52.204-7, *SYSTEM FOR AWARD MANAGEMENT (JUL 2013)*
 - FAR 52.209-2, *PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS—REPRESENTATIONS (MAY 2011)*
 - FAR 52.214-34, *SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)*
 - FAR 52.214-35, *SUBMISSION OF OFFERS IN U.S. CURRENCY (APR 1991)*
 - NFS 1852.213-70, *OFFEROR REPRESENTATIONS AND CERTIFICATIONS—OTHER THAN COMMERCIAL ITEMS (JUL 2004)*
 - NFS 1852.213-71, *EVALUATION OTHER THAN COMMERCIAL ITEMS —(insert: (i) Technical Capability, (ii) Price, (iii) Past Performance, and (iv) Delivery)(JUN 2002)*
 - NFS 1852.225-72, *RESTRICTION ON FUNDING ACTIVITY WITH CHINA-- REPRESENTATION (FEB 2012)*
 - NFS 1852.233-70, *PROTESTS TO NASA (OCT 2002)*

8) Evaluation Criteria:

Per NFS 1852.213-71 EVALUATION OTHER THAN COMMERCIAL ITEMS (JUL 2004), the Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers, in descending order of importance:

- Technical Approach
- Price
- Past Experience
- Delivery

Technical Approach Written Response: Provide a written response (maximum 10 pages) describing the technical approach to accomplish the work required in the SOW, describing the Offeror's ability to manage the project, a staffing/resource plan, and a proposed schedule that details the different manufacturing and assembly tasks with durations to completion. Offeror's proposed schedule shall include Offeror's estimated delivery date. Offerors shall identify ISO certifications they currently hold.

- a. Offerors are also invited to provide input on whether an assembly procedure would be required to assemble the one unit. Offerors shall include their position on this matter in their Technical Approach Written Response.

Price: Offerors shall include in their proposal documents a breakdown of their offered price that includes the following minimum detail:

- a. Labor categories and total number of hours proposed
- b. Total material costs
- c. Total other direct costs (e.g. subcontracts)

Past Experience: Submit relevant information that describes the Offeror's past experience, specifically in the areas of technical performance and contract management. Include a list of relevant contracts which demonstrate the Offeror's capabilities to perform this requirement. Include the contract numbers, Government agency or company placing the contract, Contracting Officer name, telephone number, and e-mail address, dates of performance, and a brief description of the Offeror's part of the work and the total dollar value of the Offeror's portion. Industry contracts involving subcontracting to another company may be included.

Delivery: Provide a date for final delivery of the AAU. Delivery Date should align with the Offeror's schedule provided in Technical Approach Written Response.

9) Financial Capability: Describe your company's financial condition, and its capability to perform the intended work of this acquisition.

10) Quotation due date and time: 3 pm local time on May 22, 2014.

11) Quotation Cover Letter: Please submit a cover letter with your quotation containing the following information:

- The names, telephone numbers, and e-mail addresses of persons to be contacted for clarification of questions.
- A statement that the quotation is firm for a period of not fewer than 180 days
- A statement of acceptance of the anticipated contract clauses and proposed schedule, or specific exceptions taken to any of the terms and conditions.

12) Standard Form: Standard Form 18, Solicitation, Offer, and Award, (cover page) completed and signed by an official authorized to contractually bind the company.

13) Contractor "fill-ins": Contractor "fill-ins" as indicated in the following model contract sections:

- Section B.1, FIRM FIXED PRICE: Fill in contractor's proposed firm fixed price.
- Section B.2, SUPPLIES/SERVICES TO BE PROVIDED: Fill in contractor's proposed price.
- Section I.5, POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION, paragraph (g).
- Section K.1, OFFEROR REPRESENTATIONS AND CERTIFICATIONS—OTHER THAN COMMERCIAL ITEMS: Complete all fields if not already in SAM.GOV.

14) Offers shall be sent and received electronically by the due date and time specified. Address offers to Robin.L.Wong@nasa.gov and send copy to Elizabeth.A.Baierl@nasa.gov. Please include the completed and signed SF18 with your proposal documents. Your DUNS number will be used to verify registration in SAM.GOV, if applicable. Offers shall be in Adobe pdf or other Microsoft-accessible format; each file cannot exceed 10 MB in size. If your files are larger than 10 MB, please split the files into separate files to ensure documents are not bounced back to sender as undeliverable. We will confirm receipt of your offer.