

National Aeronautics and  
Space Administration  
**Goddard Space Flight Center**  
Greenbelt, MD 20771



Reply to Attn of: 210.H

**TO:** All Prospective Offerors

**SUBJECT:** Request for Proposal (RFP), Solicitation No. NNH14497394R, for  
U.S. Global Change Research Program (USGCRP)  
National Coordination Office (NCO) Support Services

You are invited to submit a proposal in response to the National Aeronautics and Space Administration (NASA) Headquarters' USGCRP NCO Support Services solicitation. The principal purpose of this requirement is to provide technical, analytic, and programmatic support services to the US Global Change Research Program National Coordination Office. These services will include program coordination, facilitation, and operational support; technical and operational expertise to support the end-to-end production of the National Climate Assessment and other domestic and international climate change assessments; technical and operational support for non-assessment strategic documents and technical reports; coordination and support of USGCRP planning and budget activities; communication and stakeholder outreach activities in support of USGCRP objectives; and technical support and development of USGCRP's web presence, public online information resources, and office network and applications. This contract also includes provision for specialized Task Orders in support of high-profile, term-limited program activities and deliverables of the USGCRP.

This acquisition will be conducted as a full and open competition. The North American Industry Classification System (NAICS) code for this acquisition is 541611 and the small business size standard is \$14M. The NASA point of contact for Small Business concerns related to this procurement is Jennifer Perez on (301) 286-4379.

This competitive procurement will result in a Cost-Plus-Fixed Fee (CPFF) Core requirement and an Indefinite Delivery Indefinite Quantity (IDIQ) requirement with the ability to issue CPFF task orders. The contract will have: a total potential period of performance/effective ordering period of 5 years (a 12-month Base Period, and four 12-month Option Periods). The anticipated contract award date is August 11, 2015, with a September 11, 2015 contract effective date. Phase-In will be conducted, under a separate contract or purchase order, during the 30-day period prior to the effective date of the contract.

The contract will be performed onsite at 1800 G Street, N.W., Washington, D.C. 20006 and the Contractor's facilities. The Government will make available existing Installation-Accountable Government Property (IAGP) for onsite contract performance.

NASA Headquarters (HQ) appreciates the comments received in response to the release of the Draft RFP. These comments resulted in improvements to the quality and content of the overall RFP. Offerors should review the RFP in its entirety, as its content has changed from the Draft RFP version. The following list identifies some areas where enhancements have been made from the Draft RFP to this final RFP that may not have been addressed in the Draft RFP questions and responses:

Attachment A, SOW: Changes made in response to Questions & Answers (Q&A) Set 1, Question 30

Attachment E, Position Descriptions: Changes described in Q&A Set 1, Questions 43 and 44  
Exhibit 19, Past Performance Questionnaire: Changes described in Q&A, Questions 14 and 15

This list is not intended to cover all changes nor describe all RFP requirements. Offerors should carefully review the RFP in its entirety.

All documents related to this procurement, including this letter, the solicitation, attachments, exhibits, and any amendments will be attainable electronically from the World Wide Web through the GSFC Procurement Home Page at: [http://prod.nais.nasa.gov/cgi-bin/nais/link\\_syp.cgi](http://prod.nais.nasa.gov/cgi-bin/nais/link_syp.cgi)

Additional information can also be found on the USGCRP NCO Support Services solicitation online Reference Library at: <https://foiaelibrary.gsfc.nasa.gov/>

Potential Offerors are requested to periodically monitor the websites for updates.

NASA FAR Supplement (NFS) clause 1852.215-84, OMBUDSMAN, is applicable. The Center Ombudsman for this acquisition can be found at [http://prod.nais.nasa.gov/pub/pub\\_library/Omb.html](http://prod.nais.nasa.gov/pub/pub_library/Omb.html)

Offerors are encouraged to refer to Federal Acquisition Regulation (FAR) provision 52.215-1, INSTRUCTIONS TO OFFERORS—COMPETITIVE ACQUISITION, in particular paragraph (f)(4) which discusses the government's right to award a contract without discussion.

This RFP does not commit NASA HQ to pay any proposal preparation costs, nor does it obligate NASA HQ to procure or contract for these services. This request shall not be construed as authorization to proceed with, or be paid for charges incurred by performing any of the work called for in this solicitation.

Proposals submitted in response to this solicitation shall be due no later than the closing date of this solicitation. Be advised, that Offerors should encourage their references to submit their Past Performance Questionnaires directly to the Contracting Officer one week prior to proposal receipt date.

Below is a list of the Source Selection Authority (SSA) and voting members along with their associated NASA HQ organizational codes, for the Source Evaluation Board (SEB). The names provided are for informational purposes only and other than the Contracting Officer, Lois McDuffee, these individuals shall not be contacted regarding this procurement. The Government may change personnel associated with this acquisition at its discretion.

**SSA**

Michael H. Freilich, HQ DK-000

**Voting Members**

Patricia Jacobberger-Jellison, HQ DK-000

Richard Eckman, LARC:E3

Curt Tilmes, HQ DK

Lois McDuffee, GSFC 210.H

Offerors are reminded that a "Blackout Notice" for this procurement was distributed to all applicable NASA HQ personnel concurrently with the release of the Final RFP to Industry. Therefore, all communications pertaining to this procurement shall be directed only to the Contracting Officer listed below.

All questions regarding this RFP should be submitted in writing, electronically to Lois McDuffee, Contracting Officer, at [Lois.E.McDuffee@nasa.gov](mailto:Lois.E.McDuffee@nasa.gov) on or before October 17, 2014. Offerors are encouraged to submit questions as soon as possible for consideration.

Thank you for your support. We look forward to receiving your proposals.

Lois McDuffee  
Contracting Officer