Evaluations, Assessments, Studies, Services and Support 2 (EASSS 2)

PRE-SOLICITATION CONFERENCE

December 2, 2014

NASA/Langley Research Center

Welcome & Introductions

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Agenda

Time	Topic
9:00	Welcome & Introductions
9:10	Technical Overview
10:15	Procurement Overview
10:50	Break
11:15	Question and Answers
11:30	Closing Remarks

Question Protocol

We will be taking questions via index cards that will be collected at the end of our presentation (or email questions to Sandie Chellis, Contract Specialist, at sandra.chellis@nasa.gov after our conference). For questions asked today, we will try to provide a preliminary response today, but we will post our official responses to your questions (from both index cards and emails) on our website for everyone to view.

Disclaimer

In the event of any inconsistency between data provided in these charts and the final RFP, the language in the final RFP, including any amendments, will govern.

TECHNICAL OVERVIEW

EASSS 2 Work Content Overview

- The Science Office for Mission Assessments (SOMA) provides proposal evaluations of NASA Science Mission Directorate (SMD) programs. SOMA also provides assessments and studies of programs and missions arising out of Headquarters (HQ) SMD and other NASA offices.
- The Independent Program Assessment Office (IPAO) performs independent assessments as part of the Standing Review Board (SRB) during the Life Cycle Reviews to ensure NASA decision makers are fully informed of the program/project technical, cost, and schedule risk posture at Key Decision Points (KDPs).
- On an exception basis, other agencies may obtain services under this contract.
- The contract supports proposal evaluations, assessments, and studies that are of both short and long-term duration.

EASSS 2 Scope of Work

- Proposal Evaluation (SOW Section 3)
- Assessments (SOW Sections 4 and 6)
- Studies (SOW Sections 5 and 6)
- Logistics, Facilities, and Information Support (SOW Section 7)

Proposal Evaluations

- Proposal Evaluations:
  - Evaluate proposals in response to Announcements of Opportunity (AO), NASA Research Announcements (NRAs), Cooperative Agreement Notices (CANs), or other Broad Agency Announcements (BAAs)
    - e.g., Discovery, Explorer, Earth System Science Pathfinder (ESSP), etc.
  - Prepare supplementary solicitation materials (e.g., technical information, report formats, logistics guidelines)
  - Identify expertise needed and staff panels with non-conflicted panel members
    - Panels may include a large number of Subject Matter Experts (SMEs)
    - SMEs and other panel members may be direct employees, subcontractors, or consultants
  - Provide analysis tools and models (e.g., costing tools) required to support the evaluation
  - Document evaluation panel findings and prepare interim and final evaluation reports

Assessments

- Assessments of NASA programs and missions:
  - Technical Assessments – assess the performance of technical systems, the impact of new technologies on technical systems, and developing functional math models
  - Management Assessments – assess the effectiveness of management systems, processes, tools and components of SMD programs
  - Cost Assessments - estimate mission development, life-cycle costs, cost risk, and develop cost models
  - Schedule Assessments – review mission development schedules and assessing schedule risk
  - Other Potential Assessments – assess risk, safety, environmental impact, mission trajectory, resource utilization, analyses of instruments, spacecraft and launch vehicle designs
  - Quick Assessments – will commence no later than 10 calendar days after the Contracting Officer provides a notice to proceed, will be completed within 90 days, and will not exceed a total cost of $75K

Studies

- Studies of elements of NASA programs and missions:
  - Management Studies - analyze the structure, performance, and effectiveness of management systems
  - Scientific Studies – analyze systems, extraterrestrial materials, and planetary protection; define payloads; investigate potential science objectives for small missions and the applicability of science concepts
  - Technical Studies – analyze instrument, spacecraft, and mission design feasibility; investigate mission options and associated performance expectations; analyze system design and technologies
  - Cost and Schedule Studies – analyze past mission costs and schedule performance for use on future evaluations
  - Quick Studies – will commence no later than 10 calendar days after the Contracting Officer provides a notice to proceed, will be completed within 90 days, and will not exceed a total cost of $75K

Logistics, Facilities, and Information Support

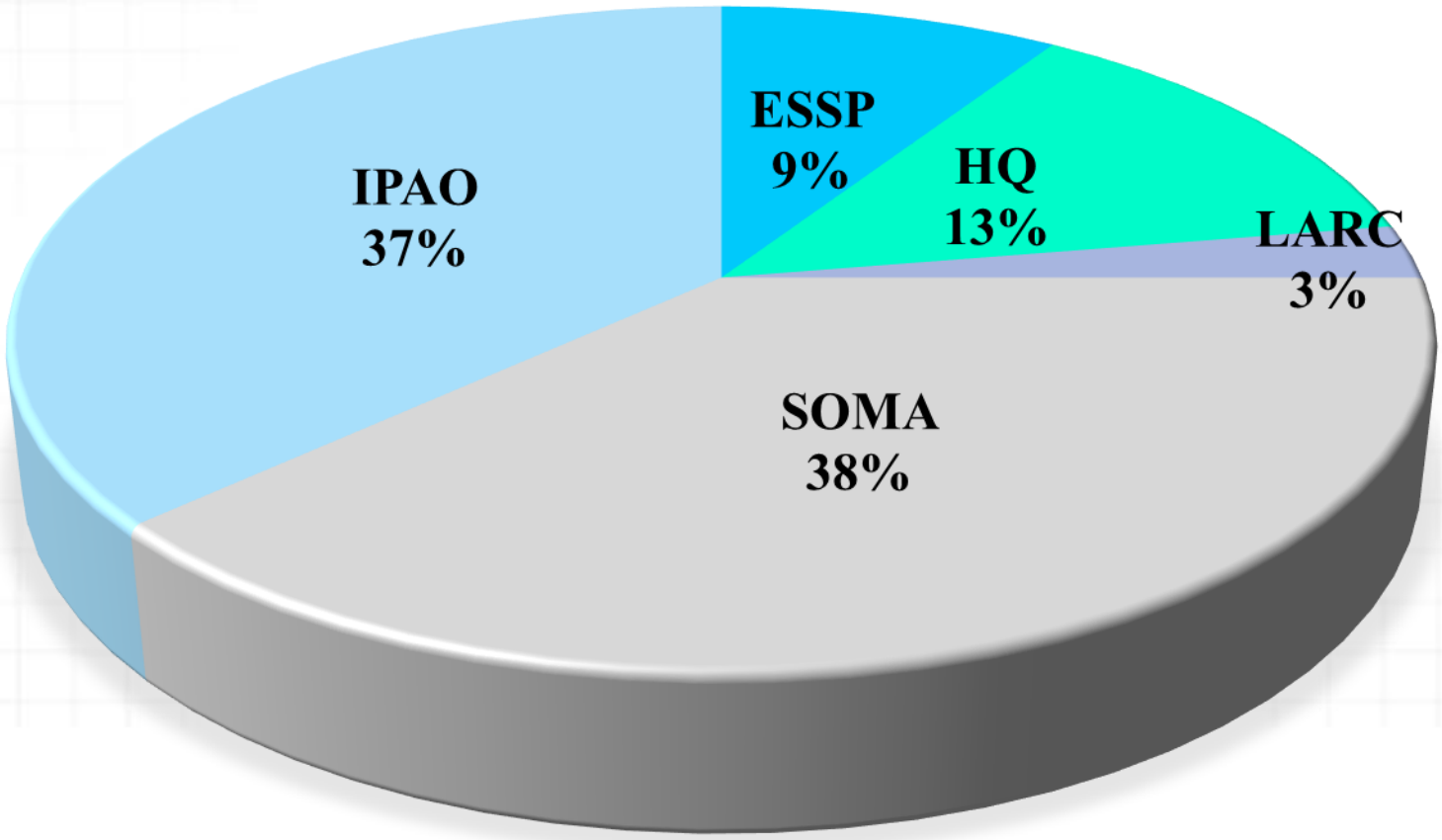
- Support for evaluations, assessments, studies, meetings, conferences, and workshops:
  - Generate and distribute materials
  - Develop and maintain contact lists, meeting attendance plans, attendance logs, etc.
  - Provide COI training and documentation
  - Arrange meetings, telecons, web-based conferences, and site visit logistics
  - Provide facilities, internet access, and web-based conferencing tools (up to 100 attendees)
  - Safeguard SBU material
  - Provide audio-visual equipment, copies, computers, and printers
  - Provide subject matter expertise or data to support a third party systems development contractor in generating information systems such as databases, web pages, or analysis tools. (Other LaRC contracts are used to develop IT systems)

Current Contract Usage by Organizations

- Tasks awarded to support various offices
  - SOMA
    - proposal evaluations, studies
  - IPAO
    - assessments
  - HQ SMD
    - assessments, studies
  - ESSP Program Office
    - assessments
  - LaRC, Office of the Director
    - assessments
- A majority of SOMA tasks support SMD
  - Others support Human Exploration and Operations Mission Directorate (HEOMD) and Space Technology Mission Directorate (STMD)
- IPAO tasks support SMD and HEOMD

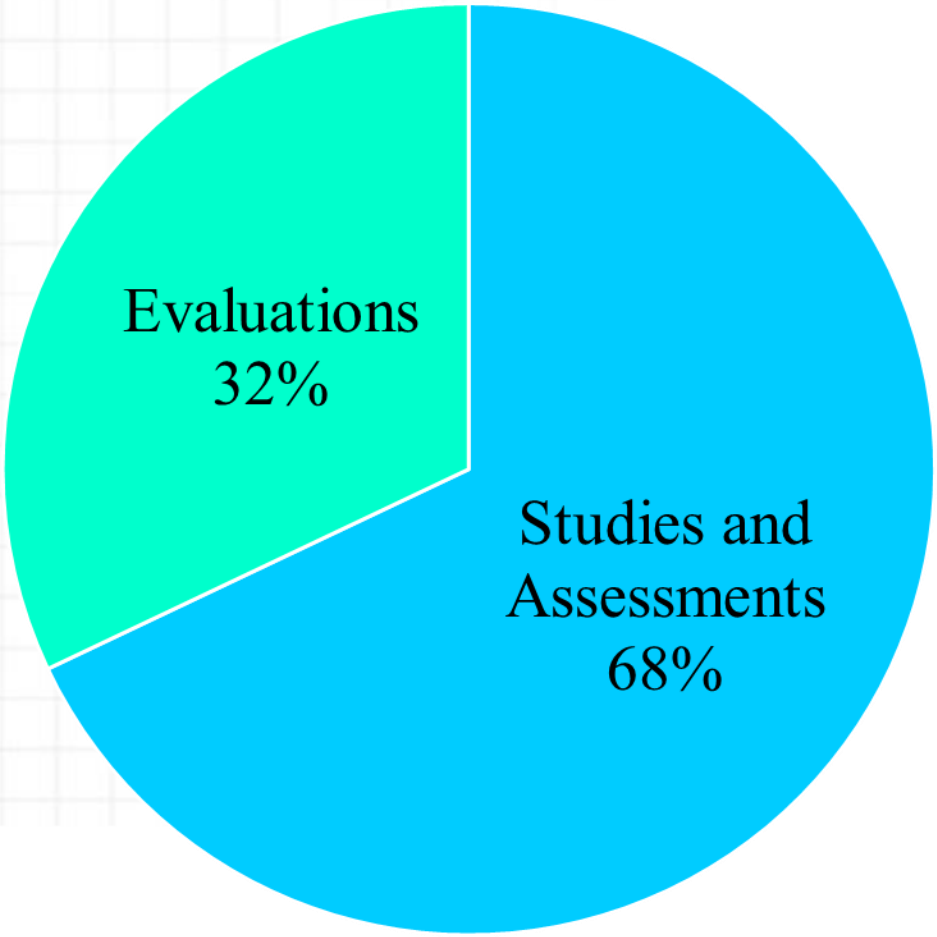
Current Contract Tasks by Organizations

Total Tasks: 78

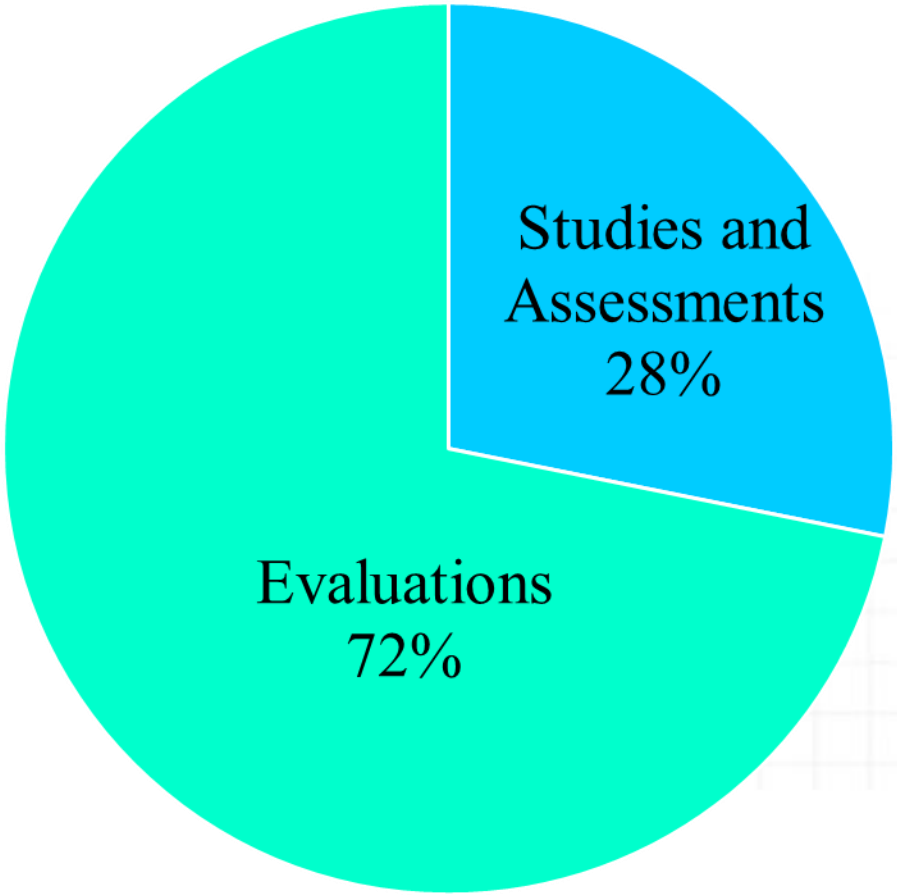


Current Contract Tasks

% of Total Number of Tasks

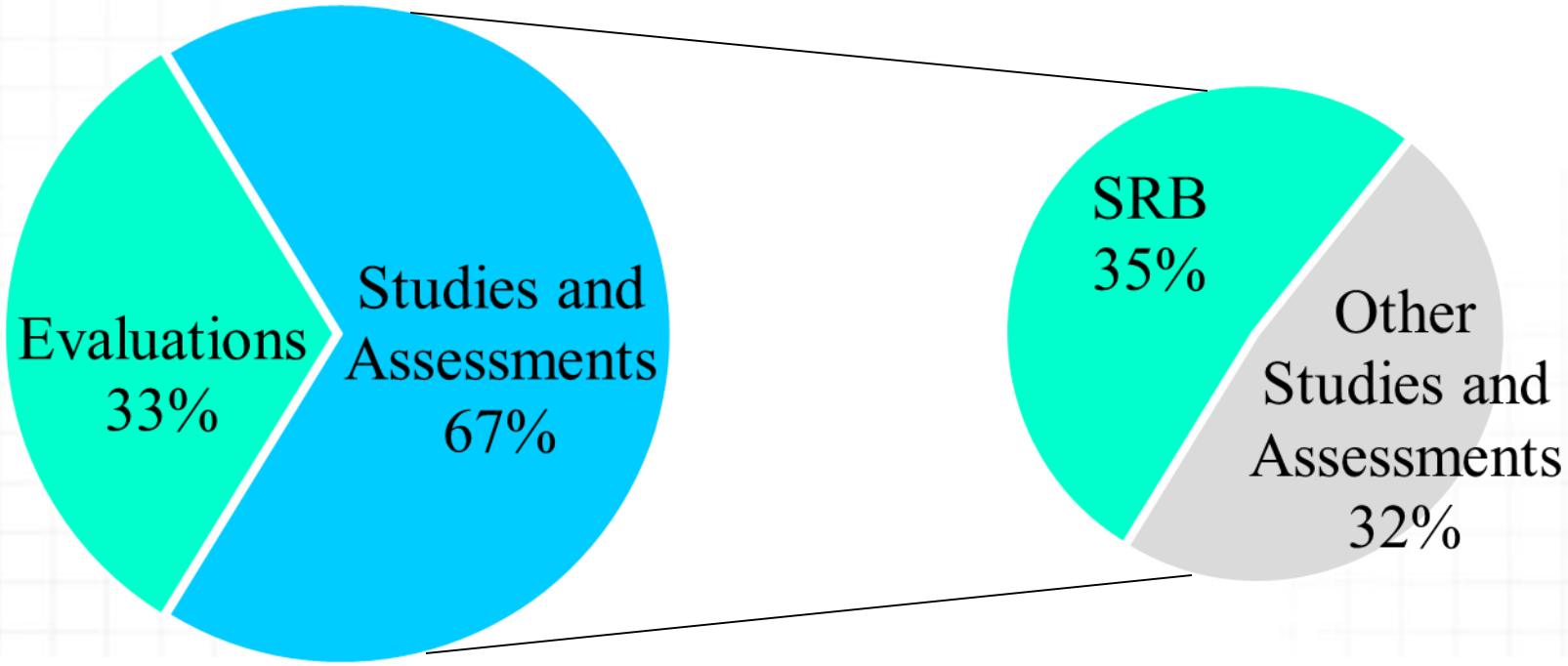


% of Total Dollar Value



Current Contract Tasks

Breakdown of Assessments and Studies



Current Contract Tasks

- Task Period of Performance and Values
  - Evaluations tasks generally have a period of performance ranging from 7 to 14 months. The value of these tasks generally range from ~$250K to ~$5M.
  - Assessment tasks generally have a period of performance ranging from 3 to 33 months. The value of these tasks generally range from ~$25K to ~$1.5M.
  - Study tasks generally have a period for performance ranging from 3 to 25 months. The value of these tasks generally range from ~$75K to ~$1.7M.

Current Contract Tasks

- Task Timeframe
  - 1st year:
    - 9 tasks initiated (4 evaluations, 4 assessments, 1 logistics)
  - 2nd year:
    - 15 tasks initiated (9 evaluations, 4 assessments, 1 study, 1 logistics)
    - ≈ 20 tasks active
  - 3rd year:
    - 38 tasks initiated (30 assessments*, 4 evaluations, 4 studies)
    - ≈ 50 tasks active
  - 4th year:
    - 16 tasks initiated (8 evaluations, 8 assessments)
    - ≈ 57 tasks active

***IPAO began using the contract during the 3rd year.**

Proposal Evaluations

- Proposal Evaluation Tasks support SMD Spaceflight Programs
  - Under current EASSS contract:
    - Discovery
    - Mars Exploration
    - Europa
    - Explorer
    - Earth Venture (EV)
  - Planned for EASSS 2:
    - Discovery
    - Europa
    - Explorer
    - Solar Terrestrial Probes (STP)
    - Earth Venture (EV)
    - Earth Systematic Missions (ESM)
  - See SOMA website
    - http://soma.larc.nasa.gov/

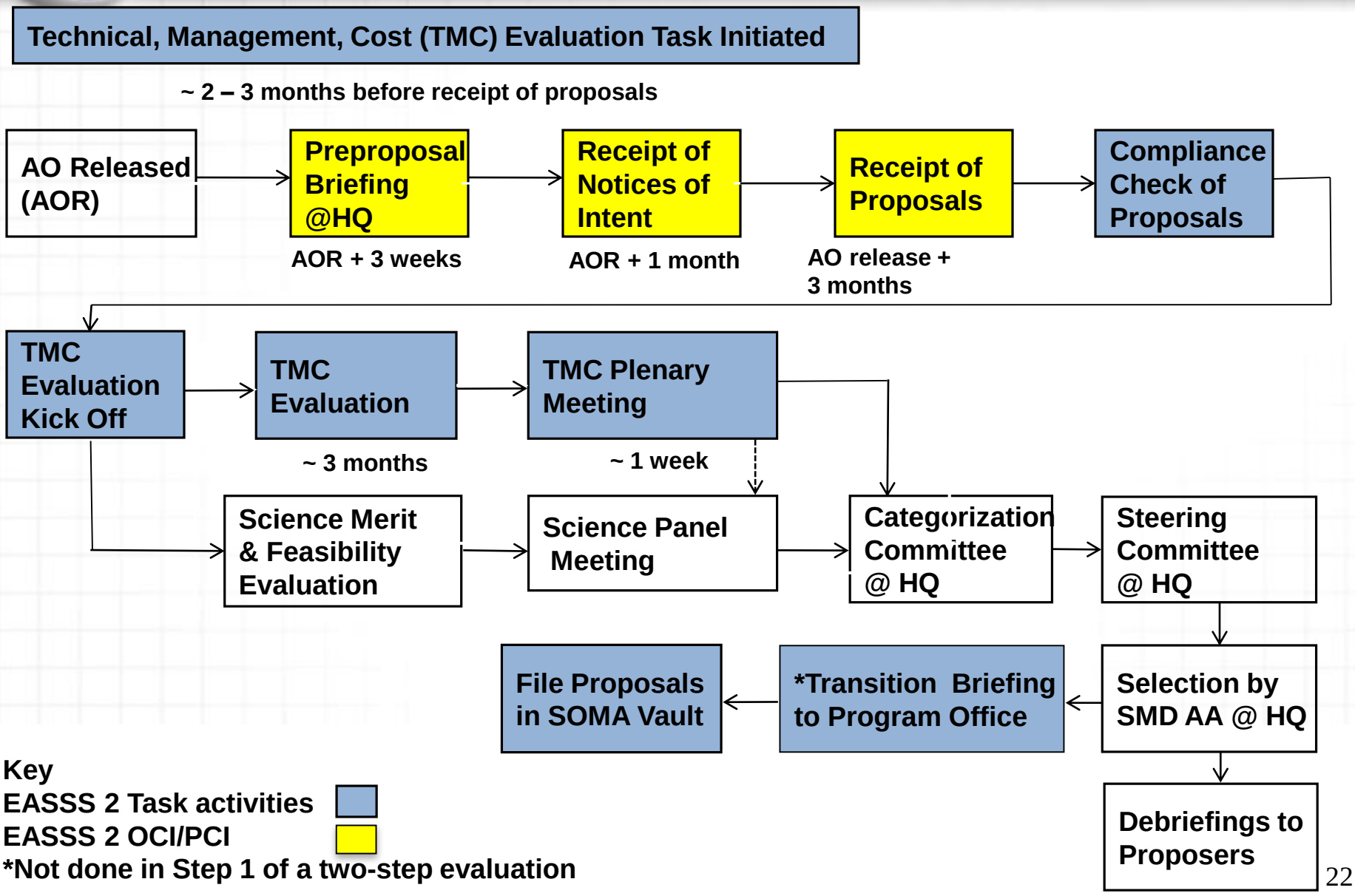
Proposal Evaluations

- AOs may be for full missions and/or Missions of Opportunity (MO).
- AOs may be for instrument investigations.
- Evaluation Tasks may be for single-step or for two-step evaluations.
  - Step 1 is the solicitation, submission, evaluation, and selection of proposals prepared in response to an AO.
  - For a two-step evaluation, NASA selects one or more Step 1 proposals to conduct Phase A concept studies and submit Concept Study Reports (CSRs).
  - As an outcome of Step 2, NASA selects one or more investigations to continue into the subsequent phases of mission development for flight and operations.

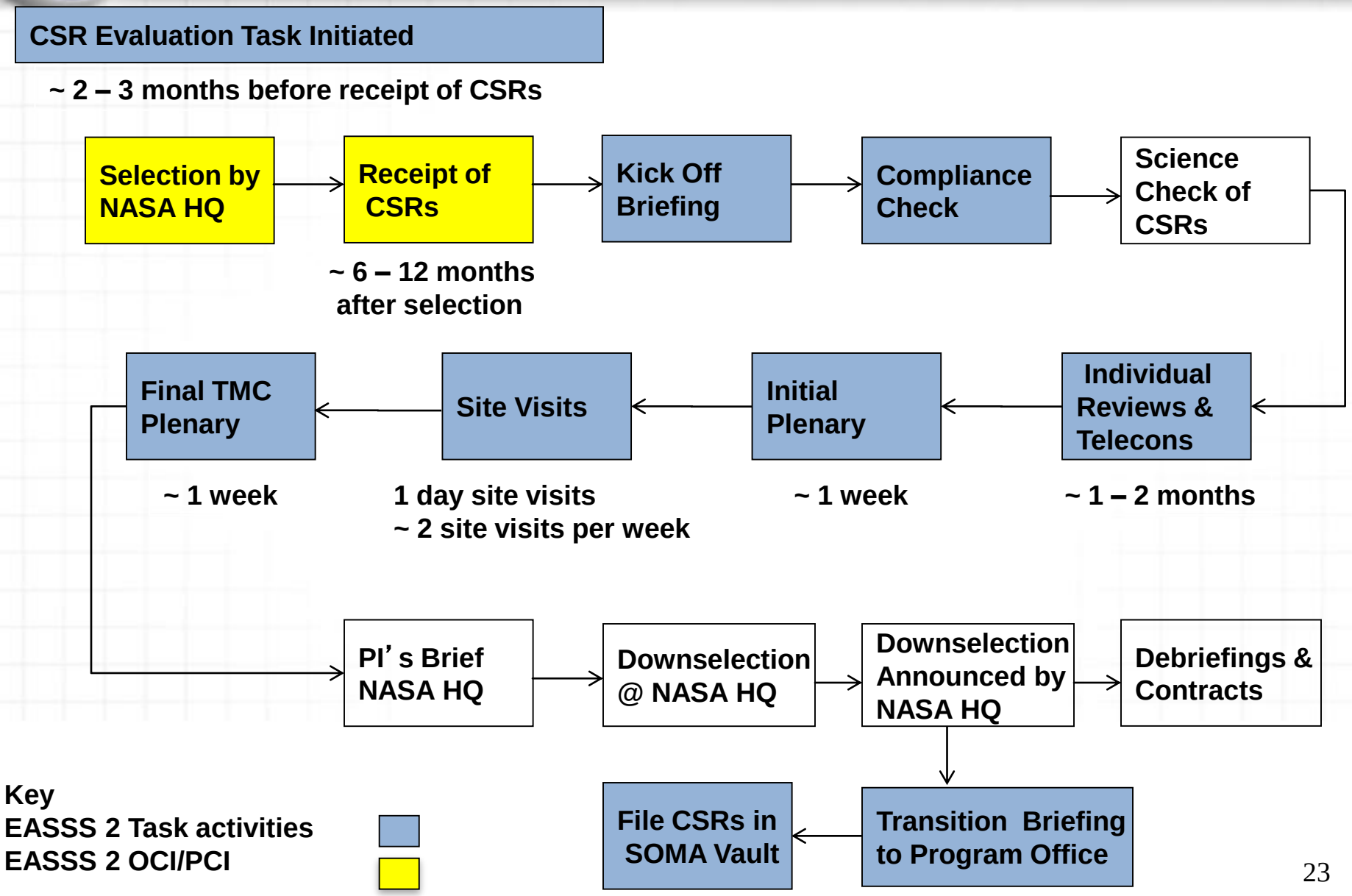
Proposal Evaluations

- Examples included in Sample Tasks:
  - Earth Venture-2
    - Full missions, single-step
  - Explorer 2011 Astrophysics
    - Full missions and Missions of Opportunity, two-step
  - Mars 2020
    - Instrument investigation, single-step
  - EVI-2
    - Missions of Opportunity, single-step

Typical AO Evaluation Process (Step 1)



Typical CSR Evaluation Process (Step 2)



Proposal Evaluation Tasks

- Tasks are initiated several months prior to receiving proposals to allow time to:
  - staff panels with evaluators having necessary skills and qualifications
  - document OCI/PCI conflicts and proposed mitigations
  - train evaluators on NASA's online evaluation system
  - participate in a kickoff briefing
- The NASA Technical Point of Contact (TPOC) will conduct a kickoff briefing on the evaluation procedures, criteria, and standards
- Task orders for evaluations will identify:
  - Type and number of skills required
  - Number of panels to be staffed
  - Evaluation schedule and location
  - Products required
  - Number of independent cost estimates (normally 1-3)

Proposal Evaluation Tasks

- Full mission evaluation tasks
  - Evaluator skills are required for instruments, flight systems, mission design and operations, management and schedule, cost, and other skills identified in task orders
  - Evaluate proposals in response to an AO
    - Typically 20 – 30 proposals requiring multiple subpanels
    - Each subpanel may review approximately 8 -10 proposals
    - Example: Explorer 2011: 4 Mission Subpanels, ≈36 evaluators plus specialty evaluators
    - Example: EV-2: 3 Mission Subpanels, ≈35 evaluators plus specialty evaluators
  - Evaluate Mission Phase A Concept Study Reports (CSRs)
    - Typically 2 – 6 CSRs
    - One subpanel with redundant skills in most areas, and includes science
    - Example: Explorer 2011 Astrophysics CSR evaluation, 2 mission CSRs, ≈25 evaluators plus specialty evaluators

Proposal Evaluation Tasks

- MO/Instrument evaluation tasks
  - Evaluator skills required for instruments, flight systems (as applicable), investigation design and operations, management and schedule, and cost
  - Evaluate MO/Instrument Proposals in response to an AO, Second Stand-Alone Missions of Opportunity Notice (SALMON-2), or NASA Research Announcement (NRA)
    - Typically 10 – 20 proposals which may require 1 – 3 subpanels
    - Each subpanel may review approximately 8 - 10 proposals
    - Example: Explorer 2011: 4 MO Subpanels, ≈36 evaluators plus specialty evaluators
    - Example: EVI-2 MO: 2 subpanels, 14 evaluators
  - Evaluate MO/Instrument Phase A Concept Study Reports (CSRs)
    - Typically 2 – 6 CSRs
    - One subpanel with redundant skills in most areas, and includes science
    - Example: Explorer 2011 Astrophysics CSR evaluation, 2 MO CSRs, ≈25 evaluators plus specialty evaluators

Proposal Evaluation Tasks

- Evaluation tasks usually for full mission or instrument/MO, but could be combined (e.g., Explorer 2011)
- For a two-step competition, separate tasks are defined for each step.
- Evaluation tasks for different programs can run in parallel. Examples:
  - Mars 2020 Instrument, Earth Venture Instrument-2, and Earth Venture Suborbital-2 single-step proposal evaluations overlapped
  - Explorer 2011 CSR astrophysics and heliophysics evaluation tasks overlapped with the 2012 Astrophysics MO and HOPE 4 proposal evaluation tasks
- Location of evaluation tasks
  - Initial review of proposals is conducted remotely using the NASA online evaluation system and telecons.
  - Evaluation panel meetings to finalize evaluations have been conducted in different locations around the country.
  - Additional travel is required for evaluations of Concept Study Reports (CSRs) where a site visit to the proposer is required.

IPAO Assessment Tasks

- IPAO Assessment Tasks
  - Under current EASSS contract, examples are:
    - Commercial Crew Program (CCP)
    - Magnetospheric Multiscale Mission (MMS)
    - Soil Moisture Active Passive (SMAP)
    - Orbiting Carbon Observatory 2 (OCO-2)
    - Exploration Systems Development (ESD)
  - Planned for EASSS 2:
    - GRACE Follow On
    - Synthetic Aperture Radar Mission (NI-SAR)
    - Mars 2020
    - Exploration Systems Development (ESD)
    - Solar Probe Plus (SPP)
    - Commercial Crew Program (CCP)
  - See IPAO website
    - http://www.nasa.gov/offices/ipce/ipao/index.html

IPAO Assessment Tasks

- IPAO assessments are governed principally by NASA Procedure Requirement (NPR) 7120.5, NPR 7123 and the NASA SRB Handbook and Project Management Handbook
- Tasks for assessments are in support of SRBs and may include requirements for a chair, team members or both
- Tasks are initiated approximately 2-3 months prior to the start of a review to allow time to identify potential SRB members, screen for OCI and PCIs, and to allow SRB members to review necessary documentation
- Task orders for assessments will identify:
  - Duration of the task (anywhere from 3 months to 3 years)
  - Type and number of skills required
  - Evaluation schedule and location
    - Meetings are conducted both in person and via telecom
- The NASA TPOC will conduct a kickoff briefing on the assessment procedures, criteria, and standards

Sample Tasks

- Sample task Statements of Work (SOWs)
  - 25 selected representative tasks from the current contract
  - Located in 2 Draft Reference Documents on FedBizOpps
  - Provide insight into the SOW content for evaluations, assessments, and studies
- Sample SOMA Evaluation Tasks
  - Mars 2020 Investigations (Mars2020) Proposal Evaluation
  - Earth Venture Instrument-2 (EVI-2) Proposal Evaluation
  - Earth Venture Suborbital-2 Technical, Management, Logistics, and Cost Proposal Evaluation
  - Earth Venture-2 Proposal Evaluation
  - Explorer Announcement of Opportunity (AO) Astrophysics Explorer Concept Study Report (CSR) Evaluation
  - Science Office for Mission Assessments (SOMA) Evaluation Planning Effort

Sample Tasks

- Sample SOMA Studies
  - Payload Risk Classification and Technology Readiness Level Study
  - TMC Reviewed Instrument and Mission Technical Review Support
  - Technical Management Cost (TMC) Analysis for Instruments and CubeSats for Explorer and Discovery Missions
- Sample Assessment Tasks (HQ, ESSPPO, LaRC)
  - Programmatic Reviews of Hands-On Project Experience (HOPE) Projects
  - Planetary Data System Version 4 (PDS4) Operation Readiness Review (ORR) for LADEE and MAVEN Data Providers
  - Ionospheric Connection Explorer (ICON) and Transiting Exoplanet Survey Satellite (TESS) Programmatic (cost, schedule and risk) Assessments
  - Tropospheric Emissions: Monitoring of Pollution (TEMPO) Support
  - Stratospheric Aerosol and Gas Experiment (SAGE)–III on ISS Project SRB Technical Expert Support

Sample Tasks

- Sample IPAO Assessment Tasks
  - Commercial Crew Program (CCP) Project Standing Review Board (SRB)
  - Exploration Systems Development (ESD) Cross Program, Space Launch Systems (SLS), Multi-Purpose Crew Vehicle (MPCV), Ground Systems Development and Operations (GSDO) 2013-2015 Reviews and Standing Review Board (SRB)
  - Gravity Recovery and Climate Experiment Follow On (GRACE FO) Project Standing Review Board (SRB) Support for Review Activities ThroughFY15
  - InSight (Interior Exploration Using Seismic Investigations, Geodesy, and Heat Transport) Project Standing Review Board (SRB) Chair Support for Preliminary Design Review (PDR), Critical Design Review (CDR), System Integration Review (SIR)
  - The Joint Polar Satellite System (JPSS) Standing Review Boards (SRB)
  - James Webb Space Telescope (JWST) Standing Review Board (SRB) Chair and Member Support

Sample Tasks

- Sample IPAO Assessment Tasks (cont.)
  - Mars 2020 (M2020) Standing Review Boards (SRB)
  - Magnetospheric Multiscale (MMS) Project Standing Review Board (SRB) and MMS SRB Chair Support for Program Implementation Reviews (PIRs) and associated activities
  - NASA-ISRO Synthetic Aperture Radar Mission (NI-SAR) Project Standing Review Board (SRB) Support for all review activities for the Lifecycle Reviews (LCR) including the Mission Definition Review (MDR), System Definition Review (SDR) and Preliminary Non-Advocate Review (PNAR)
  - Space Network Ground Segment Sustainment (SGSS) Project Standing Review Board (SRB) Chair and Technical Expert Support for all SRB independent review activities concerning the life cycle of the SGSS Project: (Critical Design Review (CDR); System Integration Review (SIR); and Operational Readiness Review (ORR))
  - Surface Water Ocean Topography (SWOT) Standing Review Boards (SRB)

PROCUREMENT OVERVIEW

Procurement Overview
Activities To Date

- Initial Sources Sought Notice released to Industry July 16, 2014
  - Included a detailed description of need and requested capability statements be provided
- Pre-Solicitation Notice and Draft RFP posted November 24, 2014
- Pre-Solicitation Conference on December 2, 2014

Procurement Overview
Web Sites

- All EASSS 2 documents can be found through the NASA Acquisition Internet Services (NAIS) webpage:

  http://procurement.nasa.gov/cgi-bin/EPS/bizops.cgi?gr=D&pin=23

- Check NAIS periodically for updates
  - Offerors are responsible for monitoring this site for the release of the solicitation and any amendments
  - Potential offerors are responsible for downloading their own copy of the solicitation and any amendments

Procurement Overview

Procurement Background Information

- This procurement is a re-competition of the Evaluations, Assessments, Studies, Services, and Support (EASSS) contract
- Contract has historically been:
  - Single Award
  - Cost-Reimbursement
  - Fixed Fee
  - Indefinite Delivery/Indefinite Quantity (IDIQ)
  - Performance-based Task Orders
- Current EASSS Contract
  - Small Business Set-Aside
  - Contract Ceiling $91M; however, the total usage to date is approximately $60M

•Procurement Overview

- Small Business Set-Aside
  - North American Industrial Classification System (NAICS) Code 541712, “Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology)”
  - Size Standard of 1,000 employees or less.
  - FAR 52.219-14, Limitations on Subcontracting, requires that “at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern”
    - For the purposes of this clause, consultants are defined as subcontractors and are not “employees of the concern”
    - Annual reporting requirement to demonstrate compliance
  - Refer to Code of Federal Regulations 13 C.F.R. 125.6 – Prime contractor performance requirements, for more information.
  - NASA LaRC Small Business Representative, Mr. Randy Manning, randy.a.manning@nasa.gov

•Procurement Overview

- Contract Type
  - Cost Plus Fixed Fee (CPFF)
  - Indefinite-Delivery/Indefinite-Quantity (IDIQ) contract
    - Task Orders will be issued as requirements arise in accordance with the Task Ordering Procedure clause
- Section B – Supplies and Services and Prices/Cost
  - Minimum Contract Value - $100K
  - Maximum Contract Value (all Task Orders combined) - $101M
  - Contract funding is provided with each Task Order
    - Task orders may be incrementally funded pursuant to FAR 52.232-22, Limitation of Funds

•Procurement Overview

- Section F – Deliveries or Performance
  - 5-year period for issuing Task Orders (effective ordering period)
  - Delivery Requirements
    - Contract deliverables contained in Draft RFP Exhibit B
    - Task Order specific deliverables identified in each Task Order
  - Place of Performance
    - Contractor's facility
    - Subcontractor’s facilities
    - Other sites as specified by each task order

•Procurement Overview

- Section G – Contract Administration Data
  - All interim and final cost vouchers shall be submitted electronically using the DOD Wide Area Work Flow (WAWF) system
    - To access the DOD WAWF system, the contractor shall be required to have a designated electronic business point of contact in the System for Award Management at https://www.acquisition.gov and be registered to use the DOD WAWF at https://wawf.eb.mil
  - All fee vouchers shall be prepared using an SF 1034 and submitted electronically to NSSC-AccountsPayable@nasa.gov

•Procurement Overview

- Section H – Special Contract Requirements
  - Organizational Conflicts of Interest (OCIs) - Due to the nature of services, the Contractor may encounter OCIs in the form of conflicting roles that might bias the contractor's judgment, such as:
    - Evaluation or assessment of the work product of the Contractor or of the Contractor's competitors
    - Performance of a proposal evaluation, assessment, or study the results of which could potentially impact the Contractor's interests
    - Performance on any work arising from, or related to, any proposal evaluation, assessment, or study on which it performed these services, except as required in performance of this contract
    - Access to proprietary information or data of other Contractors and/or Government sensitive, nonpublic information or data, which information or data may provide the Contractor with an unfair competitive advantage

•Procurement Overview

- Section H – Special Contract Requirements (Cont.)
  - Organizational Conflicts of Interest (OCIs) Cont.
    - Given the nature of the services required by this contract the Contractor shall be precluded from proposing on or working on certain types of contracts as set out in clause H.3 LIMITATION OF FUTURE CONTRACTING (NFS 1852.209-71) (DEC 1988), below. Additionally, the Contractor shall establish a procedure to examine any work it wishes to propose upon or to engage in to ensure that the work does not create an OCI with this contract.
  - Personal Conflicts of Interest (PCIs)
    - Given the nature of the services required by this contract, covered employees may encounter PCIs resulting from a financial interest, personal activity, or relationship that could impair the covered employees' ability to act impartially and in the best interest of the government. For the purposes of PCI, the term "covered employee" is a contractor employee, subcontractor employee, and consultant.

•Procurement Overview

- Section H – Special Contract Requirements (Cont.)
  - Requirement to continually screen for OCIs and PCIs for those conflicts that cannot be identified at award
  - OCI and PCI training required for all personnel (including subcontractors and consultants)
  - OCI Avoidance Plan required with the proposal. OCI Plan becomes a compliance document at award.
  - Additional OCI and PCI notification, reporting, and training requirements for each Task Order award

•Procurement Overview

- Section H – Special Contract Requirements (Cont.)
  - Limitations on Future Contracting
    - The Contractor shall not in any capacity:
      - Support any proposal submitted in response to a NASA Science Mission Directorate (SMD) issued Broad Agency Announcement (BAA), including SMD released Announcements of Opportunity (AOs); or
      - Perform any work arising from, or related to, any proposal evaluation, assessment, or study which the Contractor performs under this contract.
    - The Contractor shall protect proprietary, sensitive, business confidential, or financial data of other companies, from unauthorized use and disclosure and agrees not to use the data for any other purpose including, but not limited to, competing for future work.

Avoiding OCIs (1 of 3)

1. As noted in Clause H.2, paragraph (g)(2) of the RFP, responses to EASSS 2 tasks shall include plans for avoiding, neutralizing, or mitigating OCIs as described in paragraphs (b) and (c) of the clause.

2. In order to ensure consistency across proposal evaluations, the prime contractor must remain non-conflicted and able to conduct all proposal evaluations.

Avoiding OCIs (2 of 3)

Offerors are advised:

3. A substantial part of the work under this contract requires work that result in “impaired objectivity” OCIs which cannot be effectively mitigated through the use of firewalls.

4. The prime Contractor must not expect that use of a firewall within its own organization to mitigate “impaired objectivity” OCIs will be acceptable to NASA. Such firewalls generally provide insufficient mitigation for an “impaired objectivity” type of OCI.

5. The prime Contractor must not expect that use of firewalled subcontractors to mitigate “impaired objectivity” OCIs will be acceptable to NASA. Use of such firewalls, except in extremely limited circumstances, prevents the prime Contractor from effectively managing their subcontractor(s) and the task.

Avoiding OCIs (3 of 3)

6. The prime Contractor shall ensure that no other contracts held by the prime will cause OCIs with proposal evaluation work if selected for EASSS 2 and the prime should not pursue other work that will cause OCIs with proposal evaluation work.

7. The RFP requires each Offeror to submit “an assessment of the potential risk for the various types of OCIs and PCIs that work under this contract may engender given the Offeror’s current work (including subcontracts), and approach to performing work under this contract.” See provision L.15, Factor 1, subfactor 2, paragraph 1(a) and M.2, Factor 1, subfactor 2, paragraph 1(a).

8. See RFP provision L.15, Factor 1, subfactor 2 for a complete list of OCI and PCI plan contents.

•Procurement Overview

- Section H – Special Contract Requirements (Cont.)
  - Information Security
    - Access to classified information is required under this contract
      - The Contractor shall maintain a Facility Clearance at the Top Secret level with no safeguarding required.
      - The Contractor will access classified information at a Government facility to be identified on the Department of Defense Contract Security Classification Specification, DD Form 254.
    - The Contractor shall comply with all U.S. export control laws and regulations including, but not limited to, International Traffic in Arms Regulations **(**ITAR), 22 CFR 120 through 130, and the Export Administrator Regulations (EAR), 15 CFR Parts 730 through 799.

•Procurement Overview

- Section H – Special Contract Requirements (Cont.)
  - Task Order (TO) Procedures
    - TO's issued for specific work within the SOW scope
    - Each TO is separately funded by the requiring activity and may be incrementally funded
    - The Contractor is required to submit task plans in response to Government requests
      - Propose technical approach for completing the task
      - Use the contract Schedule of Rates to price burdened labor of the prime and significant subcontractors
      - Support pricing for all other proposed costs
      - OCI and PCI plan, notification, reporting, and training in accordance with approved contract OCI Plan
    - Financial & technical performance reported monthly

•Procurement Overview

- Section K – Representations and Instructions
  - Ensure an active record in the System for Award Management (SAM) database (sam.gov)
  - Complete all representations and certifications
- Section L - Instructions and Notices to Offerors
  - Offerors are highly encouraged to perform a thorough review of the instructions, conditions, and notices
  - Offerors are responsible for reviewing the final RFP and complying with all instructions, conditions, and notices
  - Do not rely on this presentation or the Draft RFP; and do not make assumptions based on past solicitations
  - This presentation does not cover all proposal submission requirements

•Procurement Overview

- Section L - Instructions and Notices to Offerors
  - Three proposal volumes (Technical, Business, Past Performance)
  - Require 5 hard copies and 2 electronic copies
  - Technical Proposal Volume (Provision L.15)
    - Page limitations apply to the Technical Proposal volume and the OCI plan
    - Review submittal requirements for each Subfactor
      - Subfactor 1 - Staffing Approach
      - Subfactor 2 - Management

•Procurement Overview

- Section L - Instructions and Notices to Offerors
  - **Business Proposal Volume (Provision L.16)**
    - Evidence of an adequate accounting system
    - Completion of Attachment 1, Cost Forms
    - Significant subcontractor - a subcontractor is significant if expected to exceed $1M (See RFP Provision L.11)
      - Must comply with cost/pricing instructions and complete Attachment 1, Cost Forms
      - Subcontractors may submit proprietary information directly to NASA. Submissions must be timely.
    - Cost narrative must support all proposed costs, rates and fee
    - The Hours, Other Direct Costs (Travel, Materials, Misc) and the Consultant rates provided in the DRFP are for proposal development purposes only

•Procurement Overview

- Attachment 1, Cost Forms –
  - **Limitations on Subcontracting Worksheet (FAR 52.219-14)**
    - At least 50% of total contract performance must be expended by the Offeror's employees
    - Contract Performance – Labor and related burdens (No Fee) (13 C.F.R. 125.6)
    - Offeror's cost of performance is "Total Labor Cost" from Cost Form A plus applicable G&A
    - Significant subcontractor's cost of performance is "Total Labor Cost" from their Cost Form A plus applicable G&A

•Procurement Overview

- Attachment 1, Cost Forms –
  - **Limitations on Subcontracting Worksheet (FAR 52.219-14) (continued)**
    - Total other subcontractor's cost of performance is from Cost Form D
    - Consultant's cost of performance is from Cost Form C
    - Summarize total cost of performance and determine Offeror's percent of contract performance
    - Offerors will NOT be considered for award if 50% of contract performance is not met
    - NASA will NOT direct subcontractors (13 C.F.R. 125.6 (e)(7))

•Procurement Overview

- Attachment 1, Cost Forms –
  - **Cost Form A – Summary of Total Costs Proposed**
    - Show all formulas (bases and rates)
    - Proposed hours provided in Provision L.17, paragraph c., shall be distributed by the Offeror for work to be performed by the Offeror's employees, significant subcontractors, other subcontractors and consultants
    - Significant Subcontract hours and costs will flow from the Cost Form A for each significant subcontractor
    - All other costs will flow from supporting cost forms
  - **Cost Form B – Summary of Direct Labor Hours and Costs**
    - Direct labor hours are distributed by the Offeror from hours provided in Provision L.17
    - Labor rates from Cost Form F

•Procurement Overview

- Attachment 1, Cost Forms (continued)–
  - **Cost Form C – Summary of Consultant Costs**
    - Consultant hours are distributed by the Offeror from hours provided in Provision L.17
    - Rates are provided for proposal development purposes only
    - For purposes of determining the Limitations on Subcontracting, assume the rates provided do NOT include fee
  - **Cost Form D – Summary of Other Subcontractors**
    - Other subcontractors do not meet the significant subcontractor threshold ($1M)
    - Other subcontract hours are distributed by the Offeror from hours provided in Provision L.17
    - Show cost, fee/profit and price separately for each subcontractor
    - Total subcontractor cost will flow to Limitations on Subcontracting worksheet
    - Total subcontractor price will flow to Cost Form A

•Procurement Overview

- Attachment 1, Cost Forms (continued)–
  - **Cost Form E – Summary of Other Direct Costs**
    - Plug amounts provided in Provision L.17, paragraph e.
    - List other ODCs not included in plug amounts
  - **Cost Form F – Direct Labor and Indirect Rates by Contractor Fiscal Year (CFY) and Contract Year (CY)**
    - Show how CFY rates are apportioned to CY rates
    - Show all formulas for derivation of apportioned rates
  - **Cost Form G – Fully Burdened Labor Rates**
    - Show the build-up of the fully burdened labor rates including fee
    - Fully burdened rates will be used in Exhibit C, Schedule of Rates
  - **Cost Form H – Status of System Reviews and Cost Accounting Standards**
    - Adequate accounting system capable of collecting costs by task; see Provision L.16
    - Complete status of system reviews for all applicable systems

•Procurement Overview

- Section L - Instructions and Notices to Offerors
  - Past Performance Volume (Provision L.18)
  - Proposal Content – page limitations apply
    - Provide list of contracts that the offeror, as well as significant subcontractors, has held within the last 3 years that are similar in size, scope, and complexity
    - Provide a list of firms and verified email addresses for each firm that will submit questionnaires
    - Provide written consent that allows NASA to discuss past performance of the subcontractor with the offeror
  - Past Performance Questionnaire – RFP Attachment 2
    - Provide the questionnaire to three customers of the offeror and each significant subcontractor for whom it has performed services in the past 3 years and that are similar in size, scope and complexity
    - Request customers return by the timeframe specified in L.18 (c)
  - Independent Past Performance Information

Procurement Overview

- Section M – Evaluation Factors for Award
  - Conducted in accordance with FAR 15.3 and NFS 1815.3 Source Selection Procedures
  - Evaluation Factors
    - Mission Suitability (point scored per RFP Section M)
    - Cost
    - Past Performance (adjectival rating per RFP Section M)
  - Anticipate award on initial offers, but the Government reserves the right to hold discussions with offerors

Procurement Overview

- Section M – Evaluation Factors for Award
  - Best Value Selection: The Government will award a contract to the responsible Offeror whose proposal provides the best solution to the solicitation and the best value to the Government, all factors considered
  - Mission Suitability, Past Performance, and Cost will be of essentially equal importance
  - Combined factors of Mission Suitability and Past Performance are significantly more important than Cost

Procurement Overview

- Section M – Evaluation Factors for Award
  - Factor 1 – Mission Suitability
    - Subfactors

1.	Staffing Approach	400
2.	Management	600
	Total Points	1,000

Procurement Overview

- Section M – Evaluation Factors for Award
  - Factor 2 - Cost
    - Reasonableness
    - Realism – Proposed costs are
      - realistic for the work to be performed,
      - reflect a clear understanding of the requirements,
      - and are consistent with the unique methods of performance and materials described in the technical proposal.
      - Lack of realism may impact Mission Suitability scores and may result in a cost realism adjustment

Procurement Overview

- Section M – Evaluation Factors for Award
  - Factor 3 - Past Performance, will be assessed from:
    - Information contained in the proposal for Prime and Significant Subcontractors
    - Past Performance evaluation input provided through customer questionnaires,
    - Data NASA obtains from other sources.

Procurement Overview

Schedule

- Draft RFP Release: November 24, 2014
- Draft RFP Comments Deadline: December 12, 2014
- Final RFP Release: January 15, 2015
- Past Performance Proposals Due: February 2, 2015
- Technical/Business Proposals Due: February 17, 2015
- Selection: July 17, 2015
- Effective Date of Award: September 1, 2015

Procurement Overview

Miscellaneous

- Check web sites periodically for pertinent information
- Since the DRFP has been released, request all communications and inquiries be directed to the Contracts Specialist, Sandie Chellis
- **As previously stated, the final RFP, including any amendments, will govern. Do not rely on the Draft RFP or this presentation**

Questions

QUESTION AND ANSWER SESSION

Closing Remarks

Thank you all for participating today and we are looking forward to your proposals.