



Reply to Attn of: **Code 210.H**

April 15, 2015

Solicitation Cover Letter

Dear Prospective Offerors,

Subject: Request for Proposal (RFP), Solicitation # NNH15534983R, for services to conduct equal opportunity (EO) compliance reviews.

All prospective offerors are invited to submit a proposal in response to a requirement in support of NASA Headquarters' Office of Diversity and Equal Opportunity (ODEO). The requirement is for professional services for extensive support in preparing and conducting EO compliance reviews under the Age Discrimination Act of 1975, as amended (Age Discrimination Act).

The subject procurement is a full and open competition conducted in accordance with Federal Acquisition Regulation (FAR) Part 12—Acquisition of Commercial Items. The resulting contract will be a firm fixed-price, indefinite-delivery, indefinite-quantity type contract with a five-year contract ordering period. The applicable NAICS code is 541618.

The estimated start date for this contract is July 24, 2015.

Please submit the following documents as part of your proposal:

Signed SF 1449

Mission Suitability Proposal, which includes:

- Technical Approach, Management Approach and Representative Task Order Approach
- Position Descriptions for Critical Positions
- Representative Resumes for Critical Personnel
- Representations and Certifications of Offeror

Price Proposal, which includes:

- IDIQ Direct Labor Rate Pricing Matrix (Attachment B)
- Price Proposal for Representative Task Order (Exhibit 3)

Past Performance (Exhibit 1)

Do not propose costs for travel in any resultant contract; travel will be reimbursed based on actual costs in accordance with the Federal Travel Regulations and the Federal Acquisition Regulations. Travel destinations will be provided on individual task orders, and are within the continental United States.

All documents related to this procurement including the solicitation, which includes this cover letter, attachments, and exhibits; and any amendments are available on the HQ Procurement Home Page <http://procurement.nasa.gov/cgi-bin/EPs/bizops.cgi?gr=D&pin=>. Offerors are requested to monitor the Web site for any potential updates.

This solicitation does not commit NASA to pay any proposal preparation costs nor does it obligate NASA 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.

All interested parties are invited to submit a proposal. Proposals are due by 2:00 p.m. local time, May 15, 2015. Instructions for proposal preparation and delivery are located in Section 3. All questions shall be submitted in writing via e-mail to sherry.barbour@nasa.gov, with the Solicitation Number cited in the subject of the e-mail.

Sincerely,


Sherry Barbour
Contract Specialist

Enclosures:

Exhibit 1 – Past Performance Questionnaire

Exhibit 2 – Representative Task Order (RTO)

Exhibit 3 – Price Proposal for Representative Task Order