

March 13, 2015

TO: All Prospective Offerors

SUBJECT: Request for Proposal (RFP), Solicitation No. NNG15487642R, for
Programmatic & Institutional Knowledge Exchange Services (PIKES)

You are invited to submit a proposal in response to the National Aeronautics and Space Administration (NASA) Goddard Space Flight Center's (GSFC) Programmatic & Institutional Knowledge Exchange Services (PIKES) solicitation. The principal purpose of this requirement is to provide logistical, coordination, and management support to successfully conduct numerous events throughout the year which may be held at various locations including local, national, and international sites, in order to disseminate administrative, scientific, and technical information Agency-wide. These events include but are not limited to: conferences, peer reviews, colloquia, symposia, workshops, and various meeting formats.

This acquisition will be conducted as an 8(a) set-aside competition. The North American Industry Classification System (NAICS) code for this acquisition is 561920 and the small business size standard is \$10M. The NASA point of contact for Small Business concerns related to this procurement is Mr. Gilberto Delvalle on (301) 286-8136.

This competitive procurement will result in a Firm-Fixed Price (FFP) Indefinite Delivery Indefinite Quantity (IDIQ) requirement with the ability to issue FFP task orders. The contract will have an effective ordering period of 5 years from the contract effective date. The anticipated contract award date is July 2015.

The contract will be performed Agency-wide with various locations including but not limited to GSFC, Greenbelt, MD, other NASA Centers, local, national, and international sites.

Please note this RFP does not require a DD 254.

A Draft RFP was not required or previously issued; however a draft SOW was released on December 10, 2014 for review. Questions that were prompted from that release will be posted within the next week.

All documents related to this procurement, including this letter, the solicitation, attachments, enclosures, exhibits, and any amendments will be attainable electronically from the World Wide Web through the NASA Acquisition Internet Service (NAIS) [GSFC Business Opportunities website at: <https://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=51>].

Additional information can also be found on the PIKES 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.

The Government intends to evaluate proposals and award contract(s) without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the Offeror's initial proposal should contain the offeror's best terms from a price and offer acceptability standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.

This RFP does not commit NASA GSFC to pay any proposal preparation costs, nor does it obligate NASA GSFC 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 April 13, 2015, 3:30 Eastern Standard Time (EST). Delivery instructions are listed in Provision **GSFC 52.215-205 Proposal Marking and Delivery**. Be advised, in accordance with GSFC 52.215-230 Past Performance Volume, Offerors need to encourage their references to submit their Past Performance Questionnaires directly to the Contracting Officer no later than the closing date of this solicitation.

Below is a list of the Source Selection Authority (SSA) and voting members along with their associated NASA GSFC organizational codes, for the Integrated Evaluation Team (IET). The names provided are for informational purposes only and other than the Contract Specialist, Yolanda Williams, these individuals shall not be contacted regarding this procurement. The Government may change personnel associated with this acquisition at its discretion.

SSA

Raymond Rubilotta, Director, Management Operations Directorate, Code 200

Voting Members

Harmony Myers, Code HQ-TD000

Jason Derleth, Code HQ-OA000

Mary Hopkins, Code 271

Stacey Day, Code 200

Yolanda Williams, Code 210.I

Offerors are reminded that a "Blackout Notice" for this procurement was distributed to all applicable NASA GSFC personnel concurrently with the release of the 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 Yolanda Williams, Contract Specialist, at Yolanda.A.Williams@nasa.gov on or before March 27, 2015. Offerors are encouraged to submit questions as soon as possible for consideration.

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


Michelle R. Padfield
Contracting Officer