National Aeronautics and
Space Administration
Armstrong Flight Research Center
P.O. Box 273
Edwards, California 93523-0273

July 7, 2015

A/4811/140/RMK

TO: All Prospective Offerors

FROM: A/Contracting Officer

SUBJECT: Pre-Proposal Conference Information for Request for Proposal (RFP) NND15538677R, Armstrong Flight Research Center (AFRC) Safety and Environmental (S&E) Support Services

Relative to the pre-proposal conference/site visit on July 16, 2015, potential offerors are advised of the following:

1. Each offeror shall be limited to three (3) attendees per firm. Attendees are required to complete all requested information on the NASA AFRC Visit Request Form, AFRC10735 (Attachment 1), and submit to Robbin Kessler at **robbin.m.kessler@nasa.gov** no later than 4:30 p.m. on July 14, 2015. Individuals whose names are not provided by this deadline may not be permitted access to Edwards Air Force Base (EAFB) or AFRC.

2. A map of Edwards Air Force Base is located at: http://www.edwards.af.mil/shared/media/document/AFD-101221-037.pdf.

3. The conference will start promptly at 9:00 a.m., PDT, on July 16, 2015. By that time, participants are expected to have accessed Edwards Air Force Base (a list of attendees will be provided to base security) and received a NASA AFRC escorted visitor's badge. At least one half hour should be allowed after reaching AFRC for badging and registration. Conference attendees will be met in the waiting area of Building 4825 and escorted to the conference room location.

4. The facilities tour will involve some moderate walking and stair climbing. Please contact the undersigned by noon (PDT) on July 14, 2015, if you have any special needs to ensure adequate access and transmittal of information to all conference participants.

5. A portion of the facilities tour will occur at the NASA Building 703, 2825 E Avenue P, Palmdale, CA 93550. Participants will be given one hour to drive to this location. The conference wrap-up will occur at the Building 703 and all visitor badges will be collected at that time.

6. Due to Safety Requirements, participants are required to wear full length trousers/pants and flat, fully enclosed shoes. Participants should also be alert to unique desert environment conditions, including the potential presence of poisonous snakes in some areas to be toured.

7. **Use of cell phones, video and audio recording devices will not be permitted during the conference and tour.** Proper measures should be taken to ensure their security.

Prospective Offerors are cautioned of the following:

1. Coordinate all contacts with Civil Service personnel relative to this procurement through the undersigned. Such contacts shall be in conformance with Federal Acquisition Regulation (FAR) 15.201.

2. Except as may be required to perform authorized Government contracted effort, limit all contacts with incumbent contractor personnel to their off-duty hours. Such contact shall not interfere with the conduct of ongoing contract work.

3. Prospective offerors shall not use Government equipment, services or supplies in any way to recruit personnel or to solicit information relative to this procurement, except as specifically authorized by the Contracting Officer.

All questions or comments concerning the solicitation must be submitted by email to Robbin Kessler at **robbin.m.kessler@nasa.gov** no later than 4:30 p.m. (PDT) on July 24, 2015. Due to time constraints, questions related to the RFP will not be answered at the Pre-proposal Conference.

The above information is provided to assist potential offerors and does not revise the solicitation.

Robbin Kessler
Contracting Officer

Attachment 1: Form AFRC 10735