

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1   17
2. AMENDMENT/MODIFICATION NO. 000001	3. EFFECTIVE DATE 05/26/2015	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Johnson Space Center Attn: Lawrence Miller/BH 2101 NASA Parkway 281-483-3916 lawrence.l.miller@nasa.gov Houston TX 77058-3696	CODE JSC	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x) 9A. AMENDMENT OF SOLICITATION NO. NNJ15543137R	
		x 9B. DATED (SEE ITEM 11) 04/23/2015	
		10A. MODIFICATION OF CONTRACT/ORDER NO.	
		10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 3 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not.  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is update Section L of the solicitation to extend the Proposal Delivery Date from 2:00PM, May 26, 2015 to 2:00PM, May 27, 2015.

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lawrence L. Miller	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 5/26/2015

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

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**L.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.204-6	JUL 2013	Data Universal Numbering System Number
52.204-7	JUL 2013	System for Award Management
52.207-2	JUL 2013	Notice of Streamlined Competition
52.211-14	APR 2008	Notice of Priority Rating for National Defense, Emergency Preparedness and Energy Program Use
52.214-34	APR 1991	Submission of Offers in the English Language
52.214-35	APR 1991	Submission of Offers in U.S. Currency
52.215-1	JAN 2004	Instructions to Offerors – Competitive Acquisition
52.215-16	JUN 2003	Facilities Capital Cost of Money
52.222-46	FEB 1993	Evaluation of Compensation for Professional Employees

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.227-71	APR 1984	Requests for Waiver of Rights to Inventions
1852.227-84	DEC 1989	Patent Rights Clauses

(End of provision)

**L.2 FAR 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997) (ALT IV) (OCT 2010)**

- (a) Submission of cost or pricing data is not required.
- (b) Provide information described below:

See Provision L.15, Volume III – Price Proposal

(End of provision)

**L.3 52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a Firm-Fixed-Price contract resulting from this solicitation.

(End of provision)

**L.4 52.233-2 SERVICE OF PROTEST (SEP 2006)**

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

NASA Johnson Space Center  
Attn: Lawrence Miller/BH  
2101 NASA Parkway  
Houston, TX 77058

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

**L.5 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at these addresses:

<http://www.arnet.gov/far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(End of provision)

**L.6 1852.228-80 INSURANCE – IMMUNITY FROM TORT LIABILITY (SEP 2000)**

If the Offeror is partially or totally immune from tort liability to third persons as a State agency or as a charitable institution, the Offeror will include in its offer a representation to that effect. When the successful Offeror represented in its offer that it is immune from tort liability, the following clause(s) will be included in the resulting contract:

(a) When the Offeror represents that it is partially immune from tort liability to third persons as a State

agency or as a charitable institution, the clause at FAR 52.228-7, Insurance -- Liability To Third Persons, and the associated NFS clause 1852.228-81, Insurance -- Partial Immunity From Tort Liability, will be included in the contract.

(b) When the Offeror represents that it is totally immune from tort liability to third persons as a State agency or as a charitable institution. The clause at NFS 1852.228-82, Insurance -- Total Immunity From Tort Liability, will be included in the contract.

(End of provision)

#### **L.7 1852.233-70 PROTESTS TO NASA (OCT 2002)**

Potential bidders or Offerors may submit a protest under 48 CFR Part 33 (FAR Part 33) directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or Offeror may submit the protest to the Assistant Administrator for Procurement, who will serve as or designate the official responsible for conducting an independent review. Protests requesting an independent review shall be addressed to Assistant Administrator for Procurement, NASA Code H, Washington, DC 20546-0001.

(End of provision)

#### **L.8 1852.245-80 GOVERNMENT PROPERTY MANAGEMENT INFORMATION (JAN 2011)**

(a) The offeror shall identify the industry leading or voluntary consensus standards, and/or the industry leading practices, that it intends to employ for the management of Government property under any contract awarded from this solicitation.

(b) The offeror shall provide the date of its last Government property control system analysis along with its overall status, a summary of findings and recommendations, the status of any recommended corrective actions, the name of the Government activity that performed the analysis, and the latest available contact information for that activity.

(c) The offeror shall identify any property it intends to use in performance of this contract from the list of available Government property in the provision at 1852.245-81, List of Available Government Property.

(d) The offeror shall identify all Government property in its possession, provided under other Government contracts that it intends to use in the performance of this contract. The offeror shall also identify: The contract that provided the property, the responsible Contracting Officer, the dates during which the property will be available for use (including the first, last, and all intervening months), and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent, the amount of rent that would otherwise be charged in accordance with FAR 52.245-9, Use and Charges (June 2007), and the contact information for the responsible Government Contracting Officer. The offeror shall provide proof that such use was authorized by the responsible Contracting Officer.

(e) The offeror shall disclose cost accounting practices that allow for direct charging of commercially available equipment, when commercially available equipment is to be used in performance of the contract and the equipment is not a deliverable.

(f) The offeror shall identify, in list form, any equipment that it intends to acquire and directly charge to the Government under this contract. The list shall include a description, manufacturer, model number (when available), quantity required, and estimated unit cost. Equipment approved as part of the award need not be requested under NFS clause 1852.245-70,

(g) The offeror shall disclose its intention to acquire any parts, supplies, materials or equipment, to fabricate an item of equipment for use under any contract resulting from this solicitation when that item of equipment:

Will be titled to the government under the provisions of the contract; is not included as a contract deliverable; and the Contractor intends to charge the costs of materials directly to the contract. The disclosure shall identify the end item or system and shall include all descriptive information, identification numbers (when available), quantities required and estimated costs.

(h) Existing Government property may be reviewed at the following locations, dates, and times: **TBD after Contract Award**

“Note: Requested data shall be submitted as a separate tab after the Property Management Plan (PMP).”  
(End of provision)

#### **L.9 1852.245-81 LIST OF AVAILABLE GOVERNMENT PROPERTY (JAN 2011)**

(a) The Government will make the following Government property available for use in performance of the contract resulting from this solicitation, on a no-charge-for-use basis in accordance with FAR 52.245-1, Government Property, included in this solicitation. The offeror shall notify the Government, as part of its proposal, of its intention to use or not use the property.

(b) The Government will make the following Government property available for use in performance of the contract resulting from this solicitation, on a no-charge-for-use basis in accordance with FAR 52.245-2, Government Property Installation Operation Services, as included in this solicitation. The offeror shall notify the Government of its intention to use or not use the property.

(c) The selected Contractor will be responsible for costs associated with transportation, and installation of the property listed in this provision.

(End of provision)

#### **L.10 JSC 52.215-109 PROPOSAL MARKING AND DELIVERY (AUG 2012)**

##### **(a) Methods of Proposal Delivery**

Proposals shall be delivered to the designated proposal receiving office by one of the following methods:

U.S. Postal Service  
Commercial Delivery Service  
Delivery by company employee or other individual agent

Regardless of the method of delivery chosen, the Offeror is responsible for delivery of the proposal to the designated receiving office no later than the date and time stated on the Standard Form.

**(b) External Marking of Proposal Package(s)**

All proposal packages must be closed, sealed, and marked in large letters “**PROPOSAL – DELIVER UNOPENED**”. Proposals packages must include the solicitation number, the contracting officer’s name: Lawrence Miller, Mail Code BH, Building 20, and the Offeror’s name and address clearly marked on the outside of the package.

The Offeror shall include a notice on the cover of the proposal package as follows:

—NOTICE: THIS PROPOSAL MUST BE DELIVERED TO THE SPECIFIED ADDRESS NO LATER THAN May 27, 2015.

**(c) Delivery Address**

Proposals must be delivered to:

NASA Johnson Space Center  
Attention: Lawrence Miller/BH  
Central Receiving, Bldg 420  
2101 NASA Parkway  
Houston, TX 77058-3696

JSC Central Receiving can only be accessed through JSC Gate 4, which is located off Space Center Boulevard. The Offeror is strongly encouraged to notify the Contracting Officer one day in advance of the proposal submission. Proposals will be considered to be timely if the proposal package arrives in Building 420 by the due date and time.

(End of provision)

**L.11 COMMUNICATIONS REGARDING THIS SOLICITATION**

(a) Questions or comments regarding this solicitation must be submitted in writing, cite the solicitation number, and be directed to the following Government representative:

Name: Lawrence Miller, Contracting Officer  
Phone: 281-483-3916  
E-mail: lawrence.l.miller@nasa.gov@nasa.gov  
Address: Lyndon B. Johnson Space Center  
BH/Lawrence Miller  
2101 NASA Parkway  
Houston, TX 77058-3696

Oral questions will not be answered due to the possibility of misunderstanding or misinterpretation.

(b) Questions or comments should be submitted by May 10, 2015 to allow for analysis and dissemination of responses in advance of the proposal due date. Late questions or comments are not guaranteed a response prior to the proposal due date.

(c) Questions or comments shall not be directed to the technical activity personnel.

(End of provision)

## **L.12 AVAILABILITY OF SPECIFICATIONS**

(a) For the purpose of this RFP, the Technical Library contains the official versions of applicable and reference documentation. No other version of the documentation should be used.

(b) All technical documentation which is incorporated directly by reference in this solicitation may be obtained from the website online at the following url:

<http://procurement.jsc.nasa.gov/mcpg/>

In order to obtain a User-ID and password to access the documents above, please e-mail the following information to the Contracting Officer at [lawrence.l.miller@nasa.gov](mailto:lawrence.l.miller@nasa.gov):

Request for access to the Technical Library  
Requestor's Name  
Full Company Name  
Company Address  
Company Security Point of Contact  
Phone Number  
Foreign Company (Yes/No)  
CAGE Code

(d) All Copy-Righted technical documentation which is incorporated directly by reference in this solicitation cannot be placed on either the Technical Library or the Export Controlled Technical Library. If the Offeror desires to have these copy-righted documents to prepare their proposal they must be obtained, at the bidder's expense, from the organization that develops, establishes and/or publishes those documents.

(e) Upon request, the Contracting Officer will furnish to the Offeror NASA technical documents not incorporated by reference.

(End of Provision)

## **L.13 OFFEROR ACCEPTANCE PERIOD**

Proposals submitted in response to this solicitation shall remain firm for at least 180 days after the date specified for receipt by the Government and shall contain a statement to this effect.

(End of Provision)

## **L.14 INSTRUCTIONS FOR PROPOSAL PREPARATION**

This section provides detailed instructions to Offerors to be used in the preparation of proposals. It is organized as follows:

Paragraph	Paragraph Title
L.15	Introduction
L.16	Proposal Arrangement, Page Limitations, Copies, and Due Dates
L.17	Limited Tradeoff (LTO) Proposal Instructions
L.18	Model Contract
L.19	Attachments

(End of Provision)

**L.15 INTRODUCTION**

In providing these instructions, the Government’s intention is to solicit information that will permit a competitive evaluation of the Offeror’s proposal. The information solicited will demonstrate the Offeror’s competence and capability to successfully complete the requirements specified in the Mechanical Counter Pressure Glove Statement of Work (SOW) and the criteria listed in Section L. Generally, the proposal shall:

- Demonstrate understanding of the overall and specific requirements of the proposed contract;
- Convey the company’s capabilities for transforming understanding into accomplishment;
- Provide, in detail, the plans and methods for so doing; and
- Provide, as requested below, the price associated with doing so.

The proposal shall be detailed and complete enough to clearly and fully demonstrate that the Offeror understands the requirements and the inherent risks associated with the objectives of this procurement. It is inadequate to simply state that the Offeror understands and will comply with the requirements, or to paraphrase the requirements, such as: “standard procedures will be employed to...” and “well-known techniques will be used for...” The Technical Acceptability proposal shall comprehensively explain how the Offeror proposes to comply with the applicable specifications, as well as the techniques and procedures the Offeror proposes to implement.

Offerors are requested to provide information responsive to the items set forth below. This information is considered essential for the Government to conduct a fair and uniform evaluation of proposals in accordance with the evaluation factors provided in Section M. The items listed are not, however, all-inclusive and the Offeror should include in the proposal any further discussion necessary or useful in demonstrating the Offeror’s ability to perform all the work under this contract. However, elaborate brochures or documentation, detailed artwork, or other superfluous embellishments are unnecessary and are not desired, unless specifically requested in a scenario response.

For a more complete understanding of this part of Section L, refer to Section M. The instructions in this part of Section L are directly related to the evaluation factors set forth in Section M.

(End of Provision)

**L.16 PROPOSAL ARRANGEMENT, PAGE LIMITATIONS, COPIES, AND DUE DATES**

Offerors shall submit their proposals within the page limitations and arranged as set forth below.

**Table L-1: Overview of Proposal Volumes, Page Limitations, Proposal Copies, and Due Dates**

Date & Time Due	Delivery Location	Volume No.	Title	Page Limits	E-Format	Copies
2:00PM May 27, 2015	JSC (See L.17.A)	I	Technical Acceptability	15 Pages		2 CD-ROM
			Management Approach	Included in Limit	MS Word	
			Technical Approach	Included in Limit	MS Word	
			Specific Technical Understanding & Resources	Included in Limit	MS Word	
2:00PM May 27, 2015	JSC (See L.17.B)	II	Past Performance	6 Pages (Paragraph B.(6) Is not included in page count)		2 CD-ROM
2:00PM May 27, 2015	JSC (See L.17.C)	III	Price Proposal	Not Limited		2 CD-ROM
			Price Narrative Attachment L.2	Not Limited	MS Word	
2:00PM May 27, 2015	JSC (See L.18)	IV	Model Contract	Not Limited		2 CD-ROM
			Sections A-J, with all fill-ins completed and signed SF 33, And Section K, Representations and Certifications, with all fill-ins completed	Not Limited	MS Word	

Offerors interested in submitting proposals shall consider the entire RFP and shall propose to all requirements as described in the RFP.

Except for Volume III Price Proposal, all volumes shall be prepared and submitted using a non-compressed Times New Roman font with single-spaced 12 point text. All pages shall be numbered sequentially within each volume. Offerors shall clearly mark and identify each of the pages subject to the page limitations.

Title pages, table of contents, cross-reference matrices, glossaries, acronym lists that do not contain information that can be construed as proposal information will not be counted as part of the page limitations.

Tables, charts, graphs, plans, figures, diagrams and schematics shall be used wherever practicable to depict organizations, systems, layout, and implementation schedules. These displays shall contain font sizes no smaller than non-compressed Times New Roman font with single-spaced 12 point text, be uncomplicated, legible, and appropriate for the subject matter.

**Final Revisions:** If final proposal revisions are requested, separate page limitations, if applicable, will be specified in the Government's request for that submission.

**Non-Conforming Pages:** Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the Offeror. A suitable table of contents shall be provided with each volume for ready reference to sections, tables, and figures. All pages in each volume shall be numbered sequentially with Arabic numerals for contents subject to page limitations or with lower case Roman numerals for contents not subject to page limitations (e.g., title pages, tables of contents, and acronym lists). No less than Times New Roman 12 point font shall be used for figures and tables.

The electronic submission must be compatible with the software and hardware specification described below. Electronic media must be labeled or tagged with the RFP Number, Company Name, Date Prepared, an indication of the files or range of files contained on the disk marked and in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and FAR 3.104-5, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

Electronic copies of the proposal shall be prepared and submitted in Microsoft Office® 2003, 2007, 2010, or 2013 applications (Word and Excel). Further, the Microsoft Excel spreadsheets shall be submitted in Microsoft Excel format, and not in a scanned Microsoft Word or Adobe PDF file. For electronic submissions, each volume of the proposal should be submitted as a separate electronic file.

Be sure to apply all appropriate markings, including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and FAR 3.104-5, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

(End of Provision)

## **L.17 LIMITED TRADEOFF (LTO) PROPOSAL INSTRUCTIONS**

This procurement will be conducted using a combination of technically acceptable baseline requirements (pass or fail) and tradeoff of past performance, and price. The Government seeks to select an Offeror whose proposal represents the best value after evaluation. The baseline requirements are considered as basic government needs in determining technical acceptability.

Technical acceptability, past performance and price are discussed in detail below.

### **A. Technical Acceptability (Volume I)**

The proposal shall demonstrate that the offered items/services meet the baseline requirement. The Offeror shall describe or provide the following:

### **1. Management Approach**

The Offeror shall submit a Management Plan that adequately addresses all the aspects described in Attachment J.3, Data Requirements List (DRL) and Date Requirements Descriptions (DRD). The responses shall be provided in Volume I, Technical Acceptability.

The proposed management approach described should be consistent with the proposed technical approach. Inconsistencies between the two areas may result in an unacceptable proposal and price adjustments.

### **2. Technical Approach**

The Offeror shall provide a Technical Approach which discusses how the Offeror plans to accomplish the requirements in the Statement of Work. The Offeror shall discuss the contents of the Work Breakdown Structure (WBS) showing the elements of work to be performed. This shall be done in a manner which demonstrates and adequately addresses the Major Contract Milestones and Deliverables requirements in Attachment J.2. In addition, the Volume III, Price Proposal, price instructions shall be completed. These items shall capture the resources needed to accomplish each element in the WBS and shall be identified in sufficient detail to permit an assessment of the adequacy of the types and amounts of skills proposed relative to the technical approach being used to meet the applicable requirements in Attachment J.1.

### **3. Specific Technical Understanding and Resources**

The Offerors are required to demonstrate their understanding of the requirements and the specific labor resources needed to successfully perform the requirements of this Contract. Since the paragraphs and tables described in these instructions are also intended to facilitate the technical evaluation of the Offeror's Price proposal, Offerors should carefully follow these instructions.

The Offeror shall define the specific labor resources needed to successfully perform the requirements of this contract, in accordance with its proposed approach discussed in Volumes I.

#### **B. Past Performance (Volume II)**

- (1) Provide information from organizations and companies from which your company has previously performed work, in order for the Government to obtain appraisals of past performance involved in performing this work. Offerors and any major subcontractors (subcontracts estimated annual value greater than \$500K) shall each provide information for no more than five (5) of the most relevant and recent past contracts (subject to the page limitation constraints). If the Offeror proposes a joint venture or a prime-subcontractor relationship, provide the same information for each team member or subcontractor company proposed. References with Government contracts are preferred, but not required.
- (2) Offerors shall consider the relevancy, recency, and magnitude of the effort(s) as they relate specifically to this requirement. Offerors are advised that the Government's evaluation of submitted contracts for past performance will include an evaluation of how recently performance has occurred. Only contracts with performance within 10 years from date of the solicitation will be considered recent. Offerors with no past performance experience shall so state.
- (3) The following information shall be provided:

- Contract number
- Contract value
- Employing Agency/Company Name
- Point of Contact (including address, telephone and fax numbers, and e-mail addresses)
- If a Government Agency, include both the Contracting Officer and Contracting Officer's Technical Representative points of contact
- Contract Description
- Place of Performance
- Period of Performance
- Contract Type
- Status of Contract ((current, terminated (if so, why), successfully completed (include completion date))
- A discussion of the relevant contract technical requirements, integration successes, any unique schedules requirements, cost performance, problems encountered and initiative in problem resolution, and overall performance
- Consent Letters executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing the release of past performance information so the Offeror can respond to such information. See sample consent letter at Attachment L.3.
- Submit information on contracts that the Offeror considers relevant in demonstrating the Offeror's ability to perform the proposed effort. The submission shall include rationale supporting the Offeror's assertion of relevancy. This submission shall clearly detail what portions of the Statement of Work, the prime, joint venture, and subcontractors are responsible for and/or proposing to do as they relate to the relevant contract being proposed. For a description of the characteristics or aspects the Government will consider in determining relevance, see Section M.8, B. Past Performance Relevancy.

- (4) In addition to the information above, Offerors and any major subcontractors, as defined above, shall each submit the Past Performance Questionnaire, Attachment L.1, to each of the designated number of references for contracts provided. The Offeror is responsible for ensuring that each of its references, including those from its major subcontractors, returns the two copies of each questionnaire directly to the Contracting Officer in a sealed envelope, by fax, or e-mail to the contact identified in Section L.10 Proposal Marking Instructions.
- (5) Offerors may include up to one page of introductory material about the experience and performance of the Offeror and subcontractors (if applicable). The Offeror may submit additional reference information on experience and past performance for consideration. This shall be subject to the page limitation constraints.
- (6) Offerors shall provide the following performance data with explanatory remarks on contracts performed in the last three years. Offerors shall identify the applicable North American Industrial Classification System (NAICS) Code for each contract and shall include points of contact for each contract. If a joint venture or prime-subcontractor relationship is proposed, the same information shall be provided for each company proposed. Explanatory statements shall be included as appropriate. Note: this section, L.17.B (6) is not included in the Past Performance Section page count. For all work performed during the past three years, Offerors shall provide the following:

Environmental Data:

Copies of any and all environmental non-compliance correspondence and citations from federal, state, or local agencies or authorities with explanatory remarks.

Safety Data:

- (1) Copies of any and all OSHA citations with explanatory remarks.
- (2) Records of the company's OSHA recordable injuries and illnesses. These records shall include, for each worksite, as a minimum, 1 copy of each year's OSHA logs (Forms 300 and 300A) as required by Title 29 of the Code of Federal Regulations, Section 1904.5(d) including the applicable NAICS code, the number of employees at the worksite and the calculated OSHA recordable frequency rate.
- (3) A list of all insurance carriers providing workers compensation coverage (or equivalent), including dates of coverage. Include points of contact and phone numbers. Offerors shall authorize the listed insurance carriers to respond to Government inquiries recording the Offeror's past safety performance.
- (4) The Offeror shall provide Experience Modification Rates as well as calculations supporting the Offeror's workers' compensation experience modifier. This shall include the state formula used for the computation, along with the loss ratio for each of the past three years (where the loss ratio is defined as the ratio of losses to premium). Show all figures used for computation.
- (5) A letter from the insurance carrier summarizing the Offeror's liability and lawsuit history related to safety and health performance for the past three years including a history of changes to the experience modifier rate. If an Offeror self-insures, provide and certify the same information (except the experience modifier rate history) with the signature of the responsible corporate officer or official.

(7) Past Performance Questionnaires

Separate from the General Past Performance narrative contained in Volume II, the Offeror shall provide references from organizations and companies for whom work has been performed. The Offeror shall request the customer references to fully complete the questionnaire in accordance with the instructions on the form and to return it in accordance with the return instructions on the form.

**C. PRICE PROPOSAL (Volume III)**

Instructions for the preparation of the Price Proposal are organized as shown in the following Table and are presented below.

L .17.C Paragraph		Price Proposal Instruction Topic
(a)		Introduction
(b)		Specific Guidelines
	1	Direct Labor Rates
	2	Direct Labor Rate Escalation
	3	Indirect Rate Historical Data and Analysis
	4	Standard Labor Categories
	5	Full-Time Equivalent (FTE) and Productive Hours
(c)		Pricing Methodology
	1	Completion Form Pricing
(d)		Excel Pricing Model (EPM)
	1	Workbook File
	a	Format
	b	Formulas
	c	Locks

	2			CD Price Proposal Organization
	3			Completion Form Template Instructions
		a		Labor Pricing Template (LPT)
		b		Prime Price Summary Template (PPST)
(e)				Supplemental Cost Data
	1			Cost of Money for Facilities Capital
	2			Profit

**L.17.C.1 Introduction**

The Offeror’s Price Proposal shall be compliant with and based upon the Offeror’s estimating, accounting, and other applicable business systems. Certified cost and pricing data is not required; however, data other than certified cost and pricing data is required. To ensure that the Government is able to perform a fair assessment and determine the reasonableness of the proposed price, each Offeror is required to submit a Price Proposal that is suitable for evaluation. A Price proposal that is suitable for evaluation shall:

- Account for all resources necessary to complete requirements of this RFP.
- Provide traceability to the technical/management approach.
- Include a narrative portion that explains all pricing and estimating techniques, including the basis for proposed price estimates.
- Comply with applicable Federal Acquisition Regulation (FAR), NASA FAR Supplement (NFS), and statutory requirements.
- Include all templates required in this RFP.

The Offeror’s price proposal shall be submitted in the following format:

- (1) Two electronic copies on Compact Disks (CD)

**L.17.C.2 Excel Pricing Model (EPM):**

1. Price Workbook File
  - a. Format

The EPM includes one workbook/file. The workbook/file must be automated to the greatest extent possible. The workbook/file shall be named “EPM-Template CF (FFP)” and include the following templates: Labor Pricing Template (LPT), and Prime Price Summary Template (PPST).

- b. Formulas

All formulas used in the workbook must be clearly visible in the individual cells and verifiable. Whereas linking among the spreadsheets within the workbook may be necessary; the use of external links (source data not provided to NASA) of any kind is prohibited. The workbook must contain no macros or hidden cells.

- c. Locks

The EPM and all its templates shall not be locked/protected or secured by passwords.

2. CD Price Proposal Organization

The Government intends to use a personal computer with Microsoft Excel to aid in the evaluation of the price proposal. In addition to the hardcopy requirements of the preceding section, each prime and major subcontractor is required to submit their EPM and any other electronic price data, including formulas, on CD only. Each CD provided is to have an external label indicating:

- The name of the Offeror,
- The RFP number, and
- The files/workbooks or range of files/workbooks contained on the CD.

Both the case and the CD itself must be labeled. The use of a permanent marker to label the CDs by hand is acceptable.

All electronic file/workbook names included in the Offeror’s proposal shall begin with the appropriate workbook acronym, hyphen, followed by the first three letters of the Offeror’s company name. For example: Assume the Offeror’s company name is ABC Company and the Offeror have completed the Price workbook; the workbook/file name would be Price-ABC.xls. Offerors shall use the Template acronyms below in naming individual worksheets/tabs within an Excel file/workbook:

<p><b><u>Price Workbook Acronyms:</u></b></p> <p><b>LPT</b> – Labor Pricing Template</p> <p><b>PPST</b> – Prime Price Summary Template</p>
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The Price Proposal templates are designed to provide NASA with information necessary to perform a price analysis. The specific templates required can be found in Attachment L-2.

**PRICE WORKBOOK INSTRUCTIONS**

a) Labor Pricing Template (LPT)

A separate template is required from the prime Offeror and each major subcontractor(s). This template is intended to identify the proposed productive hours that are compensated at straight-time direct labor rates and at overtime direct labor rates per SLC.

The template is divided into three main sections. The first section addresses Productive Hours (straight time and overtime). The Offeror shall determine the mix of labor categories and the productive labor hours required to perform the Completion Form portion of the SOW. The second section identifies the straight-time direct labor rates and overtime direct labor rates per SLC. The third section addresses the total straight-time direct labor cost associated with multiplying the straight time Productive Hours by the straight-time direct labor rates, as well as, the overtime direct

labor cost associated with multiplying the overtime Productive Hours by the overtime direct labor rates.

The hours and costs shown on this template shall support and reconcile to the hours and costs shown on either the Offeror’s Prime Price Summary Template (PPST). Further, a brief narrative shall be provided in the Offeror’s Volume III, Price Proposal identifying the method(s) used to estimate the straight time direct labor rates and overtime direct labor rates per SLC, the proposed incumbent retention percentage and whether the SLC position is considered to be exempt or non-exempt.

b) Prime Price Summary Template (PPST)

This template is required of the prime Offeror only. This template is intended to identify all prime Offeror proposed hours, cost, and fee by contract year for the entire period of performance. Furthermore, the prime shall also identify all subcontractors’ proposed hours and price by contract year. A reference column has been provided on the template for the Offeror to use in identifying where the supporting data for each cost and price element are located in the Offeror’s Volume III, Price Proposal. The cost and price data submitted shall be clearly displayed and detailed so that the Government may fully understand the cost and price development and computations.

**L.17.C.3 Supplemental Cost Data**

The following supplemental cost data, where appropriate, shall be submitted with Volume III, Price Proposal:

1. Cost of Money for Facilities Capital

The Offeror may choose to include the cost of money for facilities capital as authorized by Cost Accounting Standard (CAS) 414 and FAR 31.205-10 in their Price Proposal. In the event the Offeror does not propose cost of money for facilities capital, FAR clause 52.215-17, “Waiver of Facilities Capital Cost of Money” shall be included in the Model Contract.

2. Profit

The Offeror shall provide the proposed profit rate(s). In addition, the Offeror may submit supporting rationale why they believe the proposed profit rate(s) is sufficient motivator of efficient and effective contract performance in their Price Proposal narrative.

(End of provision)

**L.18 MODEL CONTRACT**

(a) STANDARD FORM (SF) 33, OFFEROR FILL INS AND SECTION K

Blocks 12 through 18 of the SF 33 and the indicated Offeror required fill-ins in Sections B-K must be completed. The completed (blocks 12-18) and signed SF33 and the pages with the required fill-ins must be submitted. Annual representations and certifications shall be completed electronically and submitted with this volume in accordance with provision K.2, Annual Representations and Certifications (FAR 52.204-8). **All SF 33s require original signatures.**

(i) Offerors shall indicate, in Block 12 of the SF 33, a proposal validity period of 180 calendar days. However, in accordance with paragraph (d) of FAR provision 52.215-1, "Instructions to Offerors--Competitive Acquisitions," a different validity period may be proposed by the Offeror.

(ii) Provide the names, email addresses, and phone numbers of persons to be contacted for clarification of questions of a technical nature and business nature. Identify any consultants and/or subcontractors used in writing this proposal (if any) and the extent to which their services will be available in the subsequent performance of this effort.

(b) ACCEPTANCE OF TERMS

Include in the proposal (attached to the transmittal letter) a statement of acceptance of the proposed contract terms and conditions incorporated in this RFP and that will be included in the resultant contract.

**(End of Provision)**

**L.19 ATTACHMENTS**

The following attachments are attached hereto and made a part of this solicitation:

L.1 – Past Performance Questionnaire

L.2 – Price Workbook

L.3- Past Performance Consent Letter Sample

**[End of Section]**