

National Aeronautics and
Space Administration
Lyndon B. Johnson Space Center
2101 NASA Parkway
Houston, Texas 77058-3696



November 13, 2015

Reply to Attn of : BD-SEB-15-145

TO: All Prospective Offerors

FROM: BR2/Contracting Officer, Operations Support Office

SUBJECT: Request for Proposal (RFP) NNJ15554115R, Business Management Services (BMS) Contract

The National Aeronautics and Space Administration (NASA), Lyndon B. Johnson Space Center (JSC), is hereby issuing the final RFP for qualified firms that meet the classification described below for the BMS contract. The final RFP replaces the draft RFP Sections 4, 5, and 6.

BMS is a total 8(a) small business set-aside and has been assigned NAICS code 541611 – Professional, Administrative, and Management Support Services. The size standard is \$15,000,000.

Offerors are advised to read all requirements contained herein and in the RFP. Enclosed with this letter is a summary of the notable changes made to the final RFP since release of the draft RFP Sections 4, 5, and 6. Although every effort was made to ensure its completeness, this list is not all inclusive, and offerors shall be responsible for reviewing the entire RFP for changes.

The following information should be considered in proposal preparation:

Acquisition Structure Highlights:

- The BMS contract structure is comprised of 100% Indefinite-Quantity/Indefinite-Quality (IDIQ) with Firm Fixed-Price (FFP) task orders. Task Orders will be issued in accordance with clause 2.A.12, NASA Federal Acquisition Supplement 1852.216-80 (OCT 1996), TASK ORDERING PROCEDURE.
- IDIQ Guaranteed Minimum Quantity of Work – Minimum Contract Total - \$50,000, Not-to-Exceed (NTE) Maximum Contract Total - \$42,000,000. To allow for flexibility of additional users, an additional \$10,000,000 was included in developing the NTE.
- The Government anticipates a 5-year period of performance. The Phase-In period will be 60 days.

- Task orders shall be priced utilizing the labor categories and proposed rates in Clause 1.8, FULLY BURDENED RATES INDEFINITE DELIVERY/INDEFINITE QUANTITY PRICING TABLE.
- A Government Resource Estimate has been provided in Provision 5.17.3.
- A Register of Wage Determination Under the Service Contract Act (SCA) applies (See Attachment 4.4)
- Offerors are encouraged to ensure their company is listed in the on-line database for the following:
 - System for Award Management: <https://www.sam.gov>
 - VETS 4212: <http://www.dol.gov/vets/vets4212.htm>
 - Data Universal Numbering System: <http://fedgov.dnb.com/webform>
 - EEO National Pre-Award Registry: <http://www.dol-esa.gov/preaward>

Electronic Access:

An electronic Technical Library (TL) is available and includes references for various types of historical data and other pertinent applicable documents and information regarding this procurement and its requirements. Specifically, historical average direct labor rates are included in the BMS TL. The BMS TL is available on the BMS procurement website at: <http://procurement.jsc.nasa.gov/bms/>.

Questions Related to the RFP:

In order for answers to the RFP to be obtained and disseminated in a timely manner, questions must be submitted in writing no later than November 20, 2015, 1:30 p.m. CDT. Questions are highly encouraged and may be submitted in writing directly to the Contracting Officer at craig.g.burridge@nasa.gov. Please begin entries with “Questions—BMS RFP.”

The Government will not respond to questions for information that are marked as containing confidential, proprietary, competition sensitive, or business information.

Answers to questions will be posted to the NASA Acquisition Internet Services (NAIS) through an amendment to this solicitation.

All questions and answers in response to the RFP may be found on the BMS procurement website at: <http://procurement.jsc.nasa.gov/bms/>.

Questions and answers to the RFP will be separated from, and have no bearing on, subsequent evaluation of proposals submitted in response to the RFP. The use of ideas, questions, and comments to amend the structure of the RFP is at the discretion of the Government. Eligibility to participate in any future acquisition does not depend upon a response to this notice. The Government will not critique a potential offeror’s questions, and the RFP should not be used

by offerors to market their products/services.

The RFP does not commit the Government to award a contract nor does it obligate the Government for costs incurred in the preparation and submittal of proposals in anticipation of a contract in response to this RFP.

Proposal Submission:

Proposals submitted in response to this solicitation shall include the offeror's name and complete address, including street, city, state, and 9-digit zip code. Also, include the telephone and fax numbers and the e-mail address of the contact person responsible for the proposal.

Offerors are required to have a Commercial and Government Entity (CAGE) code that matches the corporate address submitted with its proposal. Insert the company's CAGE code in the box labeled "code" in Block 17A on the Standard Form 1449.

Offerors must deliver their proposal in accordance with Provision 5.10, "Proposal Marking and Delivery" and Provision 5.16.2, "Proposal Arrangement, Page Limitations, Copies, and Due Dates." Proposals that arrive after the prescribed time for receipt of proposals will be considered late and treated in accordance with FAR 52.212-1 (OCT 2015), "Instructions to Offerors— Commercial Items."

Communications:

Where an offeror chooses to request, from a civil service employee at JSC, that a past performance questionnaire be submitted on its behalf for any proposed key personnel, please be advised that a Limited Communications Notice (LCN) has been issued in conjunction with this solicitation. The LCN directs that all civil service personnel at JSC shall refrain from communication with industry on any matters related to this competitive procurement. Therefore, civil servants will be unable to provide status to the offeror or communicate in any other fashion with the offeror about the past performance request.

Offerors are responsible for monitoring the NASA Business Opportunities Website, <http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=73>, and the BMS procurement website, <http://procurement.jsc.nasa.gov/bms/>, for any amendments to this solicitation, additional information, and/or changes to the schedule. Information will be posted as it becomes publicly available.

Thank you for your participation and interest in this procurement.

Craig Burrige
Contracting Officer

Enclosure

ENCLOSURE 1
BMS Contract
Draft RFP to Final RFP Change Summary

This document provides a summary of the changes that have occurred post-release of the draft RFP Sections 4, 5, and 6. The updates across the RFP include various editorial and administrative changes, as well as changes in content, direction, and clarification. Important changes are identified below; however, it is the Offeror's responsibility to review the entire RFP to ensure all updates from the draft RFP are identified and accounted for in the Offeror's proposal.

SECTION 4 – CONTRACT DOCUMENTS, EXHIBITS OR ATTACHMENTS

- DRL: Updated DRL for consistency with updated DRDs.
- DRD 05, Safety and Health: Initial submission due date was changed from 20 days after contract award to 10 days after contract award.
- DRD 08, IT Security: Made significant updates to this DRD. Changed data submittal requirements.
- Standard Labor Categories: Updated educational requirements.

SECTION 5 – ADDENDUM TO 52.212-1, INSTRUCTIONS TO OFFERORS – COMMERCIAL ITEMS

- All of Section 5 was reformatted for consistency and improved readability.
- Page 5-8, Table 5-2: changed Technical Acceptability page limit from 35 to 25.
- Page 5-11, 5.17.1, Technical Acceptability Factor - Volume I (b): Scenarios A and B were added.
- Page 5-17, 5.17.3 (c) 1: The SLCs were updated in Table 5-3.
- Page 5-17, 5.17.3 (c) 1: The Non-Labor Resource values in Table 5-4 were updated.
- Page 5-19, 5.17.3 (d): The discussion of the Excel Pricing Model was updated to clarify terminology and file naming conventions, and to ensure consistency with updates made to the Excel Pricing Model.
- Page 5-19, 5.17.3 (d) 2: The Excel attachment “BMS_Section 4_Excel Pricing Model.xlsx” was updated and will now also be supplied as a separate editable file. Made several changes to this attachment, including updates to SLC lists and modification or deletion of some rows and columns.

- Page 5-19, 5.17.3 (d) 3a: References to separate templates for overhead rates, G&A rates, and Minor Subcontractor Pricing were removed, since this RFP will not use those templates.
- Page 5-29, 5.17.4.A (a): The minimum contract value for major subcontractors was clarified.
- Page 5-29, Section 5.17.5, Model Contract – Volume V: The TBDs in the table were replaced with final information.

SECTION 6 – EVALUATION FACTORS FOR AWARD

- Page 6-5, Section 6.2.3: The price analysis discussion was updated.