TO: All Prospective Offerors

SUBJECT: Request for Proposal (RFP), Solicitation No. 80GSFC18R0034, for Environmental Test and Integration Services (ETIS) III

You are invited to submit a proposal in response to the National Aeronautics and Space Administration (NASA) Goddard Space Flight Center’s (GSFC) Environmental Test and Integration Services (ETIS) III solicitation. The principal purpose of this requirement is to provide support to the NASA/GSFC Engineering and Technology Directorate (ETD). ETD is responsible for providing multidiscipline engineering expertise to all projects within GSFC and managing the Environmental Test and Integration facilities. These facilities provide environmental test and capability that ensures spacecraft and flight experiments will withstand the rigors of launch and will operate properly in the space environment. ETD is an end-to-end science mission operation that is instrumental in designing missions, building satellites and instruments, operating and controlling spacecraft, and acquiring and distributing data to the world-wide science community. The principal purpose of this contract is to acquire environmental test and integration engineering and related services for ETD’s Mechanical Systems Division and related organizations throughout GSFC, as required, for the formulation, design, development, fabrication, integration, testing, verification, and operations of space flight and ground system hardware and software, including development and validation of new technologies to enable future space and science missions. The Statement of Work, Attachment A to the RFP, describes the scope of the requirement.

This acquisition will be conducted as a full and open competition. The North American Industry Classification System (NAICS) code for this acquisition is 541330 and the small business size standard is $15M.

This competitive procurement will result in a Cost-Plus-Award Fee (CPAF), Indefinite Delivery Indefinite Quantity (IDIQ) requirement with the ability to issue CPAF 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 1, 2019, with an October 1, 2019 contract effective date. Phase-In will be conducted, under a separate contract or purchase order, during the 60-day period prior to the effective date of the contract.

The contract will be performed onsite at GSFC and offsite at the Contractor’s facilities. The Government will make available existing Installation-Accountable Government Property (IAGP) for onsite contract performance and Government Furnished Property (GFP) for offsite use at the Contractor’s facility.

In order to control and protect sensitive data owned by both the Government and Government Contractors, it is now Goddard Center policy that all procurement-related documents be released
in Adobe Portable Document Format (PDF). Offerors shall be aware that the while the Cost Volume exhibits included in the RFP are in PDF format; the Offeror’s Cost Volume proposal submitted in response to this RFP shall include completed Cost Volume exhibits in Microsoft Office Excel format. Instructions for converting from PDF format to Excel format can be found in the Section L Cost Volume Instructions provision. Offerors are encouraged to complete the conversion from PDF format to Excel format upon receipt of the RFP. Should any issues arise with the conversion, please contact the undersigned.

Please note, a SECRET facilities clearance is required for this procurement in accordance with the DD Form 254, Contract Security Classification Specification, which shall be submitted with the proposal.

NASA GSFC appreciates the comments received in response to the release of the Draft RFP. These comments resulted in improvements to the quality and content of the overall RFP. Offerors should review the RFP in its entirety, as its content has changes from the Draft RFP version. The following list identifies some areas where enhancements have been made from the Draft RFP to this final RFP that may not have been addressed in the Draft RFP questions and responses:

- Updated References in Attachment A, Statement of Work
- Proposal instructions/evaluation criteria changes
  - L.27, L.30, L.32, M.4, M.6

This list is not intended to cover all changes nor describe all RFP requirements. Offerors should carefully review the RFP in its entirety.

All documents related to this procurement, including this letter, the solicitation, attachments, exhibits, and any amendments will be attainable electronically from the World Wide Web through the Federal Business Opportunities (FBO) website at https://www.fbo.gov.

Additional information can also be found on the ETIS III online Reference Library at: https://elibrary.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.

Offerors are encouraged to refer to Federal Acquisition Regulation (FAR) provision 52.215-1, INSTRUCTIONS TO OFFERORS—COMPETITIVE ACQUISITION, in particular paragraph (f)(4) which discusses the Government’s right to award a contract without discussions.

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 September 14,
2018, 2:00 p.m. local time. Be advised, in accordance with Provision L.32, Offerors need to
encourage their references to submit their Past Performance Questionnaires directly to the
Contracting Officer by the proposal due date.

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

SSA
David F. Mitchell, Director of Flight Projects, Code 400

Voting Members
Meredith Hart, Code 210.M
Mark Branch, Code 549
Kim Cousler, Code 549
Ben Lui, Code 585
Charles Kim, Code 382

Offerors are reminded that a “Blackout Notice” for this procurement was distributed to all
applicable NASA GSFC personnel concurrently with the release of the Final 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 Meredith A.
Hart, Contracting Officer, at meredith.a.hart@nasa.gov on or before August 24, 2018. Offerors
are encouraged to submit questions as soon as possible for consideration.

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

//:signed
Meredith A. Hart
Contracting Officer