

National Aeronautics and
Space Administration

Lyndon B. Johnson Space Center
2101 NASA Parkway
Houston, Texas 77058-3696



Reply to Attn of BJ4-08-030

July 25, 2008

TO: All Prospective Offerors
FROM: BJ4/Contracting Officer
SUBJECT: Request for Proposal (RFP) NNJ08225419R

The National Aeronautics and Space Administration (NASA), Lyndon B. Johnson Space Center (JSC), is soliciting proposals for the JSC Administration Support Services (JASS) Contract. This RFP replaces the Draft RFP which was released on June 17, 2008. Any questions received as a result of this RFP will be addressed as an amendment to the RFP.

This procurement is an 8(a) Set-aside competitive procurement and has been assigned NAICS code 561410 and a size standard of \$6.5M. It is contemplated that a commercial, single award, Indefinite Delivery Indefinite Quantity, Firm-Fixed Price Contract will result from this solicitation.

As stated on the Standard Form 1449, and in Section 5, Provision 5.10 "Proposal Marking and Delivery" proposals are due no later than 1:30 p.m., Central Daylight Time (CDT), August 28, 2008, at the JSC Central Receiving - Building 421. In order to meet that deadline, offerors are directed to follow the instructions in Section 5, Provision 5.10, "Proposal Marking and Delivery" for detailed instructions on the delivery process. To be assured that someone will be available to escort couriers onsite, offerors are advised to contact Diana DeNardo at 281-244-2378, prior to attempting to deliver a proposal. Offerors are responsible for ensuring that all Volume II Past Performance data are received by Ms. DeNardo no later than 1:30 p.m., CDT, August 21, 2008. Note: Past Performance questionnaires must be submitted by the respondent directly to Diana DeNardo per instructions on the questionnaire.

Proposals shall include three original signed 1449 forms properly completed with offeror's company name; complete address, including street, city, county, state, and zip code; name, telephone and fax numbers, and e-mail address of responsible person or persons; acknowledgment of amendments and signature of authorized person.

Offerors are encouraged to ensure their company is listed in the on-line database for the following:

Central Contract Registry: <http://www.ccr.gov>

VETS 100: <http://www.dol.gov/100>

Data Universal Numbering System (DUNS): <http://fedgov.dnb.com/webform>

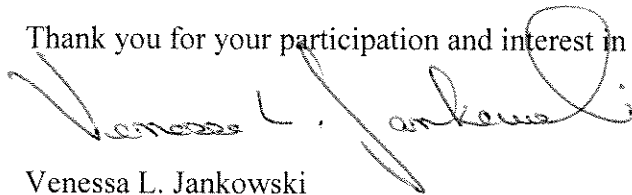
Attached to this letter is a Document Change Log which documents notable changes made to the RFP since the release of the Draft RFP. Although every effort was made to include even minor changes, there may be some edits that are not recorded on the log. Therefore, all potential offerors are advised to carefully read the entire RFP.

An electronic library is available containing various types of historical data and other pertinent information regarding this procurement and its requirements on <http://procurement.jsc.nasa.gov/jass/tl/login.asp?flag=1&URL=default.asp>.

All questions concerning this RFP shall be submitted in writing on or before July 31, 2008, to Ms. DeNardo via e-mail to diana.denardo-1@nasa.gov or via the "Anonymous Questions to the Contracting Officer" link available on the JASS Procurement Website. Offerors are responsible for obtaining verification that questions have been received.

Offerors are responsible for monitoring the NASA Business Opportunities Website, <http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=73>, or the JASS Procurement Website, <http://procurement.jsc.nasa.gov/jass/default.asp>, for any amendments to the RFP and/or schedule. Offerors can view the charts from the Pre-proposal Conference, as well as other information on these websites.

Thank you for your participation and interest in NASA's acquisition process.



Venessa L. Jankowski
Contracting Officer

Enclosures:

- 1) Document Change Log
- 2) RFP NNJ08225419R