

National Aeronautics and  
Space Administration  
**Goddard Space Flight Center**  
Wallops Flight Facility  
Wallops Island, VA 23337-5099



Reply to Attn of: 210.1

April 15, 2008

TO: Potential Bidder

SUBJECT: Request for Quotation (RFQ) Number NNG07101102Q-1 for Aircraft Catalog Blanket Purchase Agreement (BPA) at NASA, GSFC, Wallops Flight Facility Cover Letter for Information Purposes Only

This letter is for information purposes only. Annually, over the life of the BPA, the Contracting Officer may accept and evaluate offerors with the intention of adding additional BPAs and/or modifying existing ones to add additional aircraft. Unsolicited offerors will be accepted by the Aircraft BPA Contracting Officer during the months of April and October. In addition, the Contracting Officer may periodically solicit offerors. In the event that the Contracting Officer decides to solicit offerors, a separate synopsis will be issued. All offerors shall be subject to the same instructions and evaluation criteria set forth in this letter.

The purpose of the Aircraft BPA is to allow NASA to gain access to a variety of airborne platforms, with proven performance histories in conducting airborne science research and range support to include radar surveillance and telemetry relay capability. These aircraft are to accommodate light and heavy-lift instrumentation payloads, on fixed wing and lighter-than-air craft. NASA will provide all payload instrumentation. Both manned and unmanned aerial platform systems are sought to support the NASA Suborbital Science Program of the Science Mission Directorate (<http://suborbital.nasa.gov>) activities supporting the NASA Strategic Plan. These services will occasionally be conducted in partnerships with other NASA collaborative partners such as the Interagency Coordinating Committee for Airborne Geosciences Research and Application. This catalogue of platforms will be managed by the Goddard Space Flight Center's Wallops Flight Facility (GSFC's WFF), though the missions are conducted at various locations within and occasionally outside the United States. NASA seeks only existing platform capabilities with proven records of airborne science operations, accessible at a fixed daily and/or flight hour rate over the life of this BPA.

Each BPA has a \$10,000,000 maximum order limitation and provides for the issuance of firm fixed price type delivery orders, using Optional Form (OF) 347. The effective ordering period for this effort begins upon award and ends February 7, 2013. Respondents are reminded; they are under no obligation to support any particular mission opportunity. This solicitation is to provide all respondents the opportunity to support missions on a case by case basis under an agreed to price schedule.

Prior to award, all vendors must successfully complete a NASA safety review. Exhibit 1 is provided for information purposes only to show the requirements that NASA will consider during the safety review, and it does not require a proposal response. Exhibit 2 shall be completed in its entirety and submitted for each platform being proposed. Information provided under Exhibit 2 will be used to prepare the NASA Safety Review described in Exhibit 1 and Exhibit 4. The Exhibit 2 submittal for each platform shall not exceed 20 pages. Offerors shall complete all required fill-ins shown in Exhibit 3, FAR 52.212-3 Offeror Representations and Certifications – Commercial Items, and submit it with the proposal.

The offerors shall submit a list of airborne platforms available. For each platform, the payload capacity (weight and dimensions), electrical power availability (type and capacity), and the ports; i.e., nadir, zenith, etc., and their respective dimensions shall be described by the vendor. Furthermore, information on existing satellite telephone and GPS data stream availability and associated rates shall be provided, if applicable. All responses must cite RFQ NNG07101102Q-1.

The offerors shall provide separate bid rates for each airborne platform using the following format:

Aircraft: TBP	BPA Year 1	BPA Year 2	BPA Year 3	BPA Year 4	BPA Year 5
Daily Rate*					
Flight Hour Rate**					

\*Daily Rate: Includes the charges for use of the aircraft, to include crewmember salaries and user fees. The daily rate should include all fees associated with NASA having access to the aircraft (not including flight hour rates).

\*\*Flight Hour Rate: Includes all additional charges to the daily rate charged per flight hour of aircraft use. The hourly rate charge begins when the aircraft begins taxi, and ends when the aircraft reaches its parking space. This rate excludes fuel.

Additionally, offerors shall provide labor categories and fully loaded labor rates to perform the work described under SOW Paragraph 3, Other. These rates shall be provided in the following format:

Labor Rates	BPA Year 1	BPA Year 2	BPA Year 3	BPA Year 4	BPA Year 5
Engineering Categories:					
TBP					
TBP					
TBP					
TBP					
Fabrication Categories:					

TBP					
TBP					
TBP					
TBP					
Installation Categories:					
TBP					
TBP					
TBP					
TBP					

If the offeror will be proposing a burden to be applied to other direct costs such as materials and travel. The burden rates shall be provided in the following format:

Burden Rate (%)	BPA Year 1	BPA Year 2	BPA Year 3	BPA Year 4	BPA Year 5
Applied to Material and Travel ODC's					

Only proven aircraft platforms that meet all of the following shall be proposed and considered for potential award (Go/No-Go):

- Certificated by the Federal Aviation Administration as air worthy, (excluding UAS platforms) or must fall into one of the categories described by NASA NPD 7900.4 below (e.g. Experimental),
- The type and model aircraft shall have a documented history of flight operations (See Exhibit 2, Question 3.2),
- The company shall have no pending FAA enforcement actions.

Offerors shall provide documentation addressing the above bullets. Qualifying companies will then be subject to a NASA Safety Review/Risk Analysis as described in the NASA NPD 7900.4 NASA Aircraft Operations Management, as described in Exhibit 4 during the four hour site visit conducted prior to BPA selection/award.

In order to facilitate an evaluation of your company experience and past performance as a whole and as related to the requirements of the proposed BPA, offerors shall furnish the following information for three of your most recent comparable contracts or subcontracts (completed and ongoing) that your company has had within the last 3 years:

- Customer's name, address, and telephone number of both the lead contractual and technical personnel most familiar with the offeror's performance record.
- Contract number, type, and total original and present or final contract value.
- Date of contract, place(s) of performance, and delivery dates or period of performance.

- Brief description of contract work and comparability to the proposed effort. It is not sufficient to state that it is comparable in magnitude and scope. Rationale must be provided to demonstrate that it is comparable.

The offeror shall provide the questionnaires provided as Exhibit 5 to each of the above references to establish a record of past performance. The Offeror shall instruct each of its references to return the questionnaire directly to the Government in a sealed envelope. The questionnaire respondent shall be a representative from the technical customer and/or responsible Contracting Officer with direct knowledge of your firm's performance. If possible, the Offeror shall provide questionnaires to customers from NASA contracts, other Government contracts, and commercial contracts.

The Offeror is responsible for ensuring that the questionnaire is completed and submitted directly to the NASA Goddard Space Flight Center Contracting Officer no later than the closing date of this solicitation:

NASA, Goddard Space Flight Center, Wallops Flight Facility  
Attn: Lisa Hall, Code 210.W  
Bldg. E-105, Rm. 321  
Wallops Island, VA 23337  
Telephone: 757-824-1420  
FAX: 757-824-1974

If the past performance evaluation determines that past problems identified were within the contractor's control and were significant, persistent, or frequent, or that there is a pattern of problems or a negative trend of performance, the offeror will not receive a BPA.

The offeror shall provide a Safety and Health Plan in accordance with NFS Provision 1852.223-73, entitled "Safety and Health Plan" in Exhibit 6. The offeror shall discuss its approach to compliance with all applicable NASA policies and procedures relative to safety, occupational health, and NASA Procedural Requirements (NPR) 8715.3B "NASA Safety Manual.

This plan, as approved by the Government, will be included in any resulting Agreement. Offerors are directed to NPR 8715.3B, Appendix E instructions regarding the contents of Safety and Health Plan. NPR 8715.3B can be accessed at the following website:

[http://nodis3.gsfc.nasa.gov/npg\\_img/N\\_PR\\_8715\\_003B\\_/N\\_PR\\_8715\\_003B\\_.doc](http://nodis3.gsfc.nasa.gov/npg_img/N_PR_8715_003B_/N_PR_8715_003B_.doc)

The offeror shall indicate if any of the standard contents of the Safety and Health Plan, as prescribed by NPR 8715.3B, would not be applicable to this specific Agreement, and provide an explanation for that determination.

**Small Business Subcontracting Program (Refer to FAR 19.7) (This applies ONLY to Large Businesses)**

This RFQ contains FAR clause 52.219-9, "Small Business Subcontracting Plan--Alternate II". The Subcontracting Plan described and required by the clause, including the associated subcontracting percentage goals and subcontracting dollars, must be submitted with your proposal. Offeror's shall submit either a commercial Small Business Subcontracting Plan or a Aircraft BPA unique Small Business Subcontracting Plan that proposes subcontracting goals for Small Disadvantaged Business Concerns, Women-Owned Small Business Concerns, Historically Black Colleges and Universities, HUBZone Small Business Concerns, Veteran-Owned Small Business Concerns, Service-Disabled Veteran-Owned Small Business Concerns, and Other Small Business Concerns.

Please note that this request does not commit the government to pay any costs incurred in the submission of your proposal, nor to procure said services. Note also, that full, accurate, and complete information is required by this request in accordance with Title 18, U.S.C. 1001, which also prescribes the penalties for making false statements.

Proposals are due by the date and time specified by a specific notice to the following website: NASA/GSFC Business Opportunities page is <http://nais.msfc.nasa.gov/cgi-in/eps/bizops.cgi?gr=D&pin=51>.

The designated receiving office for proposals is the Bid Room located on the premises of the Goddard Space Flight Center, Wallops Flight Facility, Wallops Island, Virginia, in Building E-105, Room 315A. After security screening, proposals must be received at the designated receiving office by the date and time indicated. The Bid Room hours are 8:00AM to 4:30PM, Monday through Friday, except Government holidays.

As a result of the heightened security, new policies are being instituted for the receipt of proposals by NASA at this Facility. These new procedures will primarily affect offerors desiring to hand deliver offers to the Facility. Offers will continue to be received through the U.S. Postal Service and/ or other courier, but must be received by NASA by the established offer due date/time to be considered timely.

Hand delivered proposals will be received two hours prior to the offer receipt time. The Contracting Officer, or his representative, will be available to receive offers at the Goddard Space Flight Center (GSFC), Wallops Flight Facility (WFF) Reception Building (Bldg. No. N127) adjacent to the WFF Main Gate unless otherwise expressly arranged and approved in writing by the Contracting Officer. Hand carried proposals will only be accepted/received during the two-hour period identified in the solicitation. For proposals to be considered, they must be accepted by a Government representative prior to the offer due date and time. Any attempt to hand deliver proposals at a time other than that identified in the solicitation and that has not been coordinated in advance with the Contracting Officer is considered unacceptable and will not be allowed.

Regardless of the delivery method chosen, all proposal packages must be closed and sealed, as if for mailing.

The required mailing address/external marking for proposals is as follows:

NASA/Goddard Space Flight Center  
Wallops Flight Facility  
Wallops Island, VA 23337  
Attention: Bid Room, Code 210.W  
Building E-105, Room 315A  
NNG07101102Q-1  
PROPOSAL--DELIVER UNOPENED"

Electronic submission of proposals to [Therese.L.Patterson@nasa.gov](mailto:Therese.L.Patterson@nasa.gov) is also acceptable provided they are received by the date and time specified by a specific notice to the following website: NASA/GSFC Business Opportunities page is <http://nais.msfc.nasa.gov/cgi-in/eps/bizops.cgi?gr=D&pin=51>.

Any questions regarding any of these requirements should be directed by email to either Therese Patterson at [Therese.L.Patterson@nasa.gov](mailto:Therese.L.Patterson@nasa.gov) or the undersigned at [Lisa.B.Hall@nasa.gov](mailto:Lisa.B.Hall@nasa.gov).



Lisa B. Hall  
Contracting Officer

Exhibits:

1. NASA GSFC Airborne Science Flight Operations Standards
2. GSFC Non-NASA Aircraft Questionnaire
3. 52.212-3 Offeror Representations and Certifications - Commercial Items
4. NASA Safety Review/Risk Analysis
5. Past Performance Questionnaire
6. NFS 1852.223-73, Safety and Health Plan

Enclosures:

- 1 Blanket Purchase Agreement (BPA)