

## **INSTRUCTIONS FOR USING THE INFORMATION MANAGEMENT & COMMUNICATIONS SUPPORT (IMCS) DRAFT RFP QUESTION/COMMENT SUBMISSION FORM**

The Information Management & Communications Support (IMCS) Draft RFP Question/Comment Submission Form is to be used for submitting questions and comments to the IMCS DRAFT Request for Proposal (RFP). Please read these instructions carefully.

You will need to download this form from the IMCS website to your computer.

**Each person/company providing input on the DRAFT RFP is requested to put all questions/comments in one file.** The file allows for multiple forms. Please create a new form within the file, for each question/comment.

**When opening this form, “ENABLE” macros.**

**Please fill in the following information:**

1. Name of the company you represent.
2. Your name.
3. Your phone number.
4. Your e-mail address.
5. Indicate if the input is a “Question” or “Comment” via the dropdown menu. Do Not Leave this field Blank!
6. Indicate the applicable section of the RFP or if a “General” question/comment via the dropdown menu. Do Not Leave this field Blank!
7. Indicate the Page Number or Range of Pages referenced in the question/comment, if applicable. You can enter N/A.
8. Indicate the Line Number or Range of Lines referenced in the question/comment, if applicable. You can enter N/A.

Please enter the Content of your question or comment.

Enter any proposed “From/To” language, if applicable.

**Below the entry fields are three “buttons”:**

**“Click to Save Only”:** This will allow you to save the file on your computer.

**“Click to ADD an additional Form”:** This will allow you to add additional forms to the file. It will be added as an additional “tab”.

**“Click to SAVE and Send EMAIL”:** This will save the file to your computer and e-mail the form to the IMCS Contracting Officer.

**Any questions or comments to the form may be addressed to the IMCS Contracting Officer at [ksc-imcs-info@mail.nasa.gov](mailto:ksc-imcs-info@mail.nasa.gov).**