

John H. Glenn Research Center
Lewis Field
Cleveland, OH 44135-3191



Reply to Attn of: CHA

28 October 2022

MEMORANDUM FOR RECORD

SUBJECT: External Communication Plan for the Space Flight Systems Development and Operations Contract III (SpaceDOC III)

1. The purpose of this memorandum is to detail a cohesive Communication Plan for addressing any inquiries from interested Offerors related to the procurement for the Space Flight Systems Development and Operations Contract III (SpaceDOC III). The overall intent is to ensure that a consistent exchange of information is provided to all potential Offerors in order to avoid creating any unfair competitive advantages and/or the perception of any unfair competitive advantages.
2. Communication is defined as exchanges of information between the Government and potential Offerors in order to improve the understanding of Government requirements and industry capabilities, thereby allowing potential Offerors to judge whether or how they can satisfy the Government's requirements, and enhancing the Government's ability to obtain quality supplies and services, at reasonable prices, and increase efficiency in proposal preparation, proposal evaluation, discussion if needed, and contract award.
3. **Pre-RFP Release/Pre-Blackout:** Potential Offerors may request meetings to discuss SpaceDOC III through the Contracting Officer (CO). If any NASA person is contacted by the potential Offeror they shall direct them to the CO. General information about agency mission needs and future requirements may be disclosed at any time prior to the release of the final RFP. Throughout this timeframe all attempts will be made to treat all potential Offerors fairly and consistently for both the information exchanged as well as the frequency of individual meetings. It is suggested that no more than 1 meeting (not including Industry Day One-On-Ones) per potential Offeror be held prior to release of the final RFP and that the CO is present for all meetings. The date of when the meeting occurred, with whom, and information/topics discussed will be logged and maintained by the CO as a Record of Exchanges, who shall also record potential Offeror name, representative(s), date, and any information provided for inclusion in the official contract file. A living document will be uploaded and maintained into the SpaceDOC III procurement file. The CO and Source Evaluation Board (SEB) Chair will monitor the Record of Exchanges and if necessary, advise the Source Selection Official if there is any appearance of unfairness or inconsistency.

4. **Post-RFP Release:** After release of the final RFP, the Blackout Period shall be established in full force and effect. No communication is allowed between the Government and any potential Offeror regarding the procurement with the SOLE EXCEPTION of the CO. When specific information about the solicitation is necessary for the preparation of proposals, and disclosed to one or more potential Offerors, that information must be made available to all potential Offerors on SAM.gov as soon as practicable, but no later than the next general release of information, in order to avoid creating an unfair competitive advantage. Information provided to a potential Offeror in response to its request must not be disclosed if doing so would reveal the potential Offeror's confidential business strategy, and is protected under FAR 3.104 – *Procurement Integrity* - and/or Subpart 24.2 – *Freedom of Information Act*. When conducting an Industry Day, materials distributed at the forum will be made available on SAM.gov. Notwithstanding the above, it is recognized that certain personnel have a need to communicate with NASA personnel relative to the performance of ongoing work under existing contracts. Such communications are permissible, but **limited solely to existing contracts and may not be expanded into matters relating to this procurement.**

5. Any questions related to the above information should be directed to the undersigned at paige.e.foreman@nasa.gov or at (330) 283-9755.

Paige E. Forman

Paige E. Forman
Contracting Officer