

SECTION A - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS
*(ADDENDUM TO FAR 52.212-1, INSTRUCTIONS TO OFFERORS –
COMMERCIAL ITEMS)*

A.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

Federal Acquisition Regulation (FAR) <http://www.acquisition.gov/far/index.html>
NASA FAR Supplement (NFS) <https://www.hq.nasa.gov/office/procurement/regs/NFS.pdf>

(End of provision)

PROVISIONS INCORPORATED BY REFERENCE

FAR 52.204-7 SYSTEM FOR AWARD MANAGEMENT (OCT 2018)
FAR 52.204-16 COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING
(JUL 2016)
FAR 52.212-1 INSTRUCTIONS TO OFFERORS-COMMERICAL ITEMS (OCT 2018)
FAR 52.237-1 SITE VISIT (APR 1984)
NFS 1852.223-73 SAFETY AND HEALTH PLAN (JUL 2015)
NFS 1852.233-70 PROTEST TO NASA (DEC 2015)

(End of provision)

A.2 FAR 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates the award of a contract with Firm-Fixed Price (FFP). The CLIN structure is shown below. CLINs 1–14 is FFP elements associated with the design, analysis, and fabrication of different types of research portals for the B777. CLIN 15 is a FFP Indefinite Delivery/Indefinite Quantity (IDIQ) which permit the Government to direct changes to the contract or account for unknown maintenance issues or action that arise during the execution of the contract.

(End of provision)

A.3 FAR 52.233-2 SERVICE OF PROTEST (SEP 2006)

Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

NASA Langley Research Center
Attn: Octavia L. Hicks, Contracting Officer
Mail Stop 12
Hampton, VA 23681-2199
Email: octavia.l.hicks@nasa.gov

- (a) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

A.4 FAR 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

- (a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.
- (b) The use in this solicitation of any NASA/Federal Acquisition Regulation Supplement (48 CFR Chapter 18) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

A.5 COMMUNICATIONS REGARDING THIS SOLICITATION

- (a) Written questions or comments regarding this solicitation must be submitted in writing by email only, shall cite the solicitation number, and be directed to the following Government representatives:

Include the RFQ Number in the Subject Line
Michael J Kruszewski, Contract Specialist
Octavia L. Hicks, Contracting Officer
Email: Larc-B777@mail.nasa.gov

QUESTIONS REGARDING THIS SOLICITATION MUST BE SUBMITTED IN WRITING To the above e-mail addresses by TBD, 4:00 p.m. EDT to allow for analysis and responses in advance of the issuance of the RFQ. Late questions or comments are not guaranteed a response prior to the issuance of the RFQ. Oral communications are not acceptable in response to this solicitation.

- (b) Questions or comments shall not be directed to the technical activity personnel. Reference Attachment TBD, Communications Blackout Notice. Violation of the blackout notice may be grounds for proposal disqualification.

(End of provision)

A.6 NFS 1852.215-77 PRE-SOLICITATION CONFERENCE (APR 2015)

(a) A pre-proposal conference will be held as indicated below:

*Date: August 22-23, 2023; August 29-30, 2023

*Time: 9:00a – 3:00p EST

*Location: Hampton, VA 23681

*Offerors are required to monitor the government-wide point of entry (GPE) web site for any changes to the date or time of the conference.

Other Information, as applicable:

- The following is a tentative agenda for the conference:
 - Opening Remarks
 - Procurement Overview
 - Tour of Facilities/Aircraft

NASA intends to make the B777 aircraft available for two site visits as indicated below:

Site Visits

a) Schedule of site visit:

Date: August 22-23, 2023
Time: 9:00a – 3:00p EST
Location: NASA Langley Research Center
Hampton, VA 23681

Date: August 29-30, 2023
Time: 9:00a – 3:00p EST
Location: NASA Langley Research Center
Hampton, VA 23681

b) Interested Offerors shall submit their request to attend the site visit by Tuesday, August 15, 2023 at 4:30pm EST. The request shall be submitted by email to Michael Kruszewski at Larc-B777@mail.nasa.gov. The subject of the email shall be “B777-200ER Viewport Installations Site Visit”. The following information shall be provided for each attendee: Legal Name including middle initial, Affiliation (Company, University, Self), affirmation that attendee is a U.S. Citizen.

c) Due to aircraft space limitations, representation of any potential Offeror may not exceed two (2) company representatives/persons per Offeror.

d) Interested parties are encouraged to submit written questions following the site visit. The official answers to questions will be posted to the solicitation at sam.gov. Attendance at the site visit is recommended; however, attendance is neither required nor a prerequisite for proposal/bid submission and will not be considered in the evaluation.

e) The Government will respond to questions regarding this procurement provided such questions have been received at least five (5) working days prior to the conference. Other questions will be answered at the conference or in writing at a later time. All questions, together with the Government's response, will be transmitted to all solicitation recipients via the government-wide point of entry (GPE) beta.SAM.gov. In addition, conference materials distributed at the pre-proposal conference will be made available to all potential offerors via the GPE.

(End of provision)

A.7 ANTICIPATED AWARD DATE AND PERIOD OF PERFORMANCE

(a) Anticipated Award Date: For the purpose of preparing offers, offerors shall assume an anticipated award date of **October 27, 2023 with an effective date of October 27, 2023.**

(b) Period of Performance: For the purpose of preparing offers, offerors shall use the following period of performance:

The period of performance will include a base period of two (2) years from the effective date of the contract and the potential as follows:

Period	Duration
Base Years	October 27, 2023-October 26, 2025

(c) The Government reserves the right to adjust the period of performance if the actual award date is later than identified above.

(End of provision)

A.8 QUOTATION DUE DATE – Offerors are responsible for submitting proposal so as to reach the Government office designated in this solicitation by **4:00 p.m. EDT**, by the date and exact time shown in **Block 8 of the SF 1449**. Offerors are advised that security requirements may preclude and/or delay access to the Center. Late submissions, modifications, revisions, and

(End of provision)

A.9 PROPOSAL ACCEPTANCE PERIOD

The Offeror shall include a statement in its Business Volume - IV that its proposal will remain firm for at least **240 calendar days** after the date specified for receipt by the Government.

(End of provision)

A.10 GENERAL INSTRUCTIONS

This provision provides general instructions for preparing proposals as well as specific instructions on the format and content of the proposal. The Offeror's proposal must contain adequate information to enable the evaluation team to fully ascertain an Offeror's capability to perform contract requirements, meet the requirements of the RFQ, and address the evaluation factors for award.

- (a) Proposal Clarity – The proposal shall be clear, concise, and include sufficient detail for effective evaluation and substantiation of all information. Offerors are advised to examine this solicitation in its entirety and to assure that the proposal contains all necessary information, all required documentation, and is complete in all respects since proposal evaluations will be based on the actual material presented and not on the basis of what is implied. The Offeror's proposal must reflect a thorough understanding of the services required and display a logical development of the Offeror's plans to implement all Performance Work Statement (PWS) requirements as assessed by the RFQ evaluation criteria. The proposal shall not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the Offeror intends to meet these requirements.
- (b) Proposal Consistency - The Offeror shall ensure that the cost/price proposal is consistent with the technical proposal in all respects since the cost/price proposal may be used as an aid to determine the offeror's understanding of the technical requirements. Inconsistencies may be viewed by the evaluation team as a lack of understanding.
- (c) Stand-alone Volumes – Each volume of the offeror's proposal shall be submitted and written on a stand-alone basis so that its content can be evaluated by the Government without having to cross-reference to other volumes of the proposal. **Information required by the solicitation to be included in a designated volume that is not found in that volume will be assumed to have been omitted from the designated volume and will not be evaluated.**
- (d) The offeror's proposal shall also comply with the proposal submission, page count, format, and other requirements specified Section A.13 provision titled "TABLE A-1 – SUMMARY OF PROPOSAL SUBMISSION REQUIREMENTS".

(End of provision)

A.11 ELECTRONIC SUBMISSION OF PROPOSALS – PROPOSAL MARKING AND DELIVERY THROUGH NASA'S EFSS BOX (NOV 2021)

(a) The offeror shall submit its proposal via NASA's Enterprise File Sharing and Sync Box (EFSS Box), a FedRAMP Moderate certified platform. Electronic submissions shall not contain hidden formulas, tables, be locked, be password protected, or contain links to data not included in the electronic copy. All electronic submissions should be searchable and should not contain scanned documents, except those documents that must be provided in their native format (e.g., signature pages, prior award fee letters for past performance, DCAA/DCMA approval letters, as applicable). The offeror shall ensure documents are free from viruses and malware, as documents determined by NASA to

contain a virus or malware will not be opened or evaluated. Subcontractors may submit their required proposal information separately using the instructions in this provision. The offeror shall ensure subcontractor submissions are made no later than the date and time specified for proposal submission and comply with all solicitation instructions.

(b) Prior to the submission of proposal files, offerors interested in submitting a proposal in response to this solicitation should notify **Octavia L. Hicks, Contracting Officer** of their intent to submit a proposal at least 48 hours prior to the intended submission date, at the following email addresses: Larc-B777@mail.nasa.gov and cc: octavia.l.hicks@nasa.gov.

Offerors, especially those that have not previously submitted a proposal utilizing NASA's EFSS Box, are encouraged to coordinate the submission of a test file with Octavia Hicks at Larc-B777@mail.nasa.gov and cc: octavia.l.hicks@nasa.gov several days in advance of the date and time specified for proposal submission in order to allow time to work through any submission issues.

The offeror shall submit all proposal files to: <https://nasagov.app.box.com/f/6bc7d25209da43b7a7def811afcfe50b>. The Offeror shall follow instructions regarding proposal submission found at <https://www.hq.nasa.gov/office/procurement/other/EFSS-Box-Offeror-Proposal-Submission-Instructions.pdf>.

(c) Offerors are encouraged to include all individual proposal files within a single .zip file. Electronic file names shall be limited to letters, numbers, dashes, and single spaces, with the exception of the period that is required before the file extension (e.g., .zip, .pdf), in order to successfully upload and download files from the EFSS Box system. The offeror shall not use special characters “/” or “\” in file names. The offeror shall sequentially number each file and clearly label the contents of the file and include the name of the offeror and subcontractor name (if applicable) in the individual file name.

Examples of acceptable individual file names are as follows (not specific to this solicitation):

Examples for Prime Offeror Submissions:

- (i) Prime Offeror name - solicitation number - TechVolume.docx
- (ii) Prime Offeror name - solicitation number - PPVolume.pdf
- (iii) Prime Offeror name - solicitation number - Price Volume.xlsx
- (iv) Prime Offeror name - solicitation number – BusinessVolume.xlsx

Example for Subcontractor Submissions:

- (v) Prime Offeror name – Subcontractor Name - solicitation number - Price Volume.xlsx

Individual files cannot exceed 150GB per file. Submitted files shall not include password protection. Unless specifically authorized by the solicitation instructions, alternate proposal submissions shall not be submitted.

(d) Immediately after all files have been uploaded and the proposal has been submitted in its entirety, the offeror shall notify **Octavia L. Hicks, Contract Specialist at the following email address: Larc-B777@mail.nasa.gov and cc: octavia.l.hicks@nasa.gov** with a listing of all documents by filename that were submitted via EFSS Box. If any problems are experienced with the EFSS Box system (e.g., login, file transfer), please contact **Octavia Hicks**.

(e) The offeror is responsible for ensuring its proposal reaches the Government office designated in the solicitation by the date and time specified in the solicitation (see FAR 52.215-1(c)(3)). The Government is not responsible for any failure attributable to the transmission or receipt of documents submitted using electronic means, including the missing of any submission requirements and established deadlines. Please note that uploading documents via EFSS Box and the transmission of the files from the offeror to the Government may not be instantaneous. To ensure timely delivery, the offeror is encouraged to submit its proposal at least 24 hours prior to the due date specified in the solicitation. The electronic submission of the proposal shall contain all information required by the solicitation to be determined responsive.

(End of provision)

A.12 PROPOSAL PREPARATION INSTRUCTIONS – PERFORMANCE-PRICE TRADEOFF (PPTO) WITH TECHNICAL VOLUME SOURCE SELECTION

(a) Proposal Volumes - The offeror shall submit proposal in four (4) volumes that include a Technical Volume - I, Past Performance Volume - II, Price Volume - III, and Business Volume IV and comply with the proposal organization, electronic submission requirements, page limitations, format, and other requirements/instructions as specified in the solicitation. The Government will evaluate proposal as set forth in Section B.

(b) Proposal Page Limitations - The offeror’s proposal shall be arranged and comply with the requirements specified in “TABLE A-1 – SUMMARY OF PROPOSAL SUBMISSION REQUIREMENTS” as specified below.

TABLE A-1 – SUMMARY OF PROPOSAL SUBMISSION REQUIREMENTS				
		Proposal Copies		
Proposal Volume	Ref.	*Electronic Submission	Page Limit	Format
Technical Volume - I	A.13	See A.11	30 Pages	MS Word 2013 or later Single Spaced

				12-font One Inch Margin Times New Roman font
Past Performance Volume - II (Factor 1)	A.16	See A.11	10 Pages	MS Word 2013 or later Single Spaced 12-font One-Inch Margin Times New Roman font
Price Volume – III (Factor 2)	A.17	See A.11	No Limit	
- Digital Spreadsheets				MS Excel 2013 or later
- Supporting Narrative				MS Word 2013 or later
Business Volume – IV	A.16	See A.11	No Limit	MS Word 2013 or later
<ul style="list-style-type: none"> • <u>Standard Form (SF) 1449</u>: Including completed Block 17a and signed and dated Blocks 30a-30c 				
<ul style="list-style-type: none"> • Statement that proposal will remain firm for at least 240 calendar days after the date specified for receipt by the Government 				
<ul style="list-style-type: none"> • Safety and Health Plan (Required 30 Days After Award) 				

(c) A page is defined as one side of a sheet, 8 1/2" x 11", with at least one inch margins on all sides. **The Offeror shall use a minimum of 12 font (all volumes).**

- i. The following items are excluded from the page counts specified in paragraph (a) of this provision: Title/cover pages, tables of contents, cross-reference matrices, list of

figures/acronyms, tab dividers, and *past performance consent letters (RFQ Attachment TBD)* required to be submitted in the Business Volume are excluded from the page counts specified above.

(d) Proposal pages and content submitted in excess of the limitations specified in this provision will neither be evaluated nor considered by the Government.

(End of provision)

A.13 INSTRUCTIONS FOR TECHNICAL VOLUME – I (TECHNICAL CONSIDERATIONS)

(a) The Offeror shall submit a Technical volume that describes their Staffing Approach as specified in paragraph (a)(1) below. The Government will evaluate the Technical volume for acceptability as set forth in Section B.

1.0 The Offeror shall provide a technical approach volume which shall be limited to 30 pages including figures, photos, diagrams, etc. All pages shall include page numbers. The Offeror's technical approach will be evaluated based on responses to the following requested information.

2.1 The Offeror shall provide a written description of your overall technical approach to accomplish all tasks identified in SOW, including but not limited to the following:

- a) Technical approach to satisfy the design requirements identified in SOW Section 5.1.1.
- b) Technical approach to satisfy requirements identified in SOW Section 5.5, *Analysis*. This shall include the basis of approach for the analysis to substantiate the airworthiness of the implemented designs, e.g. equivalent strength post-modification without using OEM data. It shall also include an example structural analysis report previously completed on a project of equivalent scope.
- c) Technical approach to satisfy requirements identified in SOW Section 5.7. In particular, provide the following:
 - i. Plan to hangar and fully contain the aircraft during the modification. If not the NASA LaRC hangar, a description of the hangar facility where work will be performed confirming that it is large enough to fully contain the aircraft.
 - ii. Technical approach for aircraft shoring to ensure aircraft is not damaged during modification.
 - iii. Describe what OEM technical data you will need to perform the modification (e.g. B777 Maintenance Manual) and how you will obtain the required OEM technical data to perform the work if required.
 - iv. Identify long lead items and estimated procurement times for the long lead items.
- d) Technical approach to satisfy requirements identified in SOW Section 5.8, *Ground & Flight Testing*. In particular, provide the following:
 - i. Description of test instrumentation approach

- e) Conceptual design approach including sketches/figures for structural portals identified in SOW Sections 6.1 through 6.5. Include sketch(s) and/or figure(s) showing aircraft installation concept. Rough and/or hand drawn sketches are acceptable.
- f) Conceptual design approach to mechanically drive the shutter door open/closed to meet SOW Section 6.6 requirements.
- g) Technical approach to satisfy system relocation issues identified in SOW Section 6.8.3.
- h) Identify what tasks will be performed by your company in-house and what tasks will be performed by a teaming partner.
- i) Provide a description of your management plan to ensure that schedule goals are satisfied for NASA to meet its mission schedule. The NASA B777-200ER is a mission critical aircraft.
- j) The technical approach shall include the offeror's best schedule for the Baseline Contract. This schedule shall include programmatic reviews called out in SOW Table 4-1, Aircraft modification start, 50% complete, and 100% complete, and delivery of the final data package described in SOW Section 5.12. For the schedule, the contract should assume CLINs 1, 3, 11, and 13 from SOW Table 1-1 are awarded. The offeror shall provide the schedule in the offeror's preferred format.
- k) Description of whether your company or teaming partner is a Federal Aviation Administration (FAA) certified repair station and provide details on what type of repair station work performed.
- l) The technical approach shall include the offeror's best schedule for the Baseline Contract. This schedule shall include programmatic reviews called out in SOW Table 4-1, Aircraft modification start, 50% complete, and 100% complete, and delivery of the final data package described in SOW Section 5.12. For the schedule, the contract should assume CLINs 1, 3, 11, and 13 from SOW Table 1-1 are awarded. The offeror shall provide the schedule in the offeror's preferred format.

Schedule to be negotiated at contract award with the proposed schedule below in Table 1.

Table 1

SOW Reference	Deliverable	Delivery Date (month/
TBD	TBD	TBD

A.14 INSTRUCTIONS FOR PAST PERFORMANCE VOLUME – II (FACTOR 1)

Proposal Guidelines – The Offeror shall include in its proposal the overall corporate or Offeror past performance, but not the past performance of individuals who are proposed to be involved in the required work, to demonstrate the Offeror’s performance under prior contracts for work that is relevant to the technical performance areas specified below. However, for newly formed businesses having little or no experience as the new business entity, the Offeror may submit the past performance of a predecessor business entity or the past performance of the company's principal owner(s) or corporate officer(s). Newly formed business entities submitting such information shall also submit a thorough and clear explanation of why such information should be considered predictive of the Offeror’s performance under a contract resulting from this solicitation. Offerors which are subsidiaries or affiliates of other business entities may submit the past performance of such other business entities for consideration but such past performance will only be considered to the extent that the proposal clearly demonstrates that the resources of the other companies will affect the Offeror’s performance on the proposed contract. The Government will consider the past performance information (PPI) for the prime Offeror and subcontractors that are proposed to perform the technical performance areas when such information is recent and relevant to those areas.

- A. Proposal Content** – The offeror shall include a list of the three (3) most relevant contract references that the prime offeror and each significant subcontractor have held within the past three (3) years for requirements that are similar in size, content, and complexity to the requirements of this solicitation. References may include Federal, State, or local Governments or private customer contracts. If the prime is a Joint Venture, at least one (1) reference must be provided from the managing partner. If the contract reference is an overarching Indefinite Delivery/Indefinite Quantity (ID/IQ) or Blanket Purchase Agreement (BPA), the Government will only assess performance at the ID/IQ level and not performance on each individual underlying task/delivery order. If offerors desire assessment of an individual task/call/delivery/purchase order, the offeror shall submit that as a separate contract reference.
- B.** It is the responsibility of the offeror to clearly and completely demonstrate in its proposal the relevancy of each of the contract offered as relevant in terms of size, content, and complexity to this procurement.

The offeror shall provide a separate past performance volume which shall be limited to 10 pages including figures, photos, diagrams, etc. All pages shall include page numbers. The offeror shall provide the following past performance information:

- a) Descriptions of previous work the offeror or major subcontractor has performed and how it is relevant to the work outlined in the Statement of Work. Some examples of work performed included but not limited to: sheet metal fabrication, machining, hydraulic tube manufacturing, aircraft wire harness cable assembly, etc.
- b) Past performance photos, drawings, etc. to help NASA understand the relevance of the work performed.

(1) Recent Performance – Past or current performance shall be on-going performance or have been completed within the past three (3) years (from the date the RFQ is issued) for requirements that are similar in scope to the requirements of this RFQ.

(2) Relevant (Pertinent) Experience – It is the responsibility of the offeror to clearly and completely demonstrate in its Past Performance Volume the recency and relevancy of each of the submitted reference contracts for the same or similar services. Specifically, the offeror's written past performance narrative shall demonstrate relevancy in the following technical performance areas (reference specific PWS paragraphs listed below):

- i. **Relevant/pertinent size** is defined as demonstrative experience with performance of large scale, structural, analysis, and modifications to major aircraft structure.
- ii. **Relevant/pertinent scope** is defined as demonstrative experience in aircraft modifications that include but are not limited to those that require systems level engineering, aircraft shoring, and teaming arrangements

from outside the company. If a teaming arrangement will be employed, the proposal shall include a description of the team and experience including any FAA Designated Engineering Representatives (DERs).

- iii. **Relevant/pertinent complexity** is defined as demonstrative experience modifying multiple aircraft systems in addition to major structure, including but not limited to hydraulic, electrical, and environmental systems.

C. For each contract references identified, the Offeror shall include:

- a. Contract Number and Title
- b. Contracting Agency
- c. Points of contact in the program and contracting offices, including accurate telephone numbers and e-mail addresses.
- d. If a Government Agency, include both the Contracting Officer (CO/KO) and Contracting Officer's Representative (COR) points of contact
- e. Contractor's Name, CAGE code and DUNS number
- f. Original cost/price as well as **actual** cost/price
- g. Base, fixed, incentive and award fee available, if applicable. Incentive and award fee actually earned (by contract year), if applicable
- h. Contract type
- i. Contract beginning and ending dates
- j. Status of Contract (current, terminated (if so, why), successfully completed)
- k. **Annual** contract dollar value (If other than the Prime, provide the overall contract value and the subcontract value)
- l. Specify firm is Large, Small Business (SB), Small Disadvantaged Business, HUBZone SB, Women Owned SB, Veteran Owned SB, Disabled Veteran Owned SB, Historically Black Colleges/Universities, and/or 8a.
- m. Number of years in business
- n. Affiliate information: parent company, joint venture partners and potential teaming partners.

The offeror shall include a list of the firms that will submit past performance questionnaires along with the written consent of each proposed significant subcontractor to allow NASA to discuss the subcontractors' past performance with the offeror.

D. Past Performance Questionnaires (PPQ): The offeror shall include a list of the firms that will submit PPQ (Attachment TBD) along with the written consent of each proposed significant subcontractor to allow NASA to discuss the subcontractors' past performance with the offeror. Additionally, offerors may provide information on problems encountered on the identified contracts and the offeror's corrective actions.

Instructions	<p>The Offeror shall send at least three (3) Past Performance Questionnaires (PPQ) to government (federal, state, local), private, and/or commercial entities with whom they have a contract with or that was completed within the past three (3) years and is relevant to this requirement (<i>i.e.</i>, a same or similar requirement). Offeror may use the firms identified in Past Experience under Section E.2.10.4.1.1 (a).</p> <p>Only one Past Performance Questionnaire shall be completed per contract/order.</p>
Who <u>can</u> complete a PPQ	<p>A point-of-contact (<i>i.e.</i>, past performance evaluator) from the government (federal, state, local), private, or commercial entity that has firsthand knowledge of a contract awarded to the offeror shall complete a PPQ. The same person cannot complete more than one Past Performance Questionnaire for an offeror. PPQs shall be completed by the actual customer/end user.</p>
Who <u>cannot</u> complete a PPQ	<p>The offeror (including any employee/team member of the offeror) cannot complete a PPQ for their company (or their proposed subcontractor/partner) or submit a PPQ to the government on behalf of a past performance evaluator.</p> <p>A PPQ shall not be completed by a point of contact/employee of a prime contractor that your company worked for as a sub-contractor <u>or</u> your company's parent, sister, or partner company.</p>

E. Consent Letters (To be submitted in the Business Volume - IV) - The Offeror shall submit a written consent letter (RFQ Attachment TBD) from each proposed subcontractor, teaming partner, and/or joint venture partner authorizing the release of past performance information to the Offeror and to allow NASA to discuss the past performance information with the Offeror.

F. Independent Past Performance Information - The Government may consider data obtained from other sources including, but not limited to, the Contractor Performance Assessment Reporting System (CPARS), interviews and other references in addition to those provided by the offeror and its subcontractors. The Government may consider past performance information determined to be relevant to the performance of this contract including, but not limited to, (1) Quality of Services, (2) Management of Personnel, (3) Contract Transition, (4) Phase-In, and (5) Staffing and Retention. While NASA may elect to consider data obtained from other sources, offerors retain the burden of providing relevant references that NASA can readily contact and for presenting information establishing the relevance of their experience to NASA's requirements under this RFQ.

(End of Provision)

A.15 INSTRUCTIONS FOR PRICE VOLUME - III (FACTOR 2)

(a) Offerors shall complete the cost forms attached in Price Volume III and comply with the instructions in this section. The offeror shall provide a separate price volume which is not page limited. The offeror shall provide the requested information in Attachment 2 for the price volume.

The Government will selectively execute CLINs to maximize and balance the overall portal quantity and capacity (opening, allowable load, aircraft location, viewing direction) within the available budget. Therefore, the Government does not intend to procure all CLINs at the time of contract award. The offeror is advised to provide its best offer when proposing to this opportunity.

CLIN #	Portal Type	Zone #	Task	Portal Qty	Notes
1	RWV		NRE, Design	1	
2	RWV		Analysis, Fabrication, Installation	4	
3				8	
4				10	
5	LNV	1	Design, System Relocation, Analysis, Fabrication, Installation	1	
6		1,2		2	QTY 1 EA LNV in Each Zone
7		3		1	
8	SNV	1		2	Off Centerline, Colocated on Same FS
9		2		2	Off Centerline, Colocated on Same FS
10	ONV	1		1	
11	ZV	4 or 7		1	
12		4 or 7		2	
13	LNV,SNV	1	CLINS 5/8 Executed Together	3	
14	LNV,SNV	1 and 2	CLINS 6/8/9 Executed Together	6	
15	Firm-Fixed Price (FFP) Indefinite Delivery Indefinite Quantity (IDIQ)				

Table 2

For planning purposes, the offeror shall provide a separate price schedule based on the CLINs below:

The PWS CLIN Sections are as follows:

- PWS Section 1-5 and 7–12 are applicable to all CLINs
- PWS Section 6.1 is applicable to CLINs 1-4 and pertains to Reinforced Window Viewports (RWV)
- PWS Section 6.2 is applicable to CLIN 8 & 9 and pertains to Small Nadir Viewports (SNV)
- PWS Section 6.3 is applicable to CLIN 5-7 and pertains to Large Nadir Viewports (LNV)
- PWS Section 6.4 is applicable to CLIN 10 and pertains to Oversized Nadir Viewport (ONV)

- PWS Section 6.5 is applicable to CLIN 11 & 12 and pertains to Zenith Viewports (ZV)
- PWS Section 6.6 is applicable to CLINs 5 – 10 and CLINs 13 & 14 and pertains to Nadir Viewports (SNV, LNV, and ONV)
- PWS Section 6.7 and 6.8 is applicable to CLINs 1-14

CLIN 13 combines CLINs 5 & 8

CLIN 14 combines CLINs 6, 8, & 9

CLIN 15 IDIQ

The offeror shall provide the fully burdened labor rates for the following labor categories. The rates shall be used as Not-to-Exceed rates in establishing the estimated price of additional unforeseen tasks.

Table 3

Standard Labor Category	Rate/Hr (fully burdened)
Aircraft Mechanic I	
Aircraft Mechanic II	
Aircraft Mechanic III	
Designer	
Engineer I	
Engineer II	
Engineer III	
Quality Control Inspector	

Table 4

Category	Job Description Guidelines
Aircraft Mechanic I	Performs maintenance on aircraft, including avionics, mechanical systems, and/or ground support equipment. This includes repairing, inspecting and maintaining structural, mechanical and electrical elements of the aircraft. May require a Federal Aviation Administration (FAA) airframe and/or power plant certification. Typically has a minimum of one year of aircraft maintenance experience with fixed wing commercial, Government, or DOD aircraft.
Aircraft Mechanic II	Performs maintenance on aircraft, including avionic and mechanical aircraft systems/sub-systems and/or ground support equipment. This includes repairing, inspecting and maintaining structural, mechanical and electrical elements of the aircraft. Knowledgeable in the use of, and be able to train others in the use of a wide variety of diagnostics devices, computers, hand and mechanical tools. Provides oversight and should have the ability to direct and train others in the completion of aircraft related maintenance tasks. May require a Federal Aviation Administration (FAA) airframe and/or power plant certification or special skills and/or certifications (Non-Destructive Inspection, Welding, Egress, Machining, etc.). Typically has at least five years of aircraft maintenance experience with fixed wing commercial, Government, or DOD aircraft.
Aircraft Mechanic III	Performs maintenance on aircraft, including avionic and mechanical aircraft systems/sub-systems and/or ground support equipment. This includes repairing, inspecting and maintaining structural, mechanical and electrical elements of the aircraft. Shall be knowledgeable in the use of, and be able to train others in the use of a wide variety of diagnostics devices, computers, hand and mechanical tools. Provides oversight and may direct and train others in the completion of aircraft related maintenance tasks. May require a Federal Aviation Administration (FAA) airframe and/or power plant certification or special skills and/or certifications (Non-Destructive Inspection, Welding, Egress, Machining, etc.). Typically has greater than ten years of aircraft maintenance experience with fixed wing commercial, Government, or DOD aircraft.

Category	Job Description Guidelines
Designer	Responsible for the creation, control, correctness, & accuracy of drawings, CAD models, bills of materials, & drawing change notices. Also works from sketches, models, and verbal information supplied by an engineer or technician to prepare complete drawing packages. Additionally, checks designs and drawings to ensure the accuracy of all drawing views, sections, dimensions, tolerances, part number callouts, notes, bills of materials. Ensures drawings are compliant with NASA and industry standards such as ASME Y14.5. Typically requires at least 7 years of experience with 2D and 3D computer aided design packages.
Engineer I	Responsible for engineering design, development, test, implementation, and analysis of technical products and systems. May develop a range of products. Familiar with commonly-used engineering concepts, practices, and procedures within a particular field. Typically reports to a more senior engineer, supervisor, or manager. Typically requires experience with 2D and 3D computer aided design and analysis packages. Requires a bachelor's degree in engineering and typically at least two years of experience in an aerospace field or related area.
Engineer II	Responsible for engineering design, development, test, implementation, and analysis of technical products and systems. May develop a range of products. Familiar with commonly used engineering concepts, practices, and procedures within a particular field. Typically reports to a more senior Engineer, supervisor or a manager. Typically requires experience with 2D and 3D computer aided design and analysis packages. May direct the efforts of others. Requires a bachelor's degree in engineering and typically at least five years of experience in an aerospace field or related area.
Engineer III	Responsible for engineering design, development, test, implementation, and analysis. Recognized as technical leader and resource. Proficient with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Responsible for the solution of complex total system problems. May direct, guide, and coordinate the activities of a team of technical personnel performing complex engineering activities. Typically requires experience with 2D and 3D computer aided design and analysis packages. Typically reports to a manager or program manager. Requires a bachelor's degree in engineering and typically at least 10 years of experience in an aerospace field or related area. License and certification may be required.
Quality Control Inspector	Possess technical experience in avionics and/or mechanical aircraft systems/sub-systems. Possess familiarity with the tools, concepts, and methodologies of quality related inspections, to include aircraft, avionics, and electrical systems, aircrew life support systems (egress and aviators life support equipment) or non-destructive inspection techniques. Has knowledge of AS9100 / AS9110 and be able to conduct audits, surveillance and monitoring to assess compliance with approved technical data, processes, and procedures. Has experience in root cause analysis and corrective/preventative actions and be able to develop and initiate corrective action plans. May require a Federal Aviation Administration (FAA) airframe and/or power plant certification. May require a FAA Inspection Authorization (IA). Typically has at least 3 years of aircraft quality control experience with fixed wing commercial, Government, or DOD aircraft.

INSTRUCTIONS FOR BUSINESS VOLUME – IV

A.16 INSTRUCTIONS FOR BUSINESS VOLUME – IV

(a) The Offeror shall submit a contract offer as part of its Business Proposal - Volume IV. It is required that a signed contract offer be submitted with the proposal since it is anticipated that award will be made without discussions; electronic signatures or a scanned PDF version of the SF1449 is acceptable.

(b) The contract offer shall consist of the following:

(1) Names, titles, addresses, telephone numbers, and email addresses of persons authorized to negotiate on the Offeror's behalf with the Government in connection with this solicitation.

(2) Signed copy of completed SF 1449, *Solicitation/Contract/Order for Commercial Item*, with all solicitation sections, signed by an authorized representative of the offeror. Offerors shall complete Blocks 12, 17a, 17b, and 30a then 30c of the SF 1449, Sections A-E with all completed fill-ins (as applicable) and shall provide for a minimum offer acceptance period of 240 calendar days.

a. "Acceptance period" as used in this provision means the number of calendar days available to the Government for awarding a Contract from the date specified in this solicitation for receipt of offers.

b. An offer allowing less than the Government's minimum acceptance period will be rejected.

(3) Offerors must properly acknowledge receipt of all solicitation amendments (if any). Provide copies of page 1 of all amendments issued, with signature of an authorized representative of the offeror.

(4) Executed *Section E.4, FAR 52.212-3 Offeror Representations and Certifications- Commercial Products and Commercial Services. (Mar 2022) (Deviation) Alternate I (Oct 2014)*, including information not provided in the System for Award Management (SAM) that is specific to this solicitation.

(5) Registration in System for Award Management in accordance with FAR 52.212-3.

(6) A cover letter stating acceptance of the proposed contract terms and conditions that are incorporated into the contract offer and the Performance Work Statement (PWS) or a cover letter listing all specific exceptions to the terms, conditions or requirements. Include the reason for the exception, new terms, conditions and/or clauses, including proposed benefit to the Government. This list must include all exceptions, deviations and/or conditional assumptions taken. Offerors are cautioned that exceptions or new terms, conditions, clauses may result in a determination of proposal unacceptability (NFS 1815.305-70), may preclude award to an Offeror if

award is made without discussions, or may otherwise affect an Offeror's competitive standing.

(7) All required documents not listed above.

(End of provision)

A.17 LIMITATIONS ON SUBCONTRACTING (DEVIATION 19-02)

(a) Per FAR 52.219-14, Limitations on Subcontracting (DEVIATION 19-02), (e)(1), Services, (except construction) - "It will not pay more than 50 percent of the amount paid by the Government for contract performance to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count toward the 50 percent subcontract amount that cannot be exceeded." Compliance with this requirement is further defined in 13 CFR §125.6. The Offeror shall complete Attachment TBD, Form I to demonstrate compliance.

(b) Any proposal that does not meet this requirement will be considered unacceptable in accordance with NFS 1815.305-70 and will not be considered for award.

(End of provision)

A.18 APPLICABILITY OF SERVICE CONTRACT LABOR STANDARDS

This solicitation and resulting contract are subject to the statutory provisions of the Service Contract Labor Standards, as amended, (contract clause FAR 52.222-41), and the implementing regulations of the Act outlined in Title 29 Code of Federal Regulations, Part 4.

Prospective Offerors are liable for the proper interpretation, application, implementation, and administration of the mandatory provisions of this Act. Therefore, it is imperative that Offeror take appropriate action when preparing proposals to assure compliance and ensure that the Offeror's corporate policies are congruous with the spirit and intent of the law. Furthermore, Offeror's shall demonstrate compliance with the minimum mandatory Service Contract Labor Standards requirements.

(End of provision)

SECTION B – EVALUATION FACTORS FOR AWARD

B.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

Federal Acquisition Regulation (FAR) <http://www.acquisition.gov/far/index.html>
NASA FAR Supplement <https://www.hq.nasa.gov/office/procurement/regs/NFS.pdf>

(End of provision)

SECTION B PROVISIONS INCORPORATED BY REFERENCE

CLAUSE NUMBER	CLAUSE TITLE
FAR 52.217-5	EVALUATION OF OPTIONS (JUL 1990)

(End of provision)

B.2 FAR 52.212-2 Evaluation - Commercial Items (Oct 2014) - The Government will award a contract resulting from this solicitation to the responsible offeror whose proposal conforming to the solicitation will be most advantageous to the Government, price and other factors considered. Provisions **B.3** through **B.4** describe the factors that shall be used to evaluate proposals.

(End of provision)

B.3 BASIS FOR AWARD

- (a) This competitive best value source selection will be conducted in accordance with Federal Acquisition Regulation (FAR) Part 12 Acquisition of Commercial Items, FAR Part 13.5 Simplified Procedures for Certain Commercial Items, and this solicitation using a best value tradeoff between Past Performance and Price.
- (b) The Technical Volume's "Technical Considerations" will be evaluated for acceptability (pass/fail basis) and the final selection decision will be based on a tradeoff (see FAR 13.106-2(b)(4)(ii)) between the Past Performance and Price factors.

(c) Overall, in the selection of a Contractor for contract award, the Past Performance Factor is approximately equal to the Price Factor.

(End of provision)

B.4 METHOD OF EVALUATION

(a) Proposals received in response to this solicitation will be evaluated by a Source Selection Evaluation Team, hereafter referred to as “evaluation team”, as follows:

Step 1 – The Government will evaluate the Technical Volume – I for “acceptability” based on the offeror’s ability to meet the “Technical Consideration” as set forth in Provision A.13. Ratings will be assigned as follows:

- **“Acceptable”** - A proposal will be rated “Acceptable” under the Technical Volume, based on the offeror providing a staffing plan that demonstrates its approach to provide fully qualified and trained staff to perform the PWS requirements of the contract.
- **“Unacceptable”** – A proposal will be rated “Unacceptable” under the Technical Volume, based on the offeror providing a staffing plan that does not demonstrate its approach to provide fully qualified and trained staff to perform the PWS requirements of the contract.

Step 2 - The Government will evaluate the Past Performance and Price Volumes for the Offerors remaining from Step 3 where the Technical Volumes were rated as “Acceptable” or “Potentially Acceptable.” The evaluation will continue as follows:

Step 2(a): Past Performance Evaluation: The Government will evaluate the offeror’s past performance references for Recency (as defined in A.15(c)), Relevancy (as defined in A.15(d)), and Performance. Offerors’ past performance references must meet the Recency definition in order to be evaluated for Relevancy. In assessing **Relevancy**, the Government will consider the degree of similarity of worked performed under each referenced contract to the technical performance areas listed in A.15(d), considering the amount and type of work each entity is proposed to perform under this contract. The relevancy assessment may also consider the size (dollar value)/magnitude of the referenced contract. In assessing **Performance**, the Government will assess the offeror’s overall performance record for demonstrated experience in the Technical Performance Areas listed in A.15(d) for the work each entity is proposed to perform. The performance assessment will be based primarily on, but not limited to, past performance evaluation input from sources such as those listed in A.15(g). The Government may also review and consider past performance information as described in A.15(g). Considering Relevancy and Performance

The Past Performance factor is not numerically weighted or scored. The Government will assign a confidence rating as set forth below:

Very High Level of Confidence	The Offeror's relevant past performance is of exceptional merit and is very highly relevant to this acquisition, indicates exemplary performance in a timely, efficient, and economical manner and very minor (if any) problems with no adverse effect on overall performance. Based on the Offeror's performance record, there is a very high level of confidence that the Offeror will successfully perform the required effort.
High Level of Confidence	The Offeror's relevant past performance is highly relevant to this acquisition; demonstrating very effective performance that would be fully responsive to contract requirements. Offeror's past performance indicates that contract requirements were accomplished in a timely, efficient, and economical manner for the most part, with only minor problems that had little identifiable effect on overall performance. Based on the Offeror's performance record, there is a high level of confidence that the Offeror will successfully perform the required effort.
Moderate Level of Confidence	The Offeror's relevant past performance is relevant to this acquisition, and it demonstrates effective performance. Performance was fully responsive to contract requirements; there may have been reportable problems, but with little identifiable effect on overall performance. Based on the Offeror's performance record, there is a moderate level of confidence that the Offeror will successfully perform the required effort.
Low Level of Confidence	The Offeror's relevant past performance is at least somewhat relevant to this acquisition, and it meets or slightly exceeds minimum acceptable standards. Offeror achieved adequate results; there may have been reportable problems with identifiable, but not substantial, effects on overall performance. Based on the Offeror's performance record, there is a low level of confidence that the Offeror will successfully perform the required effort. Changes to the Offeror's existing processes may be necessary in order to achieve contract requirements.
Very Low Level of Confidence	The Offeror's relevant past performance does not meet minimum acceptable standards in one or more areas; remedial action was required in one or more areas. Performance problems occurred in one or more areas which, adversely affected overall performance. Based on the Offeror's performance record, there is a very low level of confidence that the Offeror will successfully perform the required effort.
Neutral	In the case of a Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror may not be evaluated favorably or unfavorably on past performance.

Step 3(b) – Price Evaluation: The Government will perform a price analysis in accordance with 13.106-3 by evaluating the prices proposed in response to this RFQ to determine if the prices are fair and reasonable. The price analysis will include, but may not be limited to, comparing all proposed prices and comparing each proposed price to the Independent

Government Cost Estimate. Additional information (e.g. historical amounts for similar efforts) may be used to determine price reasonableness. No adjectival rating will be utilized for evaluating price. The Source Selection Authority's (SSA) comparative assessment of proposals will be based on the Total Proposed Price.

In addition, the Government will evaluate the:

- Offeror's proposed prices for Section B, Clause B.X PRE-PRICED SCHEDULE OF RATES & LABOR CATEGORIES FOR Firm-Fixed Price (FFP) Indefinite Delivery Indefinite Quantity (IDIQ) CLIN 15.
- Offeror's compliance with Wage Determination (WD) requirements, as well as Limitations on Subcontracting (FAR 52.219-14).
- A proposal may be rejected, at any time during the Government's evaluation, if the CO determines in writing that it is unreasonable as to price.

Step 4 – Upon completion of the evaluation of proposals and discussions (if held), only Offerors with a Technical Volume rating of "Acceptable" and the Price Volume determined to be reasonable, and otherwise eligible for award will be considered by the SSA for selection. The evaluation team will report its results to SSA who will perform a comparative assessment of proposal against the source selection criteria in the solicitation and select the Offeror's proposal that is determined to be the best value (e.g. the Government will selectively execute CLINs to maximize and balance the overall portal quantity and capacity (opening, allowable load, aircraft location, viewing direction) within the available budget) to the Government based on the evaluation factors set forth in the solicitation. The does not intent to procure all of the CLINs at the time of award. While the SSA may use reports and analyses prepared by the evaluation team and others, the source selection decision will represent the SSA's independent judgment.

Although the Government intends to award without discussions, discussions may be held in accordance with FAR 52.215-1.

(End of provision)