



Welcome to the Johnson Space Center Cargo Mission Contract 4 (CMC4) Preproposal Conference

December 19, 2023
Microsoft Teams
10:00am – 1:00pm CST



Welcoming Remarks

Ivan A. Anchondo
CMC4 SEB Chair



Conference Logistics

- Attendance
 - For those dialed in by phone ID only, please submit a list of names for your group via email to jsc-CMC4@mail.nasa.gov
- Copies of today's presentations including all following correspondence will be posted on the CMC4 procurement website as follows:
 - <https://www.nasa.gov/johnson/jsc-procurement/cmc4/>
- For technical help during presentation (e.g., audio/video), please submit concern in the TEAMS chat



Agenda

<u>Topic</u>	<u>Presenter</u>
Welcome and General Information	Ivan A. Anchondo
Opening Remarks	Jessica C. Miller
Orientation and Procurement Overview	Karen Dailey
Vision and Objectives	Dana Weigel
Organization and Purpose	Ivan Anchondo
SOW, J Attachments, and DRDs	Sean Myerly/Mike Salopek
RFP Overview	Karen Dailey
Safety and Health Programs	Dan Clem
Labor Relations Overview	Karen Dailey
5-Minute Break	
Pricing Discussion	Godwin Dike
Schedule and Closing Remarks	Karen Dailey



Office of Procurement Directorate

Jessica C. Miller
Deputy Procurement Office Manager
International Space Station & Commercial Low
Earth Orbit Procurement Office



Orientation and Procurement Overview

Karen J. Dailey
Contracting Officer



Disclaimer

- These slides are not to be interpreted as a comprehensive description of the procurement strategy or requirements in the RFP.
- To the extent there are any inconsistencies between this briefing and the RFP, the RFP will govern.



Purpose of Preproposal Conference

- The purpose of this Preproposal Conference is to help industry understand the Government's requirements
- Questions:
 - Verbal questions will not be entertained during the conference.
 - Official responses to written questions received by the Contracting Officer will be posted to the CMC4 procurement website
 - **The deadline for submitting questions regarding the RFP or this conference is January 5, 2024.**



Source Selection Authority and Acquisition Team Members

- Source Selection Authority
 - Joel R. Montalbano, OA, ISS Program Office Manager, Johnson Space Center
- Acquisition Team
 - Ivan A. Anchondo, OC, ISS Mission Integration and Operations Office, SEB Chairperson
 - Eduardo A. Roeschel, DO, EHP Mission Implementation
 - Michael J. Salopek, OB, ISS Vehicle Office
 - Sean M. Myerly, OC, ISS Mission Integration and Operations Office
 - Stephen D. Hunter, OD, ISS Avionics & Software



Points of Contact

- **Contracting Officer:**
Karen Dailey
jsc-cmc4@mail.nasa.gov
- **CMC4 web address:**
<https://www.nasa.gov/jsc/procurement/cmc4>

** In accordance with NFS 1815.201(f), a “Blackout Notice” has been issued to NASA personnel. All inquiries/communications pertaining to this acquisition shall be directed only to the Contracting Officer listed below*



Orientation and Procurement Overview

Office of Small Business Programs JSC Contact Information

- Main phone number: (281) 483-4512
- All emails should be sent to: jsc-smallbusiness@mail.nasa.gov
- Robert Watts, Small Business Specialist
- Tumarrow Romain, Small Business Specialist
- Monica Craft, Small Business Specialist
- Location: Building 1, Suite 453
- Address: NASA Johnson Space Center,
Office of Small Business Programs-JSC
Mail Code: BA
2101 NASA Parkway
Houston, TX 77058-3696



Orientation and Procurement Overview

Ombudsman

Ombudsman (NFS 1852.215-84): "...before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution ... If resolution cannot be made by the Contracting Officer, interested parties may contact the installation ombudsman whose name, address, telephone number, and email address may be found at:

http://prod.nais.nasa.gov/pub/pub_library/Omb.html ”

The Ombudsman for this acquisition is Donna M. Shafer, donna.m.shafer@nasa.gov, 281-483-4258.



Current Contract Overview

- **Contract Number:** 80JSC017C0015
- **Prime Contractor:** Leidos, Inc.
- **Contract Type:** Cost Plus Award Fee (CPAF)
- **Period of Performance:** April 1, 2018 – September 30, 2024
- **Skills currently provided on contract include:**
Management, Technical Professionals, Engineers, Information Technology Professionals, Technicians, Designers, and Business Professionals.



Vision and Objectives

Dana Weigel, Deputy Program Manager
International Space Station Program



Organization and Purpose

Ivan A. Anchondo
ISS Mission Integration and Operations Office
CMC4 SEB Chair



Organization and Purpose

Purpose

The principal purpose of this requirement is to support the National Aeronautics and Space Administration (NASA) International Space Station (ISS) Program; Artemis Exploration missions which are supported by the Orion, Human Landing System (HLS), and Gateway Program; the EVA and Human Surface Mobility Program (EHP); as well as future Exploration and Commercial efforts by providing,

- analytical and physical processing activities to support cargo requirements
- sustaining engineering, maintenance and operations for Flight Crew Equipment (FCE), Environmental and Control Life Support (ECLS), and Crew Health Care System (CHeCS).
- development, fabrication, and certification of flight and training hardware as required to support pressurized and unpressurized cargo transportation, FCE requirements, and build to print or modified COTS needs.

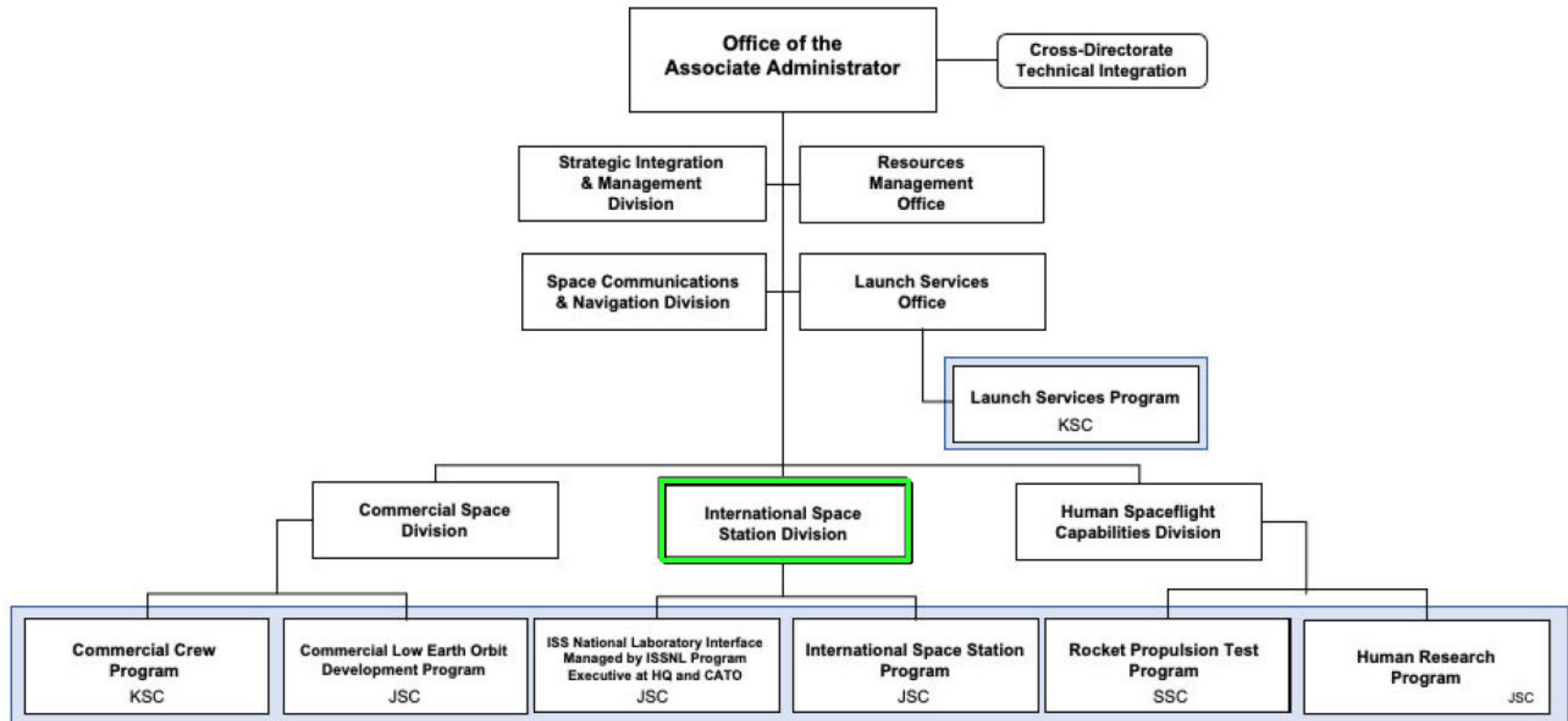
Integration with International Partners, Commercial Visiting and Exploration Vehicles, including Soyuz, Progress, HTV-S, Commercial Resupply Services (CRS), U.S. Crew Vehicle (USCV), as well as the Orion Multi-Purpose Crew Vehicle (MPCV) and Gateway Logistics Module and HLS providers is required to accomplish the scope of this contract.



Organization and Purpose

ISS - SOMD

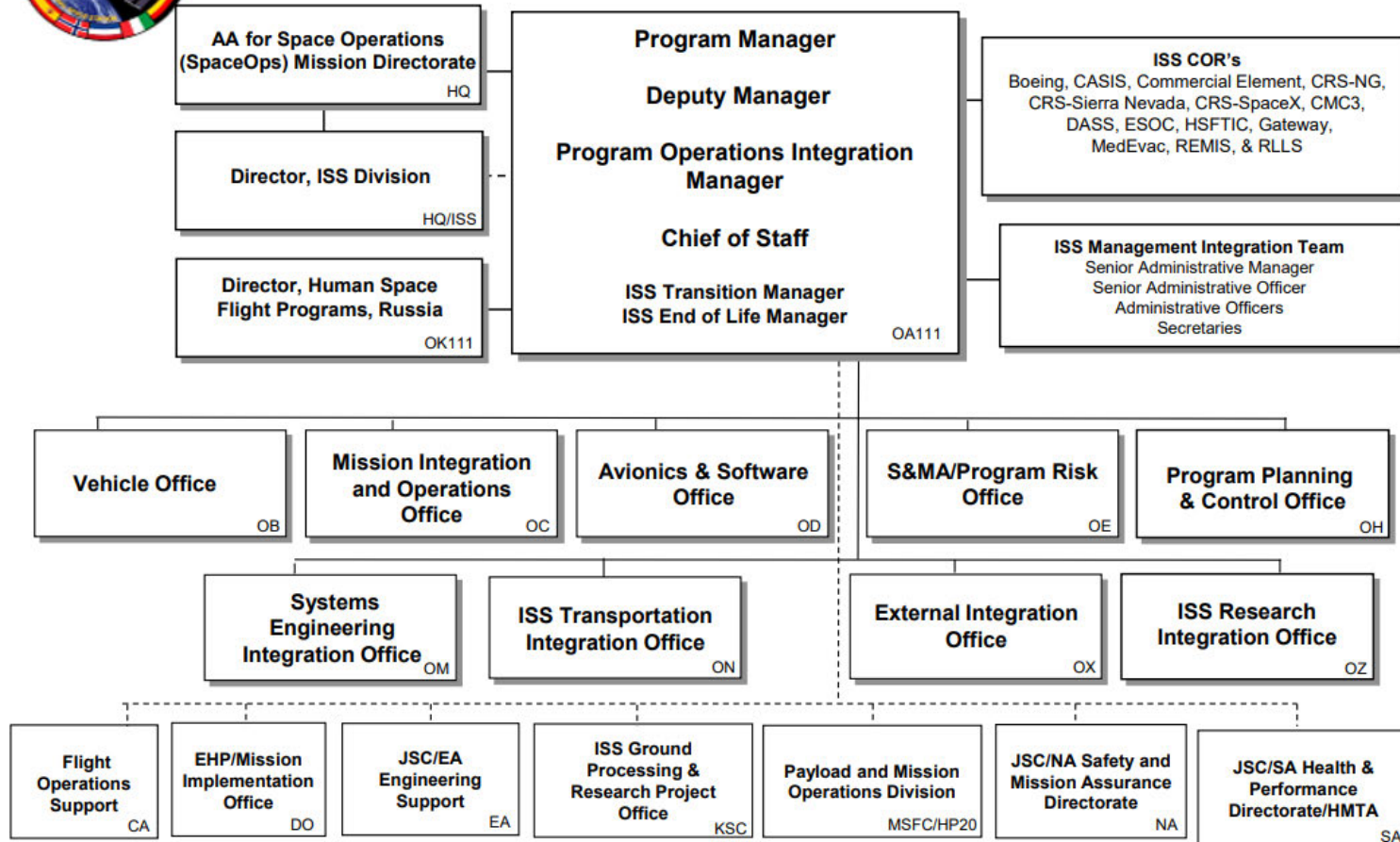
Space Operations Mission Directorate



Organization and Purpose



International Space Station Program



Updated on 11/13/2023

Joel R. Montalbano
Manager

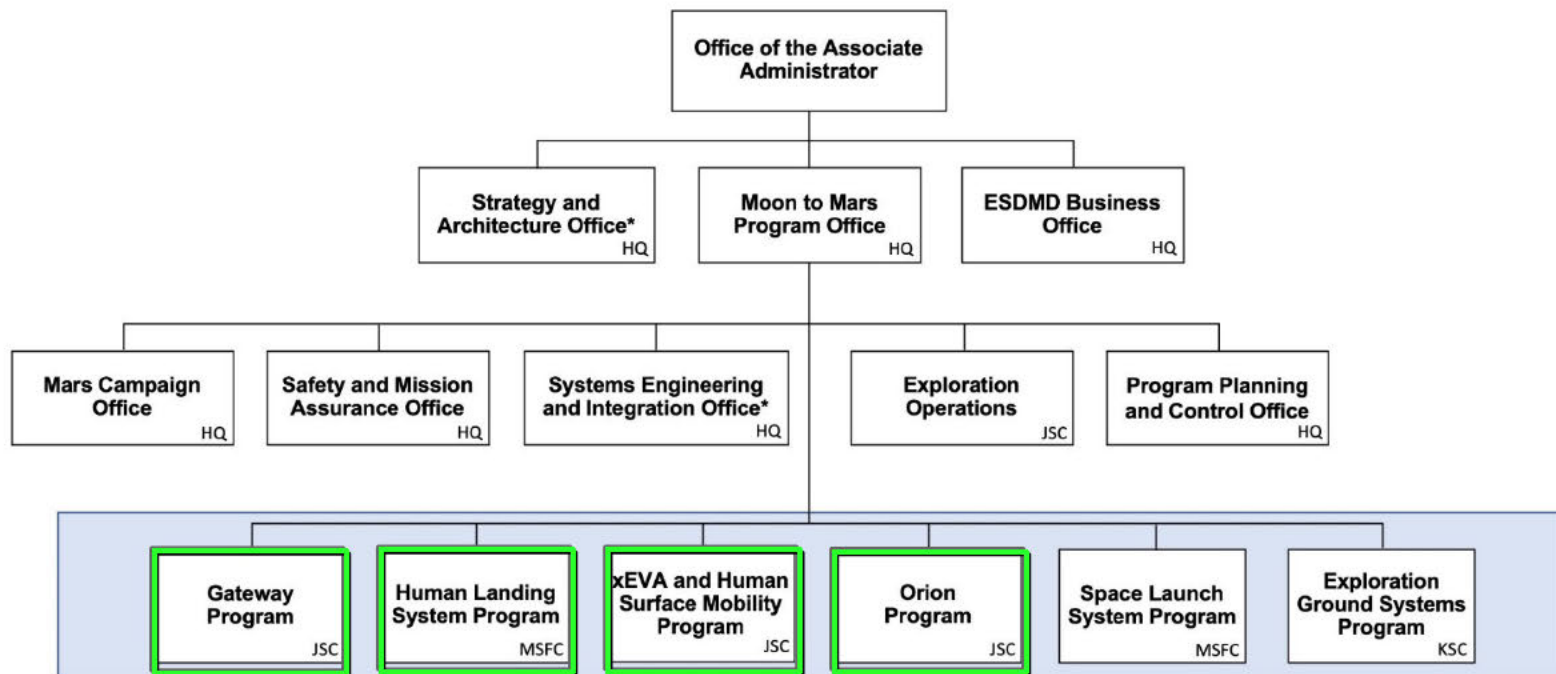
Date



Organization and Purpose

Artemis - ESDMD

Exploration Systems Development Mission Directorate



*Strategy and Architecture and SE&I have direct integration with SMD and STMD



Statement of Work

Sean M. Myerly
ISS Mission Integration and Operations Office
CMC4 SEB Team Member



Statement of Work Overview

- SOW, Section C of the RFP, is composed of 7 sections:

Core – Sections 1-5

1. Management Integration and Control
2. Safety and Mission Assurance/Risk Management
3. Sustaining Engineering and Maintenance & Operations
4. Systems Engineering and Integration
5. Pressurized Cargo Integration

Non-Core – Sections 6-7

6. Hardware/Software Development, Modification, and Recertification
7. Task Order Administration



Statement of Work Overview

- SOW, Section C of the RFP, is composed of 7 sections:

Core – Sections 1-5

1. Management Integration and Control
 - 1.3.1 Streamlined process (Buy & Fly) to issue an action for new work.
 - 1.11 Minimum SECRET National Security Facility Clearance Level (FCL) required at proposal, Top Secret FCL acquisition within 12 months after contract start.
2. Safety and Mission Assurance/Risk Management
 - 2.5.1 SAE AS9100D compliance at contract start, certification required within 12 months of contract start.
3. Sustaining Engineering and Maintenance & Operations
 - 3.1.2 Automated inventory control system and inventory management to support ISS and Exploration Programs.
 - 3.1.2.1 COTS inventory resupply as needed to maintain inventory levels to support J-9 - Hardware List sustaining.
 - 3.3 Software Application sustaining as defined in J-10 - Government Provided Software.



Statement of Work Overview

- SOW, Section C of the RFP, is composed of 7 sections (continued):

Core – Sections 1-5 cont.

4. Systems Engineering and Integration*
 - 4.1 Technical Management for ISS Vehicle Office/OB and Mission Integration and Operations/OC – in-line support personnel.
 - 4.4 Technical Management for Gateway Mission Integration and Utilization Office – in-line support personnel.
5. Pressurized Cargo Integration*
 - 5.1 Manifest Integration, including Planning and Operations for Waste Management, On-orbit Stowage, Consumable Analysis, and Crew Provisions support for ISS and Artemis Exploration Programs.
 - 5.2 Cargo Planning and Inventory
 - 5.3 Physical Cargo Processing
 - 5.4 Cargo Services

** Some requirements starting on October 1, 2025 (CY2)*



Statement of Work Overview

- SOW, Section C of the RFP, is composed of 7 sections (continued):

Non-Core – Sections 6-7

6. Hardware/Software Development, Modification, and Recertification
 - 6.1 Applicable design requirements for flight and training hardware. Types of hardware include but not limited to: Custom Build, Build to Print, COTS or Modified COTS, and FCE.
7. Task Order Administration

Discrete tasks that include but are not limited to hardware design and/or modification, recertification, studies, and analysis

 - 7.1 Indefinite Delivery/Indefinite Quantity (IDIQ) will be authorized as Category A – Fixed Priced or Category B – Cost Reimbursable as determined by NASA.



Statement of Work Overview

- SOW, Section C of the RFP, contains requirements with a start of October 1, 2025* (CY2).
 - 4. Systems Engineering and Integration
 - 4.1.2.2 – ISS Consumables Integrator
 - 4.1.2.3 – ISS Program Stowage and Disposal Integrator
 - 4.4.1.1 – Gateway Program Logistics Manager
 - 5. Pressurized Cargo Integration
 - 5.1.1.1 – ISS/Gateway Manifest Process and Implementation
 - 5.1.1.2 – ISS/Gateway Strategic Manifest Assessments
 - 5.1.1.5.1 – ISS Payload Manifest Data Management
 - 5.1.1.5.2 – ISS Visiting Vehicle Cargo Integrated Product Team
 - 5.1.2.1.1 – ISS Waste Management Support
 - 5.1.2.1.2 – ISS On-orbit Stowage Support
 - 5.1.2.1.3 – ISS Consumables Analysis
 - 5.1.2.1.4 – ISS Crew Provisions Support
 - 5.1.2.4.1 – Gateway Waste Management Support
 - 5.1.2.4.2 – Gateway On-orbit Stowage Support
 - 5.1.2.4.3 – Gateway Consumable Analysis Support
 - 5.1.2.4.4 – Gateway Logistics Management Support

* Phase-in Part II specified per DRD CMC-PM-06, Phase-in Plan



CMC4 Statement of Work (SOW) Changes

- Full inclusion of Orion, Gateway, and HLS scope as a Core requirement.
- Core requirements for Systems Engineering and Integration (SE&I)/Technical Integration support to NASA Programs.
- CY2 requirements for ISS and Gateway.
- Fixed Priced IDIQ Task Order option.



SOW Attachments

- Changes to SOW Attachments from the prior contract.
 - Existing contract SOW attachments have been removed.
 - Attachment A – ISS PROGRAM STOWAGE PROVISION LABELING GUIDELINES
 - This information is now available in referenced document CMC3-HDW-000084, ISS Program Stowage Provision Labeling Guidelines.
 - Attachment B – STOWAGE PROVISION “PICK-LIST”
 - SOW Requirement 5.3.7.3, Stowage Provisions, levies the requirement to coordinate with NASA offices and maintain an approved “pick list”.



J-Attachments and DRDs

Michael J. Salopek
ISS Vehicle Office
CMC4 SEB Team Member



SOW, J Attachments, and DRDs

J Attachments Overview

- J Attachments

Section J Table of Contents	
Section	Title
J-1	Dictionary
J-2	Acronym List
J-3*	Phase-in Plan
J-4	Department of Labor Wage Determination
J-5	Performance Evaluation Plan
J-6*	Small Business Sub-Contracting Plan
J-7	Applicable and Reference Documents
J-8	Contract Data Requirements List and Data Description Requirements
J-9	Hardware List
J-10	Government Provided Software
J-11	Government Furnished Property List
J-12*	Government Property Management Plan
J-13	DD254
J-14*	Safety and Health Plan
J-15	RESERVED
J-16	Deliverable Items List
J-17	Changes and Task Order Log
J-18	Government Furnished Data for Discrete Projects
J-19	Government Furnished Property for Discrete Projects
J-20*	Organizational Conflict of Interest (OCI) Avoidance Plan
J-21*	Innovations and Efficiencies
J-22	Standard Labor Categories (SLC)

* Contractor Provided



J Attachments Overview

- **Attachment J-5 – Performance Evaluation Plan**
 - Details of procedures for how contract performance will be evaluated.
- **Attachment J-9 – Hardware List**
 - List of Government owned flight and training hardware under sustainment by this contract.
- **Attachment J-10 – Government Provided Software**
 - Table 5-A Government Owned – Contractor Accessible Applications.
 - Table 5-B Government Provided Software maintained by the Cargo Mission contractor.
 - Table 5-C Government Software Applications available for transition and contractor use.
- **Attachment J-11 - Government Furnished Property List**
 - List of Government Furnished Equipment, Material, and Installation Accountable Hardware.



J Attachments Overview

- Attachment J-8 - Contract Data Requirements List (CDRL) and Data Requirements Descriptions (DRDs)

DRD Categories

- EN - Engineering
- EC – Export Control
- PC - Program Control and Business Management
- PM - Program Management
- PR - Procurement
- SA - Safety and Mission Assurance

NASA Program Specific Identifier

- -I – Applicable to ISS
- -O – Applicable to Orion
- -G – Applicable to Gateway
- -H – Applicable to HLS
- -A – Applicable to Orion, Gateway, and HLS

DRDs that do not include a NASA Program specific identifier are non-Program specific and apply to both ISS and Artemis Exploration Program scope.



DRDs Overview

- Significant DRD changes from the current contract include:
 - Eliminated DRDs:
 - CMC-PC-05 – Flight Schedules
 - CMC-PC-05-O – Flight Schedules for Orion
 - CMC-PR-06 – Total Compensation Plan
 - Added DRDs :
 - CMC-EN-01-G- Engineering Drawings & Associated Lists for Gateway
 - CMC-EN-01-H- Engineering Drawings & Associated Lists for HLS
 - CMC-EN-03-G- Engineering CAD Models and Data for Gateway
 - CMC-EN-03-H- Engineering CAD Models and Data for HLS
 - CMC-EN-04-G- New Hw Interim Design Review Deliverables for Gateway
 - CMC-EN-04-H- New Hw Interim Design Review Deliverables for HLS
 - CMC-PC-05- Information Technology (IT) Capital Planning and Investment Control (CPIC)
 - CMC-PC-06-I- Cargo Processing Schedules for ISS
 - CMC-PC-06-A- Cargo Processing Schedules for Artemis



DRDs Overview

- Significant DRD changes from the current contract include (continued):
 - Added DRDs (continued) :
 - CMC-PM-06 - Phase-in Plan
 - CMC-PR-08 - Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan
 - CMC-PR-09 - Innovations and Efficiencies Plan
 - CMC-SA-03-G- Safety Analysis & Hazard Reports for Gateway
 - CMC-SA-03-H- Safety Analysis & Hazard Reports for HLS
 - CMC-SA-04-G- FMEA and CIL for Gateway
 - CMC-SA-04-H- FMEA and CIL for HLS
 - CMC-SA-07-G- Acceptance Data Package (ADP) for Gateway
 - CMC-SA-07-H- Acceptance Data Package (ADP) for HLS
 - CMC-SA-08- Flight Specific Bag Level Safety Assessment



DRDs Overview

- Significant DRD changes from the current contract include (continued):
 - Modified DRDs, with brief description of modification :
 - CMC-EN-03-I - Engineering CAD Models and Data for ISS
 - Retitled and contents streamlined.
 - CMC-EN-03-O - Engineering CAD Models and Data for Orion
 - Retitled and contents streamlined.
 - CMC-PR-04 - Re- Procurement Data Package
 - Updated to include TCP information to meet agency direction.
 - CMC-PR-07 - Environmental Compliance Reports
 - Retitled and updated to meet current agency direction.
 - CMC-SA-03-I - Safety Analysis & Hazard Reports for ISS
 - Removed flight specific assessments now found in CMC-SA-08.
 - CMC-SA-03-O - Safety Analysis & Hazard Reports for Orion
 - Removed flight specific assessments now found in CMC-SA-08.



SOW, J Attachments, and DRDs

DRDs Overview

- DRDs that are due with the proposal* are :

DRD Number	DRD TITLE	DRD TYPE	REFERENCE	1st Submission Due at proposal
CMC-PC-02	Work Breakdown Structure (WBS) and Dictionary	1	SOW 1.4.2	X
CMC-PM-01	Cargo Mission Contract Management Plan	1	SOW 1.3.1 SOW 1.4	X
CMC-PM-06	Phase-in Plan	1	Clause L.18	X
CMC-PR-03	Organizational Conflict of Interest Plan	1	N/A	X
CMC-PR-06	Small Business Subcontracting Plan & Reports	Plan = 1; Report = 2	Clause H.8	X
CMC-SA-02	Safety & Health (S&H) Plan	1	SOW 2.1.2	X

* Offerors should refer to DRDs to determine specific content due at proposal.



Overview of RFP 80JSC024R0001

Karen J. Dailey
Contracting Officer



RFP Overview

General Information

- The RFP and amendments take precedence over this conference.
- Competition: Full and Open Competition
- Subcontracting Goals

Small Businesses (SB)*	27.0%
Small Disadvantaged Business Concerns (SDB) (Includes SDB's in represented and under-represented areas*)	5.0%
Women Owned Small Business Concerns (WOSB)	8.0%
Historically Black Colleges and Universities and Other Minority Institutions (HBCU/MI)	0.8%
HUBZone Small Business Concerns (HBZ)	1.8%
Veteran Owned Small Business Concerns (VOSB)	3.8%
Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB)	3.0%



General Information Cont.

- Period of Performance:
 - Phase-In Part 1: 8/02/2024 to 9/30/2024
 - Phase-In Part 2: 8/02/2025 to 9/30/2025
 - Base Period: 10/01/2024 to 9/30/2026
 - Option Period 1: 10/01/2026 to 9/30/2028
 - Option Period 2: 10/01/2028 to 9/30/2030
 - Option Period 3: 10/01/2030 to 9/30/2031



Contract Type

- Type of Contract: Cost Plus Award Fee (CPAF) Core & Indefinite Delivery/ Indefinite Quantity (IDIQ) Task Orders
 - CPAF Core
 - Attachment J-9 - Hardware List, COTS inventory resupply (SOW 3.1.2.1) is non-fee bearing.
 - Clause H.22 Option to Transition from Award Fee to Fixed Fee
 - IDIQ Task Orders
 - IDIQ Guaranteed Minimum - \$10,000, NTE Maximum - \$100 million
 - Task Orders will be priced using the established rates in Section B.11 Fully Burdened Labor Rates.
 - Rates established in Section B.11 Fully Burdened Labor Rates will also be used for Underlimit Changes and Contract Modifications.
 - Task orders may be issued as either issue CPAF or Firm-Fixed-Price (FFP) as deemed appropriate throughout the life of the contract
 - The Task Order Procedure is described in Clause H.2, NFS 1852.216-80, Task Ordering Procedure.



Clauses and Provisions

- When reading the RFP, note that:
 - Important information is contained in the SF33 and numerous clauses and provisions that have been incorporated, via full text and/or referenced text, throughout the document
 - Clauses incorporated by reference have the same force and effect as if they were included in their full text
 - Section J includes documents, exhibits, and other attachments
 - For example, Government Furnished Property (GFP); Wage Determination Data; Data Requirement Descriptions (DRD)



System for Award Management (SAM)

- The **System for Award Management (SAM)** is a Federal Government owned and operated free web site that collects data from suppliers, validates and stores this data, and disseminates it to various government acquisition agencies.
- The SAM website is located at: <https://sam.gov/SAM/>
- You are required to create an account in SAM.
 - Verify that your information in this database is current.



Joint Ventures

- The Small Business Administration's new regulation changes the definition of a joint venture to exclude populated joint ventures.
- Joint Ventures are defined in 13 C.F.R. 121.103(h).
- All parties to the Joint Venture must sign the Model Contract.



Government Property

- Under Clause G.6, NFS 1852.245-71, Installation Accountable Government Property, NASA anticipates providing:
 - Office Space, work area space, and utilities.
 - Office Furniture
 - Property Listed in Section J, Attachment J-11 Government Furnished Property List
 - Safety and Fire Protection
 - Installation service facilities: Kennedy Space Center (KSC), Cargo Processing Laboratory Space, SSPF Room 1232; Wallops Flight Facility (WFF), Cargo Processing Laboratory Space, Room H-100.
 - Medical treatment of a first aid nature
 - Cafeteria privileges
 - Building maintenance
 - Moving and hauling for office moves



National Security Facility Clearance Level (FCL)

- Offerors shall possess a minimum of a **SECRET** National Security FCL at proposal submission.
- National Security FCL of **TOP SECRET** shall be obtained within 12 months after contracting start date.
- Once obtained, TOP SECRET National Security FCL shall be maintained throughout the life of the contract.

Proposals that are not in compliance with this security requirement and do not provide evidence that the Offeror possesses, at a minimum, current Secret (S) National Security Facility Clearance Level (FCL) at proposal submission will not be evaluated for award.



Additional Responsibility Requirements

- In accordance with FAR 16.301-3(a)(3), a cost-reimbursable contract may only be used when the contractor's accounting system is adequate for determining costs applicable to the contract or order. This requirement also extends to subcontractors performing under a cost-reimbursable subcontract.
- Offerors should review Chapter 8 of the DCAA Audit Manual to determine if they are subject to full or modified Cost Accounting Standards (CAS) coverage and if they require an adequate Disclosure Statement prior to award.
- *The link is:*

<https://www.dcaa.mil/Guidance/CAM-Contract-Audit-Manual/>



Discussions

- Offeror's initial proposal should contain the best terms from a price and technical standpoint
- The Government preference is to award without discussions, however, the Government reserves the right to conduct discussions with those Offerors who have made it to competitive range
- If discussions are held, the Offeror will:
 - Have the opportunity to address identified weaknesses and;
 - Be requested to resubmit the SF33 with Final Proposal Revisions (FPR) which will include clearly marked changes.



Anticipated Proposal Outline

- Volume I – Mission Suitability Factor
 - Overall Management Approach (MA) Sub-factor 1
 - Contract Management Approach (MA1)
 - Total Compensation Approach (MA2)
 - Contract Phase-in Approach (MA3)
 - Safety and Health Approach (MA4)
 - Technical Approach (TA) Sub-factor 2
 - Overall Technical Understanding and Resources (TA1)
 - Small Business Utilization (SBU) Sub-factor 3
 - Small Business Subcontracting (SBU1)
 - Commitment to the Small Business Program (SBU2)



Anticipated Proposal Outline

- Volume II—Past Performance
- Volume III—Cost and Price Factor
 - General Information
 - Cost/Price Forms
 - L-02.1 Cost Reimbursable (Core) Pricing Template
 - L-02.2 IDIQ Template
 - Cost/Price Narrative
- Volume IV— Responsibility Considerations
 - Responsibility Information
 - Financial Capability Assessment



RFP Overview

Anticipated Proposal Outline

- Volume V— Model Contract*
 - Section A
 - SF33 - Complete blocks 12 through 18
 - Section B
 - Fill in Table B.3-1 Contract Value and Table B.11-1 Fully Burdened Rate Table
 - Section F
 - Fill in cost and fee for Option 1, Option 2, and Option 3
 - Section H
 - Fill in NFS 1852.225-70, NFS 1852.235-71, Small Business Subcontracting Goals, Identification and Representation of Limited Rights Data and Restrictive Computer Software (Pre-Award) and (Post Award).
 - Section J – Attachments
 - Offerors shall submit the required documents and appropriate placeholders
 - Section K - Representations and Certifications
 - Shall be completed electronically and submitted with this volume

** Offerors should refer to Section L.22 for complete instructions for preparation of the Model Contract.*



RFP Overview

Proposal Formatting

- Instructions for proposal arrangement, copies and the due date are specified in JPI 52.215-113 Proposal Formatting Instructions.
 - Offerors shall submit their proposals in accordance with those instructions.
- Page limitations are specified in Table L.14-1: Overview of Proposal Volumes, Page Limitations, Format and Cross Referencing
 - Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror in accordance with NFS 1815.204-70(b).
 - Minor informalities or irregularities in a proposal that can be adjusted, corrected, or waived without being prejudicial to other offerors may be accepted if it is immaterial to the acquisition.
 - However, any pages contained in a page limited section of your proposal which do not comply with the RFP requirements may be returned by the Government and not evaluated.



Proposal Formatting, Continued

- Pay close attention to ensure that the number of pages, page margins, font type, font size, and page size are in conformance to Section L.14 and L.17.
- Return the entire model contract, not just the pages with the fill-ins.
 - The model contract becomes the actual contract and so it must be complete and correct.
- Please note page limitations.
 - Some volumes/sections are subject to a page limitation and others are not.
 - In the Past Performance Volume, the Past Performance Information is subject to the page limit of 15 pages, but the Questionnaire, Consent Letters, and Relevancy Matrix are not subject to the page limitation.
 - Proposal information must be provided in the correct volume.
 - Proposal information in a page-limited volume or section should not be moved to another volume/section without such page limitations.
- Having non-conforming pages returned may affect the government's evaluation of a proposal, and how this proposal is ultimately rated.



Responsibility Considerations

- The Contracting Officer makes the determination of responsibility per FAR 9.104.
 - Responsible means that the contractor has adequate organizational and financial controls, satisfactory business ethics, financial resources, the ability to successfully perform the work, is eligible, etc.
 - This determination is performed by the CO and is separate from the selection decision.
 - If an offeror is not responsible, then they are not eligible for award.
- The Contracting Officer will also check the FAPIIS database (includes records of the Contractor's previous contracts.)
- The Contracting Officer will request an Equal Opportunity clearance and check to ensure the veteran's reports are submitted.
- This determination is performed for offerors in the competitive range or the successful offeror only.



Model Contract

- The Model Contract consists of Sections A-K of the RFP.
 - The Evaluation Criteria, and Instructions are used for selection purposes only.
- The Offerors will submit a signed Model Contract with their proposal.
 - The Model Contract becomes the actual contract and so it must be complete and correct.
 - The Model Contract must be signed by a person authorized to commit the offeror.
 - All pages must be returned – not just the pages with the fill-ins.
- The Contracting Officer will sign the Model Contract of the Successful Offeror once all issues are resolved and the selection decision is made.
- Errors or inconsistencies in the Model Contract (that cannot be resolved) may result in an offeror being removed from consideration for award.
- The Model Contract takes precedence over the proposal.
 - Ensure that your rates in the Cost/Price Volume are reflected in Section B of the Model Contract.



Special Consideration

NOTE TO PROSPECTIVE OFFERORS

Prospective Offerors are reminded not to contact incumbent personnel (either directly or through electronic means) during duty hours or at their place of employment, as such contacts are disruptive to the performance of the current contract.



Safety & Health Programs

Guidelines for responding to Safety Requirements in the Request for Proposal (RFP)

Dan Clem
Safety and Health Programs



Overview of the NASA Safety Program

- NASA safety objective is to avoid loss of life, personal injury and illness, property loss or damage, environmental harm resulting from any of its activities and to ensure safe and healthy conditions for persons working at or visiting NASA facilities
- NASA shall comply with all applicable regulations
 - NASA Safety & Health requirements
 - Requirements of those Federal agencies with regulatory authority over NASA such as OSHA, EPA, and DoT
- NASA requires every employee to report workplace hazards
 - NASA ensures that there is no reprisal to personnel for reporting unsafe or unhealthy conditions



Overview of the NASA Safety Program

- The NASA Safety Policy stresses the individual responsibility of each employee for their own safety and that of their co-worker. Risk within the work environment must be managed to control hazards, and we continuously improve workplace conditions
- The OSHA has recognized JSC as a leader in health and safety by awarding the “Star” designation level of achievement in the Voluntary Protection Program (VPP)
- As a VPP Star, JSC has a comprehensive and successful safety and health program, is below the national average for the industry in injury/illness rates, has demonstrated good faith in dealing with OSHA, and serves as a safety & health mentor



What Would Be Expected of You at JSC

- All contractors performing work at JSC shall comply with all applicable safety and health regulations
- Every major onsite contractor shall have a designated safety official and shall conform to a written safety and health plan
- Safety and health approach shall follow OSHA, JSC and VPP guidelines
- Failure to comply with safety and health requirements may result in one or more of the following - contract termination, lower fee, and exclusion from future contract awards
 - Excellent safety and health performance will be recognized in contract evaluations.



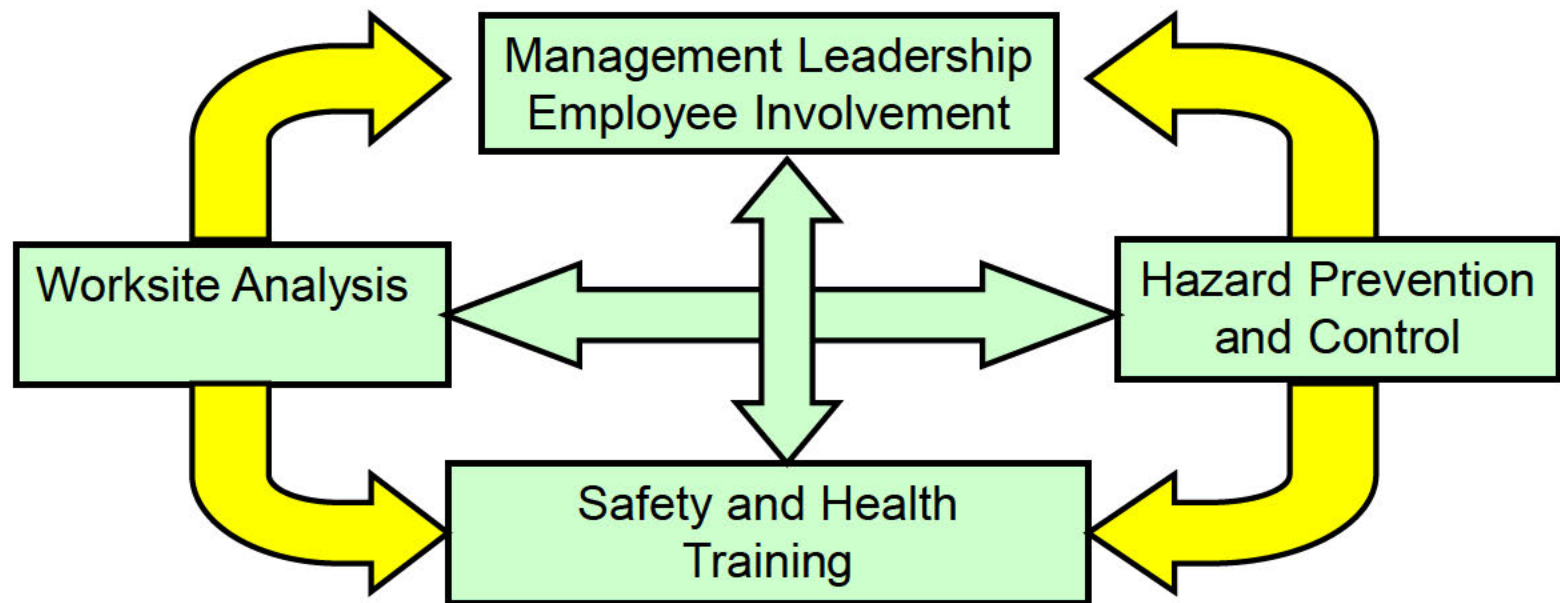
The Safety and Health Deliverables

Submission of detailed safety and health data as part of the proposal

- Partial Safety & Health Plan which includes detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of your employees and to ensure safe working conditions throughout the performance of the contract
 - Complete plan must be approved before starting work on the contract
- Statement regarding past OSHA and EPA citations and corrective actions taken to prevent recurrence. Include any mitigating factors.
- Records of OSHA recordable injuries (OSHA 300 and 300A logs or equivalent)
- Insurance carrier information - including Experience Modifier Rates (EMR)

A Successful Safety Program Model

Based on 4 Basic VPP elements defined by OSHA
Region VI





The Safety & Health Plan

- Safety & Health Plan provisions you should expect to address on a typical JSC service contract
 - Management Leadership and Employee Participation
 - **Policy, Goals and Objectives** - Discuss company policies, goals and objectives for safety and health and top leadership's level of commitment for achieving objectives
 - **Management Leadership and Employee Participation** - Discuss visible leadership actions that motivate and reinforce safety and health performance and discuss meaningful opportunities for employees to engage and support the safety and health program
 - **Assignment of Responsibility** – Discuss roles, responsibilities and accountability of safety representatives
 - **Program Evaluation** – Discuss annual evaluation of safety and health program consistent with OSHA's VPP criteria



The Safety and Health Plan

- *Worksite Analysis*
 - **Hazard Identification** – Describe the methods and techniques used to systematically identify hazards
 - **Inspections** – Describe the procedures and frequency for regular inspections and who will be accountable for implementing corrective measures
 - **Employee Reports of Hazards** – Describe the methods to be used to encourage employees to report hazards and how the reports will be analyzed and resolved
 - **Mishap Investigations** – Discuss methods of response, reporting, and investigation of mishaps
 - **Trend Analysis** – Discuss approach in performing trend analysis and methods of documenting data



The Safety and Health Plan

- *Hazard Prevention and Control*
 - Discuss the approach to be used for selecting controls appropriate to the hazardous operations associated with this contract
 - Maintain a list of hazardous operations and processes
 - Develop written procedures to identify safety procedures
 - Describe methods for notification of personnel
 - **Medical (Occupational Healthcare) Program** –describe medical surveillance program, response to injuries & illnesses, case management
 - **Disciplinary System** – approach to modify behaviors
 - **Emergency Preparedness** – approach used for emergency preparedness and contingency planning that addresses fire, explosion, weather, environmental releases or other potential emergencies



The Safety and Health Plan

- *Safety and Health Training*
 - **Program Description** – describe your training program to ensure safe work practices, hazard recognition and to meet all regulatory requirements
 - **Tailor training toward specific audiences** – managers, supervisors, employees (crafts, office workers, etc.)
 - **Train for emergencies** – fire drills, evacuation drills, site emergencies



Recommendations

Pay special attention to the miscellaneous reports contained in the body of the Safety & Health Plan DRD under Other Deliverables – building fire warden roster; hazardous materials inventory; roster of terminated employees; material safety data sheets; OSHA logs; program self evaluation. This affects cost.

List of required S&H Plan sections under “Frequency of Submission”

Review the requirements provided in **JSC Safety and Health Requirements (JPR 1700.1)** <https://www.nasa.gov/johnson/jsc-safety-health-requirements> and describe how you will incorporate JSC requirements into your Safety & Health Program

For the good of your employees and your business, take safety seriously and proactively plan to PREVENT injuries.



Labor Relations Overview

Labor Relations Guidelines for Responding to Labor Relations Requirements in the Request for Proposal (RFP)

**Karen J. Dailey
Contracting Officer**



JSC Labor Relations

JSC Center Industrial Labor Relations Officer:

Chrystal Wiseman

chrystal.d.wiseman@nasa.gov



Total Compensation Plan (TCP) Overview

The Total Compensation Plan is due with the proposal.

- TCPs identify and discuss wages, salaries, and fringe benefits for professional employees for both the prime and all major subcontractors as established in the Price or Cost Volume instructions (having an estimated total contract value that equals or exceeds \$30,000,000 over the life of the contract).
- TCPs are required to be evaluated in accordance with FAR 52.222-46, *"Evaluation Of Compensation for Professional Employees"*
- Offeror teams can submit a separate TCP for each team member, a combined TCP for all team members, or any combination thereof.
- Submit the TCP Build-up Form in Attachment L-02.1 – Cost Reimbursable Pricing Template, Tab 17 as part of Volume III – Cost/Price Volume.
- TCP is limited to 10 pages per submission.



Labor Relations Overview

Wage Determination

The following Service WD is applicable to the Final RFP

- WD 2015-5233, Revision No. 25 for Harris County, Texas

The WD applies to non-exempt labor categories, and sets forth the minimum labor rates, health and welfare benefits, vacation/holiday leave and sick leave for these categories. (The requirements are not covered by a Collective Bargaining Agreement (CBA))

For service non-exempt employees:

- Proposing at least the minimum labor rates for the mapped categories as stated in the WD;
- Proposing at least the minimum health and welfare, vacation, sick leave, and holiday benefits that are in the WD.



Odd-Numbered WD

Per employee fixed cost fringe benefit requirement computed on the basis of “**all hours paid for**” by service employees on the contract.

- The Health and Welfare benefit is currently \$4.98 an hour.
- The Health and Welfare EO 13706 benefit is currently \$4.57 an hour.

The term “**all hours paid for**”

- Includes up to 40 hours per workweek and 2,080 hours per year for each employee;
- Includes paid leave hours, such as for vacations, holidays, or sick leave.



What is a “Bona Fide” Fringe Benefit?

The primary purpose of the plan must be to provide systematically for the payment of benefits to employees on account of death, disability, advanced age, retirement, illness, medical expenses, hospitalization, supplemental unemployment benefits, and the like.

29 C.F.R. § 4.171 (a)



Labor Relations Overview

What is Not a Bona Fide Fringe Benefit

Unemployment
compensation

Workers'
Compensation

Social
Security

Any benefit
required by
federal, state,
or local law

Relocation
Expenses

Travel and
Transportation

Recruitment
Bonuses &
Paid Coffee
Breaks

Incentive or
Suggestion
Awards

Social
Functions or
Parties for
Birthdays,
Anniversaries,
etc.



Labor Relations Overview

FAR 52.222-62, “Paid Sick Leave Under Executive Order 13706”

This clause, dated January 2022 must be read in depth.

This clause applies to all individuals performing work under the contract subject to FAR 52.222-41 or the Fair Labor Standards Act, i.e. non-exempt employees.

The Contractor shall permit each **exempt and non-exempt** employee engaged in performing work on or in connection with this contract to earn not less than 1 hour of paid sick leave for every 30 hours worked, up to 56 hours of paid leave each year.

The paid sick leave required by this clause is in addition to the Contractor's obligations under the Service Contract Labor Standards statute, i.e. Health and Welfare benefit, vacation and holiday leave.



Labor Relations Overview

References

Reference	Location
FAR Part 22, Application of Labor Laws to Government Acquisitions	https://www.acquisition.gov/far/part-22
NASA FAR Supplement Part 22, Application of Labor Laws to Government Acquisitions	https://www.hq.nasa.gov/office/procurement/regs/NFS.pdf
FAR 52.222-41, Service Contract Labor Standards	https://www.acquisition.gov/far/part-52#FAR_52_222_41
Department of Labor, Wage and Hour Division, Prevailing Wages Resources	https://www.dol.gov/agencies/whd/government-contracts/construction/seminars/resources
Department of Labor Directory of Occupations	https://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf (Scroll down the page to see the Directory)



And lastly.... A few Tips...

- Proposals shall be submitted via NASA's Enterprise File Sharing and SyncBox (EFSS Box) a FedRAMP Moderate certified platform.
- Review all proposal submission instructions in Clause L.16 Electronic Submission of Proposals.
- Offerors interested in submitting a proposal in response to this solicitation should notify Karen Dailey of their intent to submit a proposal at least 48 hours prior to the intended submission date, at the following email address: jsc-cmc4@mail.nasa.gov.
- Offerors are encouraged to check with their corporate IT staff to determine if there are firewall restrictions that would need to be addressed prior to the submission of proposal files through NASA's EFSS Box.
- Review the proposal instructions, coordinate with the point of contact in advance of submission and ask questions if any instructions are not clear.



Questions and Answers

All questions shall be submitted in writing to email: jsc-cmc4@mail.nasa.gov

- Questions Due NLT January 5, 2023, at 1:30 p.m. CST.
- Please reference 80JSC024R0001 CMC4 RFP in all correspondence.
- Submit questions utilizing the “Template for Submission of Comments”.
- The Government will officially respond to all questions by posting the response to sam.gov.



5-Minute Break

Next: Pricing Session



Pricing Session

Preproposal Cost Workshop

Godwin Dike
Contract Cost/Price Analyst

(Included in a Separate Package)



Conclusion

Milestone	Planned Date	Actual Date
Request for Information/Sources Sought Synopsis	06/07/2023	06/07/2023
Industry Day	07/19/2023	07/19/2023
Release Draft Request for Proposal	11/02/2023	11/01/2023
Industry Comments on Draft RFP Due	11/13/2023	11/13/2023
Release Final Request for Proposal	12/14/2023	12/14/2023
Pre-Proposal Conference	12/19/2023	12/19/2023
Questions Due	01/05/2024	
Past Performance Proposal Volume Requested	01/09/2024	
Proposals Due	01/23/2024	
Contract Award	06/26/2024	
Phase-In Begins	08/02/2024	
Contract Start	10/01/2024	



Conclusion

**This concludes the
Johnson Space Center
Preproposal Conference
for the Cargo Mission Contract 4 (CMC4)**



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Supplemental Information

This supplemental information is intended to be a reference and provide offerors with visual examples to expand understanding and context related to the implementation of contract scope.



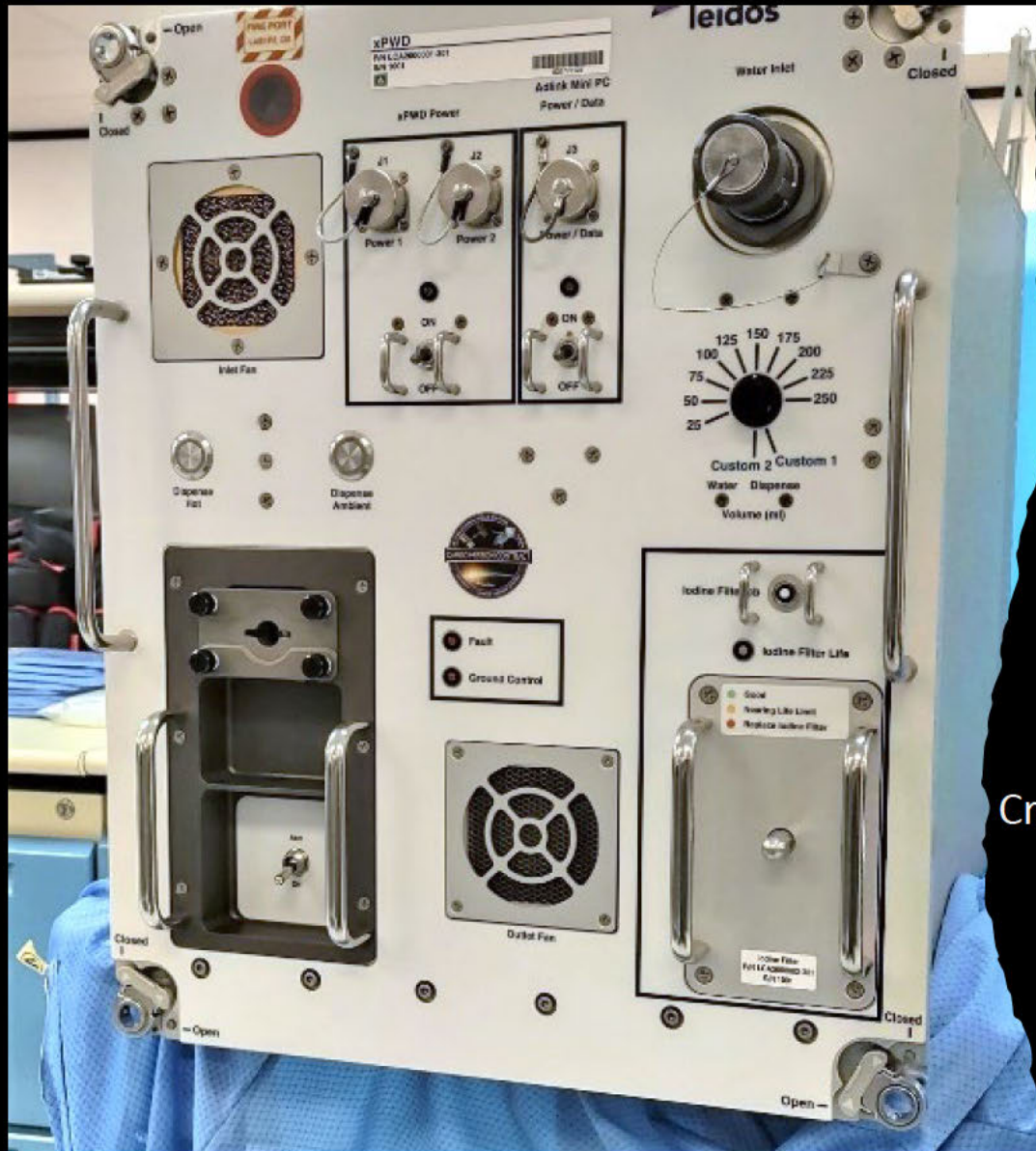
Depot and Inventory Services

Dynamic inventory management based on usage and crew down-selection process.
Over 400,000 flight hardware inventory items.



Sustaining Flight Hardware

Attachment J-9 – Hardware List



Custom/Specialized Hardware

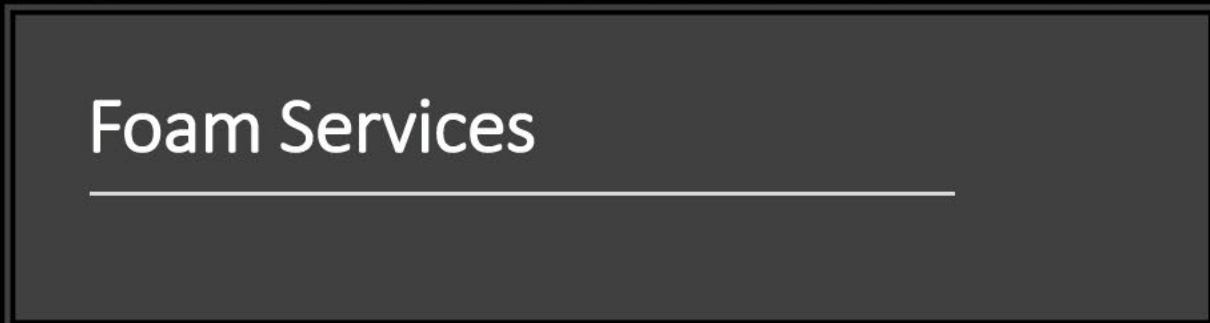
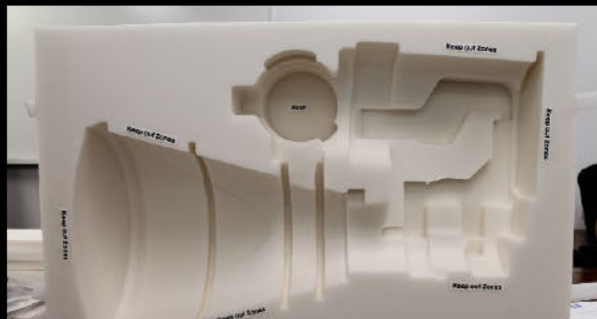
Potable Water Dispenser (PWD)
Crew Alternate Sleep Accommodation
(CASA)
Rodent Research Facilities

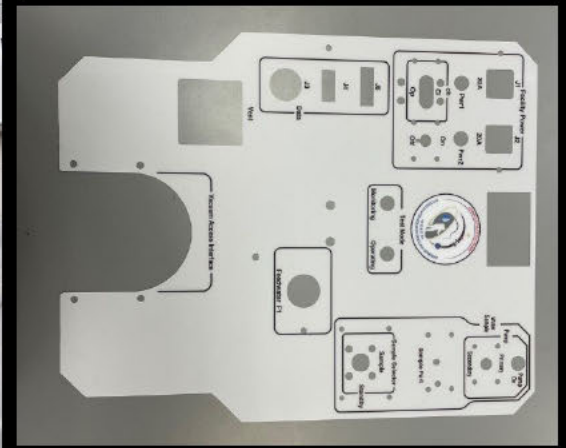
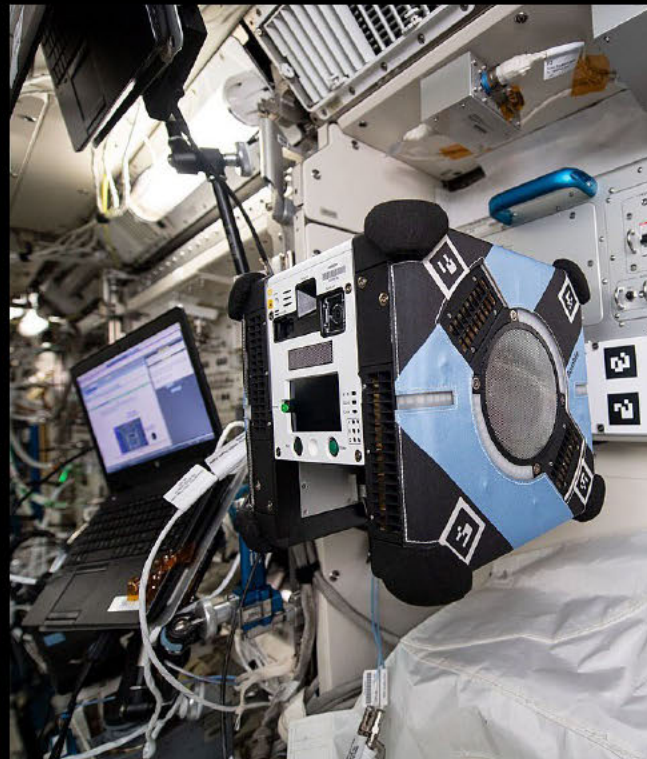
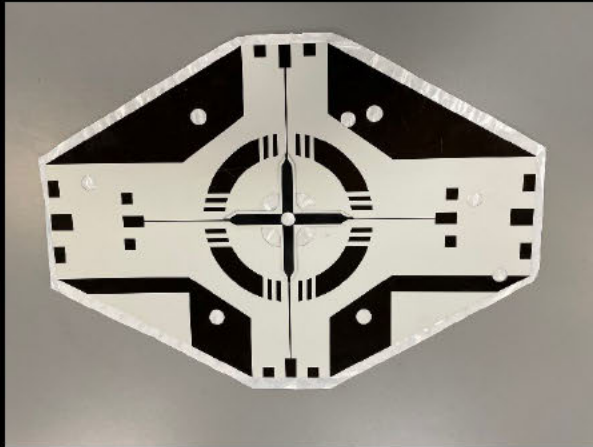


Physical Cargo Processing

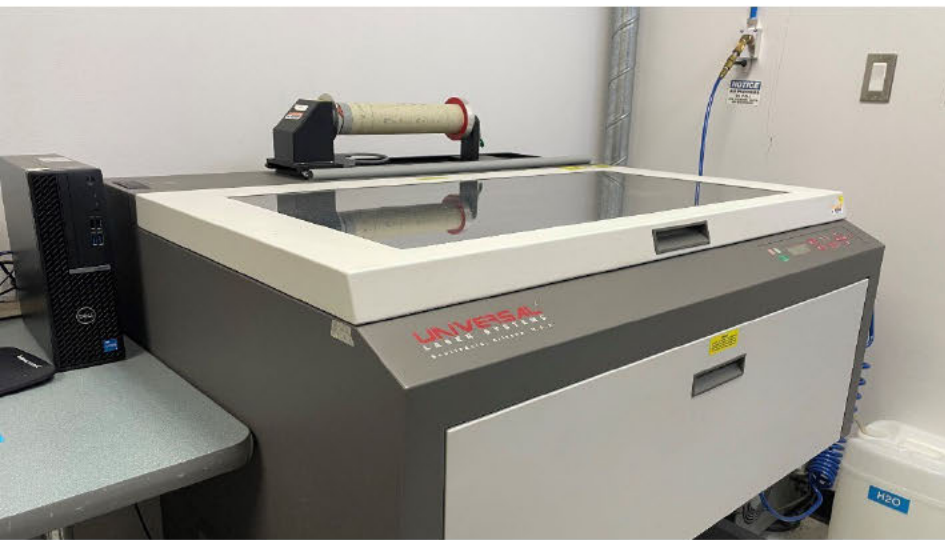


Cargo Packing





Labels and Decals



Government Furnished Property (GFP)

- 1. CET Printer (Media printer for overlays)
- 2. MACCOR Station (Automated Battery Tester)
- 3. CNC Machine (Used for cutting foam)
- 4. DIT-MCO Machine (Automated Cable Tester)
- 5. Laser Cutter (Used for cutting materials)