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**Records Storage and Retrieval Services**

Scope Description: The Jet Propulsion Laboratory (JPL) is reviewing options to find **Small Businesses and/or Small Business Joint Ventures or Teams led by a Small Businesses** with experience performing the below scope tasks.

Within JPL, there is a Records and Archives Group, which is responsible for ensuring that JPL meets NASA and Caltech requirements for managing the documents that record the Laboratory’s projects, business, and for identifying, collecting, preserving, and making available for research historically valuable records of enduring value. Records are stored both on-site and off-site with Federal and private storage vendors.

JPL is a Federally Funded Research and Development Center (FFRDC) managed by Caltech University in support of the National Aeronautics and Space Administration (NASA).

Minimum Qualifications: Experience and capabilities in all of the tasks listed below.

NAICS Code: **493190 – Other Warehousing and Storage**

SBA Size Standard: $36.5 million

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| **Company Information** | |
| **Company Name** |  |
| **Address** |  |
| **Point of Contact** |  |
| **Email** |  |
| **CAGE/UEI** |  |
| **Socioeconomic Classifications** |  |

In the charts below, type an “X” for each of the areas applicable to your capabilities and experience.

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|  | **Certifications** | **Yes** | **No** |
| 1. | Meets NAICS Code 493190 Size Standard |  |  |

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|  | **Scope Tasks** | **Yes** | **No** |
| 1. | Provide and maintain a secure facility dedicated to standard records storage with capacity to support the current JPL records inventory and all subsequent additions of records during the life of this subcontract, currently estimated at 47,457.6 cubic feet of non-climate controlled storage with expectations for growth. |  |  |
| 2. | Provide separate archival, climate-controlled storage which is maintained at 35% RH + 5% and a temperature < 65 degrees, large enough to accommodate JPLs needs, currently estimated at 11,573.4 cubic feet of climate controlled storage with expectations for growth. |  |  |
| 3. | Be responsive and accessible for periodic inspections and provide access for occasional tours as designated by JPL. |  |  |
| 4. | Facility with security, fire alarm, and automatic sprinklers in accordance with current California Building codes and laws. |  |  |
| 5. | Subcontractor shall monitor the facility, maintain evidence of its monitoring activities (e.g., logs and/or video), and report any breaches (including, but not limited to, security, fire, flood, climate control, etc.) to JPL. |  |  |
| 6. | Provide and maintain a database of JPL records stored at the Subcontractors facility and provide an online interface to the records inventory database via a secure web-based browser. |  |  |
| 7. | Have capability to produce reports for JPL upon request by JPL designees within 5 business days. |  |  |
| 8. | Subcontractor shall identify (2-4) personnel who will pick up and deliver records to offices/desktops throughout JPL. Said personnel shall be U.S. citizens or legal permanent residents and must submit personal information and be approved for unescorted access to JPL through the JPL badging system yearly in accordance with JPL Additional General Provision, Security Requirements and Access to Sensitive Information. |  |  |
| 9. | Subcontractor shall take all possible precautions, in accordance with JPL requirements, to reduce the risk of any disasters and to mitigate the effects, should a disaster occur. |  |  |
| 10. | Subcontractor shall implement and maintain a barcode tracking system for creation and maintenance of an accurate inventory of records in storage. |  |  |
| 11. | Subcontractor shall provide records storage and retrieval services at the box and file level, with standard pick-up/delivery service by Noon the next business day for requests received by 3pm. Pick-up (and delivery) shall be provided during JPLs normal business hours (8 a.m. – 5 p.m. PST) and shall be limited to one trip per day to JPL, unless filling a rush request. |  |  |
| 12. | Subcontractor shall perform records destruction services when authorized by the JPL Records Manager. The records shall be destroyed using pierce and tear technology (confetti output), and the subcontractor shall provide certified proof that shredded output is unreadable. |  |  |

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| **Describe your storage facility.** |
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| **Describe your climate-controlled storage capability.** |
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| **Describe your delivery/retrieval capabilities.** |
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| **Describe your records inventory database, including its ability for JPL access.** |
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| **Describe your intended management plan and approach for executing the work efforts above.** |
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| **JPL records may contain export-controlled, PII, or other sensitive information; describe how you will limit unsupervised access to JPL records to personnel who are U.S. citizens or legal permanent residents.** |
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Please give us 3 or more examples of your relevant past performance in the format below. Feel free to use Microsoft Word, PowerPoint, or PDF format, as separate attachments. Under “Scope Tasks that Apply,” please refer to the above Scope Tasks in the second table. List all applicable scope tasks that apply to your past performance separated by comma (ie. 2,4,6,8).

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| **Past Performance Summary Format** | | | |
| **Contract Name:** | | | |
| **Business Size:** | | | |
| **Socio-Economic Status:** SB  SDB  WOSB  VOSB  SDVOSB  SBA Certified HUBZone  HUBZone, but not SBA Certified  HBCU/MSI | | | |
| **Issuing Agency:** | | **Contract #:** |  |
| **Contract $ Value:** | | **Period of Perf:** |  |
| **Tier 1 (Prime) /Tier 2/ Tier 3?:** | | | |
| **Summarized Scope of Work – Provide Technical Details Here** | | | |
|  | | | |
| **Scope Tasks that Apply (1-12)** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Past Performance Summary Format** | | | |
| **Contract Name:** | | | |
| **Business Size:** | | | |
| **Socio-Economic Status:** SB  SDB  WOSB  VOSB  SDVOSB  SBA Certified HUBZone  HUBZone, but not SBA Certified  HBCU/MSI | | | |
| **Issuing Agency:** | | **Contract #:** |  |
| **Contract $ Value:** | | **Period of Perf:** |  |
| **Tier 1 (Prime) /Tier 2/ Tier 3?:** | | | |
| **Summarized Scope of Work – Provide Technical Details Here** | | | |
|  | | | |
| **Scope Tasks that Apply (1-12)** |  | | |

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| **Past Performance Summary Format** | | | |
| **Contract Name:** | | | |
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| **Socio-Economic Status:** SB  SDB  WOSB  VOSB  SDVOSB  SBA Certified HUBZone  HUBZone, but not SBA Certified  HBCU/MSI | | | |
| **Issuing Agency:** | | **Contract #:** |  |
| **Contract $ Value:** | | **Period of Perf:** |  |
| **Tier 1 (Prime) /Tier 2/ Tier 3?:** | | | |
| **Summarized Scope of Work – Provide Technical Details Here** | | | |
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| **Scope Tasks that Apply (1-12)** |  | | |

Please include **“Records Storage and Retrieval Capabilities”** in the subject line of your email to [smallbusiness.programsoffice@jpl.nasa.gov](mailto:smallbusiness.programsoffice@jpl.nasa.gov). The Small Business Programs Office will contact you to ask questions or request further information.

**DISCLAIMER: There is no commitment or guarantee on the part of JPL to move forward with a Request for Proposal (RFP) at this time.**