



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: GR-2671-588768

FOR:

SPACE INTERFEROMETRY MISSION (SIM) BEAM LAUNCHER

PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:

Date: 30 July 2004

Local Time: 3:00 p.m.

COMMUNICATIONS IN REFERENCE TO THIS RFP

Communication in reference to this RFP should be in writing and directed to the attention of:

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Title:	Subcontracts Manager	Phone:	(818) 354-7379
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California Institute of Technology
Jet Propulsion Laboratory
4800 Oak Grove Drive
Pasadena, CA 91109-8099

Date of Issuance: 8 July 2004

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ATTACHMENTS TO THE SOLICITATION. See form JPL 2839 for a list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. *Both A and B Attachments can be found through the electronic address identified below.* Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

2. SPECIMEN CONTRACTS, Dated 1 July 2004

GENERAL INSTRUCTIONS

1.0 GENERAL REQUIREMENTS/INFORMATION

The Beam Launcher for the external metrology system of the Space Interferometry Mission (SIM), is comprised of three separate assemblies, as follows:

- I Collimator Assembly
- II Reference Pick-off Mirror
- III Receiver Assembly

This Solicitation contemplates requesting separate proposals and issuing separate contracts for each of the three subsystems.

You may submit a proposal for any or all of the three subsystems.

Integration of the three subsystems is not contemplated as a part of this Solicitation.

Each subsystem proposal will be evaluated on its own merit, and against unique criteria put forth in the Technical/Management Instructions below, on a stand-alone basis; hence, bidding on more than one subsystem will not affect your chances of selection for any of the others. In the event you elect to bid on more than one subsystem, you may identify/quantify in your Cost Proposal, potential savings due to common/shared management and/or non-recurring engineering effort, if any.

JPL reserves the right to make multiple contract awards for each of the subsystems.

At the end of this, the Prototype Phase, JPL plans to down-select to one firm to proceed to a flight hardware Build Phase. The results of the Prototype Phase shall be evaluated by JPL and serve as the primary basis for down-selection for the Build Phase. Prototype Phase technical, management, and cost proposal instructions, including proposal evaluation criteria, will be provided to Prototype Phase contractors prior to the Build Phase proposal due date to utilize in preparation of their Build Phase proposals. Only the offerors selected for the Prototype Phase shall be considered for the Build Phase.

The status of each subsystem procurement package (SOW, Deliverables, Specification) is as follows:

<u>SUBSYSTEM</u>	<u>STATUS</u>	<u>PROPOSAL DUE DATE</u>
Collimator	Ready/Included in this Package	30 July 2004
Reference Pick-off Mirror	Ready/Included in this Package	30 July 2004
Receiver Assembly	In preparation/Not Included in this Package*	TBD

{*to be released as a subsequent addendum to this RFP, containing Specimen Contract, proposal due date, and evaluation criteria}

The effort(s) to be performed will be in accordance with each of the Specimen Contracts; if you choose to submit more than one proposal for each subsystem, each proposal must be responsive to JPL's requirements, independently complete and under separate cover. JPL reserves the right to retain all proposal information submitted in response to this RFP.

This RFP does not commit JPL or the United States Government to pay any proposal preparation and related costs incurred in the submission of your proposal. JPL reserves the right to reject all proposals.

1.1 Address and Identification for Timely Handling of Proposal

Affix a yellow adhesive label to the envelope/container containing the original proposal, with JPL's address, the name of the individual designated on the cover page of this RFP

(including the mail stop), and the RFP No. GR-2671-588768. All envelopes/containers must bear the RFP No.

1.2 Hand-Carried Proposals

Hand-carried proposals must be delivered to JPL's Visitor Control Center, 4800 Oak Grove Drive, Pasadena, Building 249 for time/date stamping, between the hours of 7:30 a.m. - 4:30 p.m., Monday through Friday by the time and date stated on the RFP cover sheet.

1.3 Data

If the proposal contains data that is not to be disclosed for any purpose other than for proposal evaluation, you must place on the cover sheet of each proposal volume the following wording:

"Data contained in pages _____ of this proposal furnished in connection with RFP No. GR-2671-588768 shall not be used or disclosed, except for evaluation purposes, provided that if a subcontract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the subcontract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

1.4 Requests for Clarification/RFP Addenda

During the proposal preparation period, all requests for clarification and/or additional information, must be submitted in writing or by e-mail to the individual referenced by "Attention:" on the RFP cover page. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers as addenda to the RFP.

1.5 Compliance With Export Control Laws and Regulations

In the performance of this RFP, JPL may exchange information or other technology which may be subject to the export control laws and regulations of the United States, including the International Traffic in Arms Regulations (ITAR), 22 C.F.R. 120-130 and the Export Administration Act Regulations (EAR), 15 C.F.R. 730-774). All proposing parties agree to fully comply with all such laws and regulations in the performance of this RFP.

2.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP will cause the entire proposal to be late. Late proposals will not be considered for award, except under any of the following circumstances:

- 2.1 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of registered, certified mail or express mail "next-day service," establishing the time of deposit must be evidenced.
- 2.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 2.3 No acceptable proposal(s) are received as of the proposal due date(s) and time.

NOTE: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received by the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

3.0 SOURCE EVALUATION AND SELECTION PROCESS

The basis of source selection is predicated on the following (JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.):

- 3.1 Proposals will be evaluated in the areas of technical and management as described in the Technical/Management Proposal Instructions of the RFP. Although cost/price will not be scored, the proposed cost/price is a substantial factor in source selection but is of lesser importance than the combined technical and management areas. Source selection will be based on the responsive, responsible (within the meaning of Federal Acquisition Regulation 9.1) offeror whose proposal is determined to represent the best value to JPL. The closer the proposers are in the qualitative (evaluated) technical and/or management areas, the more important cost/price can become. JPL may select for negotiations a source whose qualitative merits are lower but whose lower cost/price is commensurate with providing the best overall "value." Conversely, a source may be selected whose cost/price is higher, but their higher qualitative merits are commensurate with providing best overall "value." The proposal evaluation process is as follows:
 - 3.1.1 Proposals are evaluated against the pre-set areas of evaluation outlined in the Technical/Management Proposal Instructions of the RFP. An analysis of the cost/price details (if applicable) is performed and proposed costs/prices are compared.
 - 3.1.2 Cost/price proposals are reviewed for mathematical accuracy, rate application, price omissions, and price reasonableness. If the Buy American Act or rent-free use of Government-furnished property applies, the cost/price will be adjusted as required for the purpose of evaluation.
 - 3.1.3 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer(s) should be included in the competitive range. Such pre-competitive range communications may be conducted to enhance JPL understanding of proposal(s) and may be used to: (i) validate the proposed cost/price; (ii) to clarify omissions, ambiguities and uncertainties in the proposal's supplemental business/cost information; and to clarify relevant past performance information. Proposers not considered within the competitive range are eliminated from further consideration and are so notified.
 - 3.1.4 JPL may make source selection after the initial proposal evaluation or may conduct discussions with the proposers determined to be within the competitive range. JPL may request these discussions be held at the proposer's facility. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by verifying strengths and weaknesses, discussing any omissions and ambiguities, verifying the validity of the proposed cost/price, assessing the proposed personnel and examining the proposer's capabilities for performing the work. JPL may also request cost/price proposal deltas in order to correct errors, omissions, or ambiguities in the proposal. NOTE: Only those cost/price deltas specifically requested by JPL will be accepted.
 - 3.1.5 For proposals on cost type subcontracts, JPL's final evaluation may include completing a thorough assessment of the cost realism of each cost estimate and

comparing the cost estimates. In performing this assessment, JPL may develop a “probable cost” for each proposer. “Probable cost” is defined as JPL’s best estimate of the cost of any contract that is most likely to result from the offeror’s proposal.

- 3.1.6 Upon completion of the initial evaluation findings, any discussions, and any cost/price delta(s), a final evaluation is conducted resulting in the selection of a Contractor(s) for negotiations. In performing its cost assessment related to proposals for cost reimbursement subcontract (but typically not for fixed priced), JPL may develop a “probable cost” for each proposer, which is JPL’s best estimate of the cost of any contract that is most likely to result from the offeror’s proposal (Note: JPL reserves the right to reject all proposals).

4.0 EXCEPTIONS TO THE GENERAL PROVISIONS (GPS) AND/OR ADDITIONAL GENERAL PROVISIONS (AGPS)

- 4.1 Exceptions allowed: A large number of exceptions or one or more significant exceptions to the GPs and/or AGPs may make your proposal unacceptable for evaluation. Provide a detailed explanation, including the rationale, for any exceptions you take. Proposers who submit proposals with exceptions may be selected for negotiations. However; if an agreement cannot be negotiated, your proposal may be rejected.

TECHNICAL/MANAGEMENT/RELATED EXPERIENCE PROPOSAL INSTRUCTIONS

Present and organize your proposal in accordance with the following:

1.0 MANDATORY QUALIFICATION(S)

1.1 There are no Mandatory Qualification Criteria for this RFP.

2.0 OPTION EVALUATION

2.1 The Specimen Subcontract does not contain an Option Article.

3.0 TECHNICAL/MANAGEMENT/RELATED EXPERIENCE PROPOSAL INSTRUCTIONS

INTRODUCTORY INSTRUCTIONS

JPL will evaluate Volume I of your proposal based on the information asked for in the below "INSTRUCTIONS," in respect to the degree to which your proposal meets the requirements/needs of the Specimen Subcontract. The degree to which the requirements/needs are met may include any number of considerations, such as the suitability of the various areas of the technical/management approach(es), the level of understanding of the requirements, the extent of insight into the technical/management challenges and their solution(s), the effectiveness of management structure, the relevancy of corporate and/or personnel experience, etc., as is appropriate for each area of evaluation.

VOLUME I - TECHNICAL/MANAGEMENT/RELATED EXPERIENCE EVALUATION CRITERIA AND ORGANIZATION – SUBSYSTEM I-COLLIMATOR				
TECHNICAL/MANAGEMENT CRITERIA AND THEIR WEIGHTING			PROPOSAL ORGANIZATION	
Criteria	Weighting	No. of Copies	Maximum Page Limit* (indicate "none" or "#") *	
			Recom- mended	Re- quired
TECHNICAL/MANAGEMENT CRITERIA			7	20
T-1 Manufacturing Fabrication, and Assembly	350			
T-2 Alignment, Measurement and Test	350			
T-3 Quality Assurance	100			
M-1 Management and Cost Drivers	100			
M-2 Related Experience	100			
Total Score Possible:		1,000		
*If "Page Limit" is checked: Any required page limitations included in an RFP shall be strictly enforced. A page is each face of a piece of paper containing substantive, evaluatable information; page size: 8 ½" x 11"; any drawings/photos are included (foldouts will be considered 2 or more pages); single spacing minimum; font size not less than 10; all margins ½" or greater. If "Required" page limit, no pages beyond the number specified will be evaluated. Unless requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.				

TECHNICAL/MANAGEMENT CRITERIA AND FACTORS

Any factors listed below under the criteria are not weighted for evaluation and are not listed in any order of importance.

T-1 Manufacturing, Fabrication and Assembly

- (1) Provide a complete description of all in-house facilities and procedures to be used in the manufacturing, fabrication and assembly of a collimator assembly to the specification requirements, including the optical elements.
- (2) Describe the potting and bonding materials and processes required to assemble the individual components. In particular, address how fiber ferule will be mounted to the parabolic mirror.
- (3) Describe the materials and techniques required to align fiber optics with bulk optics in order to meet specification requirements.
- (4) Discuss how you plan to mitigate epoxy-induced stress on the optical components.
- (5) Address any difficult-to-meet specification requirements, indicating your current capabilities, and the steps you might take to meet those requirements.

T-2 Alignment, Measurement, and Test

- (1) Provide a complete description of all in-house facilities and procedures to be used in the alignment, measurement and test of a collimator to the specification requirements.
- (2) Describe how you will measure and test Wave Front and Bore Sight alignment, both during bonding (if required), and after assembly

T-3 Quality Assurance

- (1) Describe your overall quality assurance, contamination control, and documentation procedures, and your ability to measure and control the close tolerances required by the contract specifications. State what changes, if any, might be required to build and deliver space flight-qualified hardware.
- (2) Address the expected percentage of rejected piece parts anticipated, and the over-all yield of acceptable parts.
- (3) State what changes to your present QA program, if any, might be required to meet the 100% dimensional inspection requirement.

M-1 Management and Cost Drivers

- (1) Describe your Engineering Management system and its ability to insure contract and specification requirements will be achieved.
- (2) Address the primary cost-drivers for this assembly, and potential design changes you might take to mitigate their magnitude.

M-2 Related Experience

- (1) Provide evidence of having successfully built and delivered space flight-qualified hardware within the past five years.

**VOLUME I - TECHNICAL/MANAGEMENT/RELATED EXPERIENCE
EVALUATION CRITERIA AND ORGANIZATION –
SUBSYSTEM II-REFERENCE PICK-OFF MIRROR**

TECHNICAL/MANAGEMENT CRITERIA AND THEIR WEIGHTING		PROPOSAL ORGANIZATION		
Criteria	Weighting	No. of Copies	Maximum Page Limit* (indicate "none" or "#") *	
			Recom- mended	Re- quired
TECHNICAL/MANAGEMENT CRITERIA		7	20	-
T-1 Manufacturing and Fabrication	350			
T-2 Alignment, Measurement and Test	350			
T-3 Quality Assurance	100			
M-1 Management and Cost Drivers	100			
M-2 Related Experience	100			
Total Score Possible:	1,000			
<p>*If "Page Limit" is checked: Any required page limitations included in an RFP shall be <u>strictly</u> enforced. A page is each face of a piece of paper containing substantive, evaluatable information; page size: 8 ½" x 11"; any drawings/photos are included (foldouts will be considered 2 or more pages); single spacing minimum; font size not less than 10; all margins ½" or greater. If "Required" page limit, no pages beyond the number specified will be evaluated. Unless requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.</p>				

TECHNICAL/MANAGEMENT CRITERIA AND FACTORS

Any factors listed below under the criteria are not weighted for evaluation and are not listed in any order of importance.

T-1 Manufacturing, Fabrication and Assembly

- (1) Provide a complete description of all in-house facilities and procedures to be used in the manufacturing, fabrication and assembly of a reference pickoff mirror to the specification requirements, including the optical elements.
- (2) Describe optical contacting and/or KOH optical bonding and processes required to assemble the individual components.
- (3) Discuss how you plan to mitigate stress caused by bonding.
- (4) Address any difficult-to-meet specification requirements, indicating your current capabilities, and the steps you might take to meet those requirements.

T-2 Alignment, Measurement, and Test

- (1) Describe in-house facilities and procedures using Optical Contacting or KOH optical bonding to align and position optical components.
- (2) Describe how you will measure and test Wave Front and alignment, both during bonding (if required), and after assembly.

T-3 Quality Assurance

- (1) Describe your overall quality assurance, contamination control, and documentation procedures, and your ability to measure and control the close tolerances required by the contract specifications. State what changes, if any, might be required to build and deliver space flight-qualified hardware.
- (2) Address the expected percentage of rejected piece parts anticipated, and the over-all yield of acceptable parts.
- (3) State what changes to your present QA program, if any, might be required to meet the 100% dimensional inspection requirement.

M-1 Management and Cost Drivers

- (1) Describe your Engineering Management system and its ability to insure contract and specification requirements will be achieved.
- (2) Address the primary cost-drivers for this assembly, and potential design changes you might take to mitigate their magnitude.

M-2 Related Experience

- (1) Provide evidence of having successfully built and delivered space flight-qualified hardware within the past five years.

COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal.

1.0 DATA SUBMITTAL

Provide the applicable data requested in paragraphs 1.1 and 1.2, below. Note that if any of the current information requested below has been previously submitted to JPL, resubmittal is not necessary; simply reference the applicable JPL RFQ or RFP number under which the data was submitted.

- 1.1 Provide the cost breakdown information requested on Attachment A-19, "Cost Elements Breakdown (Short Form)." Proposers may provide the requested information, as applicable, on an alternate computer generated form.
- 1.2 You are required to provide the following information subsequent to the submission of your proposal, if requested by the JPL Subcontract Manager. This information must be received by JPL within five (5) working days from the date of the request for the information to be further considered. Failure to provide this information in a timely manner may result in the elimination of the proposal from further consideration.
 - 1.2.1 For proposals greater than \$500,000, a Subcontract Pricing Proposal Cover Sheet, signed by the proposer's authorized representative, stating.
 - 1.2.1.1 The solicitation number, proposed cost, profit or fee, and total;
 - 1.2.1.2 Whether your organization is subject to cost accounting standards (CAS);
 - 1.2.1.3 Whether your organization has submitted a CASB Disclosure Statement, and if it has been determined adequate;
 - 1.2.1.4 Whether you have been notified that you are or may be in noncompliance with your Disclosure Statement or CAS, and, if yes, an explanation;
 - 1.2.1.5 Whether any aspect of this proposal is inconsistent with your disclosed practices or applicable CAS, and, if so, an explanation; and
 - 1.2.1.6 Whether the proposal is consistent with your established estimating and accounting principles and procedures and FAR Part 31, "Cost Principles," and, if not, an explanation.
 - 1.2.2 The cost information requested in paragraphs **2 and 3** below. (NOTE: If the price of a purchased item is based on adequate price competition as defined in FAR Part 15, the cost elements supporting data addressed in paragraph **3** is not required for that item.)
 - 1.2.3 If your proposal exceeds \$550,000, the cost or pricing data requested below must be certified in accordance with Attachment B-10, "Certificate of Current Cost or Pricing Data," upon subcontract negotiation, unless an exception applies. If any exception per Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is applicable, you must submit a written request in accordance with Attachment B-13 to qualify for an exception to the requirement for submission of cost or pricing data.

- 1.2.4 For each individual item included in the proposal for which the price exceeds \$550,000 and is based on catalog or market prices, or prices set by law or regulation, a written request for an exception to the submission of certified cost or pricing data in accordance with Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is required. If an item is subject to an exception but is priced at less than or equal to \$550,000, state the basis of the price and provide appropriate reference documentation; a written request for an exception is not required. The cost elements supporting data addressed in paragraph 3 below is not required on any item for which an exception applies.
- 1.2.5 A letter authorizing the release of rate and other relevant information to the Jet Propulsion Laboratory.

2.0 PROPOSAL PRICING

DO NOT submit the information requested below with your proposal. It will be subsequently required only at the request of the JPL Subcontract Manager.

- 2.1 Submit the cost information requested under item 2.2 below, summarized by cost element and time phased by month. Labor should be proposed by work hour not work month. This information should be submitted using Attachment A-15, "Cost Elements Breakdown," or your computer generated equivalent. If possible, include a copy of the data in an Excel or Excel-compatible format (e.g., Dbase, etc.). If the proposal includes separate phases or options, a time-phased summary must be submitted for each.
- 2.2 JPL recommends that the WBS levels specified below be consistent with the Attachment B-2, "Summary Work Breakdown Structure."
- 2.3 Submit the following cost information as described in item 2.1, above.
- 2.3.1 Total Effort - WBS level 1.
- 2.3.2 Report Items - WBS level 2 (items subject to monthly financial reporting).
- 2.3.3 Tasks - WBS level 3 (items one WBS level below report items).

3.0 COST ELEMENTS SUPPORTING DATA

DO NOT submit the information requested below with your proposal. It will be subsequently required only at the request of the JPL Subcontract Manager.

- 3.1 Direct Labor.
- 3.1.1 Explain the basis of the labor-hour estimates by classification. Show all calculations in detail, including the development of any factored hours and the base to which the factor is applied.
- 3.1.2 Discuss the development of the labor rates, including all escalation factors. Include a summary rate table by classification and lowest fiscal distribution (i.e., by quarter if rates change quarterly). If available, submit evidence of Government approval of direct labor rates for each labor classification.
- 3.2 Material.
- Submit a breakdown of raw materials and purchased parts, including: basis of estimates, part number, description, quantity, unit price, extended price, and source of supply. Describe any pricing factors proposed, such as scrap, rework, and usage.

3.3 Subcontracts.

Identify each effort to be subcontracted. List the selected subcontractor's name, location, amount proposed and type of subcontract. Explain any adjustment made to the subcontractor's proposed costs. Describe the cost or price estimates for each subcontract.

3.4 Other Direct Costs.

3.4.1 Travel and Relocation.

3.4.1.1 Indicate the destination, duration and purpose of each trip proposed. Detail the development of each cost element included in the per trip cost.

3.4.1.2 Submit current company policy regarding the reimbursement of travel relocation costs and the accounting of such costs as a direct or indirect expense.

3.4.2 Special Tooling and Special Test Equipment.

3.4.2.1 Special Tooling and Special Test Equipment are defined in JPL form entitled "Management of Government Property in the Possession of Subcontractors," which is incorporated into the Specimen Subcontract. Describe each item of Special Tooling and Special Test Equipment you proposed; explain how it meets the definition referenced above; indicate where and when each item is to be used and the extent of usage.

3.4.2.2 Explain the Basis of Estimate and furnish supporting data for each item of Special Tooling and Special Test Equipment in accordance with the requirements of the paragraphs entitled "Direct Labor," "Material" and "Subcontracts" above.

3.4.3 Computer Usage.

Describe the proposed computer usage, extent of usage, rate(s), and the total cost. Explain the development of the rate(s).

3.4.4 Consultants.

Indicate the specific task requiring consultant services. Identify the proposed consultants, state the proposed hourly/daily rate, the estimated number of hours/days, and any associated costs (such as travel). State whether the consultant has been compensated at the quoted rate for similar services performed in connection with Government contracts.

3.4.5 Licensing and Royalty Information.

If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.

3.4.6 Other.

Explain and support any additional other direct costs included in the proposal.

3.5 Indirect Costs.

3.5.1 Discuss the development of each proposed indirect expense rate (e.g., labor overhead, material overhead, off-site burden, general and administrative

[G&A]). Specifically identify the cost elements included in the base to which each rate is applied. List the indirect expense rates experienced for the past two years. Explain any significant variance between the experienced and proposed rates. Submit evidence of Government approval of each indirect rate, if available.

3.5.2 Identify separately any independent research and development expenses included in the G&A rate.

4.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

5.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

6.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

6.1 Financial Statement.

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort, such as an established line of credit or other financial resource.

6.2 Royalties.

If your proposal contains costs for royalties, indicate the amount and be ready to furnish details.

6.3 Accounting Calendar.

The proposer will furnish its accounting calendar for each year in which work is anticipated.

6.4 Attachments

The Section of this RFP entitled "Attachments" consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B Attachments consist of forms and documents for informational purposes only and can be accessed via the electronic address provided below. Hard copies of the Group B Attachments will be mailed by request only. Note that the Group B Attachments are very important and may be required under the Subcontract.



ATTACHMENTS TO THE SOLICITATION

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

NOTE TO PROPOSERS: Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked . See: <http://acquisition.jpl.nasa.gov/groupb.htm>

GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:

Attachment	Title and Form Number
<input checked="" type="checkbox"/>	A-1 Acknowledgment (form JPL 2384)
<input checked="" type="checkbox"/>	A-2 Cost Accounting Standards (form JPL 2842)
<input checked="" type="checkbox"/>	A-3 Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/>	A-4 (RESERVED)
<input type="checkbox"/>	A-5 (RESERVED)
<input type="checkbox"/>	A-6 Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/>	A-7 Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input type="checkbox"/>	A-8 (RESERVED)
<input type="checkbox"/>	A-9 (RESERVED)
<input type="checkbox"/>	A-10 (RESERVED)
<input type="checkbox"/>	A-11 (RESERVED)
<input type="checkbox"/>	A-12 Foreign Acquisitions - Certification of Eligibility for Exemption from/Certain JPL General Provisions, Additional General Provisions, and Certifications (form JPL 2881)
<input type="checkbox"/>	A-13 (RESERVED)
<input checked="" type="checkbox"/>	A-14 Past Performance (form JPL 0358)
<input checked="" type="checkbox"/>	A-15 Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/>	A-16 Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/>	A-17 Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/>	A-18 Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input type="checkbox"/>	A-19 Cost Elements Breakdown (Short Form) (form JPL 0549-1)

GROUP B - For information only:

Attachment	Title and Form Number
<input checked="" type="checkbox"/>	B-1 Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/>	B-2 Summary Work Breakdown Structure (no form number)
<input type="checkbox"/>	B-3 Notice to Offerors (form JPL 2843)
<input type="checkbox"/>	B-4 Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
<input type="checkbox"/>	B-5 Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input checked="" type="checkbox"/>	B-6 Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/>	B-7 Security Requirements for a Classified Contract (form JPL 2891)
<input type="checkbox"/>	B-8 Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity(Executive Order 11246) (form JPL 2899)
<input type="checkbox"/>	B-9.1 Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)
<input type="checkbox"/>	B-9.2 Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities – Alternate (form JPL 2896-1)
<input checked="" type="checkbox"/>	B-10 Certificate of Current Cost or Pricing Data (form JPL 2496)
<input type="checkbox"/>	B-11 Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
<input type="checkbox"/>	B-12 (RESERVED)
<input checked="" type="checkbox"/>	B-13 Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
<input type="checkbox"/>	B-14 Billing Instructions – Cost Type Contract (form JPL 2716)
<input type="checkbox"/>	B-15 Billing Instructions – CREI Contract (form JPL 2717)
<input type="checkbox"/>	B-16 Billing Instructions – Labor-Hour/Time-and-Material Contract (form JPL 2718)
<input type="checkbox"/>	B-17 JPL Contractor Safety and Health Notification (form JPL 2885)