

April 2, 2004

Refer to: JTD-001

**Attention:** To Whom It May Concern

**Subject:** JPL Request for Proposal (RFP) No. JD-2673-584730, for Instrument Data Collection

**Reference:** Attached Subject RFP/Specimen Contract

JPL invites your organization to submit a proposal in response to the subject RFP in accordance with its instructions and the requirements of the Specimen Contract.

Please note that of the three volumes (technical/management, cost, and past performance) in which a proposal is to be submitted in writing, the technical/management volume is also to be presented orally at JPL. The written portion of that volume is to be limited ONLY to the contents of the oral presentation; any additional written information will be disregarded. Your oral presentation may utilize clear viewgraphs; JPL will supply the viewgraph machine. Oral proposals will be conducted at JPL on April 19<sup>th</sup> and 20<sup>th</sup>, 2004.

Please indicate to the undersigned by April 7, 2004 if you intend on attending the Preproposal Conference on April 9, 2004, beginning at 2:00 P.M. at JPL Building 301, Room 169 (JPL needs to tell its Security Dept. ahead of time who is coming to get approval). If you cannot attend, it would be possible to "tie you in" to the conference via a teleconference.

If you should have any questions, please contact the undersigned at (818) 354-2055. JPL appreciates your consideration in this matter.

Very truly yours,

John T. Davis  
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