



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: JD-6273-584730

FOR:

INSTRUMENT DATA COLLECTION

**WRITTEN PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN
April 16, 2004, 3:00 P.M. local time for the following:**

Volume I - Written Version of Oral Presentation of Technical/Management Proposal

Volume II – Cost Proposal

Volume III – Past Performance

**ORAL TECHNICAL/MANAGEMENT PROPOSALS ARE TO BE CONDUCTED AT JPL ON
April 19 – 20, 2004**

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

Name:	John Davis	Mail Stop:	190-220
Title:	JPL Subcontracts Manager	Phone:	(818) 354-2055
		Fax:	(818) 354-3494
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California Institute of Technology
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Date of Issuance: April 2, 2004

TABLE OF CONTENTS

RFP No.: JD-2673-584730

1. REQUEST FOR PROPOSAL

	Pages
TABLE OF CONTENTS	A
GENERAL INSTRUCTIONS	1
1.0 GENERAL REQUIREMENTS/INFORMATION.....	1
2.0 LATE PROPOSALS	1
3.0 SOURCE EVALUATION AND SELECTION PROCESS	2
VOLUME I RFP TECHNICAL/MANAGEMENT PROPOSAL INSTRUCTIONS.....	3
1.0 MANDATORY QUALIFICATION(S).....	3
2.0 OPTION EVALUATION	3
3.0 TECHNICAL/MANAGEMENT PROPOSAL INSTRUCTIONS.....	3
VOLUME II - COST INSTRUCTIONS.....	5
1.0 PROPOSAL PRICING.....	5
2.0 PROVISIONAL PARTIAL PAYMENTS	5
3.0 INSTRUCTIONS FOR COMMERCIAL ITEMS/SERVICES	5
4.0 PROGRESS PAYMENTS	5
5.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)	5
6.0 SPECIAL TOOLING AND SPECIAL TEST EQUIPMENT.....	5
7.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)	5
8.0 SUPPLEMENTAL BUSINESS/COST INFORMATION	5

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 CONTRACT, Dated April 1, 2004

GENERAL INSTRUCTIONS

1.0 GENERAL REQUIREMENTS/INFORMATION

The effort to be performed will be in accordance with the Specimen Contract. Submit a proposal (no alternate proposal[s], unless requested by JPL elsewhere in this RFP). 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.

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. JD-2673-584730. 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(s) and date(s) 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. JD-2673-584730 shall not be used or disclosed, except for evaluation purposes, provided that if a contract 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 contract. 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. Responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers as addenda to the RFP on the JPL RFP website. It is the proposer's responsibility to check for addenda.

2.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time(s) and date(s) 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 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 proposals are received as of the proposal due date(s) and time(s).

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:

- 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 and the credibility thereof can be an important factor in addition to 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 Proposers make oral proposal presentations at JPL of their proposed Technical/Management approaches. **NOTE: The version of the proposer's Technical/Management Instructions is ONLY to contain the content of their oral presentation. Any excess information will NOT be considered. The written version is to be submitted at the time indicated on the RFP cover sheet.**
- 3.1.3 Subsequent to April 13, 2004, and prior to April 16, 2004, JPL will notify each of the proposers as to when they are to give their oral presentation during the period of April 19 – 20, 2004. Each proposer will have up to one hour to orally present their technical/management proposal. JPL will provide, at least, a view graph machine for any projections, and possibly computer projection (to be announced later). After the presentation, JPL will privately caucus for about thirty minutes, and then have the proposer come back into the presentation room for JPL to ask any follow-up questions regarding any part of the proposer's written or oral proposal. The question period will last no longer than one hour.
- 3.1.4 Subsequent to completion of each oral proposal presentation and answers to any JPL questions pertaining thereto, JPL will incorporate the results thereof to arrive at a final evaluation. This final evaluation includes completing a thorough assessment of the price realism of each proposed price and comparing the proposed price estimates.

**VOLUME I
RFP TECHNICAL/MANAGEMENT
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 Contract does not contain an Option Article.

3.0 TECHNICAL/MANAGEMENT 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 Contract. 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 EVALUATION CRITERIA AND ORGANIZATION				
TECHNICAL/MANAGEMENT CRITERIA AND THEIR WEIGHTING		PROPOSAL ORGANIZATION		
Criteria	Weighting	No. of Copies	Maximum Page Limit* (indicate “none” or “no”.)	
			Recom- mended	Re- quired
TECHNICAL/MANAGEMENT CRITERIA	600	8	None	None
1.0 Questionnaires for Instruments of Specimen Contract				
2.0 Related Experience	400			
Total Score Possible:	1,000			
*If “Page Limit” is checked: A page is each face of a piece of paper containing information; page size: 8 ½” x 11”; any drawings/photos are included (foldouts will be considered 2 or more pages); single spacing minimum; type font not less than 10 pitch; 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

NOTE: The Technical/Management Proposal is to be conducted in an oral presentation at JPL. The written version is LIMITED ONLY to the information that is presented orally. Any additional written information will NOT be considered.

1.0 Questionnaires for Instruments of Specimen Contract:

Proposers are to indicate how many, and which, of the instruments given in Exhibit II they plan on submitting appropriately filled-out Questionnaires of Exhibit I. In addition, provide an effective plan on showing the realism of how you intend on accomplishing your stated number. ***(NOTE: The instruments listed as “primary” carry more weight than those listed as “secondary.”)***

2.0 Related Experience

Indicate your past experience in collecting cost/technical data from NASA centers, universities, and industry in efforts similar to the effort of the Specimen Contract during the last five years. Indicate the name of the institution/firm (who was /is your prime), the point of contact – name and phone number, a description of each effort, the period of performance, and any other pertinent information.

VOLUME II - COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal. Submit eight written copies of your Cost Proposal.

1.0 PROPOSAL PRICING

Provide a total price for each item listed in Article 2 of the Specimen Contract.

2.0 PROVISIONAL PARTIAL PAYMENTS

JPL will allow provisional partial payments on only those items so identified in Article 2 of the Specimen Contract. If your proposal is selected for negotiations and you choose to request partial payments, you must be prepared to provide sufficient additional data for JPL to determine the reasonableness of the partial payments. CAUTION: Unbalanced pricing of the proposed partial payments schedule may result in JPL's refusal to allow partial payments.

3.0 INSTRUCTIONS FOR COMMERCIAL ITEMS/SERVICES

- 3.1 Proposals for installment payments will be permitted in accordance with the AGP entitled "Installment Payments For Commercial Items/Components/Services." In any case, an advance payment cannot exceed 15% of the total price and installment payments for a unit cannot exceed 70% of the price of the unit. Proposals should include a description of the security which will be provided by the contractor.

4.0 PROGRESS PAYMENTS

Progress payments will not be allowed under this Contract.

5.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

6.0 SPECIAL TOOLING AND SPECIAL TEST EQUIPMENT

Describe each item of Special Tooling and Special Test Equipment proposed; indicate where and when each item is to be used and the extent of usage.

7.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

8.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

8.1 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.

8.2 License and Royalty Information

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

8.3 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 Contract.



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* The below attachments can be obtained from the following Web address: <http://acquisition.jpl.nasa.gov/e2000.htm>

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

Attachment Number	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input 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 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 checked="" type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)

GROUP B - For information only:

Attachment Number	Title and Form Number
<input 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 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 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 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)

