



Jet Propulsion Laboratory
California Institute of Technology
4800 Oak Grove Drive
Pasadena, California 91109-8099
(818) 354-4321

August 08, 2003

Subject: Request for Proposal No. JIT568179 for Just-In-Time Acquisition of Laboratory, Chemical and Critical Environment Products

The California Institute of Technology's (Caltech's) Jet Propulsion Laboratory (JPL) invites your organization to submit a written proposal in conformance with the instructions contained in the Request for Proposal (RFP) for the acquisition of laboratory, chemical and critical environment products, in accordance with a Just-In-Time (JIT) acquisition system. The electronic RFP has been posted and is now available at the following website: <http://acquisition.jpl.nasa.gov/rfp/jit-lab-chem>. A hard copy or paper copy will **not** be sent.

In February 2003, potential proposers were provided with a preliminary draft copy of portions of the Specimen Contract, including Exhibits of the products needed for comments and suggestions. It is important to note that these documents have been revised since the draft copy was sent. Therefore, it is important that proposers review each of this RFP's attached documents when preparing a proposal response.

JPL intends to issue a single contract for the acquisition of laboratory, chemical and critical environment products and related components from various manufacturers listed in the Specimen Contract, Exhibit I, II and III. JPL estimates its current dollar expenditure for these parts purchases to be approximately \$300,000.00 annually. These figures should be used for planning purposes only and are not to be considered a commitment by JPL for this requirement.

Please complete the Letter of Intent to Respond to the Request for Proposal, located at the website, indicating whether you do or do not intend to submit a proposal for this effort, and submit it via facsimile or email to the undersigned by August 13, 2003 . Should your organization choose not to propose, please briefly indicate the reason(s) underlying the decision.

Your participation in this solicitation is greatly appreciated. If you have any questions, please send them via facsimile (818) 354-0816 or email: Linda.J.Clifton@jpl.nasa.gov. All responses by JPL will be in writing and provided to all proposers at this website <http://acquisition.jpl.nasa.gov/rfp/jit-lab-chem>.

Please note that all proposals are due no later than August 29, 2003 at 3:00 P.M. Pacific Standard Time. Your proposal must be valid for a period of 150 days after the RFP closing date.

Sincerely,
Linda Clifton, Contract Negotiator

August ____, 2003

JET PROPULSION LABORATORY

4800 Oak Grove Drive
Pasadena, CA 91109

Attention: Linda Clifton
Mail Stop 241-211A
Fax Number (818) 354-0816
Email: Linda.j.Clifton@jpl.nasa.gov

Subject: Intent to Respond to Request for Proposal (RFP) Number 528325-DO-001
for the Acquisition of Electrical and Related Supplies

I intend to submit a proposal in response to the subject RFP.

do not intend to submit a proposal in response to the subject RFP for the following reasons:

Very Truly Yours,

(Signature)

(Name & Title)

(Company)

(Phone Number)