



JET PROPULSION LABORATORY  
CALIFORNIA INSTITUTE OF TECHNOLOGY

# REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. **JPL-MSR-2001**

FOR

**MARS SAMPLE RETURN  
TECHNICAL APPROACH STUDY**

**PROPOSALS TO BE RECEIVED AT JPL NO LATER THAN**

Date: **March 19 , 2001**  
3:00 P.M. Pacific Standard Time

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: Dan Low

Mail Station: 233-300

Title: Member of the JPL Acquisition Staff

California Institute of Technology  
Jet Propulsion Laboratory  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Date of Issuance: **March 5, 2001**

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2. **SPECIMEN CONTRACT, dated 2/13/01**

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GENERAL INSTRUCTIONS

1.0 PROPOSAL REQUIREMENT

The following provides general instructions and information regarding preparation of your proposal in response to this Request for Proposal (RFP). The effort to be performed, delivery schedule and/or performance period and contract type will be in accordance with the Specimen Contract.

2.0 PROPOSAL FORMAT

Your proposal shall consist of three volumes:

Volume I – Technical/Management Instructions –

Volume II – Cost Instructions

Volume III – Past Performance

The first step of the selection process shall be the (optional) early submission of Volume III. The second step shall be the submission of Volume I and II (and Volume III if not submitted early) by the proposal submission date. Volume I shall be submitted as a set of viewgraphs. The third step shall be an oral presentation of the Volume I viewgraph package at the proposer's facility. A JPL caucus and then a question and answer session covering all three volumes will follow the presentation, on the same day. The volumes of your proposal are to be submitted in accordance with the instructions of this RFP. The required documents, as set forth in the Attachments to this RFP, must be included in the cost volume.

3.0 SCHEDULE OF ORAL PRESENTATIONS

The sequence of presentations will be determined by JPL based on ease of travel and logistics. Only those organizations that have submitted a proposal, conforming to the requirements of this RFP, by the due date will be requested to make an oral presentation. Further, JPL may choose to screen the proposals using the technical and management criteria in paragraph 8.0 and to eliminate all but several high scoring proposals from further evaluation prior to the start of oral presentations. Oral presentations are expected to begin the week of **March 26, 2001**. A specific date and time for each presentation will be coordinated with individual proposers.

4.0 SUBMITTING YOUR PROPOSAL

4.1 Organization and Format for the Written Proposal.

4.1.1 Your written proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions. **It shall be prepared in viewgraph format and it is recommended that Volume I be limited to 100 pages, using fonts not smaller than Times New Roman 12 points.** For each of the three volumes you should submit one hard copy and one electronic version in a common format on either a Zip-disk or CD-ROM.

- 4.1.2 JPL reserves the right to retain all proposal information submitted in response to this RFP.
- 4.1.3 JPL plans to select Contractors not later than **April 6 , 2001**. To facilitate this schedule, JPL requests that you submit Volume III, Past Performance by **March 12, 2001**. If you are going to submit past performance information prior to the proposal due date, clearly mark the outside of the package as follows:

VOLUME III, PAST PERFORMANCE  
RFP NO. **JPL-MSR-2001**

The entire proposal must be submitted by March 19, 2001

4.2 Oral Presentation

- 4.2.1 JPL will send each proposer written questions concerning their Volume I- Technical/Management, Volume II- Cost or Volume III – Past Performance proposals three (3) calendar days before the scheduled date of each proposer's oral presentation. Each proposer shall decide how best to present the answer to each question. However the answer to these questions and any subsequent questions generated as a result of the oral presentation (see paragraph 4.2.6 below) shall be addressed during the three (3) hour question and answer session to assure closure of all questions.
- 4.2.2 Presentations shall address the information required by the Technical/ Management Instructions. You may organize your presentation/allocate your time in any manner you see fit; keeping in mind, however, the relative weight of each evaluation criteria, specified in paragraph 8.0 below and your ability to cover the material submitted.
- 4.2.3 The viewgraphs provided in Volume I are to be what is presented during your oral presentation, recognizing that some additional verbal explanation beyond the words on the viewgraphs is sometimes needed to fully explain some issues or points. **Oral presentations shall be solely based on the material submitted by the proposal due date. Accordingly, the proposer shall use all viewgraphs, submitted as Volume I, in their oral presentation.**
- 4.2.4 There shall be a four (4) hour time limit placed upon your oral presentation. JPL will formulate questions in writing during the presentation but will not interrupt the presenters during the oral presentation.
- 4.2.5 Following the oral presentation, JPL will caucus for two (2) hours, including lunch, to discuss and organize questions developed during the oral presentation. At the end of the two (2)-hour period, JPL will provide its questions to the proposer.
- 4.2.6 A question and answer session will be conducted with each proposer following the oral presentation and will be limited to three (3) hours. In this session, ALL questions, including those sent to proposers three (3) calendar days ahead of the oral presentation, shall be addressed. The purpose of the question and answer session is to assist JPL in fully understanding each proposal by:

- 4.2.6.1 Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;
- 4.2.6.2 Verifying and identifying strengths and weaknesses which could affect work performance;
- 4.2.6.3 Verifying the validity of the proposed price; and
- 4.2.6.4 Assessing the proposed personnel and the proposer's capabilities for performing the work.
  
- 4.2.7 The total time for the entire session, including the oral presentation, JPL caucus and question and answer session with proposers will not exceed nine (9) hours, including lunch.
  
- 4.2.8 JPL cost questions will be either sent three (3) calendar days prior to the presentation or will be asked during the question and answer period.
  
- 4.2.9 The presentation will not be audio/video recorded by either the presenter or by JPL.
  
- 4.2.10 After discussions, JPL may request proposal deltas in order to correct errors, omissions or ambiguities in the proposal. Only those deltas requested by JPL will be accepted. (NOTE: JPL will not request best and final offers (BAFOs).)
  
- 4.2.11 Finally, the initial evaluation findings are reviewed and ratings are assigned which incorporate the results of the discussions and/or price proposal deltas.

4.3 Address and Identification

To help ensure timely receipt and processing of your proposal, please down-load and affix the address label (Attachment I to the RFP cover letter) to the envelope/container containing a complete original copy of your proposal. (NOTE: the label is JPL's notification that the package you send is a proposal.) All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.

4.4 Hand Carried Proposals

Hand-carried proposals must be delivered to the California Institute of Technology/ Jet Propulsion Laboratory, Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, California 91109, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m., and 4:30 p.m. local time. (**Note: Proposals are due at 3:00 p.m., local time March 19 , 2001**).

4.5 Other Proposal Transmission

**Proposals will NOT be accepted by facsimile (fax) transmission or by electronic mail (e-mail).**

5.0 GENERAL INFORMATION

5.1 Proposal Preparation and Related Costs

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

5.2 Data

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

“Data contained in pages \_\_\_\_\_ of this proposal furnished in connection with RFP No. JPL-MSR-2001 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.”

5.3 Security

**There shall be no classified information in response to this RFP.**

5.4 Requests for Clarification/RFP Addenda.

During the proposal preparation period, requests to clarify certain aspects of the RFP package or for additional information, must be in writing and sent to the individual designated on the RFP cover page, via Fax or e-mail. JPL responses providing additional information or clarification will be provided to all prospective proposers on the web site ([http://acquisition.jpl.nasa.gov/rfp/msr\\_01](http://acquisition.jpl.nasa.gov/rfp/msr_01)) as addenda to the RFP. In addition, any JPL-initiated changes to the governing documents in the RFP package will be provided to all prospective proposers as addenda to the RFP. Prospective bidders will be notified of the issuance of all addenda and the addenda content will be posted on the web site. JPL will not be responsible for explanations or interpretations of the RFP by any other means. (Note: You must include reference to all addenda on your Acknowledgement to this RFP { Attachment A-1 })

5.5 Retention of RFP and Proposal Material

Except where specified otherwise, the material furnished with this RFP should not be returned to JPL.

6.0 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 is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- 6.1 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, or express mail "next-day service," establishing the time of deposit must be evidenced.

- 6.2 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.
- 6.3 No acceptable proposals are received in a timely manner.

**NOTE: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at 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.**

## 7.0 SOURCE EVALUATION AND SELECTION PROCESS

### 7.1 Source Evaluation

Proposals will be evaluated in the areas of technical and management as described in paragraph 8.0 below. In order to attain the highest quality study possible proposers are encouraged to propose the full allowed cost of \$1,000,000.00. Conversely, due to current funding constraints proposers are not to propose an amount higher than \$1,000,000. Accordingly, price per-se is not a significant consideration in the evaluation process. JPL plans to make source selection, to approximately three proposers, based on the offerors whose proposals are determined to represent the best value to JPL. JPL defines best value as the proposer having the best combination of (1) Technical/Management Study Approach; and (2) Qualified personnel and related experience and commitment within the resource limitation of \$1,000,000. JPL will evaluate the proposals utilizing the following process.

- 7.1.1 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation of the Technical and Management proposals. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in paragraph 8.0 below
- 7.1.2 Price proposals are reviewed for mathematical accuracy, rate application, verification, and price omissions. If the Buy American Act, the Balance of Payment Program, or rent-free use of Government-furnished property applies, the prices will be adjusted as required for the purpose of evaluation.
- 7.1.3 Responsibility (i.e., consideration of matters such as contractor financial capability, past performance record, adequacy of facilities, etc.) is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be nonresponsible.
- 7.1.4 Results of the initial proposal evaluation are used to determine which proposals are within the technical/management competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the technical/management competitive range are eliminated from further consideration, and the proposers are notified accordingly.
- 7.1.5 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 competitive range. Such precompetitive range communications may be conducted to enhance JPL understanding of the proposals and may be used to:

- 7.1.5.1 Validate the proposed price; and
- 7.1.5.2 Clarify omissions, ambiguities and uncertainties in the proposer's supplemental business/cost information; and
- 7.1.5.3 Clarify relevant past performance information.

- 7.16 JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.
- 7.17 Each Contractor determined to be in the technical/management competitive range will conduct an oral presentation to JPL as described in paragraph 4.2.
- 7.18 After discussions, the results of the oral presentation and discussions are used to arrive at a final evaluation.

7.2 Selection Process

The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor(s) for negotiation.

8.0 TECHNICAL AND MANAGEMENT EVALUATION CRITERIA

The Technical/Management evaluation criteria for this procurement are listed below. The factors shown under the criteria are not individually weighted for evaluation purposes and are not listed in any particular order.

8.1 Qualifications of Proposer and Study Team Personnel- Criterion 1  
(500 points)

The degree to which the experience and skills of the team members and the experience of the organization are appropriate to the study tasks and assure a comprehensive and technically competent study effort. Factors to be considered are:

- 8.1.1 Experience of key personnel,
- 8.1.2 Mix of personnel.
- 8.1.3 Percentage of time being proposed for each key person.
- 8.1.4 Proposed hours are commensurate with the schedule and the WBS.
- 8.1.5 Organization's related experience in conducting large, space-based system trades such as those necessary in this study. Please note that your related experience references should match the Past Performance references in Volume III as a minimum.

8.2 Technical/Management Approach and Commitment - Criterion 2  
(500 points)

The degree to which the proposed technical/management approach reflects a viable and well thought-out approach for organizing and implementing the study effort and the degree to which the proposer is committed to providing the best possible product in a timely manner. Factors to be considered are:

- 8.2.1 A system trade approach as well as a trade evaluation tools for the Phase I study.
- 8.2.2 A detailed mission concept analyses that include integrated tools for subsystem modeling and end-to-end system integrated modeling.
- 8.2.3 A study plan that correlates among the WBS, study flow, system trades, approach, and the organization of the study team.
- 8.2.4 Lines of responsibilities and communications with your overall Program Management Organization.
- 8.2.5 Corporation dedicates keeping key personnel and subcontractors through the end of the effort.
- 8.2.6 Plan for meeting and achieving the proposed study schedule outlined in this RFP.

9.0 EXCEPTIONS TO TERMS AND CONDITIONS

A large number of exceptions or one or more significant exceptions to the General Provisions and/or Additional General Provisions may make your proposal unacceptable for evaluation. **You must 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.

**VOLUME I - TECHNICAL/MANAGEMENT INSTRUCTIONS**

1. INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Technical/Management Proposal. The following specific information must be included in your proposal to permit an evaluation of your technical and management capabilities:

1.1. **Part 1 Qualifications of Proposer and Study Team Personnel**

List your proposed key team members, including all personnel and subcontractor personnel. Describe their experience working on space system studies. Describe their experience in the areas of propulsion, aeroassist, landers, rovers, planetary orbiters, Mars Ascent Vehicles, and the Space Transportation System. Describe how your system engineer is supported by the subsystem engineers in the areas of propulsion (liquid, solid, and hybrid), avionics, power, structures, and thermal. Discuss how your proposed number of direct labor hours will be appropriate to match your proposed WBS and the schedule in the Specimen Contract. Discuss the percentage of time proposed for each key person assigned to this effort. Describe your organizations related experience in conducting large, space-based system trades.

1.2 **Part 2 Technical/Management Approach and Commitment**

Discuss in detail your proposed system trade approach and your trade evaluation tools in the Phase I Study. In Phase II, describe your detailed mission concept analyses, including the use of appropriate integrated tools for subsystem modeling and end-to-end integrated modeling.

Provide a detailed Study Plan, including the WBS, study flow, system trades, methodology, and an organization of the study team.

Discuss how your management organization will integrate with the overall organization in lines of authority, responsibility and communications. Discuss your corporate commitment to keep key personnel available for this effort, including subcontractors, and discuss how resource issues are resolved. Provide a plan for meeting and achieving the proposed study schedule as outlined in the Specimen Contract.

**VOLUME II - COST INSTRUCTIONS**

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal. There is no page limit, but brevity is appreciated.

1. DATA SUBMITTAL

In preparing your proposal, you must submit the following, as applicable:

- 1.1 A Contract Pricing Proposal Cover Sheet, signed by the proposer's authorized representative. For proposals greater than \$500,000, a Contract Pricing Proposal Cover Sheet, signed by the proposer's authorized representative, stating:
  - 1.1.1 The solicitation number, proposed cost, profit or fee, and total;
  - 1.1.2 Whether your organization is subject to cost accounting standards (CAS);
  - 1.1.3 Whether your organization has submitted a CASB Disclosure Statement, and if it has been determined adequate;
  - 1.1.4 Whether you have been notified that you are or may be in noncompliance with your Disclosure Statement or CAS, and, if yes, an explanation;
  - 1.1.5 Whether any aspect of this proposal is inconsistent with your disclosed practices or applicable CAS, and, if so, an explanation; and
  - 1.1.6 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 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.)
- 1.3 For proposals exceeding \$500,000, the cost or pricing data requested below must be certified in accordance with Attachment B-10, "Certificate of Current Cost or Pricing Data," upon contract 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.
- 1.4 For each individual item included in the proposal for which the price exceeds \$500,000 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 \$500,000, 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.

- 1.5 A letter authorizing the release of rate and other relevant information to the Jet Propulsion Laboratory.

## 2. PROPOSAL PRICING

- 2.1 Submit the cost information requested below, summarized by cost element and time phased by month. Labor should be proposed by work hour, not work month. Provide a breakdown of all labor categories and associated hours to perform the effort defined in the Specimen Contract. 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 on a 3.5-inch computer diskette in an Excel or Excel-compatible format (e.g., Lotus 1-2-3, Quattro Pro, Microsoft Works, Dbase, etc.). If proposal includes separate phases or options, a time-phased summary must be submitted for each.
- 2.2 The Specimen Contract contains an Article entitled "Limitation of JPL's Obligation" which includes a JPL internal funding profile regarding JPL's maximum termination liability during each phase of the program. A proposal which is conditioned on JPL's agreement to an alternate termination policy profile may be rejected. Nevertheless, this does not mean that your budgeted costs must be proposed in accordance with this termination liability funding profile. You are free to propose your budgeted costs in any manner which satisfies the requirements of the contract. Once again, this will be a fixed-priced contract. You can therefore choose to assume some risks relative to accepting a contract with a fixed JPL termination liability funding profile.
- 2.3 Submit the following cost information as described in item 2.1 above.

Total Effort – WBS level 1  
Report Items – WBS level 2

## 3. COSTS ELEMENTS SUPPORTING DATA

The following information is required in support of your estimated cost.

- 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 contract. 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 propose 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 direct or indirect expense.

3.4.2 Computer Usage

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

3.4.3 Consultants

Indicate specific task requiring consultant services. Identify the proposed consultants, state the proposed hourly/daily rate, the estimated 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.

3.4.4 Licensing and Royalty Information

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

3.4.5 Other

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

3.5 Indirect Costs (**Does not apply if your Indirect Rates have been approved by DCAA**)

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 available.

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

4. INDEPENDENT FUNDING

If you elect to submit a proposal in which you fund a portion of the effort, the proposal should clearly show the cost of the full requirement, and indicate which part of the effort is to be funded by the contractor and which part is to be funded by JPL. Note this cost proposal may be submitted in addition to or in lieu of a non Contractor-funded proposal.

5. PARTIAL OR MILESTONE PAYMENTS

Partial or Milestone Payments will not be allowed under this Contract.

6. PROGRESS PAYMENTS

Progress payments will be allowed if requested under this Contract in accordance with the Additional General Provision entitled "Progress Payments" or "Progress Payments (Small Business)" incorporated into the Specimen Contract.

7. SUPPLEMENTAL BUSINESS/COST INFORMATION

7.1 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. If this information has recently been submitted to JPL resubmittal is not necessary, simply reference the applicable JPL RFP number under which the data was submitted.

7.2. Royalties

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

7.3 Accounting Calendar

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

8. 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 found through the electronic addresses 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.

Additionally, the General Provisions (GPs) and Additional General Provisions (AGPs) stated in the attached specimen contract can be found at the following URL address: [www:  
\*\*http://acquisition.jpl.nasa.gov/e2000.htm\*\*](http://acquisition.jpl.nasa.gov/e2000.htm)

**VOLUME III - PAST PERFORMANCE**

**1. INTRODUCTION**

This portion of the Proposal Instructions sets forth the requirements to be followed in preparing your Past Performance volume. The information that is provided in response to the directions contained in paragraph 2. below will be used to assess your past performance in technical, schedule, administrative and cost/price areas for contracts similar to the MSR study work effort. There is no page limitation, but brevity is appreciated.

This RFP contains an evaluation factor entitled "related experience." Please include a synopsis of ALL the efforts you listed in response to that factor. See Volume I, General Instructions, Section 8.1.5.

JPL requests early submission of Volume III, Past Performance. Submission of your past performance information by March 12, 2001 will substantially facilitate JPL's evaluation process. If you do not submit past performance early, all information required by this RFP, including Volume III, Past Performance, must be submitted by the proposal due date. Volume III should be prepared in accordance with the following instructions:

**2. REQUIREMENT**

Provide a synopsis and/or matrix presentation of all contracts performed by your organization within the past five (5) years which you consider similar to the MSR study work effort. You may submit contracts prior to five (5) years if they are applicable. The following information is required for each referenced contract:

- A. Contract number
- B. Customer name and current address
- C. Current customer contract administrator and technical manager
- D. Current telephone and facsimile numbers
- E. Summary description of work effort
- F. Applicability to the MSR program
- G. Initial and final periods of performance
- H. Contract type
- I. Average number of personnel assigned to contract effort
- J. Initial and final cost or price, including, if applicable, cost overrun data.

You are requested to inform the contact people for each referenced contract that JPL will be requesting information and that their expedited cooperation is requested.



**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 cost proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

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

**Attachment**

**Number Title and Form Number**

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- |          |      |   |
|----------|------|---|
| <b>X</b> | A-1  | Acknowledgment (form JPL 2384)                    |
| <b>X</b> | A-2  | Cost Accounting Standards (form JPL 2842)         |
| <b>X</b> | A-3  | Government Property Questionnaire (form JPL 0544) |
|          |      | Health Programs (form JPL 2885)                   |
| <b>X</b> | A-15 | Cost Element Breakdown (form JPL 0549)            |

**GROUP B - For information only:**

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- |          |      |   |
|----------|------|---|
| <b>X</b> | B-1  | Waiver of Rights to Inventions (form JPL 62-301)                |
|          | B-2  | Summary Work Breakdown Structure (no form number)               |
| <b>X</b> | B-6  | Requirements for A Subcontracting Plan (form JPL 0294)          |
|          | B-7  | Security Requirements for a Classified Contract (form JPL 2891) |
| <b>X</b> | B-10 | Certificate of Current Cost or Pricing Data (form JPL 2496)     |
| <b>X</b> | B-13 | Claims for Exceptions to Cost or Pricing Data (form JPL 2703)   |