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**Media Sanitization and Destruction**

Scope Description: The Jet Propulsion Laboratory (JPL) is reviewing options to find **Small Businesses and/or Small Business Joint Ventures or Teams led by a Small Business** that can provide labor, materials, and equipment for the performance of Media Sanitization and Destruction of NASA-tagged computer hardware equipment that is being excessed at JPL.

JPL is a Federally Funded Research and Development Center (FFRDC) managed by Caltech University in support of the National Aeronautics and Space Administration (NASA).

Minimum Qualifications: Experience and capabilities in all the tasks listed below.

NAICS Code: **561990 – All Other Support Services**

SBA Size Standard: $16.5 million

In the charts below, type an “X” for each of the areas applicable to your capabilities and experience.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | **Required Certifications** | **Yes** | **No** |
| 1. | Small Business under NAICS 561990 Size Standard |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | **Scope Tasks – Past Performance:** | **Yes** | **No** |
| 1. | Assessing for Stevenson-Wydler Innovation Act (SWIA), or Computers for Learning (CFL) usability. |  |  |
| 2. | Media sanitization in accordance with NIST SP 800-88 (Guidelines for Media Sanitation). |  |  |
| 3. | Ability to complete media sanitation and destruction services within ten (10) business days from pick up date. |  |  |
| 4. | Palletization and shrink wrapping of media. |  |  |
| 5. | Maintaining and updating written procedures ensuring equipment traceability. |  |  |
| 6. | Providing receipts with record. |  |  |
| 7. | Providing secure storage while media is in custody. |  |  |
| 8. | Providing tear-down/disassembly needed to access/remove drive and reassembly as deemed adequate to facilitate complete traceability of the asset. |  |  |
| 9. | Providing record of source device and record of the drive from that source device, destruction/sanitization. |  |  |
| 10. | Providing Certificate of Destruction/sanitation (COD) on periodic consistent basis of destruction/logs. |  |  |
| 11. | Providing Return Objective Verifiable Evidence (OVE) on a determined periodic basis of destruction/logs. |  |  |
| 12. | Providing an inventory of all tagged items on hand while in the destruction/sanitation phase. |  |  |
| 13. | Providing a listing of items included in each delivery. |  |  |
| 14. | Maintaining a licensed facility to perform the media sanitization and destruction services in accordance to NIST SP 800-88 (Guidelines for Media Sanitation). |  |  |
| 15. | Property accountability by providing of the S/N (or asset number if equipped) of the parent device the hard drive (HD) was removed from, or the S/N of the HD destroyed. |  |  |

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| Do you currently have operations in Southern California? | |
| **Yes** | **No** |
| **If so, where?** | |
|  | |

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| If your company were to be issued an RFP, what pricing model will you propose? |
|  |

Please give us 3 or more examples of your relevant past performance in the format below. Feel free to use Microsoft Word, PowerPoint, or PDF format, as separate attachments. Under “Scope Tasks that Apply,” please refer to the above Scope Tasks in the second table. List all applicable scope tasks that apply to your past performance separated by comma (ie. 2,4,6,8).

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| --- | --- | --- | --- |
| **Past Performance Summary Format** | | | |
| **Contract Name:** | | | |
| **Business Size:** | | | |
| **Socio-Economic Status:** SB  SDB  WOSB  VOSB  SDVOSB  SBA Certified HUBZone  HUBZone, but not SBA Certified  HBCU/MSI | | | |
| **Issuing Agency:** | | **Contract #:** |  |
| **Contract $ Value:** | | **Period of Perf:** |  |
| **Tier 1 (Prime) /Tier 2/ Tier 3?:** | | | |
| **Summarized Scope of Work – Provide Technical Details Here** | | | |
|  | | | |
| **Scope Tasks that Apply (1-15)** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Past Performance Summary Format** | | | |
| **Contract Name:** | | | |
| **Business Size:** | | | |
| **Socio-Economic Status:** SB  SDB  WOSB  VOSB  SDVOSB  SBA Certified HUBZone  HUBZone, but not SBA Certified  HBCU/MSI | | | |
| **Issuing Agency:** | | **Contract #:** |  |
| **Contract $ Value:** | | **Period of Perf:** |  |
| **Tier 1 (Prime) /Tier 2/ Tier 3?:** | | | |
| **Summarized Scope of Work – Provide Technical Details Here** | | | |
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| **Scope Tasks that Apply (1-15)** |  | | |

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| --- | --- | --- | --- |
| **Past Performance Summary Format** | | | |
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| **Socio-Economic Status:** SB  SDB  WOSB  VOSB  SDVOSB  SBA Certified HUBZone  HUBZone, but not SBA Certified  HBCU/MSI | | | |
| **Issuing Agency:** | | **Contract #:** |  |
| **Contract $ Value:** | | **Period of Perf:** |  |
| **Tier 1 (Prime) /Tier 2/ Tier 3?:** | | | |
| **Summarized Scope of Work – Provide Technical Details Here** | | | |
|  | | | |
| **Scope Tasks that Apply (1-15)** |  | | |

Please include **“Media Sanitation and Destruction Capabilities”** in the subject line of your email to [smallbusiness.programsoffice@jpl.nasa.gov](mailto:smallbusiness.programsoffice@jpl.nasa.gov). The Small Business Programs Office will contact you to ask questions or request further information.

**DISCLAIMER: There is no commitment or guarantee on the part of JPL to move forward with a Request for Proposal (RFP) at this time.**