

National Aeronautics and  
Space Administration  
**John H. Glenn Research Center**  
**Lewis Field**  
Cleveland, OH 44135-3191



August 26, 2009

Reply to Attn of: **CHC**

To: **Prospective GSA Schedule Offeror's**

From: NASA Glenn Research Center  
Institutional Services Branch  
Attn: Eunice J. Adams-Sipp  
21000 Brookpark Road, MS 500-312  
Cleveland, Ohio 44135

Subject: NNC09ZCH018Q, Financial Analysis and Business Support Services (FABSS)

The NASA Glenn Research Center has a requirement for Financial Analysis and Business Support services. The work effort includes, but not be limited to: Financial and Accounting Analysis, Financial Reporting, Process Improvement Reviews, Organizational Alignment Support, Full-Cost Accounting and Management Support and Training Support.

It is the intent of the Government to meet these requirements by placing a single Blanket Purchase Agreement (BPA) against the GSA Schedule Contract for Financial and Business Solutions Support (FABSS). **Only contractors currently on GSA Schedule 520, SINs 11 and 12 will be considered for an award.** NASA will issue an IDIQ/Labor Hour type contract with a 5 (Five) year ordering period. It is anticipated total value of the BPA will be in the range of \$17M depending on Agency needs during the contracting period.

Offerors technical and price proposals will be evaluated using the trade-off adjectival ratings method. Technical Capability, Past Performance and Cost/Price are approximately equal in value. **Please pay special attention to RFQ Sections L and M which provide detailed information on proposal requirements and the evaluation process.** Although it is our intent to place future task orders using the awarded BPA, NASA reserves the right to compete any future task orders independently of the awarded BPA.

The **tentative** procurement schedule is as follows:

Issue RFQ	August 26, 2009
Question Cut off.	September 16, 2009
Past Performance Questionnaires due:	September 23, 2009
Proposal Receipt:	September 28, 2009
Evaluation completed:	October 23, 2009
Selection:	October 30, 2009
Contract Award:	November 9, 2009
Phase-In Begins:	December 1, 2009
Task Order Discussions:	December 2 – 4, 2009
Issue Tasks:	November 7 – 11, 2009
Full Contract Performance:	January 1, 2010

The firms that received this RFQ are listed in the Distribution section of this letter.

Electronic correspondence related to this action shall be forwarded to Eunice.J.Adams-Sipp@nasa.gov.  
For addition information, contact Eunice Adams-Sipp (216) 433-6644.

Eunice J. Adams-Sipp  
Contract Specialist

Distribution:  
Booz Allen Hamilton  
Brooks & Associates, LLC  
Grant Thornton, LLP  
LR Compton II, LLC  
Powertek Corporation  
Tai Pedro & Associates, P.C.