National Aeronautics and
Space Administration

John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

February 7, 2003

Reply to Attn of: AA00

TO: All NASA/SSC/MSFC Government Employees

FROM: AA00/Director, John C. Stennis Space Center

SUBJECT: Procurement for Test Operations Contract (TOC) at Stennis Space Center (SSC) and Marshall Space Flight Center (MSFC)

A Request for Proposal (RFP) for Test Operations Contract (TOC) at SSC and MSFC has been released to industry. This historic event marks a new level of cooperation between MSFC and SSC and a perfect example of "One NASA." It will result in more effective rocket testing for the Agency and Nation. Issuance of the RFP opens the formal competition for this procurement, and you should all be aware of the highly competitive environment that exists. Accordingly, effective immediately, all communication with industry concerning the TOC RFP will be concluded. The "blackout" period for communication with industry will continue until all proposals have been received, evaluated, contract awarded, and the Source Evaluation Board released from its responsibilities.

Any oral or written requests you may receive for documentation from one of the firms identified on the published Source list (http://sscftp1.ssc.nasa.gov/toc/), as well as any other firm, should be referred to James D. Huk, Contracting Officer, 228-688-1045. Mr. Huk has been designated as the formal point of contact at SSC for documentation for this RFP. Requests for RFP information or clarification shall be handled in like manner. The purpose of this formal point of contact is to provide a uniform documentation base for the use of all prospective proposers in preparing their proposals.

Each employee should be aware of his or her obligation to rigidly adhere to the standards of conduct prescribed by statutes, regulations, and previous policy announcements. The Standards of Ethical Conduct of Employees of the Executive Branch sets forth the basic required standards of conduct and references several applicable statutes. All NASA/SSC/MSFC employees should become familiar with the contents of this handbook if they have not yet done so, and others who have not recently studied it should do so to assure themselves that they are fully cognizant of its contents and requirements.

Those NASA/SSC/MSFC personnel having responsibilities for administering existing contracts with firms expected to compete for the TOC procurement, or who are responsible for participating in other procurement actions in which these firms may also be participating, are to continue with performance of their duties. However, such

personnel should be constantly mindful of the required standards of conduct and fully aware at all times of the sensitive nature of their contact with these firms. Under no circumstance is any information or speculation relative to the TOC procurement to be discussed with industry personnel.

If you have any questions concerning this announcement, please contact the NASA/SSC Procurement Officer, Rebecca S. Dubuisson, (228) 688-1636.

W. W. Parsons