

## ISS UTILIZATION MANAGEMENT

### **Request for Information**

**Summary.** The International Space Station (ISS) planning includes over 27 internal laboratory sites and up to 31 external platform sites to support U.S. research and development projects. NASA is developing plans for contracting with a non-government organization (NGO) to manage portions of the U.S. responsibilities for ISS utilization. The U.S. utilization program involves extensive coordination of users from academia, industry, and government, as well as close liaison to the programs of our International Partners.

This Request for Information (RFI) seeks information from industry, academia, and other organizations and individuals regarding contracting to an NGO to establish an Institute for ISS research management. The scope of this Institute is limited to ISS utilization, and does not extend to the ISS vehicle systems or operations. This RFI may be followed later by a Request for Proposals (RFP). The RFP would provide an opportunity for organizations to submit proposals. The designation "RFP10-07206-215" has been assigned to this acquisition in order to assist persons who subscribe to NASA's email notification service.

The purpose of the Institute is to seek the most effective and efficient approach to managing research utilization of the ISS system, while maximizing productivity within physical and fiscal constraints. NASA intends to establish the Institute as a research leader with the ability to achieve and sustain research progress while providing intellectual leadership to the diverse user communities. The awardee must have direct and diverse experience in the management of laboratories and developmental test beds for both basic and applied research across the academic, industrial, and government sectors. Understanding of payload engineering, payload integration, and payload operations will also be necessary, in order for the Institute to interact with those organizations having responsibility for payload development and payload integration functions.

The website at [http://spaceresearch.nasa.gov/research\\_projects/ngo.html](http://spaceresearch.nasa.gov/research_projects/ngo.html) provides information about plans for an ISS NGO. This RFI refers to studies posted at that site, including the most recent study completed in 2002.

**Objectives.** In preparation for this acquisition, NASA conducted internal studies in 2000 and 2002. Prior to the 2000 internal study, a National Research Council Task Group identified the following objectives in the Executive Summary of its December 1999 report.

"NASA officials indicated, and the task group agrees, that there are important operational objectives for the research support organization. Meeting those objectives would lead to a number of improvements with respect to the space shuttle and Spacelab programs:

- Enhanced understanding of and sensitivity to research users and uses;
- Shorter selection-to-flight cycle times;
- Lower end-to-end investigation costs;
- Streamlined processes and procedures; and
- Simpler investigator interfaces for initiation and conduct of research activities.”

The resulting three governing objectives for a prospective NGO as defined by the 2000 and 2002 internal studies are:

- To facilitate the pursuit of flight research;
- To optimize research opportunities within current capabilities of ISS and with future enhancements for greater capabilities; and
- To increase the long-range productivity of science, technology, and commercial (S/T/C) research and development aboard the ISS.

Operation of human-rated spacecraft is in transition from an era of intermittent, short-duration, shuttle-based sorties to an era of continuous station-based operations. This transition requires NASA to adapt and evolve institutional practices and procedures commensurately. The focus of this acquisition is on managing research utilization of the world’s first continuously operating, full-service research and development complex in space.

**Implementation.** The ISS Utilization Management Concept Development Study, conducted in 2002, recommended the establishment of an NGO, specifically a non-profit Institute, to perform research leadership functions for ISS scientific, technology, and commercial (S/T/C) research. The study suggested that the Institute leadership role would include the following responsibilities under the contract:

- Actively engaging in competitively awarded research;
- Developing focused ISS user community input for the Office of Biological and Physical Research’s (OBPR) strategic planning process and implementing appropriate strategic plans;
- Providing a consolidated, strong advocate for the user community;
- Providing focused, consistent customer support for ISS users;
- Partnering with NASA in the research solicitation, selection, and prioritization process, including providing selection recommendations. (Overall strategic direction of research selection will continue to be a NASA function.);
- Conducting concept studies for research initiatives;
- Managing Guest Investigator programs, including solicitation and selection of Guest Investigator research to align and contribute to meeting NASA’s objectives;
- Partnering with NASA in strategic payload manifesting and allocating payload resources for OBPR sponsored payloads;
- Fostering and coordinating commercial space research within the ISS;
- Providing educational outreach and public outreach (EO/PO);

- Developing recommendations for ISS process and system improvement to optimize and enhance utilization; and
- Managing data archival.

The pivotal strength of the Institute is its independent leadership for, and representation of, the entire S/T/C community. There are well-established precedents for NASA research institutes, such as the Hubble Space Telescope Science Institute. NASA Procedures and Guidelines (NPG) 5000.1, "Establishing a Science and Research Institute," provides guidance on establishing institutes. The leadership stature and ability of the Institute staff to conduct research is intended to enhance recruitment and the ability to retain the "best and brightest."

A more detailed description of the Institute responsibilities envisioned under the contract occurs later in this RFI.

The transition of work under the contract is intended to take place as a time-phased series of transitions. Regardless of start date, the Institute would need to demonstrate its ability to assume leadership for each set of ISS utilization functions before any full transfer from NASA would occur. As the lead role transitions for a set of functions, the Institute would begin demonstrating the competency to manage the next set of functions.

NASA's ISS Utilization Management Concept Development Study recommended a two-phase contracting approach. The first, Phase 1 contract would be awarded to a non-profit Institute to perform the functions outlined elsewhere in this RFI with an S/T/C leadership focus. A potential second, Phase 2 contract might be awarded competitively at a later date, and could expand the scope of the Institute to include some combination of additional utilization management functions, such as research payload mission management, research payload analytical integration, and integrated, research payload operations, while maintaining the S/T/C leadership focus.

The FY 2003 Omnibus Appropriations Act (P.L. 108-7), signed into law on February 20, 2003, states:

"NASA is authorized to proceed with establishment of a Non-Governmental Organization for International Space Station research: Provided, That no funds in this Act or any other appropriations Act may be expended for establishment of a Non-Governmental Organization that includes engineering and integration functions identified as Phase 2 in the Report of NASA's International Space Station Utilization Management Concept Development Study submitted on January 10, 2003."

This RFI deals only with the first, Phase 1 contract. Should NASA determine to pursue a Phase 2 contract in the future, it is recognized that Congressional approval will be required. The duration of the Phase 1 contract is planned for approximately four years in order to attract Phase 1 offerors, allow Phase 1 performance to stabilize, and incorporate

lessons learned from Phase 1 into a potential Phase 2 contract, should NASA seek to pursue Phase 2, and should such a Phase 2 be authorized by Congress.

As part of its analysis of candidate management approaches, NASA's 2002 internal study used workforce and budget estimates. These estimates were based on NASA's budget submittal to Congress for FY 2003-2007. The primary value of the workforce and budget estimates was for the purpose of comparing the candidate management approaches, and the estimates must be considered very preliminary. These estimates, which are limited by the available data, do not include the complete scope of Institute responsibilities expected at the end of the transition period in FY 2008. In addition, these estimates do not reflect the budget and workforce associated with managing new work such as the Guest Investigator programs. However, the estimates used by NASA's 2002 internal study are currently the best available estimates of the relative size of the Phase 1 contract.

If established under a Phase 1 contract awarded for FY 2005, the projected initial ramp up year, the Institute is estimated to require a workforce of less than 100 and an annual budget of approximately \$15 million. By FY 2007, the Institute is estimated to grow to a workforce of approximately 350 and an annual budget of approximately \$90 million.

NASA intends to work through the next Program Operating Plan cycle to further refine the workforce and budget estimates associated with the establishment and transfer of work to the Institute.

NASA intends to award the Phase 1 contract to an educational institution (or consortium of institutions), or other nonprofit organization (an organization that meets the definition of "institution of higher education" under 20 U.S.C. 1001 or is exempt from income taxes under 26 U.S.C. 501). NASA anticipates that for-profit organizations will participate as subcontractors, but not as the prime contractor.

### **Responsibilities.**

NASA will develop metrics in order to track and evaluate the Institute's performance in performing the responsibilities described below. Further, NASA will independently solicit feedback on the Institute's performance directly from various forums comprising constituents from the ISS user community.

**Research:** The Institute is responsible for attracting and retaining outstanding scientific and technical staff. One aspect of this program will be Institute staff actively engaging in competitively awarded research. Measures will be installed to ensure conflicts of interest do not arise due to the role of the Institute in research solicitation and selection.

**Strategic Planning:** The Institute will develop focused ISS community input in support of the OBPR strategic planning process. The Institute will integrate across the OBPR research disciplines, commercial, and OBPR technology communities to provide a coordinated ISS approach to achieve the milestones in the OBPR roadmaps and strategic

plan. The Institute will provide a major forum for the academic, government, and private sectors to actively participate in OBPR strategic planning.

NASA will provide strategic direction to the Institute via a senior management team comprised of ISS User Enterprises. Semi-annual reports to this team will be the basis for assessing ISS utilization and facilitating improvements in productivity, efficiency, and impact. Following the development of OBPR research strategic roadmaps every third year, the ISS Research Institute will develop a strategic roadmap for ISS utilization to facilitate the completion of those research objectives which require the ISS.

The Institute will provide sufficient expertise to represent biological and physical research disciplines in the appropriate forums, included but not limited to the strategic planning forums.

The semi-annual report and the ISS Utilization Strategic Roadmap will be vetted with the Biological and Physical Research Advisory Committee, the NASA Advisory Council, and other enterprises engaged in ISS activities, as appropriate.

The Institute will support NASA/OBPR in fostering cross-disciplinary, inter-agency, and international flight research programs. The Institute will assist in identifying potential strategic alliances and potentially implement resulting programs on the research level. (These programs are intended to exploit the potential of NASA assets to solve a variety of issues of interest to multiple constituencies).

The Institute will focus on developing the constituencies for cross-disciplinary use of all existing U.S. ISS research facilities in alignment with NASA's strategic objectives.

**Advocacy:** As part of its research leadership role, the Institute will be a strong advocate for ISS research utilization to NASA, to the user community, and to the public, both national and international. The Institute will provide a strong, centralized voice for the diverse ISS user community and advocate for the community to the ISS program and NASA. ISS user feedback will be actively solicited, evaluated, and developed into appropriate process improvements.

**Customer Support:** In line with its role of facilitating access to the ISS, the Institute will establish and maintain a customer support interface for the external research community. This support is intended to provide a focused, comprehensive point of entry for obtaining information regarding ISS capabilities and research opportunities. The Institute will be responsible for providing customer support services for both potential and selected ISS users. This support will include establishing and maintaining a front-end user's guide, which provides information regarding ISS research programs and objectives, descriptions of NASA research solicitations and opportunities, and an overview of available flight hardware and the associated technical capabilities.

The Institute will be further responsible for providing assistance to users in understanding ISS utilization, and to respond to additional questions that may arise. The Institute will

integrate and represent unique and common customer requirements to the ISS Payloads Office, and will lead efforts to enhance the interactions between NASA and the external community regarding ISS utilization.

The Institute will also establish and maintain a customer feedback process, with results to be periodically submitted to NASA for review, pertaining to interfaces with both NASA and the Institute. This process will address issues relevant to conducting research on the ISS ranging from pre-flight to post-flight activities.

**Solicitation and Selection:** As appropriate, the Institute will actively partner with OBPR in the NASA research solicitation and selection process, including solicitation development, proposal review, and the development of selection recommendations. The Institute will also be capable of providing technical support to non-OBPR research announcements.

**Concept Studies:** The Institute will analyze options/concepts for new initiatives and approaches for ISS research. NASA may assign concepts for study or studies may stem directly from the Institute's work with the user communities. For example, studies will typically be assigned in advance of a proposed Guest Investigator program in order to determine its viability and value. It is anticipated that concept studies will be assigned on a task order basis.

**Guest Investigator Programs:** The Institute will manage ISS Guest Investigator (GI) research programs for NASA. The Institute will be responsible for development of concepts for GI programs. The Institute may develop new ways to implement research with the existing hardware, and/or develop improvement concepts to enable new research, potentially through new technology. It will also seek extended scientific constituencies to be selected through Institute research announcements. Viable programs will be assigned by task order for the Institute to manage. There are several anticipated types of GI programs, such as:

- a) After the initial NASA Principal Investigator program has been completed with specific flight hardware, NASA may elect to have the Institute manage a GI Program utilizing the flight and associated ground hardware, including the necessary maintaining/sustaining engineering. Concept studies may be assigned to determine the feasibility of each program prior to establishing the GI program. Once a program is assigned to the Institute, the Institute will prepare the solicitations, select the GIs after consultation with NASA, and manage the GI research program. Selected investigations must be aligned with OBPR strategic objectives and all GI investigations must enter the OBPR flight prioritization process. Any substantial system modification or new hardware development will be reviewed by NASA for authorization and implementation.
- b) The Institute will develop and manage research programs that utilize data and/or samples not required to meet the originally proposed objectives of the investigations that produced them (e.g. archived data and samples). These tasks will include facilitating investigator access to the necessary data and samples. Once data and/or

samples are archived, the Institute will prepare the solicitations, select the GIs after consultation with NASA, and manage the archive GI research program.

- c) The Institute will create and manage a program to optimize use of available commercial hardware or excess capabilities within manifested commercial hardware for research and/or educational benefit. Once capabilities are designated as available to the Institute, the Institute will prepare the solicitations, select the GIs after consultation with NASA, and manage the GI research program.

**Commercial Programs:** The Institute will coordinate OBPR-linked resources used to foster commercial space research within the ISS. OBPR-linked resources include a variety of ISS research and development expertise and infrastructure. Such resources may reside within NASA field centers or may be located at other NASA sponsored centers, such as Research Partnership Centers that are establishing and sustaining research partnerships with the private sector for the commercial development of space. The Institute will provide a strategic relationship with the network of Research Partnership Centers to optimize the ISS commercial research programs for OBPR. This relationship will leverage the existing capabilities; industry, academic, and government leadership positions; research resources; and outreach opportunities of the Research Partnership Centers.

The Institute will also provide leadership advocacy in the cross-discipline collaboration and leveraging of OBPR resources among the fundamental science, technology, and commercial research communities engaged in research, development, and exploration efforts conducted on the ISS. In addition, the Institute will also use its knowledge of OBPR collaborative relationships between the fundamental science and commercial research communities to foster linkages with other government entities. The Institute should serve as a catalyst to support the Agency mandate to encourage the fullest commercial use of space, including product development derived from insights gained in the environment of space, while fulfilling OBPR strategic goals.

There are three commercial sectors that will be the focus of the leadership, coordination (including flight access coordination), and commercial advocacy roles undertaken by the Institute regarding research on the ISS:

- a) The traditional aerospace sector: These are companies developing and marketing flight hardware/software systems and subsystems to government and private sector users for research on the ISS and in long duration exploration missions. These entities are already well versed in the technical and procedural efforts associated with payload development, flight integration, de-integration and sample or other product return.
- b) The non-aerospace, non-traditional sector: These are end-users of the flight opportunity, including pharmaceutical firms, refining companies, medical device manufacturers, and others. These companies rely on intermediaries, such as Research Partnership Centers, to develop flight hardware and address technical issues associated with spaceflight, e.g. flight qualification, safety reviews, payload integration, and de-integration. These commercial entities need to know how space

research may benefit their product lines in fields as diverse as biotechnology, agribusiness, advanced materials, and communication technology.

- c) Other sectors: These are companies whose commercial initiatives hold promise but are still exploratory by nature, such as emerging media technology.

These three areas of OBPR-related commercial endeavor will require access to the ISS through sponsored flight agreements or collaborative partnerships that meet both commercial and OBPR strategic goals.

The Institute will establish an independent OBPR Commercial Evaluation Board chaired by a member of the Institute. There will be no NASA representatives on the Board; however, the Executive Secretary will be the OBPR Space Product Development (SPD) Division Director, or designated representative. The Executive Secretary will be a non-voting member. The role of the Board will be to evaluate OBPR proposed ISS commercial research for merit.

The Board will have core membership expertise in business, marketing, and technical ISS infrastructure and capabilities. Core membership will also have the ability to determine the technical feasibility of proposals. The Board will obtain subject matter expertise based on the nature of the proposed research (agriculture, combustion, fluid physics research, advanced materials, etc.) NASA may provide to the Institute a list of independent candidate subject matter experts. Using established selection criteria, the Board makes research merit recommendations to the Director of SPD Division. On approval by the Director, SPD, the recommendations will then be submitted to the OBPR ISS research prioritization process.

**Payload Manifesting:** The Institute will partner with OBPR in the NASA payload manifesting and payload resource allocation processes. While these processes are undergoing revision, it is anticipated that this responsibility may include a partnership role in the prioritization process for OBPR, feasibility analyses at a strategic level, and partnering in the resource allocation process.

**Educational Outreach and Public Outreach (EO/PO):** OBPR is seeking to increase national awareness of human spaceflight and space research, and their benefits. NASA has also recently elevated the importance of education within the Agency, as reflected by new initiatives such as the Educator Astronaut Program. The Institute will enhance OBPR EO/PO activities by providing ISS utilization-related EO/PO services under the strategic guidance of NASA/OBPR. These services are intended to complement the ISS EO/PO endeavors of other NASA Enterprises as appropriate. In particular, the Institute will provide:

- Outreach to the S/T/C community to inform them about ISS research and opportunities. Information will be presented in a focused context, balancing research for scientific merit with strategic space exploration technologies. Outreach to the industrial community will foster commercial utilization on ISS. This effort will complement the broad commercial outreach efforts of the NASA field center commercial offices and the Research Partnership Centers. The link

between space research and benefits to life on Earth will be clearly communicated.

- Educational outreach to the academic community, focusing on sixth grade through lifelong learners. The Institute will develop and implement EO/PO activities with ISS investigators, including those in the GI program. The Institute may also support prospective investigators in developing EO/PO concepts.
- Public outreach to increase public awareness of ISS uses and benefits. Benefits include knowledge gained from space research and specific applications for people on Earth.
- Outreach to promote ISS research-derived knowledge and technologies to potential users for space and Earth applications.

**Recommendations for System Improvements for Utilization:** The Institute will recommend OBPR and ISS process and system improvements to enhance utilization, and will report recommendations to the NASA senior management team, comprised of ISS User Enterprises. The Institute will advocate for the associated changes with the appropriate program offices and boards.

**Archive Management:** The policy requirements for OBPR flight related data and sample archives are under evaluation. The Institute will be tasked to assist in this evaluation. Based on the results, NASA intends for the Institute to manage the data and sample archives, implement the policy requirements, and develop archive capabilities as directed. Correspondingly, the Institute will manage data and sample dissemination, providing a single, consolidated source for disseminating results from both fundamental and applied research. This responsibility may include developing and/or maintaining inventories of existing and new data and samples, providing a central repository for post-flight reports, developing a cross-reference for ISS peer-reviewed papers, and storing samples. At all times, commercial research information that is identified as proprietary either will be withheld from these archives or will be protected by the Institute from disclosure.

**Cross-reference to Utilization Management Concept Development Study.**

NASA's Utilization Management Concept Development Study identified 21 functions (numbered 0 to 20) relating to ISS utilization management. The definition of these functions is provided on the previously cited website. For tracking purposes, the functions of the Institute, as outlined in the responsibilities section above, are cross-referenced to the 21 functions in Table 1 below. Not all of these responsibilities correspond directly to the 21 functions, but are instead interspersed among the 21. The Institute responsibilities that do not correspond will not appear on the matrix.

**Table 1 – Cross-reference to Utilization Management Concept Development Study**

<b>21 Functions</b>	<b>Institute Responsibility</b>
0. Defining and Implementing Policy and Strategic Plans	Strategic Planning
1. Management of Research Utilization	Strategic Planning and GI Program Management
2. Preparing and Allocating Budgets (NASA)	No role
3. Selecting and Prioritizing Research	Solicitation and Selection
4. Establishing Payload/Experiment Requirements and Feasibility	May have role in GI Programs
5. Developing Cost, Schedule and Risk Assessments	May have role in GI Programs
6. Developing and Qualifying Flight Research Systems	No role
7. Maintaining and Sustaining Flight Research Systems	Maintaining and Sustaining Flight and Ground Systems within GI Programs
8. Developing Ground Systems	No role
9. Maintaining and Sustaining Ground Systems	Maintaining and Sustaining Flight and Ground Systems within GI Programs
10. Constructing Ground Facilities	Proposal dependent
11. Maintaining Ground Facilities	Proposal dependent
12. Certifying Safety of Research Flight and Ground Systems	No role
13. Managing Missions and Allocating Services	
13.a. Advocacy, Manifesting and Resource Allocations	Advocacy, Manifesting
13.b. ISS Research Mission Management	Decision item for a potential future Phase 2 contract
14. Integrating User Missions - Analytical	Decision item for a potential future Phase 2 contract
15. Integrating User Missions - Physical	No role
16. Integrating User Missions - Operational	Decision item for a potential future Phase 2 contract
17. Conducting Research & Analysis and Disseminating Results	Research
18. Educating and Reaching Out to the Public (including industry).	Advocacy, EO/PO
19. Recommending ISS Pre-Planned Product Improvements	Recommendations for System Improvements for Utilization
20. Managing Archival of Research Samples, Data and Results	Archive Management

Please note that the numbering in the Statement of Work (SOW) will differ from the function numbers of the 21 functions, and will instead correspond to the primary Institute roles.

**Other Considerations.**

The Institute's workforce will need experienced managers who have extensive research experience coupled with strong managerial skills. The staff will be required to provide a solid research base in a diverse set of research disciplines in the three utilization areas: science, technology, and commercial.

Although the schedule for this acquisition is subject to change, the following schedule is currently envisioned:

- Release of a Request for Proposals (RFP) – Fall 2003
- Contract award – Summer 2004
- Period of Performance – October 2004 to September 2008
- Options to extend performance through September 2009
- Recompensation of the Phase 1 contract (or competitive contracting for Phase 2, if approved by Congress) leading to contract award in 2008 or 2009

In order to prepare the RFP, NASA plans to conduct the following activities:

- Preparation of a Statement of Work;
- Determination of evaluation factors for selection of the Phase 1 contractor;
- Preparation of a strategy for transitioning existing work from civil servants and contractors, including consideration of factors such as use of NASA facilities; and
- Determination of the appropriate contract type (such as cost-plus-award-fee or cost-no-fee, and for the GI program, concept studies, and archive management, use of indefinite-delivery/indefinite quantity (IDIQ) task ordering procedures).

NASA has identified areas of concern for an Institute. During preparation of the SOW and RFP, NASA plans to consider a mitigation strategy for each concern as indicated below:

Concern: Providing leadership to the whole S/T/C spectrum and the multiple science disciplines could be a difficult task.

Mitigation: The selection process for the Institute will need to emphasize leadership capabilities for the appropriate science disciplines, technology, and commercial research.

Concern: The Institute's participation in research selection and the ability of the staff to propose to conduct research introduces the potential for conflict of interest.

Mitigation: With respect to potential conflicts of interest, other non-profit institutes have effectively avoided such conflicts, and NASA would need to use those institutes as

models, while clearly establishing strict conflict of interest criteria to be reviewed during periodic evaluation of the Institute.

**Concern:** The Institute cannot negotiate and approve agreements directly with the International Partners (IP).

**Mitigation:** While the Institute cannot negotiate and approve such agreements, it can provide valuable input to NASA on salient IP issues.

**Responses to RFI:** We welcome all comments regarding information that prospective offerors may have on the proposed content and viability of the ISS Research Institute. We are also interested in any comments prospective offerors may have on any other aspect of this procurement to include the proposed acquisition schedule and the length of the Phase 1 contract. We are interested in receiving comments on the proper role the Institute should have regarding Commercial Programs and how this Institute should interface with existing Institutes. In addition, we are also seeking information regarding anything prospective offerors believe they will need in order to provide a quality proposal. Please include questions, concerns, or any points requiring clarification in the responses to the RFI.

NASA is also seeking any comments the science, technology, and commercial users may have regarding any aspect of this RFI or the 2002 Final Report ([http://spaceresearch.nasa.gov/research\\_projects/ngo.html](http://spaceresearch.nasa.gov/research_projects/ngo.html)).

Comments must be submitted by June 2, 2003, to the point of contact listed below.

Responses submitted by email should not exceed 400 kilobytes, or if printed in hard copy, they should not exceed 25 pages. The response should indicate the submitter's organization affiliation and briefly describe the organization's background in scientific, technological, or commercial research programs, including any experience in flight investigations.

NASA may post on the Internet a summary of the comments received as a result of this RFI and NASA's response to the comments. If you submit any proprietary information, mark it so that NASA may protect the information.

**Interested parties.** NASA will include on the Internet a List of Parties Interested in ISS Utilization Management. If you would like to be listed, please email the following information to [David.K.Beck@nasa.gov](mailto:David.K.Beck@nasa.gov)

Name of point of contact; Email address, if any; Organization affiliation, if any; Business size and type; Website address, if any; Mailing address; Telephone number(s)

**Email notifications.** Listed below are the steps that you may follow in order to subscribe to email notices regarding the status of NASA plans for ISS utilization management.

A. Using the Internet, visit the NASA Acquisition Internet Site (NAIS) at <http://procurement.nasa.gov/> and click on "Email Notification" at the top of the page.

B. At the Email Notification page (<http://nais.msfc.nasa.gov/cgi-bin/nens/index.cgi>), first time users will need to create a user profile by following the instructions on the page and by clicking on "Create User Profile" at the top left corner.

C. After creating a user profile, click on "Create Subscription" at the top center of the page. Follow the instructions for entering an email address, and then continue to Step 2. At Step 2, select "Track a Specific Acquisition" and continue to Step 3. At Step 3, enter the following number: RFP10-07206-215, which is planned for use with this acquisition. Follow the additional instructions for activating your subscription. (This may include selecting the acquisition that matches the title "ISS UTILIZATION MANAGEMENT".) It will be necessary for you to respond to an email notification that is used to activate the subscription.

This synopsis is for information and planning purposes and is not to be construed as a commitment by the Government, nor will the Government pay for information solicited. The solicitation does not currently exist; therefore, please do not request a copy of the solicitation at this time. If a solicitation is released it will be synopsisized in FedBizOpps (<http://www.eps.gov/spg/>) and on the NASA Acquisition Internet Service (<http://procurement.nasa.gov/>). It is the potential offerors' responsibility to monitor these sites for the release of any solicitation or synopsis.

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