

# **NASA HQs Support Services Contract**

## **Industry Site Visit**

**April 3<sup>rd</sup> & 4<sup>th</sup>, 2006**

### **Agenda**

- I. Security/Visitor Center**
- II. Registration/Badging**
- III. Welcome**
- IV. Facility Tour Overview**
- V. Tour Areas (See attached)**
- VI. Return to Auditorium**
- VII. Check-Out/Turn in badges**

# Tour Areas

- Auditorium (Projection Room)
- West Lobby
- Men/Woman Restrooms
- Facilities Office Area
- HQs Library
- HQs Mail Center
- Receiving and Inspection (loading dock and storage areas)
- Concourse level freight elevator
- P-2 Custodial Storage Room
- Handyman Office
- Electrician/Handyman Storage
- Custodial Managers Office
- Electricians Office
- Move Services Office
- History Office
- Break/Vending Room
- Printing & Graphics Area
- Audio Visual Storage
- Multipurpose Room
- ViTs Center
- Health Unit
- Fitness Center
- NASA TV Center
- Duplicating Center
- CJ33 Contract Management Team Office
- Facilities Help Desk
- Computer Center (NHCC)
- Program Review Center
- Columbia Café
- Administrator's Suite

**Headquarters Facilities & Administrative Services Division  
Industry Site Visit for Headquarters Operational Support Services  
Contract  
NNH06112926R**

**National Aeronautics and Space Administration  
(NASA) Headquarters  
Washington, DC**

**April 3<sup>rd</sup> & 4<sup>th</sup>, 2006**

# Topics

- Objective
- Purpose
- Site Visit Rules
- Site Visit Information

# General Description

- HQ provides planning, advocacy, budgeting, direction, external liaison and coordination in support of NASA's mission
- HQ is comprised of 5 executive and staff offices
  - Mission Directorates have distinct technical and program responsibilities (e.g. Space Operations)
  - Mission Support Offices support NASA at large (e.g. Institutions and Management)
- Total Civil servants ~ 1785
- Total Contractors ~ 300
- Numerous contracts and service providers support the HQ environment
  - Utilities, facilities, security, health, IT services, Integrated Financial Management Program (IFMP), etc.

# Objective

- The purpose of this contract is to support operational responsibilities of Headquarters Operations, Headquarters Facilities and Administrative Services Division. Headquarters Operations is responsible for providing a variety of administrative, technical, and labor support services to NASA Headquarters. The NASA Headquarters facility is 512,000sq.ft.

# Purpose

- The purpose of the Site Visit is to introduce potential offerors to the facility.

# Site Visit Information

- Attendees will be greeted at the Security/Visitor Center and directed to proceed through X-Ray walkthrough.
- Attendees will be escorted to the Registration/Badging Table for sign-in and visitor badge issue.
- Attendees will proceed to Auditorium for Welcome and Information briefing on the Site Visit tour.
- Site Visit Tour guides are:
  - Janet Langweil, Contracting Officer
  - Eric Rountree, Contracting Officer Technical Representative
  - Marla Neustadt, Technical Monitor
  - Ron Hoffman, Technical Monitor
- All relevant submitted questions and the sign-in sheet will be posted on the OSS website.

# Site Visit Rules

- The visitor badge must be visible and worn above the waist at all times.
- Each tour group will see the same areas of interest and will be escorted throughout the facility viewing process.
- We must stay together and move accordingly.
- You may take notes.
- Information will be given by your tour guide as you move along.
- Please do not touch any equipment.
- **REMEMBER: DO NOT ASK QUESTIONS.** The Government will not engage in questions/answers during the site visit.
- Any questions or comments from Site Visit shall be directed by e-mail to Janet Langweil, CO @ [janet.s.langweil@nasa.gov](mailto:janet.s.langweil@nasa.gov)

# Site Visit Rules (Continued)

- At the end of the Site Visit the tour groups will be escorted back into the Auditorium.
- Upon conclusion attendees shall turn-in their visitor badge and sign-out.

The background of the slide is a solid orange-brown color, overlaid with a pattern of stylized, semi-transparent autumn leaves in various shades of brown and orange. The leaves are scattered across the frame, creating a seasonal and warm atmosphere.

**Thank You For Attending**