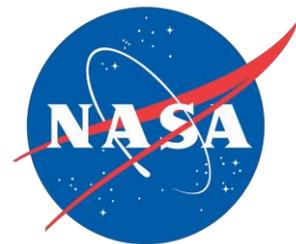


National Aeronautics and Space Administration



# NASA Shared Services Center (NSSC)



Building 1111, Jerry Hlass Road, Stennis Space Center, MS 39529  
[www.nssc.nasa.gov](http://www.nssc.nasa.gov)



## SMALL BUSINESS MARKETING GUIDE

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## 1.0 INTRODUCTION

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) Small Business Marketing Guide was created to introduce small businesses to the NSSC and to serve as a valuable marketing resource for small businesses pursuing procurement opportunities at the Center. This guide contains important information that can help businesses understand the best way to market their product and service offerings to NSSC and NSSC prime contractors. It also includes relevant points of contact, information on how to access procurement information via several acquisition search tools, and information on special small business programs (e.g., NSSC small and large business councils, marketing tips, and several new outreach initiatives).

The NSSC Small Business Office staff can also assist small businesses by offering suggestions on how this guide can be best utilized for marketing purposes. If interested in learning more, contact the NSSC Small Business Office at (228) 813 - 6558. A dedicated staff stands ready to assist you in your marketing endeavors. Also, visit the NSSC website at: <https://www.nssc.nasa.gov/>.

### 1.1 NSSC AT A GLANCE

The NSSC was established as a result of an Office of Management and Budget A-76 competition and opened for business on March 1, 2006, on the grounds of Stennis Space Center in Mississippi. The NSSC performs selected business activities for all NASA Centers in financial management, human resources, information technology, procurement, and business support services.

The NSSC Procurement Office is a full service procurement office with recognized expertise in the award and administration of grants and cooperative agreements; research and development contracts; complex, large dollar service contracts; and commercial item acquisitions. The NSSC Procurement Office supports the NASA's overall mission by providing six core procurement services across the Agency, including:

- Award and administration of grants and cooperative agreements;
- Award and administration of Agency-wide contracts;
- Award and administration of enterprise software license agreements;
- Award and administration of SBIR and STTR contracts;
- Award and administration of internal training purchases;
- Administration of the purchase card; 1102 training; CAAS verification and validation; and Federal Acquisition Certification in Contracting (FAC-C) and Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR) certification program.

The total portfolio value of all instruments currently managed by the NSSC Procurement Office is in excess of \$7.4 billion.

### 1.2 DOING BUSINESS WITH THE NSSC

At the NSSC, we recognize the value small businesses bring to the mission of NASA. The NASA Office of Small Business Programs (OSBP) offers valuable information on how to do business with the Agency, which includes 10 important steps:

#### 1. Identify Your Product or Service:

- Know the Federal Supply Class or Service (FSC/SVC) codes (<http://www.hq.nasa.gov/office/procurement/>) and the North American Industry Classification System (NAICS) codes (<http://www.census.gov/naics/>) for your products or services.
  - Prepare a capability brief in both printed and electronic versions with an emphasis on Government work.
- 2. Register your Business:**
- Obtain a Data Universal Numbering System (DUNS) number (<https://www.dandb.com/product/companyupdate/companyupdateLogin?execution=e1s1>).
  - Register with the System for Award Management (SAM) (<http://www.sam.gov>).
  - Register with the NASA Vendor Data Base (NVDB) ([https://vendors.nvdb.nasa.gov/index.cfm?fuseaction=Vendor.challenge\\_screen](https://vendors.nvdb.nasa.gov/index.cfm?fuseaction=Vendor.challenge_screen)).
- 3. Identify your target Market within NASA:**
- Identify what each NASA Center (<http://osbp.nasa.gov/about-centers.html>) procures by reviewing its top NAICS code and the NASA Acquisition Forecast (<http://www.hq.nasa.gov/office/procurement/forecast/>).
  - Review the NASA Web site (<http://www.nasa.gov>), the OSBP Newsletter (<http://osbp.nasa.gov/newsletter.html>), and industry publications such as Space News, Aviation Weekly, and Physics Today.
  - Contact the Small Business Specialists (SBSs) (<http://osbp.nasa.gov/map.html>) located at each NASA Center for assistance on how to do business with that particular NASA Center.
- 4. Identify Current NASA Procurement Opportunities:**
- Identify current procurement opportunities in your product or service area by checking the Federal Business Opportunities Web site (<https://www.fbo.gov>), which can assist you in identifying NASA requirements and send you e-mail notifications of released requirements.
- 5. Familiarize yourself with NASA Contracting Procedures**
- Be familiar with the Federal Acquisition Regulations (FAR) (<https://www.acquisition.gov>) and the NASA Federal Acquisition Regulation Supplement (<http://www.hq.nasa.gov/office/procurement/>)
- 6. Investigate Federal Supply Schedule (FSS) Contracts**
- Contact the U.S. General Services Administration (GSA) (<http://www.gsa.gov/portal/category/100611>) for information on how to obtain a Federal Supply Schedule (FSS) contract. Many NASA purchases are, in fact, orders on FSS contracts.
- 7. Seek Additional Assistance as Needed**
- Request training and counseling on marketing, financial, and contracting issues at minimal or no cost from Procurement Technical Assistance Centers (PTACs) (<https://www.sba.gov/tools/local-assistance/>). PTACs are located in most states and are partially funded by the U.S. Department of Defense (DOD) to provide small business

concerns with information on how to do business with DOD and other Government agencies.

- Consult with the SBA's Procurement Center Representatives (PCRs) (<http://www.sba.gov/content/procurement-center-representatives>) and the SBA Business Development Centers (<https://www.sba.gov/tools/local-assistance/sbdc>). The SBA provides each NASA Center with a liaison.
- Get free and confidential mentoring by former Chief Executive Officers through SCORE (<http://www.score.org>).

## 8. Explore Subcontracting Opportunities

- Obtain information on subcontracting opportunities through the SBA's SUB-Net (<http://web.sba.gov/subnet/>).

## 9. Investigate NASA Small Business Programs!

- Explore other small business programs, such as the NASA Mentor-Protégé Program (<http://osbp.nasa.gov/mpp/index.html>), the Small Business Innovation Research Program (<http://sbir.gsfc.nasa.gov/>), and the Historically Black Colleges and Universities and Minority-Serving Institutions Program. Information on these and other programs is available on the NASA Office of Small Business Programs Web site (<http://osbp.nasa.gov>).

## 10. Market Your Firm Well!!!

- After you have identified your customers, researched their requirements, and familiarized yourself with NASA procurement regulations and strategies, it is time to market your product or service. Present your capabilities directly to the NASA Centers that buy your products or services. Realize that, as with yours, their time is valuable. If the match is a good one, you can provide them with a cost-effective, quality solution to their requirements. Good luck!

## 2.0 SMALL BUSINESS PROGRAM CONTACTS

### 2.1 NASA OFFICE OF SMALL BUSINESS PROGRAMS

CONTACT	TITLE	PHONE	E-MAIL
Glenn Delgado	Associate Administrator	202-358-2088	smallbusiness@nasa.gov
Richard Mann	Program Manager	202-358-2438	smallbusiness@nasa.gov
Tabisa Kalisa	Program Manager	202-358-1818	smallbusiness@nasa.gov
Charles Williams	Program Manager	202-358-2430	smallbusiness@nasa.gov
Truphelia Parker	Program Specialist	202-358-1820	smallbusiness@nasa.gov
Melanie Osei	Sr. Program Analyst Lead (Contractor)	202-358-7338	smallbusiness@nasa.gov
Greg Faloye	Program Analyst (Contractor)	202-358-3989	smallbusiness@nasa.gov
Kelly Tehan	Program Analyst (Contractor)	202-358-5213	smallbusiness@nasa.gov
Greg Faloye	Program Analyst (Contractor)	202-358-5123	smallbusiness@nasa.gov
Loetta Henry	Administrative Assistant (Contractor)	202-358-2028	smallbusiness@nasa.gov
Todd Lacks	Procurement Analyst	202-358-0799	todd.lacks@nasa.gov
Joseph Grant	SBIR/STTR Deputy Program	202-358-0070	sbir@reisis.com

The NASA OSBP web site is found at: <http://www.osbp.nasa.gov/>

## 2.2 CENTER SMALL BUSINESS SPECIALISTS

NASA CENTER	CONTACT	PHONE NO	E-MAIL ADDRESS
Ames Research Center	Christine Munroe	650-604-4695	<a href="mailto:christine.l.munroe@nasa.gov">christine.l.munroe@nasa.gov</a>
Armstrong Flight Research Center	Robert Medina Andrea Basham Maikeyza Brown	661-276-3343 661-276-6126 661-276-2061	<a href="mailto:robert.medina-1@nasa.gov">robert.medina-1@nasa.gov</a> <a href="mailto:andrea.c.basham@nasa.gov">andrea.c.basham@nasa.gov</a> <a href="mailto:maikeyza.brown-1@nasa.gov">maikeyza.brown-1@nasa.gov</a>
Glenn Research Center	Eunice Adams – Sipp	216-433-6644	<a href="mailto:eunice.j.adams-sipp@nasa.gov">eunice.j.adams-sipp@nasa.gov</a>
Goddard Space Flight Center	Elizabeth Haase Jennifer Perez Gilberto DelValle Shola Martyn	301-286-3443 301-286-4379 301-286-8136 301-286-4679	<a href="mailto:elizabeth.a.haase@nasa.gov">elizabeth.a.haase@nasa.gov</a> <a href="mailto:jennifer.d.perez@nasa.gov">jennifer.d.perez@nasa.gov</a> <a href="mailto:gilberto.delvalle-1@nasa.gov">gilberto.delvalle-1@nasa.gov</a> <a href="mailto:sholainka.o.martyn@nasa.gov">sholainka.o.martyn@nasa.gov</a>
Jet Propulsion Laboratory	Felicia Bell	818-393-8054	<a href="mailto:felicia.bell@jpl.nasa.gov">felicia.bell@jpl.nasa.gov</a>
Johnson Space Center	Richard Slater Rob Watts	281-483-7723 281-244-5811	<a href="mailto:richard.t.slater@nasa.gov">richard.t.slater@nasa.gov</a> <a href="mailto:robert.e.watts@nasa.gov">robert.e.watts@nasa.gov</a>
Kennedy Space Center	Joyce McDowell Natalie Colvin Wendy Miller	321-867-3437 321-867-4773 321-867-4629	<a href="mailto:joyce.c.mcdowell@nasa.gov">joyce.c.mcdowell@nasa.gov</a> <a href="mailto:natalie.b.colvin@nasa.gov">natalie.b.colvin@nasa.gov</a> <a href="mailto:wendy.s.miller@nasa.gov">wendy.s.miller@nasa.gov</a>
Langley Research Center	Robert Betts	757-864-6074	<a href="mailto:robert.betts@nasa.gov">robert.betts@nasa.gov</a>
Marshall Space Flight Center	David Brock Esther Veras Cheryl Webb	256-544-0267 256-544-8816 256-544-6263	<a href="mailto:david.e.brock@nasa.gov">david.e.brock@nasa.gov</a> <a href="mailto:esther.veras@nasa.gov">esther.veras@nasa.gov</a> <a href="mailto:cheryl.l.webb@nasa.gov">cheryl.l.webb@nasa.gov</a>
NASA Management Office	Robert Jones	818-354-4862	<a href="mailto:robert.a.jones@nasa.gov">robert.a.jones@nasa.gov</a>
NASA Shared Services Center	Troy E. Miller	228-813-6558	<a href="mailto:troy.e.miller@nasa.gov">troy.e.miller@nasa.gov</a>
Stennis Space Center	Kay Doane	228-813-6062	<a href="mailto:kay.s.doane@nasa.gov">kay.s.doane@nasa.gov</a>

## 2.3 NSSC SMALL BUSINESS PROGRAM CONTACTS

CONTACT	TITLE	PHONE NO	E-MAIL ADDRESS
Troy Miller	Small Business Specialist	228-813-6558	<a href="mailto:troy.e.miller@nasa.gov">troy.e.miller@nasa.gov</a>
Mike Vicory	NSSC Procurement Office/Alternate	228-813-6798	<a href="mailto:michael.j.vicory@nasa.gov">michael.j.vicory@nasa.gov</a>
Christopher Canary	Small Business Technical Advisor	228-813-6224	<a href="mailto:christopher.m.canary@nasa.gov">christopher.m.canary@nasa.gov</a>

The NSSC Small Business Web site is found at the following link:  
<https://www.nssc.nasa.gov/smallbusiness>

The NSSC Small Business Office is located at Stennis Space Center in Stennis Space Center, MS, 39529 Building 1111, Room 283B.

Our NSSC Small Business Office e-mail is: [NSSC-smallbusiness.mail.nasa.gov](mailto:NSSC-smallbusiness.mail.nasa.gov).

## 2.4 NSSC SMALL BUSINESS TECHNICAL COORDINATORS

## 2.4.1 INTRODUCTION

Coordinators work closely with the Center Small Business Specialist in promoting the goals and objectives of the NASA Small Business Programs across all NSSC organizations.

## 2.4.2 DUTIES

Serve as a NSSCC Small Business Program advocate by ensuring that Organizations are receptive to small business inquiries.
Assess where and what opportunities are likely to occur within NSSC Organizations are receptive to small business inquiries.
As appropriate, participate along with SBS in the acquisition planning of new and follow-on requirements to ensure those small businesses receive, to the maximum extent possible, opportunities to participate.
Schedule permitting; participate in selected local small business Matchmaker/Outreach events, and in-house joint counseling sessions.

## 2.4.3 COORDINATORS LIST

ORGANIZATION	COORDINATOR	PHONE NO.	E-MAIL ADDRESS
Simplified Acquisition Threshold (SAT)	Eli Ouder	228-813-6168	Eli.c.ouder@nasa.gov
Purchase Cards	Suzanne	228-813-6173	Suzanne.honeycutt-1@nasa.gov
Small Business Innovation Research (SBIR)/Small Business Technology (STTR)	Ben Benvenuti	228-813-6128	benjamin.s.benvenuti@nasa.gov
Grants	Theresa Stanley	228-813-6196	Theresa.m.stanley@nasa.gov
Enterprise License Management Team (ELMT)	Christi Edwards	228-813-6327	christi.s.edwards@nasa.gov

## 2.5 TECHNOLOGY DEVELOPMENT AND TRANSFER CONTACTS AT NSSC

OFFICE	CONTACT	PHONE No.	E-MAIL ADDRESS
SBIR/STTR Programs	Ben Benvenuti	228-813-6128	Benjamin.s.benvenuti@nasa.gov

## 2.6 NASA CENTER SMALL BUSINESS INNOVATION RESEARCH (SBIR)/ SMALL BUSINESS TECHNOLOGY TRANSFER (STTR) MANAGERS

NASA CENTER	SBIR/STTR Managers	PHONE NO.	E-MAIL ADDRESS
Ames Research Center	Ryszard (Rich) Pisarski (acting)	650-604-0149	ryszard.l.pisarski@nasa.gov
Armstrong Flight Research Center	Mark Davis	661-276-2241	mark.c.davis@nasa.gov
Glenn Research Center	Hung Nguyen	216-433-6590	hung.d.nguyen@nasa.gov
Goddard Space Flight Center	Ramsey Smith	391-286-5974	ramsey.l.smith@nasa.gov
Jet Propulsion Laboratory	Carol Lewis	818-354-3767	carol.r.lewis@jpl.nasa.gov
Johnson Space Center	Kathryn Packard	281-244-5378	kathryn.b.packard@nasa.gov
Kennedy Space Center	Michael Vinje	321-867-3874	michael.e.vinje@nasa.gov
Langley Research Center	Kim Cannon	757-864-8852	kimberly.a.cannon@nasa.gov
Marshall Space Flight Center	Gwen Jasper Lynn Garrison	256-544-1666 256-544-6719	gwenever.e.l.jasper@nasa.gov
Stennis Space Center	Thomas M. Stanley	228-688-7779	thomas.m.stanley@nasa.gov

## 2.7 MISSISSIPPI ENTERPRISE TECHNOLOGY (MSET) SMALL BUSINESS PROGRAM

### 2.7.1 INTRODUCTION

The mission of the Mississippi Enterprise for Technology (MSET) is to facilitate regional economic development by leveraging the resources of Stennis Space Center, the State, and the region to foster business opportunities among public and private entities. Representing the industry base at Stennis, from the smallest company to the largest federal agency or prime contractor, MSET provides a number of mechanisms to identify economic development and business opportunities in and around the region.

#### **MSET Contact information:**

Mississippi Enterprise for Technology  
Building 1103, Suite 143  
Stennis Space Center, MS 39529

Voice: (228) 688-3144  
Toll-Free: 1-800-746-4699  
Fax: (228) 688-1064

Website: [www.mset.org](http://www.mset.org)

### 2.7.2 FEDERAL AGENCY CONTACTS

ORGANIZATION	CONTACT	PHONE NO.	E-MAIL ADDRESS
General Services Administration (GSA)	Kelly Zimmerman	334-380-8805	kelly.zimmerman@gsa.gov

Commander, Naval Meteorology & Oceanography Command and Naval Meteorology & Oceanography Command – (CNMOC and NAVO)	Claudette Surrento	228-688-4558	NAVO_STNS_SBSPECIALIST@navy.mil claudette.surrento@navy.mil
National Oceanic & Atmospheric Administration (NOAA) and National Data Buoy Center (NDBC)	Kurt Weilbaeher	228-688-2825	<a href="mailto:Kurt.weilbacher@noaa.gov">Kurt.weilbacher@noaa.gov</a>
Navy Research Laboratory – (NRL)	Sue Kelly	202-767-6815	<a href="mailto:Sue.kelly@nrl.navy.mil">Sue.kelly@nrl.navy.mil</a>
United States Geological Survey Hydrologic Instrumentation Facility – (USGS HIF)	Matt Wathen	228-688-3119	<a href="mailto:mwathen@usgs.gov">mwathen@usgs.gov</a>

## 2.8 FEDERAL AGENCIES AND LARGE BUSINESS CONTACTS

### 2.8.1 CONTACTS

ORGANIZATION	CONTACT	PHONE	E-MAIL ADDRESS
Army Corp of Engineers/Mobile	Linda Spadaro	251-690-3597	<a href="mailto:Linda.l.spadaro@usace.army.mil">Linda.l.spadaro@usace.army.mil</a>
Eglin Air Force Base	Cherri Duval Robin Gibson	850-882-2743	<a href="mailto:Cherri.duval@as.af.mil">Cherri.duval@as.af.mil</a> <a href="mailto:Robin.gibson.1@us.af.mil">Robin.gibson.1@us.af.mil</a>
Huntington Ingalls Shipbuilding	Joan Branson	228-935-5545	<a href="mailto:Joan.branson@hii-ingalls.com">Joan.branson@hii-ingalls.com</a>
Keesler Air Force Base	George Budz	228-377-3131	<a href="mailto:George.budz.1@us.af.mil">George.budz.1@us.af.mil</a>
Space and Naval Warfare Command New Orleans	Ida Lirette	504-697-5599	<a href="mailto:Ida.lirette@navy.mil">Ida.lirette@navy.mil</a>
Tyonek (Stennis Airport)	Dean Oden	228-467-2000	<a href="mailto:doden@tyonek.com">doden@tyonek.com</a>
NAVSEA Supervisor of Shipbuilding (SUPSHIP)	Juli Chytka	228-769-4900	<a href="mailto:Juli.chytka@supshipgc.navy.mil">Juli.chytka@supshipgc.navy.mil</a>
Textron Systems Marine and Land Systems	Roger Worrill	251-445-5110	<a href="mailto:rworrill@textronsystems.com">rworrill@textronsystems.com</a>
MS Enterprise for Technology (MSET)	Laurie Jugan	228-688-1192	<a href="mailto:lajconsulting@bellsouth.net">lajconsulting@bellsouth.net</a>
Small Business Administration MS District Office Jackson, MS	Alice Doss	601-965-5371	<a href="mailto:alice.doss@sba.gov">alice.doss@sba.gov</a>
Small Business Administration MS District Office Gulfport, MS	Derek Eady	228-741-7036	<a href="mailto:derek.eady@sba.gov">derek.eady@sba.gov</a>
Small Business Administration Procurement Center Representative Jackson, MS	TBD	601-965-5339	
Small Business Administration Louisiana District Office	Joann Lawrence	504-589-2744	<a href="mailto:Michael.ricks@sba.gov">Michael.ricks@sba.gov</a>

Small Business Administration Procurement Center Representative Mobile, AL	Thomas Rogers	251-441-5522	thomas.rogers@sba.gov
Small Business Administration Tennessee District Office	LaTanya Channel	615-736-5881	Latanya.channel@sba.gov
Small Business Administration Little Rock Office	Edward Haddock	501-324-7379	Edward.Haddock@sba.gov
Procurement Technical Assistance Center (PTAC) Biloxi, Mississippi	Tina Taylor	228-396-1288	smcpcadvisor@gmail.com
Procurement Technical Assistance Center (PTAC) New Orleans, Louisiana	Eileen Lodge	504-875-3949	Erl5735@louisiana.edu
Procurement Technical Assistance Center (PTAC) Alabama	Jerry Ellison	334-412-9100	jerry.ellison@ua.edu
Procurement Technical Assistance Center (PTAC) Little Rock, Arkansas	Melanie Berman	501-671-2390	msberman@uaex.edu
Procurement Technical Assistance Center (PTAC) –Tennessee	Veronica Clark	615-253-6381	vclark9@utk.edu
Small Business Development Center (SBDC) New Orleans, Louisiana	Carmen Sunda	504-831-3730	csunda@lsbdc.org
Small Business Development Center (SBDC) Mobile, Alabama	Gerald Dunlop	251-460-6004	gerald.dunlop@ua.edu
Small Business Development Center (SBDC) Memphis, Tennessee	Rory Thomas	901-333-5085	RThomas@tsbdc.org
Small Business and Technology Development Center (SBTDC) Little Rock, Arkansas	Shannon Roberts	501-683-7700	sxroberts@ualr.edu

## 2.8.2 WEBSITES

ORGANIZATION	WEBSITE
Army Corp of Engineers/Mobile	<a href="http://www.sam.usace.army.mil/">http://www.sam.usace.army.mil/</a>
Eglin Air Force Base	<a href="http://www.eglin.af.mil/">http://www.eglin.af.mil/</a>
Huntington Ingalls Shipbuilding	<a href="http://www.huntingtoningalls.com/">http://www.huntingtoningalls.com/</a>
Keesler Air Force Base	<a href="http://www.keesler.af.mil/">http://www.keesler.af.mil/</a>
Space and Naval Warfare Command – New Orleans	<a href="http://www.public.navy.mil/spawar/Atlantic">http://www.public.navy.mil/spawar/Atlantic</a>
Tyonek (Stennis Airport)	<a href="http://www.tyonek.com/">http://www.tyonek.com/</a>
Supervisor of Shipbuilding (SUPSHIP)	<a href="http://www.navsea.navy.mil/Home/SUPSHIP/">http://www.navsea.navy.mil/Home/SUPSHIP/</a>
Textron Systems Marine and Land Systems	<a href="https://www.textronsystems.com">https://www.textronsystems.com</a>
MS Enterprise for Technology (MSET)	<a href="http://www.mset.org">http://www.mset.org</a>

## 3.0 NSSC PRIME CONTRACTORS

### 3.1 INTRODUCTION

The NSSC Prime Contractor List serves as an invaluable marketing resource to businesses interested in pursuing subcontracting opportunities with NSSC major small and large business prime contractors. Contractors identified on this list provide work in support of NSSC programs and projects. Maximizing utilization of the contacts at each prime contractor location will enhance a business’ effectiveness in marketing for subcontracting opportunities at the NSSC.

### 3.2 NSSC LARGE & SMALL BUSINESS PRIME CONTRACTOR LIST

Company	NAME	PHONE NO.	E-MAIL ADDRESS
AT&T	Tom Bisaga	703-539-1922	tb1857@att.com
Allegiance Relocation Services	Tim Bonette	703.586.9406	Tim.bonette@allegiancerelo.com
Brandan Enterprises, Inc	Jonathan Etheridge	228-813-6101	jonathan.n.etheridge@nasa.gov
Castro and Company	Thomas Castro	703-229-4440	tcastro@castrocom.com
Castro and Company	Wayne Ference	703-229-4440	wference@castroco.com
CohnReznick	Frank Banda	301-280-1856	Frank.banda@cohnreznick.com
General Dynamics IT	Tony Lisotta	228-813-6592	Anthony.j.lisotta@nasa.gov
General Dynamics IT	Giovanni Carnaroli	703-229-2097	Giovanni.Carnaroli@csra.com
Enterprise Services LLC	Jeff Henderson	703-736-4015	Jeff.henderson@perspecta.com
Enterprise Services LLC	Matthew Welsh	703-713-7225	matt.welsh@perspecta.com
KPMG	Zack Gaddy	703-286-8620	zgaddy@kpmg.com
KPMG	Jason V. Abraham	703-286-8620	jvabraham@kpmg.com
CenturyLink	Greg Oden	256-509-0400	gregory.oden@centurylink.com
Kearney & Company	Chantz Beck	703-931-5600	cbeck@kearneyco.com
Regis & Associates	Peter Regis	202-296-7101	Peter.regis@regiscpa.com
SAIC	Bruce Emerson	256-544-8547	Bruce.g.emerson@nasa.gov
Verizon	Joseph Dileo	610.235.6345	Joseph.m.dileo@xo.com

## 4.0 NSSC REPETITIVE REQUIREMENTS

### 4.1 INTRODUCTION

The NSSC repetitive requirements list contains a list of recurring requirements. Information contained herein can be utilized to assist businesses interested in tracking upcoming acquisitions, and can serve as an invaluable resource to businesses pursuing procurement opportunities at NSSC. Requirements appearing on this list are listed chronologically by period of performance (POP) expiration date.

### 4.2 REPETITIVE REQUIREMENTS LIST

Note: NAICS codes listed for each requirement were utilized in previous competitions, and are subject to change from competition to competition. Likewise, competitions may also change based on results of market research.

Description of Requirement or Program/ Project Title	Contractor (TBD if not yet awarded)	Contract No. (TBD if not yet awarded)	Procurement Avenue	Period of Performance (including Options)
<b>EXISTING AWARDS</b>				
Agency Consolidated End-User Services (ACES)	Enterprise Services	NNX11AA01C	Open Market	12/27/10-10/31/21
NASA Integrated Communication Services (NICS)	SAIC	NNM11AA04C	Open Market	4/19/11-5/31/21
NEX-GEN	General Dynamic Information Technology	NNX16MA01B	Open Market	10/1/16-9/30/23
Enterprise Application Service Technologies (EAST 2)	SAIC	NNX16MB01C	Open Market	7/1/16-6/30/24
Contract Closeout Services	Branden Enterprises, Inc	NNX13AA08C	8(a) Competitive	1/11/13-1/31/19
Employee Relocation Services	Allegiance Relocation Services	NNX12AA03Z	Open Market	10/15/12-9/30/19
National Center for Critical Information & Storage (NCCIPS) Facility	SAIC	80NSSC180230	Open Market	10/1/18 – 4/30/19
Skillssoft Software Maintenance	Edgewater Federal Solutions	NNX14MA08D	SEWP	6/27/14-6/30/19
Agency 1102 Training BPA	TwentyEighty Strategy	NNX15MA02Z	GSA	1/1/15-12/31/19
Agency 1102 Training BPA	MCI	NNX15MA03Z	GSA	1/1/15-12/31/19
Agency 1102 Training BPA	AMCI	NNX15MA04Z	GSA	1/1/15-12/31/19
Agency 1102 Training BPA	TRC	NNX15MA05Z	GSA	1/1/15-12/31/19
CyberFeds Software License	LRP Publications	NNX17MC06D	GSA	1/1/18-12/31/18
SAP Business Objects, IRP Licenses and Maintenance	IT Federal Sales.	NNX17MD39Z	SEWP	7/1/17-6/30/22
MSC Tokens Software License	Immix Technology, Inc	NNG15SC39B	SEWP	4/1/17-3/31/20
Enterprise Software License for RSA SECURID	Four Points Technology	NNG15SD22B	SEWP	10/1/15/9/30/20
TIBCO Software License	Enterprise Solutions Corporation	NNX14MD07D	GSA	6/1/14-5/31/19
Mathlab Software License	Mathworks	NNX15MC76B	Open Market	5/1/15-4/30/20
Red Hat Software License	DLT Solutions, Inc.	NNX14MD69Z	GSA	8/21/14-8/20/19
IBM Software License	Four Inc	NNX14AA45Z	GSA	1/1/14-12/31/18
Adobe Desktop Software License	Affigent, LLC	NNG15SD21B	SEWP	9/27/16-9/26/19
Altium Software License	Blue Tech	80NSSC18F0688	GSA	2/1/18-1/31/21
AutoDesk Software License	New Tech Solutions	80NSSC18F0325	SEWP	1/24/18-1/23/21
Vericut Software License	CG Tech	NNX14MC95B	Open Market	5/20/14-5/19/19
Comsol Multiphysics Software License	COMSOL, Inc.	NNX14MC69Z	Open Market	5/1/14-4/30/19
SolidWorks Software License	Lyme Computer Systems	NNG15SC80B	SEWP	8/15/17 -8/14/20
Deltek Software License (Cobra, winsight, MPM)	Red River Computer	NNX15MD45D	SEWP	4/1/15-3/31/20
Empower Software License	Encore Analytics	80NSSC18P0822	Open Market	4/1/18-3/31/23
Hypersizer Software License	Collier Research Corp.	NNX15MC94Z	Open Market	7/1/15-6/30/20
Intel SW Dev. Tools Software License	Intel Corp.	NNX15MC99Z	Open Market	2/16/15-2/15/20
Mathematica Software License for	Wolfram/Alpha, LLC	NNX14ME61Z	Open Market	9/15/14-9/14/19
Gridgen Software License for	Pointwise. Inc	NNX14ME73Z	Open Market	9/23/14-9/23/19
Creo and MathCAD Software License	PTC/ CWPS	NNG15SC31B	SEWP	3/15/17-3/14/21
Windchill Software License	PTC/ CWPS	NNG15SC31B	SEWP	3/15/17-3/14/21
Windchill Creo,SaaS	GovSmart, Inc.	NNG15SD11B	SEWP	3/15/17-3/14/19
Windchill, Creo (HEOMD) Software License	PTC/GovSmart, Inc.	NNX15MF63D	SEWP	3/15/17-3/14/19

SAP Products Software License	IT Federal Sales	NNX15MD39Z	GSA	4/1/16-12/31/18
X-WIN32 Software License	GovSmart, Inc.	NNX15ME95D	SEWP	8/1/15-7/31/20
Active Risk Management Software License	Blue Tech	NNG15SD00B	SEWP	10/1/16-9/30/21
ESRI Software License	ESRI	NNX15MF91Z	GSA	10/1/16-9/30/20
McAfee Software License	V3 Gate	NNG15SD27B	SEWP	11/7/15-11/6/19
Vmware Software License	Thundercat Technology	NNG15SD26B	SEWP	10/1/15-9/30/20
Cradle Software License	3SL	NNX16ME83Z	GSA	7/1/15-7/14/19
National Instruments Software License	National Instruments	NNX15MD98B	Open Market	9/28/15-9/27/20
Microsoft Products Software License	Minburn Technology	NNG15SD34B	SEWP	10/1/15-9/30/19
BMC/Nlyte (Remedy) Software License	RightStar	NNX16MC59Z	GSA	1/1/16-12/31/20
ENVI, IDL Software License	Harris Geospatial Solutions	80NSSC17A0005	GSA	7/26/17 – 7/25/22
MSC Tokens Software License	Immix Technology	NNG156SC39B	SEWP	4/1/17 -3/31/20
Liferay Software License	V3 Gate	NNG15SD27B	SEWP	9/3/15-9/2/19
Magic Draw Software License	No Magic Inc.	NNX15ME58Z	Open Market	9/1/15-8/31/19
McIDAS Software License	University of Wisconsin Madison	NNX14MD04B	Open Market	1/1/14-12/31/18
Optical & Illuminations Design SW	Zemax	NNX15MF64Z	Open Market	8/1/15-7/31/20
Polaris Argo Software License	Booz-Allen Hamilton	NNX14MD62B	GSA	6/1/14-5/31/19
QVIX Software License	QVIX Business Systems	NNX14MD05P	Open Market	5/29/14-5/28/19
Trend Micro Security Software License	XentIT	NNX15ME99Z	GSA	7/20/15-7/19/19
STK Software License	AGI	80NSSC17A0011	GSA	9/26/17-9/25/20
Gartner Enterprise Subscription	Gartner	80NSSC18A0011	GSA	3/15/18-3/14/23
3DCAD Data Conversion Software License	CT Core Technologies	NNX15MC49Z	Open Market	1/1/15-12/31/19
TechDoc Software License	Prevo Technology	NNX15ME45B	Open Market	8/24/15-8/23/20
Atlassian Software License	GC Micro	NNG15SC75B	SEWP	9/15/16-9/14/21
EMC/Documentum	EMC/Affigent	NNG15SC59B	SEWP	9/1/16-8/31/19
Forrester Software License	Forrester	NNX17MC01Z	GSA	10/18/16-10/17/19
ServiceNow Software License	Thundercat Technology	NNG15SD26B	SEWP	9/26/16 -9/25/19
Splunk Software License	Red River Computer	NNG15SC85B	SEWP	8/1/16-7/31/21
ISO 9001, 14001 & AS 9100 Audit Services	Paragon Business Solutions	NNX17MA07B	WOSB Set Aside	10/1/16-9/30/21
Contract Audit Services	Kearney and Company	NNX17MA13B	Open Market	10/21/16 -10/20/21
Contract Audit Services	KPMG	NNX17MA14B	Open Market	10/21/16 -10/20/21
Contract Audit Services	Castro and Company	NNX17MA15B	Open Market	10/21/16 -10/20/21
Contract Audit Services	Cohn Reznick LLC	NNX17MA16B	Open Market	10/21/16 -10/20/21
Contract Audit Services	Regis & Associates	NNX17MA17B	Open Market	10/21/16 -10/20/21
Emergency Notification System	FCN	NNX17MA37D	Open Market	08/1/17 -07/31/19
Mentor Graphics Designer & Expedition	Mentor Graphics	80NSSC17A0004	Open Market	5/1/17 – 4/30/20
SATERN Training System Consulting Services	Carahsoft Technology, Corp	80NSSC17F0098	Open Market	07/01/17-06/30/20
Oracle Software License	Affigent	80NSSC18F0029	GSA	11/20/17-10/14/22
PowerMapper Software License	GovSmart Inc.	80NSSC17F1255	SEWP	10/01/17-9/30/22
HyperWorks Software License	Altair Engineering	NNX16MF09P	Open Market	9/15/17-9/16/19
Labview	National Instruments	NNX15MD98B	Open Market	9/28/15 – 9/27/20

IEEE Membership & Subscription Services	IEEE	80NSSC17F0984	Sole Source	9/1/18 - 8/31/19
Galaxie Membership & Subscription Services	Galaxie	80NSSC18P0232	Sole Source	11/1/18 - 10/31/19
WESTLAW Membership & Subscription Services	WESTLAW Group	80NSSC17A0001	Sole Source	7/1/17 -6/30/22
SPIE Membership & Subscription Services	SPIE	80NSSC17A0013	Sole Source	9/29/17 -9/28/22
Lexis Nexis Membership & Subscription Services	Lexis Nexis	80NSSC17A0007	Sole Source	9/26/17 -4/30/22
Verizon	Verizon Conferencing Services	NNM09AA00D	GSA EIS	1/5/09-3/28/20
Qwest/Centurylink	Qwest Core Circuits	NNM09AA01D	GSA EIS	8/3/08-3/28/20
AT&T	AT&T Regional Circuits	NNM10AB41D	GSA EIS	11/2/09-3/28/20
Qwest/Centurylink	Qwest Regional Circuits	NNM10AB42D	GSA EIS	11/2/09-3/28/20
Verizon	Verizon Regional Circuits	NNM10AB43D	GSA EIS	11/2/09-3/28/20
AT&T	AT&T Tail Circuits	NNM08AD90D	GSA EIS	8/1/08-3/28/20
Qwest/Centurylink	Qwest Switched Voice, OOBA, & Tail Circuits	NNM08AD91D	GSA EIS	8/1/08-3/28/20
Verizon	Verizon Tail Circuits	NNM09AC80D	GSA EIS	5/29/09-3/28/20
AT&T	AT&T Mission Network Services	NNM10AA01D	GSA EIS	2/8/10-3/28/20
Sprint	Sprint Enterprise - FMSnet	NNM10AA58D	GSA EIS	12/1/09-3/28/20
Level3	Level3 Enterprise	NNM10AD30D	GSA EIS	10/1/10-3/28/20
Verizon	Verizon DTS Circuits & Switched Voice	NNM10AB69D	GSA EIS	1/23/10-3/28/20
Level3	Level 3 Gigabit Ethernet	NNM10AA52D	GSA EIS	1/23/10-3/28/20
Sprint	Sprint Federal Relay Service	NNM13AA25T	GSA EIS	12/2/09-3/28/20
<b>NEW AWARDS FORECAST</b>				
PIV Cards	TBD	TBD	TBD	TBD
Space Claim Software	TBD	TBD	TBD	TBD
Symantec Software License	TBD	TBD	TBD	TBD
Livermore (LS-DYNA) Software License	TBD	TBD	TBD	TBD
Siemens Software License	TBD	TBD	TBD	TBD
FEI Software License	TBD	TBD	TBD	TBD
Veritas Software License	TBD	TBD	TBD	TBD
Bentley Software License	TBD	TBD	TBD	TBD
Plateau Software License	TBD	TBD	TBD	TBD
Portland Group (PGI Accelerator) Software License	TBD	TBD	TBD	TBD
a.i. Solutions Software License	TBD	TBD	TBD	TBD
Centrify Software License	TBD	TBD	TBD	TBD
Statistical Software License	TBD	TBD	TBD	TBD
OS Comet Software License	TBD	TBD	TBD	TBD
Phoenix Integration Software License	TBD	TBD	TBD	TBD
Raid Software License	TBD	TBD	TBD	TBD
Solar Winds Software License	TBD	TBD	TBD	TBD

Abaqus Software License	TBD	TBD	TBD	TBD
Avizo - 3D Scientific Data Visualization Software License	TBD	TBD	TBD	TBD
Thermal Desktop Software	TBD	TBD	TBD	TBD

## 5.0 TOP NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODES UTILIZED AT NSSC

NAICS codes and corresponding size standards are assigned for each item or service acquired by the Federal Government for the purpose of establishing competition parameters when setting aside acquisitions for small business participation, and for determining business classifications for all business types competing in full and open competitions. The table below contains a list of the top NAICS codes utilized at NSSC.

CODE	TITLE	STANDARD
334111	ELECTRONIC COMPUTER MANUFACTURING	1,250 Employees
511210	SOFTWARE PUBLISHERS	\$38.5 M
532420	OFFICE MACHINERY AND EQUIPMENT RENTAL AND LEASING	\$32.5 M
541211	OFFICES OF CERTIFIED PUBLIC ACCOUNTANTS	\$20.5 M
541511	CUSTOM COMPUTER PROGRAMMING SERVICES	\$27.5 M
541512	COMPUTER SYSTEMS DESIGN SERVICES	\$27.5 M
541513	COMPUTER FACILITIES MANAGEMENT SERVICES	\$27.5 M
541519	OTHER COMPUTER RELATED SERVICES	\$27.5 M
541611	ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES	\$15.0 M
541715	RESEARCH AND DEVELOPMENT IN THE PHYSICAL, ENGINEERING, AND LIFE SCIENCES (EXCEPT BIOTECHNOLOGY)	1,000 Employees
561110	OFFICE ADMINISTRATIVE SERVICES	\$7.5 M
611310	COLLEGES, UNIVERSITIES, AND PROFESSIONAL SCHOOLS	\$27.5 M
611430	PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING	\$11.0 M

## 6.0 FREEDOM OF INFORMATION ACT (FOIA)

### 6.1 INTRODUCTION

The Freedom of Information Act (FOIA) was enacted in 1966, Title 5 U.S.C. Section 552, and established for the first time an effective statutory right of access to government information.

### 6.2 TYPES OF CONTRACTING DOCUMENTS AVAILABLE UNDER FOIA

- Previous requests for information
- Source selection statements
- Statements of Work/Performance Work Statements

- Basic contracts and modifications to contracts
- Award fee and determination letters
- Progress Reports (if applicable)

### **6.3 DOCUMENTS EXEMPT FROM RELEASE**

- Winning proposals
- Proprietary information
- 533 financial documents

### **6.4 HOW TO REQUEST INFORMATION (Request must be in writing)**

NSSC FOIA website

<https://www.nssc.nasa.gov/foia> (Contains reading room and electronic forms)

NSSC FOIA contact:

Jamie Mettler

NSSC FOAI Public Liaison Officer

Ph: 228.813.6490

## **7.0 ACQUISITION SEARCH TOOLS**

### **7.1 ACQUISITION FORECAST TOOL**

The Acquisition Forecast Tool (AFT) is available at the OSBP Web site. Businesses interested in learning about upcoming acquisitions at each NASA Center can utilize this navigation tool to access forecasted acquisitions Agency wide or by Center. The AFT portal can be accessed directly at the following link:

<http://www.hq.nasa.gov/office/procurement/forecast/>

## **8.0 VENDOR REGISTRATION**

### **8.1 NASA VENDOR DATABASE**

The NASA vendor database was created to track all vendors interested in doing business with NASA.

To register, go to the following web site: [http://osbp.nasa.gov/vendor\\_database.html](http://osbp.nasa.gov/vendor_database.html)

## **9.0 NASA MENTOR PROTÉGÉ PROGRAM**

### **9.1 INTRODUCTION**

The NASA Mentor-Protégé Program encourages NASA prime contractors to assist eligible protégés, thereby enhancing the protégés' capabilities to perform NASA contracts and

subcontracts, fostering the establishment of long-term business relationships between these entities and NASA prime contractors, and increasing the overall number of these entities that receive NASA contract and subcontract awards.

## 9.2 NASA APPROVED MENTORS

NASA APPROVED MENTORS	POINT OF CONTACT	PHONE NUMBER
AECOM Technical Services, Inc.	Shawn Ralston	703-559-1338
Aerojet Rocketdyne	Andrew Volpendesta	916-355-6543
Assurance Technology Corporation	Michael Renfroe	978-369-8848
The Boeing Company	Adriana Ocampo	786-265-4706
CH2M	Willie Franklin III	720-286-2274
General Dynamics Information Technology (GDIT)	Michelle McKiver	703-645-5151
Engility Corporation dba TASC, Inc	Tracy Thompson	703-664-2787
Enterprise Services	Jeff Henderson	703-736-4015
Hamilton Sundstrand Space Systems, Inc.	Mary Ann Grant	281-336-8708
Honeywell Technology Solutions, Inc.	Cruz Andino	787-658-2289
Jacobs Technology, Inc.	Karen Dahlman	281-461-5224
Jet Propulsion Laboratory	Stuart Imai	818-354-2070
KBRWyle Technology Solutions, LLC dba KDRWyle	Deborah Harman	410-964-7233
L-3 Communications Logistics Solutions	Curtis Newton	661-276-2602
Leidos Innovations Corporation	Charles McVicker	720-568-2174
LJT & Associates	Matthew Kilroy	443-283-2500
Lockheed Martin Corporation	Susannah Raheb	407-306-2010
Millennium Engineering and Integration Company	Daniel Deans	703-413-7740
Northrop Grumman Corporation	Tizoc Loza	703-875-8327
Northrop Grumman Corporation formally Orbital ATK	Jenifer Scoffield	435-863-2017
PAE Applied Technologies, LLC	Jennifer D'Eath	281-843-3866
Raytheon Company	Crystal King	571-250-3725
Science Application International Corporation (SAIC)	Liz Tomka	703-677-2910
Sierra Lobo, Inc	Chuck R. Stidham	567-401-1051
Sierra Nevada Corporation	Velinda Highfill	775-849-6507
SGT, Inc.	Chemise Smith	301-464-7584
Southwest Research Institute	Dr. Mihir Desai	201-522-6754
Teledyne Brown Engineering	Dr. Dwight Mosby	256-951-0527
URS Federal Services, Inc., an AECOM Company	Amanda Curtis	256-544-7991
Vencore Services & Solutions	Cindi Minter	321-867-9435
Wyle Laboratories, Inc.	Helen Lawley	281-212-1354

### 9.3 NSSC PAST AND CURRENT MENTOR PROTÉGÉ AGREEMENTS

MENTOR	PROTÉGÉ NAME	PROTÉGÉ CLASSIFICATION	CONTRACT	AGREEMENT LENGTH
SAIC	Ignite Fueling Innovation	SDVOSB	NNX16MB01C	32 months
Enterprise Services	Jackson State University (JSU) Jackson, MS	HBCU	NNX11AA01C	9 months
GDIT	IT Coalition Inc.	SDVOSB	NNX16MA01B	12 months
GDIT	Xavier University (XULA) New Orleans, LA	HBCU	NNX16MA01B	24 months

### 10.0 MARKETING TO A PRIME CONTRACTOR

#### Marketing Introduction

##### Keep the meeting brief

- Know your audience
- Highlight your niche
- Present pertinent past performance
- Identify specific program(s) where you would like to be considered

##### Will a nondisclosure agreement be required?

- Request next point of contact meeting with prime contractor decision makers

##### Provide a concise overview of your business and who referred you

- Be time sensitive
- Be prepared to discuss:
  - Pertinent past performance
  - Unique capabilities (top differentiators)
  - Specific programs or areas of interest
  - Quality Standards /Certification(s)
- Develop strategic alliance:
  - Understand the communication preference

##### Responding to a Prime Contractors

- Work honestly and ethically
- Develop a dialog
- Respond to all requests in a timely manner
- Talk to buyer/decision maker – don't assume details... You have one opportunity to make a first impression
- No bid response is unacceptable...Always respond explain

##### Responding to Specific RFP's

- Research the solicitation prior to its release...Watch for the draft or work from agency forecasts
- Send letter of interest to Small Business Liaison Officer (SBLO) prior to the solicitation

release

- Know how you can add value to the team:
  - Don't rely on the SB Classifications
  - Focus on value added and be flexible to change
  - Relate your past performance or strengths for Statement of Work (SOW)
- Know who the decision makers are
- Validate your data
- Be ready to respond quickly & thoroughly to the proposal data request

#### Desirable Subcontracting Attributes

1. Ability to work as a Team
2. Customer Focused
3. Provide reasonable cost (Affordability)
4. Maintain good safety record
5. Have relevant experience/past performance
6. Reliable / Responsive / Flexible
7. Committed to quality
8. Financially responsible
9. Patient with the Prime & Customer

#### Final Steps:

- Have a plan; early development is a plus
- Be innovative and creative
- Know your new potential customer and show you have done your research
- Work through the SBLO or other designated point of contact
- Be ready to reply on short notice
- Market – Increase your company's visibility
- Network

### **11.0 Small Business Links:**

- NSSC Small Business Office; [www.nssc.nasa.gov](http://www.nssc.nasa.gov)
- NASA Office of Small Business Programs at <http://osbp.nasa.gov/>
- NASA Vendor Database at <https://vendors.nvdb.nasa.gov/>
- NASA Main Web Site: <http://www.nasa.gov>
- NASA Procurement Web Site: <http://www.hq.nasa.gov/office/procurement/>
- NASA Acquisition Forecast: <http://www.hq.nasa.gov/office/procurement/forecast/>
- U.S. Small Business Administration: <http://www.sba.gov>
- SBA Office of the National Ombudsman: <http://www.sba.gov/ombudsman/>
- North American Industry Classification System: <http://www.census.gov/naics>
- System for Award Management (SAM): <http://www.sam.gov>
- Federal Business Opportunities: <http://www.fbo.gov/>
- Federal Acquisition Regulations (FAR): <https://www.acquisition.gov>
- General Services Administration: <http://www.gsa.gov>
- Procurement Technical Assistance Centers: <http://www.dla.mil/HQ/SmallBusiness/PTAC.aspx>

- Women’s Business Centers: <https://www.sba.gov/tools/local-assistance/wbc>
- Federal Procurement Data System—Next Generation: <https://www.fpds.gov>
- Electronic Subcontracting Reporting System: <http://www.esrs.gov>
- Department of Defense Office of Small Business Programs: <http://www.acq.osd.mil/osbp>
- NASA Freedom of Information Act (FOIA): <http://www.hq.nasa.gov/office/pao/FOIA/>
- Small Business Development Centers: <http://www.sba.gov/tools/local-assistance/sbdc>
- SBA Small Business Size Standards: <https://www.sba.gov/content/small-business-size-standards>

National Aeronautics and Space Administration

**NASA Shared Services Center**  
Stennis Space Center, MS 39532  
<https://www.nssc.nasa.gov/>

[www.nasa.gov](http://www.nasa.gov)