



# National Radio Astronomy Observatory

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1180 Boxwood Estate Rd., Charlottesville, VA 22903  
Telephone: (434) 296-0334

June 10, 2024

Subject: RFP-JJC-01-2024  
Graduate Course Creator

Attn:

Associated Universities, Inc. (AUI), is a not-for-profit educational and research corporation operating the National Radio Astronomy Observatory (NRAO) under Cooperative Agreement AST-1928936, with the National Science Foundation (NSF), an agency of the U.S. Government. AUI, under this agreement, operates, constructs and maintains astronomy research facilities at various locations in the United States and Chile as well as on the island of St. Croix.

The Very Large Array (VLA), one of the world's premier astronomical radio observatories, consists of 27 radio antennas in a Y-shaped configuration on the Plains of San Agustin 50 miles west of Socorro, New Mexico. The antennas are moved with a transporter vehicle into different configurations along 40 miles of railroad track. Regular maintenance must be performed on the miles of track, which includes replacing ties and ballast. More information about the VLA is available at <http://www.vla.nrao.edu>.

AUI/NRAO hereby requests a proposal from your firm for a Graduate Course according to Attachment I, Statement of Work. Attachment I provides explanatory details necessary to complete your proposal. Your proposal shall include all delivery costs.

Please reference RFP-JJC-01-2024 – in the subject line of your proposal and email it to me at [jcuenca@nrao.edu](mailto:jcuenca@nrao.edu) no later than **5:00 pm EST on July 15, 2024**. After the scheduled closing time for the receipt of proposals, no proposal may be withdrawn for a period of 60 days.

AUI/NRAO is authorized to purchase from GSA Supply Sources. If you can quote from the GSA Schedule, please respond with the GSA contract number.

The bidder will be required to execute a contract and agree to, and comply with the General Terms and Conditions of the AUI/NRAO purchase order, which is included as Attachment 2 to this RFP.

Attachment 3, Representations, Certifications and Acknowledgments is to be completed and returned with your proposal. A complete and responsive proposal submission shall include, but not be limited to, a completed and signed original of Attachment 3, to this RFP.

It is requested that you forward all questions and comments pertaining to this request, in writing, to the undersigned at the email [jcuenca@nrao.edu](mailto:jcuenca@nrao.edu). All questions must be submitted to

AUI/NRAO by **July 05, 2024**. All questions and answers will be sent to each bidder as promptly as possible, and no later than **July 10, 2024**. Any direct communications with AUI/NRAO personal, without prior approval of the undersigned or an AUI/NRAO purchasing representative may void your bid.

AUI/NRAO reserves the right to make an award based on the Proposer's initially proposed price without discussion of such Proposal. AUI/NRAO is not obligated to award all or any part of the work solicited, and in any event will not be responsible for the cost of Proposal preparation or any other cost incurred in connection with this RFP. Further, AUI/NRAO reserves the right to accept other than the lowest price Proposal.

AUI/NRAO will evaluate your bid associated with this RFP based on the following elements in order of importance: 1) Experience 2) Quality of Course Outline, and 3) Price.

AUI/NRAO intends to negotiate a price for the entire scope of work as defined herein.

Sincerely,

Jose Cuenca, CPP  
NRAO – Buyer, Sr.

Attachments (3)

ATTACH 1 – Statement of Work

ATTACH 2 – Terms and Conditions

ATTACH 3 – Reqs and Certs