

## February 2014 Consolidation

The February 2014 consolidation will be posted to FedBizOpps (FBO).

1. February 2014 Consolidation Schedule: (See Page 2 for complete schedule)
2. Vendor RFQ Instructions:
  - a) In order to maintain the vendor email group, all HTME ID/IQ contractors are required to submit the following information to Ms. Coretta Daniels at [coretta.daniels@va.gov](mailto:coretta.daniels@va.gov).
    - 1) Contract Administrator: Provide the name, address and email of the current contract administrator.
    - 2) Provide the current contact information (name and email address) to be included on e-mail notifications (AMMHIN DDVENDOR list) regarding HTME updates and Consolidations.
  - b) Vendor Communications: We have advised our customers that during the market research phase of the procurement, communications between the Government facility and the vendors are strongly encouraged within the guidelines provided by their Contracting Officer and in accordance with FAR Part 10.001(2)(iii). During this phase, there is a more free flow of information, but this should be viewed as an opportunity to understand vendors' capabilities to meet their needs. Vendors should have equal access to the facility during this time (e.g., site visits, vendor demonstrations, etc.) Customers must ensure that the information provided to one vendor on their requirement is provided to all.

Following the May 1, 2014 FBO posting, stations should have no further communication with the vendors regarding the February 2014 consolidation unless coordinated by the local/VISN CO only. This includes all clarifications or additional information that is required to complete evaluations. The local CO will determine what access, if any, is needed by the vendors to obtain information and shall be present at all vendor presentations. Presentations are meant to clarify the understanding of equipment features in the quote. Prices or additional equipment or features shall not be discussed. Thus once communications are begun with vendors relating to a specific quote, COs must control those communications in order to ensure that those vendors are treated fairly and given the same opportunity.

- 1) Unless the local Contracting Officer requires clarification or additional information to complete the evaluation (including vendor presentations), all communications are through the NAC Contracting Officer. In addition, all other communications not related to local requirements must be coordinated through the NAC CO.
  - 2) Market research may continue on Equipment targeted for the May 2014 Consolidation until that respective FBO posting. We have not established a target date to post the May 2014 RFQ.
- c) The NAC Contracting Officers will review the station's recommended source selection justifications and determine whether or not the justification is adequate to award the order or will request additional information from the station before an award can be executed. Communication during this time will be through NAC Contracting Officers only. We have advised our customers that when the selection process begins there is to be no further contact with vendors regarding their requirements. Disclosing information such as members of the evaluation panel is considered confidential source selection information and may not be disclosed.

- d) We also ask that vendors forward the above information to their respective sales team so that all are aware of the process and timelines.
- e) We also ask that you do not contact the NAC regarding the status of selections. This will only delay the process. After the NAC has reviewed and finalized all vendor selections for a VISN, an update providing the selections for that VISN will be issued.
- f) Due to the small number of equipment requests on the February 2014 Consolidation, there will be **no phases**.

**\*\*February 2014 Consolidation Schedule**

<b>Dates</b>	<b>Milestone – All Modalities</b>
04/08/14	Pre-Solicitation Notice
05/01/14	Post requirements (RFQ) to FBO
05/12/14	Deadline for Vendors to submit questions to NAC
05/23/14	Deadline for NAC to respond to Vendor Questions
06/13/14	Deadline for Vendor to submit quotes to NAC
06/25/14	Deadline for Customers to receive vendor quotes via the shared drive
08/06/14	Deadline for Customer to submit Best Value Selections
09/08/14	Deadline for NAC to complete review of Selection Justifications
10/31/14	Goal to award all Delivery Orders

\*\* All dates are estimated and subject to change at any time.