

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			BPA NO.		1. CONTRACT ID CODE		PAGE 1		OF PAGES 1		
2. AMENDMENT/MODIFICATION NO. A00001			3. EFFECTIVE DATE 05-13-2015		4. REQUISITION/PURCHASE REQ. NO.			5. PROJECT NO.(If applicable) NA			
6. ISSUED BY CODE Department of Veterans Affairs NCO 23 - Minneapolis 708 S. Third St., Suite 200E Attention: Joel Felberg Minneapolis MN 55415			7. ADMINISTERED BY (If other than Item 6) CODE Department of Veterans Affairs NCO 23 - Minneapolis Attention: Joel Felberg 708 S. Third St., Suite 200E Minneapolis MN 55415								
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To all Offerors/Bidders						(X)		9A. AMENDMENT OF SOLICITATION NO. VA263-15-R-0488			
						X		9B. DATED (SEE ITEM 11) 04-24-2015			
								10A. MODIFICATION OF CONTRACT/ORDER NO.			
								10B. DATED (SEE ITEM 13)			
CODE			FACILITY CODE								
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS											
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. ** HOUR & DATE for Receipt of Offers is EXTENDED to 06/01/2015 10:00 a.m. CST											
12. ACCOUNTING AND APPROPRIATION DATA (If required)											
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.											
(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.											
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).											
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:											
D. OTHER (Specify type of modification and authority)											
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.											
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) In accordance with Federal Acquisition Regulation 15.206 - Amending the Solicitation, Request for Proposal VA263-15-R-0488 is hereby amended as follows: 1. Addenda to 52.212-1 - Proposal Preparation Instructions is inserted. 2. Immigration and Nationality Act Certification is added as attachment 8. 3. Organizational Conflict of Interest Statement is added as attachment 9. All other terms and conditions remain unchanged.											
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.											
15A. NAME AND TITLE OF SIGNER (Type or print)					16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Joel Felberg NCO2315L2-5711 Contracting Officer						
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)				15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)				16C. DATE SIGNED	

ADDENDA TO 52.212-1 PROPOSAL PREPARATION INSTRUCTIONS

This section provides general guidance for preparing proposals as well as specific instructions on format and content of the proposal. The Offeror's proposal must include all data and information requested herein, and must be submitted in accordance with these instructions. Nonconformance with the instructions provided herein may result in an unfavorable proposal evaluation. Proposals shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of the stated claims. The proposal should not simply rephrase or restate the Governments' requirements, but shall address how the Offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their abilities and experience, and will base its evaluation on the information presented in the Offeror's proposal. Elaborate brochures or documentation, binding, detailed art work, or other embellishments are unnecessary and are not desired. Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements.

SOLICITATION QUESTIONS: Questions concerning the solicitation will be accepted from the solicitation posting date until 10:00am CST May 22, 2015. Questions will only be accepted by email at joel.felberg@va.gov.

INFORMATION REGARDING SUBMISSION OF PROPOSAL: Faxed proposals will NOT be accepted. Proposals will be accepted by mail or hand carried delivery to:

Department of Veterans Affairs

C/O Joel Felberg

Network Contracting Office 23 (NCO 23)

708 S. Third Street, Suite 200E

Minneapolis, MN 55415

Offerors proposals are to be submitted in three parts: (1) a price proposal (the "Price Proposal"), (2) a technical proposal (the "Technical Proposal"), and (3) a Past Performance. The offeror shall include only one copy of each part. *The offeror is required to submit a copy of the RFP response on CD-ROM along with the printed copy. Printed copies should not include marketing or promotional material. The electronic version (CD-ROM) of this RFP technical response shall be named **NCO 23 Minneapolis Colon-Rectal [Vendor Name] RFP.doc**. Pricing information shall be entered into the Schedule of Services section of the RFP; no other version of a pricing schedule will be accepted.* All envelopes shall be clearly marked with the RFP number at the lower left-hand corner. Each envelope shall be identified as "PRICE PROPOSAL", "TECHNICAL PROPOSAL", and "PAST PERFORMANCE".

The sealed envelope or package used to submit your proposal must show the time and date specified for receipt, solicitation number and name address of the offeror.

Specific Instructions:

1. PART I – PRICE PROPOSAL – Submit one copy.

- (a) Complete blocks 12, 17a and b, and 30a through c of the RFP, page 1, Standard Form (SF) 1449, and all fill-ins in the Contract Administration Data section of the solicitation. In doing so, the offeror accedes to the contract terms and conditions as written in the solicitation in its entirety.
- (b) Insert proposed unit prices for each Contract Line Item Number (CLIN) including all option periods. All price proposals must be submitted using the Schedule of Services section of the RFP. The proposal must be submitted for a base period of one year plus four one year option periods.
- (c) Complete the necessary fill-ins and certifications in the Contract Clauses section. Representations and Instructions section shall be returned in its entirety. For Description/Specifications through Contract Clauses sections, the offeror shall submit only the pages that require a fill-in.
- (d) The Contractor must return a signed copy of the VA Rules and Behavior (attachment 1), Contractor Certification (attachment 4), VA Handbook 6500.6 (attachment 7), Immigration and Nationality Act Certification (attachment 8) and Organizational Conflict of Interest (attachment 9)
- (e) Return any solicitation amendments to the original solicitation documents, signed by the same official authorized to sign the SF 1449.

2. PART II – TECHNICAL PROPOSAL – Submit one copy

- (a) **Section 1 – Cover letter.** Shall be a maximum two-page Cover Letter and shall include the name and address of the organization submitting the proposal, together with the name, address, e-mail address and telephone number of the contact person who has the actual power to legally bind the offeror and make representations relative to the offeror's proposal and any resultant contract, for the offeror.
 - (b) **Section 2 – Table of Contents.** Shall be a detailed Table of Contents and shall include an outline of the proposal, identified by a sequential page number and be section reference and section title.
 - (c) **Section 3 – Narrative Response to Evaluation Factors.** In order to evaluate each proposal, it is necessary that each offeror respond to all items in the same order as presented herein. Offers shall be organized with sections appropriately identified. Offerors are to propose how they intend to fulfill the requirements of this solicitation and how their total offer will meet the minimum needs of the specifications. The response should be concise and provide sufficient information to demonstrate the offeror's capability to satisfactorily perform the objectives. The narrative response shall be typed not less than 12 pitch and be presented in the order of the technical evaluation factors. The offeror will use 8 ½" x 11" paper except for fold-outs used for charts, tables, or diagrams, which may not exceed 11" x 17."
 - (d) Contractor shall submit a listing of key personnel in the following format:
PROVIDER NAME:_____ TITLE/RANK:_____.
 - (e) Curriculum Vitae of each key personnel shall be submitted with the proposal.
3. **PART III – PAST PERFORMANCE** – *Limited to no more than two (2) pages per contract listed. Only references for same or similar type contract. Submit one (1) copy.* As part of the evaluation process, the Government will assess each offeror's past performance deemed relevant to the requirements of this solicitation. The offeror shall present factual material dealing with contracts held with other Government agencies or with private sector businesses on which the same or similar services were provided. Information requested includes successful execution of contracts, and in problem areas, the steps taken to resolve or correct. Offerors are cautioned that the Government will use information provided by the offerors and information obtained from other sources in the development of the performance confidence assessments.
- (a) **Quality and Satisfaction Rating for Contracts Completed in the Past Three (3) Years:**
Provide any information currently available (letters, metrics, customer surveys, independent surveys, etc.) which demonstrates customer satisfaction with overall job performance and quality of completed product for same or similar type contract
 - (b) **Performance Surveys:** The government will evaluate the quality and extent of offeror's performance deemed relevant to the requirements of this RFP. The government will use information submitted by the offeror and other sources such as other Federal Government offices and commercial sources, to assess performance. Provide a list of no more than five (5) of same or similar type contracts performed for Federal agencies and commercial customers within the last three (3) years.

- (c) The evaluation of past performance information will take into account past performance information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition. Furnish the following information for each contract listed:

(i) Company/Division name

(ii) Product/Service

(iii) Contracting Agency/Customer

(iv) Contract Number

(v) Contract Dollar Value

(vi) Period of Performance

(vii) Verified, up-to-date name, address, FAX, email address, and telephone number of the contracting officer

(viii) Comments regarding compliance with contract terms and conditions

(ix) Comments regarding any known performance deemed unacceptable to the customer, or not in accordance with the contract terms and conditions..

PAST PERFORMANCE QUESTIONNAIRES: Each offeror shall send out Past Performance Questionnaires (Attachment #5) to each of the offeror's past performance references identified in those contracts listed in the contractor's Past Performance Information. The responsibility to send out Past Performance Questionnaires rests solely with each offeror – IT SHALL NOT BE DELEGATED TO ANY OTHER ENTITY.

1. Complete Section A, General Information, of the Past Performance Questionnaire (Attachment #5) and fax or email Past Performance Questionnaire to all past performance references listed in the contractor's Past Performance Information. Evaluators are only allowed to use the Attachment #5, Past Performance Questionnaire. Altered or substituted questionnaires will not be evaluated. Offerors are responsible to ensure questionnaires are transmitted to their references, and to indicate which references the questionnaire was sent to (see paragraph c above).

2. Once the Past Performance Questionnaires are completed by the evaluator's POCs, the information contained in the Questionnaires shall be considered source selection sensitive and not released to you, the offeror. Questionnaires shall be sent directly to the Government.
3. Past Performance Questionnaires are to be completed and sent directly to the Government by the evaluator completing the Questionnaire. It is the sole responsibility of the offeror to track the submission of Past and Present Performance Questionnaires and ensure that the Government receives them AS SOON AS POSSIBLE BUT NO LATER THAN THE CLOSING TIME AND DATE OF THE SOLICITATION. It is also the sole responsibility of the offeror to inform the evaluators of any extensions the Government approves to the date and time proposal are due to be submitted.
4. The evaluator shall e-mail questionnaires to Joel Felberg at joel.felberg@va.gov. If the questionnaires cannot be e-mailed, fax to (612) 333 – 3667.
5. If the offeror claims there is no past performance, then that status must be identified to the Contracting Officer not later than the date/time proposals are due from all offerors.

See attached document: Immigration and Nationality Act Certification.

See attached document: Organizational Conflict of Interest Statement.

Attachment 8 – Immigration and Nationality Act Certification

“The Contractor certifies that the Contractor shall comply with any and all legal provisions contained in the Immigration and Nationality Act of 1952, As Amended; its related laws and regulations that are enforced by Homeland Security, Immigration and Customs Enforcement and the U.S Department of Labor as these may relate to non-immigrant foreign nationals working under contract or subcontract for the Contractor while providing services to Department of Veterans Affairs patient referrals; While performing services for the Department of Veterans Affairs, the Contractor shall not knowingly employ, contract or subcontract with an illegal alien; foreign national non-immigrant who is in violation their status, as a result of their failure to maintain or comply with the terms and conditions of their admission into the United States. Additionally, the Contractor is required to comply with all “E-Verify” requirements consistent with “Executive Order 12989” and any related pertinent Amendments, as well as applicable Federal Acquisition Regulations.

If the Contractor fails to comply with any requirements outlined in the preceding paragraphs or its Agency regulations, the Department of Veterans Affairs may, at its discretion, require that the foreign national who failed to maintain their legal status in the United States or otherwise failed to comply with the requirements of the laws administered by Homeland Security, Immigration and Customs Enforcement and the U.S Department of Labor, shall be prohibited from working at the Contractor’s place of business that services Department of Veterans Affairs patient referrals; or other place where the Contractor provides services to veterans who have been referred by the Department of Veterans Affairs; and shall form the basis for termination of this contract for breach.

The Contractor agrees to obtain a similar certification from its subcontractors.

Signature: _____

Date: _____

Typed Name and Title: _____

Company Name: _____

This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under 18 U.S.C. 1001.”

DATE _____