

**INSTRUCTIONS TO OFFERORS  
REQUEST FOR QUOTATION (RFQ) VA797H-15-Q-0028**

**Failure to comply with the following instructions may result in the vendor's offer being determined non-responsive and may not be considered for award.**

**0. Revisions**

- 0.1. Please see section 4.4 for updated requirements for VA Directive 6550.
- 0.2. Please see section 5.3.2 for updated requirements for vendor response submission.

**Failure to follow these updated requirements will disqualify your offer from consideration.**

**1. General Information**

- 1.1. This Request For Quotation (RFQ) is only open to companies that have a current contract for the equipment types listed herein with the VA National Acquisition Center, High Tech Medical Equipment Branch or with the Defense Logistics Agency, Troop Support (DLA-TS, formerly DSCP) under which the VA National Acquisition Center has been given ordering authority.
- 1.2. Please note that those vendors who are not on contract on the day offers are due will have their responses rejected and returned without consideration per the instructions given.
- 1.3. The items offered in vendors' responses to this RFQ must be on their current contract by the Vendor quote submission due date.**
- 1.4. New systems that are not on contract are not acceptable.**
- 1.5. "FUTURE" ITEMS, SUCH AS HARDWARE OR SOFTWARE THAT IS STILL IN DEVELOPMENT, TESTING, OR PROTOTYPE, ARE NOT ACCEPTABLE.
- 1.6. All purchases shall be in accordance with the terms and conditions of the applicable contract.
- 1.7. Consolidation Schedule (see also enclosed September 2015 Consolidation Schedule):
  - 1.7.1. Friday, November 6, 2015 – Cutoff for Vendor Questions; email questions to [AMMHIN HTME Vendors](#) or [Vendors@va.gov](mailto:Vendors@va.gov).
  - 1.7.2. Friday, December 18, 2015 by 12:30 PM CST– Vendor quotes due to NAC, HTME Division.
  - 1.7.3. Friday, May 13, 2016 - Goal for award by NAC, HTME Division.

**2. Offers**

- 2.1. A requirements or purchase description is provided for each line item.

- 2.2. To be considered for award of any RFQ line item, you must submit a response to this RFQ.
- 2.3. Quotes must be good through **May 13, 2016** or may be considered non-responsive.
- 2.4. Vendors shall quote their new or remanufactured/refurbished equipment that meets or exceeds the technical and functional requirements of the requirements/purchase description.
- 2.5. Vendors are required to identify any known differences between the required configuration and the offered configuration.
- 2.6. Alternate offers are allowed for each line item.
- 2.7. Vendors are required to show individual product pricing for each product within a quote.**
- 2.8. Quotes that only reflect a bottom line price for a system, with no individual product prices, will be considered non-responsive and may be rejected.**
- 2.9. If a requirements or purchase description states the item is an “upgrade”, assume that it is a “forklift upgrade”, i.e. the entire system is being replaced. In these instances, the items being replaced are to be used as a trade-in.

### **3. Multi-Unit Discounts**

- 3.1. In addition to individual line item pricing, Vendors will provide a range of multi-unit discounts.
- 3.2. Multi-unit discounts shall be nationwide, and based on the total number of line items purchased from this RFQ.**
- 3.3. Multi-unit discounts shall be applied by equipment modality for the entire consolidation.**
- 3.4. Specific line items will not be singled out or specified as a condition of providing multi-unit discounts.**
- 3.5. The vendor must clearly identify the amount of the additional discount and the basis for calculating that discount, such that the VA can independently calculate the final prices of all equipment.
- 3.6. Discounts may be offered from net line-item price or from list price; vendor must clearly identify whether the discount is to be applied to list or net prices.**
- 3.7. Vendors shall submit their multi-unit discounts in the format in section 3.8.
- 3.8. Multi-Unit Discount Structure Example: (Based on total number of awards)

<b>Total Number of Awards for Consolidation</b>	<b>Modality</b>	<b>Additional Discount</b>
2 - 10	X-RAY	3%
11 - 25	X-RAY	4%
26 - 40	X-RAY	5%
41 - 70	X-RAY	6%
71 - 100	X-RAY	7%
101 - 125	X-RAY	8%

#### 4. Schedule of Requirements

##### 4.1. THE OBLIGATION / PO NUMBERS WILL BE USED AS THE LINE ITEM NUMBERS

4.2. Line items are shown in the attached spreadsheet entitled "Schedule of Line Items."

4.2.1. Offered equipment shall be equivalent in technology/functionality to the requirements or purchase description contained in the applicable attachments.

4.2.2. The attachment number of the requirements or purchase descriptions for each requisition will match its line item number from the "Schedule of Line Items". **Quotes for alternate offers must be included on the same line item number of the "Schedule of Line Items" as the original quote (e.g. labeled as "405-B34567 White River Junction XYZ Medical Equipment Alt 1", "405-B34567 White River Junction XYZ Medical Equipment Alt 2", etc.) Vendors shall NOT insert (or delete) lines from the Schedule of Line Items Spreadsheet.**

4.2.3. The net price quoted for a line item, if bought as a single system (the "one-each" price), shall not exceed its contract price.

4.2.4. The "one-each" price and the trade-in credit, if any, must be entered into the "Schedule of Line Items" spreadsheet.

4.2.5. The trade-in value shall be shown separately from the price of the equipment.

**4.2.6. Failure to complete the spreadsheet shall disqualify your offer from consideration.**

##### 4.3. Vendor Workup Spreadsheets

**4.3.1. Vendors will use the attached "Vendor Workup" template to create a "Vendor Workup" spreadsheet for each quote.**

4.3.2. Pricing by part number or catalog number for each offer will be shown on a "Vendor Workup Spreadsheet".

4.3.3. Each "Vendor Workup" spreadsheet will have the same filename as the respective offer but use the .xls or .xlsx filename extension.

**4.3.4. Failure to provide the “Vendor Workup” spreadsheet for each quote shall disqualify your offer from consideration.**

**4.3.5. Alternative spreadsheets to the “Vendor Workups” will not be considered.**

**4.4. Review the enclosed VA Directive 6550 and respond accordingly. Note that Appendix A of VA Directive 6550 has been updated.**

**4.5. Evaluation factors.**

**4.5.1. The evaluation factors are: 1) Availability of required features (Technical and Functional); 2) Availability of Service; 3) Vendor Past Performance; and 4) Price**

**4.5.2. All non-price factors when combined are significantly more important than price.**

**4.6. The Obligation/Line numbers posted by each VISN on FedBizOpps ([www.fbo.gov](http://www.fbo.gov)) may be purchased from a single vendor, based on modality, or from multiple vendors.**

**4.7. Download Instructions**

**4.7.1. Documents identified as a zip file need to be saved to your local computers prior to opening the file.**

**4.7.2. Follow these download instructions:**

**4.7.2.1. Click on the document name.**

**4.7.2.2. When prompted to open or save, select save.**

**4.7.2.3. Browse to the location on your local computer where you wish to save the file.**

**4.7.2.4. Change the extension of the file to zip (do this by changing the .doc to a .zip in the filename). (You may not need to do this.)**

**4.7.2.5. Click “Save”.**

**4.7.2.6. Open the zip file on your local computer.**

**5. Response Format**

**5.1. For each line item on which the contractor chooses to make an offer, the following information shall be provided:**

**5.1.1. Individual configuration quote by line item.**

**5.1.2. Turnkey quotations are not required to be submitted with equipment configuration. Turnkey installation costs will be evaluated separately to determine price reasonableness after vendor selection has been made and delivery order has been awarded.**

**5.1.3. Quotes shall include part numbers, expanded descriptions, net pricing for each part number, the total contract list price, and the total net price for each offer.**

5.1.4. Pricing at the line-item level is the price the VA will pay if that line item is the only one awarded to the vendor from this RFQ.

5.1.5. If the multi-unit discounts are calculated from the contract list price, then the list price of each component must also be shown on the configuration quote.

5.2. For line items that include a trade-in:

5.2.1. Trade-ins may be addressed via modification after a delivery order is issued.

5.2.2. Vendors are strongly encouraged to contact the VISN or local Contracting Officer at the medical center to obtain trade-in information prior to the RFQ response due date. If the trade-in information is not obtained prior to RFQ response due date, the vendor will not be authorized further access to such information.

5.2.3. The net “one-each” price of each line item quoted and the price of the trade-in, if any, must be entered into the attached “Schedule of Line Items” spreadsheet.

5.2.4. The trade-in credit or removal cost shall be shown separately from the price of the equipment.

**5.3. Responses shall be provided in the following format:**

**5.3.1. The completed Schedule, the description of the multi-unit discount structure, all equipment quotes, all vendor workups, and responses to VA Directive 6550 shall be provided on CD/DVD.**

5.3.2. The CD/DVD shall have a folder hierarchy as follows:

Figure 1 outlines an abbreviated version of the folder hierarchy. The full folder hierarchy would include VISN folders for each VISN the vendor is submitting an offer to in both the Quotes and the Workups folders. **Please do not use any symbols (#,\$,% etc.) in any folder or file names. The only symbol allowed is the “-” for use in equipment type folders and the obligation numbers.** Each vendor will have three main folders; *Information, MDS2 and 6550, and Quotes and Workups*. See Figure 2 below.

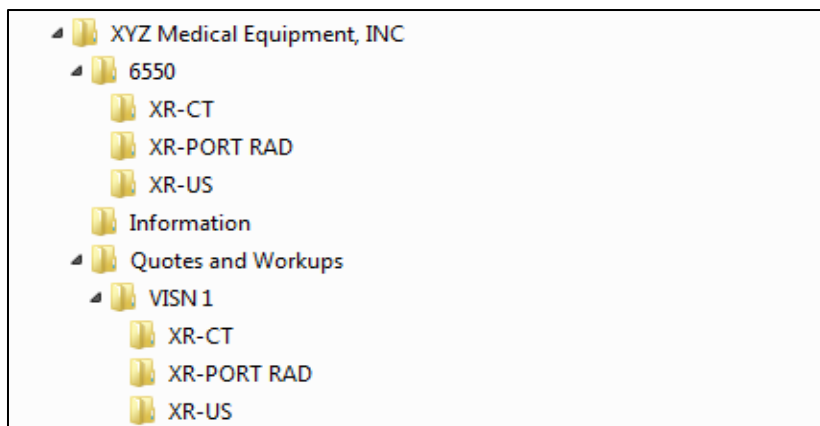


Figure 1: Folder Hierarchy only showing VISN 1

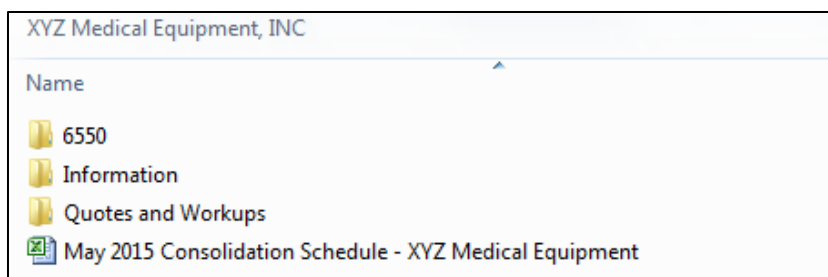


Figure 2: Main Folders with the consolidation schedule

**The Information folder** should include the following (if applicable): Brochures on the equipment, Multi-Unit Discounts, amendment letter and any other information the vendor determines is necessary for the decision making process.

If any Information files are VISN dependent, include the VISN number at the beginning of the file name.

**The 6550 folder** should have subfolders named after the equipment type. The equipment type can be found by referencing the Obligation/Line Numbers posted on FedBizOpps (reference 4.6 above). For example XYZ Medical is submitting a quote for VISN 1 which includes XR-US, XR-CT, and XR-PORT RAD. See Figure 3. They have included the Appendix A (6550) for their XR-CT equipment. The document shall be named, 6550 – Equipment Name, as shown in Figure 4.

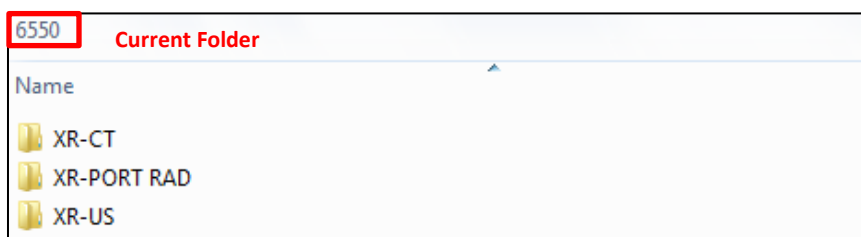


Figure 3: 6550 folder with the equipment type subfolders

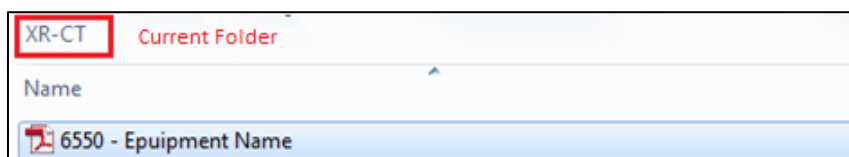


Figure 4: 6550 name convention

**The Quotes and Workups folder** shall have a subfolder for each VISN that an offer is being made. See Figure 5. Included in each VISN folder shall be a subfolder for each equipment type a quote was drafted for. See Figure 6. The quote and workups folder shall be located in the proper VISN and Equipment Type folder. **The following naming scheme shall be used for quotes, The Obligation Number – Location of the medical center, Equipment Name, Name of the vendor.** For example, the obligation number 650-B20008 is for a XR-US for Providence located in VISN 1. The Quote file will read, “650-B20008 – Providence, Ultrasound Model, XYZ Medical Equipment.” See Figure 7. The quote files uploaded to this folder shall only be in .PDF form. **The following naming scheme shall be used for workups, The Obligation Number –**

**Location of the medical center, Equipment Name, Name of the Vendor\_Workup.** For example the work up for the quote referenced above shall be named the following, *650-B20008 – Providence, Ultrasound Model, XYZ Medical Equipment\_Workup*. See Figure 7. The workup files shall be submitted as Microsoft Excel documents.

**There should be only one obligation number for each file, unless there are Alternate quotes provided (see 4.2.2).**

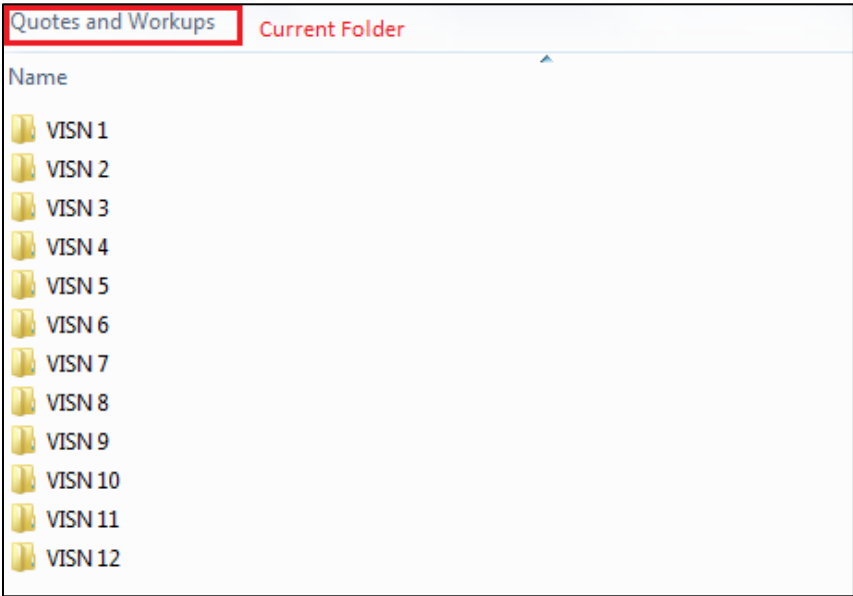


Figure 5: Quotes folder divided by VISN

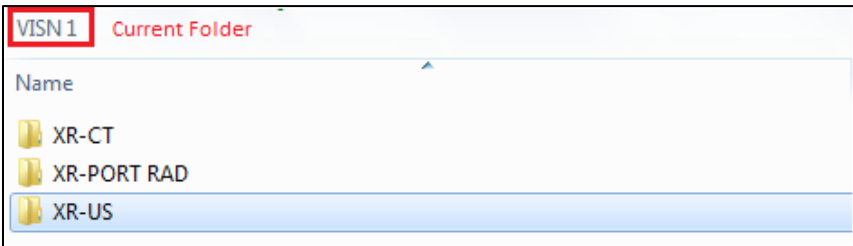


Figure 6: VISN 1 subfolder inside the larger Quotes folder

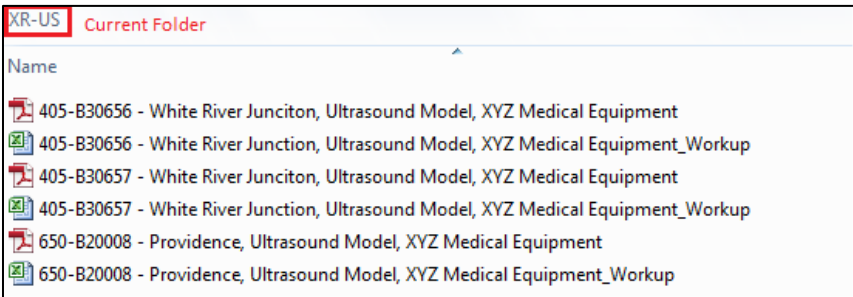


Figure 7: Obligation number and naming convention inside equipment type folder

5.3.3. PAPER COPIES ARE NOT ACCEPTABLE.

5.3.4. Acceptable software formats are Microsoft Word, Microsoft Excel, and Adobe (.PDF).

5.3.5. The vendor shall provide one CD/DVD of their quotes; **all documents shall be UNLOCKED, UNPROTECTED and SEARCHABLE for editing to facilitate preparation of orders for award.**

5.3.6. **VENDOR SHALL NOT SUBMIT ANY VISA OR SITE SPECIFIC DISKS.**

#### 5.4. Closing Date and Responses

5.4.1. Responses are due to the NAC, HTME Division no later than:  
▪ 12:30 pm CDT on December 18, 2015

5.4.2. For postal deliveries, the address is:

**VA/National Acquisition Center  
Attn: HTME Division – September 2015 Consolidation  
(003A4C2) P.O. Box 76  
Hines, IL 60141**

5.4.3. For overnight deliveries, please use the following address:

**VA/National Acquisition Center  
Attn: HTME Division – September 2015 Consolidation  
(003A4C2) 1<sup>st</sup> Avenue one block north of 22<sup>nd</sup> Street,  
Bldg. 37 Hines, IL 60141**

5.4.4. Email and fax responses will not be accepted.

5.4.5. Responses not received by the due date and time may be determined non-responsive.

5.5. Inquiries may be sent to [Vendors@va.gov](mailto:Vendors@va.gov) or the NAC, HTME Division Contracting Officer assigned to your contract.

#### ENCLOSURES:

Requirements or Purchase Descriptions  
Schedule of Line Items Spreadsheet  
September 2015 Consolidation Schedule  
VA Directive 6550 – New Appendix A – *published Feb. 2015*  
Vendor Workup Spreadsheet