

?.## ADDENDUM to FAR 52.212-1 INSTRUCTIONS TO OFFERORS— COMMERCIAL ITEMS

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Provisions that are incorporated by reference (by Citation Number, Title, and Date), have the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

The following provisions are incorporated into 52.212-1 as an addendum to this solicitation:

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Notification Regarding Use of Non-Government Personnel: The contract specialist for this requirement is non-Government personnel supporting the Contracting Officer and the VHA Network Contracting Office 6. Non-Government personnel will not be used as voting members of an evaluation team. Non-Government personnel will not be used to evaluate past performance.

Submission of Offers: Offers shall be submitted by the due date and time provided on the SF1449 block 8. **Technical and Price proposals** shall be submitted to Daniel Spaulding (Contractor) at daniel.spaulding@va.gov. **Past performance proposals** shall be submitted to Shauna Thomas at shauna.thomas@va.gov. **First/sample articles** shall be mailed to the Richmond VAMC, 1201 Broad Rock Blvd., Warehouse, Attn: Arnell Smith, Richmond, VA 23224 to be received by the date and time provided on SF1449 block 8.

One (1) electronic copy shall be submitted as follows:

Tab A – Offer Form (Standard Form 1449) – original signature and date; Contract Administration Data; DUNS Number; Acknowledgement of Solicitation Amendments

Tab B – PRICE PROPOSAL: Pricing shall be submitted using Section B.4 Price/Cost Schedule of the solicitation. Offerors shall also complete the Solicitation/Contract Attachment A – Pack Contents, which includes unit prices for the bundles. It is not anticipated, but it may be necessary for the government to request additional information regarding the cost components that make up the offeror's proposed price. Any price-related narrative provided alongside the completed SF 1449 shall be limited to no more than 2 pages, using 12 size font and Times New Roman font style.

Tab C - Completed copy of representations and certifications at FAR 52.212-3.

Tab D - TECHNICAL PROPOSAL: The technical proposal shall address each factor in 52.212-2 and clearly identify which factor is being addressed. The evaluation criteria require delivery of samples (first articles) for evaluation. The technical proposal shall include a completed copy of the Solicitation Attachment A – Pack Contents. Technical proposals shall not exceed 8 pages,

using 12 size font and Times New Roman font style. The page limitation does not include the page count of the Letter of Association or Solicitation/Contract Attachment A – Pack Contents.

- The technical proposal shall include a letter of association with regard to this specific procurement, demonstrating the relationship between the manufacturer and the offeror. The letter of association must be signed by both parties, including name, title, department and organization titles and must describe the authority of each individual to sign on behalf of their organizations.
- The technical proposal must include a release statement that the provided sample tray can be destroyed after the end of the protest period or after the completion of any active protest filed within the period.

Tab E – PAST PERFORMANCE PROPOSAL: Offerors shall use Solicitation Attachment B for their past performance proposal, which requires completing parts of the form and submitting to past customers for input. The past performance proposal shall include recent and relevant contracts for the same or similar items. Each identified contract shall include the following information: contract numbers, points of contact of Government personnel who accepted/received the products/services, phone numbers and email addresses for those Government personnel, a description of the requirement and an explanation of how it relates to the current requirement. Recent contracts are those contracts with ordering periods or deliveries occurring, at least in part, within the last three (3) years. Relevance, for the purposes of this procurement, is defined as substantially similar to the current requirement in terms of effort, complexity, dollar value, contract type and subcontract/teaming. Offerors shall provide no more than three (3) examples of past performance. The past performance proposal shall be no longer than 5 pages, using 12 size font and Times New Roman font style.

QUESTIONS AND ANSWERS (Q&A) PERIOD

The due date for all questions associated with this solicitation is provided in Block 20 of the Standard Form 1449. Questions requesting changes to solicitation/contract requirements will be considered only when supported by specific reasoning about how the change would increase competition/benefit the Government, without introducing substandard products.

(End of Provision)