

PREPROPOSAL CONFERENCE MINUTES

RFP #VA-244-11-RP-0106 – VA PITTSBURGH HEALTHCARE SYSTEM (VAPHS)

October 14, 2011 – 11:00 a.m.

VA Pittsburgh Healthcare System, H. J. Heinz Division, Building 70, Room 2A-255, 1010 Delafield Road,
Pittsburgh, PA 15215 and Conference Call

Attendees:

Linda Glancy	Linda Glancy, LLC – Contractor for VAPHS Contracting Office
Lynne Dickerhoff	Contract Specialist – VAPHS (representing Daniel Ellingsen, Contracting Officer)
Ricky Rogers	Chief, Environmental Management Service (COTR)
Sam Spence	Balfurd, Inc.
Bill Barnes	Balfurd, Inc.
Linda Burgman	Clean Care
Robert Friedman	Clean Care

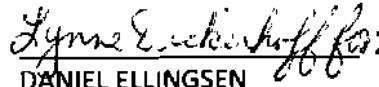
1. Linda Glancy introduced herself as a contractor working in the VAPHS Contracting Office assisting with this procurement. Ms. Glancy identified that the Contracting Officer for this procurement is Daniel Ellingsen who works in the Contracting Office here at H. J. Heinz Division. Ms. Glancy noted that Mr. Ellingsen could not be here today; and Lynne Dickerhoff, another Contracting Officer here at H. J. Heinz, is representing him. Ms. Glancy introduced Ricky Rogers who is the Chief, Environmental Management Service. Mr. Rogers is the Program Manager and Contracting Officer's Technical Representative. There were no questions submitted by potential Offerors prior to this conference.
2. Ms. Glancy pointed out that this is a 100% Total Small Business Set-Aside procurement in NAICS code 812332 where the small business size standard is \$35.5 Million.
3. Ms. Glancy reminded everyone that in order to submit a proposal on this requirement, the Offeror must submit a technical proposal and a price proposal. She stated that the proposal will be rejected if both a technical and price proposal are not submitted.
4. Ms. Glancy identified that Instructions for proposal submission are in E.2. Instructions to Offerors for Proposal Submission, on pages 120-121 of the RFP.
5. Ms. Glancy noted that in order to respond to Factor 2, Past Performance, the Offeror should complete the Attachment #4 – Past/Present Performance Information Sheet for no less than three (3) and no more than five (5) previous or ongoing contracts for the same or similar services as called for in this solicitation. In addition, the Offeror is responsible for providing the Attachment #5, Past/Present Performance Questionnaires to each of the references listed on Attachment #4 and have the references return the completed Questionnaires directly to Daniel Ellingsen by e-mail no later than October 26, 2011 (4:00 P.M. EST). She noted that Attachment #6 is a sample cover letter Offerors can use to request that their references complete the Past/Present Performance Questionnaires. Ms. Glancy stated that instructions

for Offerors with no past/present performance experience are found in par. F.2.b. on Pages 123-124.

6. Ms. Glancy stressed that Offerors should follow the outline in par. E of E.2. on Pages 120-121, that Offerors should address each of the Factor 1 and Factor 3 subfactors in the order listed, and that Offerors should include a heading for each subfactor so it is clear which subfactor is being addressed. She asked Offerors to ensure that the Price Proposal is submitted as a separate document from the Technical Proposal because the Source Selection Evaluation Board (SSEB) evaluates the Technical Proposal without seeing the Price Proposal. The Cover Letter, Table of Contents, and Technical Proposal (to include responses to Factor 1, Factor 2, Factor 3, and Factor 5) can all be included in one document. The VAPHS e-mail size limit is **10MB**, so if your documents are larger than that, it will be necessary for you to separate them into smaller sized documents and send the documents in more than one e-mail.
7. Ms. Glancy identified that proposals must be submitted electronically by e-mail to Daniel.Ellingsen@va.gov and must be submitted on or before **October 26, 2011 at 4:00 PM EST**.
8. Concerning par. 3, Background Investigations and Special Agreement Checks, on Pages 60-63, Ms. Glancy noted that Contractor employees who will have routine unsupervised physical access to VAPHS (for example on a Monday through Friday daily basis) for a period of more than six (6) months or 180 aggregate days in a one year period, must be issued a Personal Identity Verification Card (PIV) card by VAPHS which requires that the employee have a NACI background investigation at a cost of \$267.00 per person. Contractor employees who do not require a PIV card but need infrequent access to VAPHS for a period not to exceed 6 months must be issued a Non-PIV card which requires that the employee have a SAC (fingerprinting) at a cost of \$30 per person. Ms. Glancy stated that if a proposed Contractor employee has already had a NACI or SAC for VAPHS or for another VA or another Federal Agency, and there has not been a break in service of more than two (2) years; it will not be necessary to obtain a new one.
9. Ms. Glancy stated that in another recent solicitation covered by the Service Contract Act, there was some confusion regarding the wages and fringe benefits for various employee classes listed under 52.222-42, Statement of Equivalent Rates for Federal Hires, in FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive orders—Commercial Items. Ms. Glancy pointed out that these listings are **for information only** and simply reflect what VAPHS would pay our own employees. She stated that the Contractor must comply with Department of Labor Wage Determination No. 2005-2451 (RFP Attachment #3). If you have any questions regarding the Service Contract Act requirements, please refer to 29 CFR 4 at the following website:
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=99c9a20e960f56be66f17ae91b52c888&rgn=div5&view=text&node=29:1.1.1.1.5&idno=29>. A question was asked as to how the VA verifies that the Contractor is paying its employees in accordance with the Wage Determination. Ms. Glancy responded that VA does not require submission of payrolls for service contracts; however, there have been occasions when Contractor employees have reported instances of noncompliance to the Department of

Labor, and the Department of Labor conducted investigations. It is noted that the Contractor's signature on the contract signifies compliance with all contract terms and conditions.

10. Any questions for Ricky Rogers should be submitted via e-mail to Daniel.Ellingsen@va.gov. Requests for site visits should be submitted to Mr. Rogers at Ricky.Rogers@va.gov or 412-822-1614.
11. The meeting adjourned at 11:20 a.m.

 10/14/2011
DANIEL ELLINGSEN DATE
Contracting Officer

PREPROPOSAL CONFERENCE FOR RFP #VA-244-11-RP-0106 BULK LAUNDRY/LINEN SERVICES – VA
PITTSBURGH HEALTHCARE SYSTEM (VAPHS)

OCTOBER 14, 2011 – 11:00 A.M.

VAPHS, BL. 70, ROOM 2A-255 1010 DELAFIELD ROAD, PITTSBURGH, PA 15215

SIGN-IN SHEET

NAME (Please Print Clearly)

COMPANY NAME OR VAPHS

Linda Glancy

Linda Glancy, LLC - Contractor for VAPHS

SAM SPENCE

BALFORD, INC.

Bill Barnes

Balford, Inc.

Linda Burgman

~~Clean Care~~

ROBERT FRIEDMAN

~~Robert Friedman~~ (Clean Care)

Ricky M. Rogers

VAPHS (Ems)

LYNNE DICKERHOFF

VA CONTRACTING