

## ST LOUIS VAMC SPECIAL ORDER

The ST. LOUIS VAMC SPECIAL ORDER will be posted to FedBizOpps (FBO).

1. ST. LOUIS VAMC SPECIAL ORDER 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 Mr. Matthew Craig at [Matthew.Craig3@va.gov](mailto:Matthew.Craig3@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 regarding HTME updates and Consolidations.
  - b) During the solicitation phase following the May 11, 2016 FBO posting and prior to the May 18, 2016 submission of vendor quotes, all communication regarding the ST. LOUIS VAMC SPECIAL ORDER shall be coordinated through the NAC consolidation coordinators, Aldwyn Singleton at [aldwyn.singleton@va.gov](mailto:aldwyn.singleton@va.gov) or Reagan Criddle at [reagan.criddle@va.gov](mailto:reagan.criddle@va.gov). This includes all requests for clarification or additional information from vendors.
  - 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 if additional information from the station is required 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. Information such as members of the evaluation panel is considered confidential source selection information and may not be disclosed.
  - d) We 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) The ST. LOUIS VAMC SPECIAL ORDER will **not have phases**.

**\*\*ST. LOUIS VAMC SPECIAL ORDER Schedule**

<b>Dates</b>	<b>Milestone – All Modalities</b>
04/27/2016	Requirements packet due to the NAC
05/04/2016	Pre-Solicitation Notice
05/11/2016	Post requirements (RFQ) to FBO
	<i>Onsite walkthrough in Orlando – to assess site prep needs/turnkey</i>
05/18/2016	Deadline for Vendors to submit quotes to NAC
05/18/2016	Deadline for VHA site to receive vendor quotes
05/20/2016	Deadline for VHA to submit Source Selection Justification (SSJ) to NAC
05/25/2016	Go to award Delivery Order

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