

## Supplemental Instructions to Offerors - Quote Submission Format

The VA has recently implemented an automated process to manage the vendor-provided proposals in response to the VA requirements posted on FedBizOps for the February, May, and September NAC consolidations. The implementation of the automated process makes it essential that the naming convention in the current instructions posted on FedBizOps “VA797R-16-Q-0004 May 2016 Consolidation – RFQ Instructions to Offerors” (and clarified below) for equipment quotes is exactly followed. Failure to comply with these instructions may result in a vendor’s offer being determined as non-responsive and not being considered for award.

The folder structure provided below should be used for responding to VA requirements. There are three (3) main folders: *6550*, *Information*, and *Quotes and Workups*. Please **do not** add, edit, or delete any folder or subfolder or change their names.



Vendor Folders.zip

- **6550 folder:** Contains subfolders for each equipment type. The equipment type should match the “Schedule of Line Items” spreadsheet on FedBizOps. The name of each 6550 document must follow the convention below:  
**6550 – Equipment Type, Equipment Model Name, Name of Vendor**  
Example: 6550 – XR-US, Model ABC, Vendor XYZ
- **Information folder:** Contains brochures, 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.
- **Quotes and Workups folder:** Contains subfolders for each VISN and then a subfolder for each equipment type.
  1. **Quotes** - Shall only be provided in a PDF document. Key to the new automated process is the naming convention for the equipment quotes. The name of each quote must follow the convention below:  
**Obligation Number – Location of the medical center, Equipment Model Name, Name of Vendor**  
Examples:  
(1) 650-B20008 – Providence, Model ABC, Vendor XYZ  
(2) 650-B20008 – Providence, Model ABC, Vendor XYZ Alt 1
  2. **Workups** - Shall only be provided in an Excel document. Key to our new automated process is the naming convention for the equipment quotes. The name of each quote must follow the convention below:  
**Obligation Number – Location of the medical center, Equipment Model Name, Name of Vendor Workup**  
Examples:  
(1) 650-B20008 – Providence, Model ABC, Vendor XYZ Workup  
(2) 650-B20008 – Providence, Model ABC, Vendor XYZ Workup Alt 1

If a vendor wishes to provide alternate offerings, the naming schema for these quotes and workups will be as described above with “Alt 1” added to the end of the document name.