

VISN 23 DR Room Special Consolidation

The VISN 23 DR Room Special Consolidation will be posted to FedBizOpps (FBO).

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.
2. VISN 23 DR Room Special Consolidation Schedule:

Dates**	Milestone – All Modalities
8/17/2016	Pre-Solicitation Notice
8/24/2016	Post requirements (RFQ) to FBO
8/31/2016	Conference call to address vendor questions
10/6/2016	Deadline for Vendor to submit quotes to NAC
10/19/2016 – 10/20/2016	Evaluation face-to-face meeting – vendors to be available for 1 hr demo/presentation on either of these dates – exact date and time for each vendor who submitted bids to be determined by Oct. 7 th (once all bids have been received)
11/3/2016	Deadline for Customer to submit Best Value Selections
11/17/2016	Deadline for NAC to complete review of Selection Justifications
12/22/2016	Goal to award all Delivery Orders

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

3. 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.
 - 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 8/24/2016 FBO posting and prior to the 10/6/2016 submission of vendor quotes, all communication regarding the VISN 23 DR Room Special Consolidation shall be coordinated through the NAC consolidation coordinators, Reagan Criddle at reagan.criddle@va.gov, Stephanie Thigpen at stephanie.thigpen@va.gov, and LaTonya Whiteside at latonya.whiteside@va.gov. This includes all requests for clarification or additional information from vendors.

During the evaluation phase, communication can be coordinated by the local/VISN Contracting Officer. This includes all clarifications or additional information that is required to complete evaluations. The local Contracting Officer will determine what access, if any, is needed by the vendors to obtain information and shall be present at all vendor presentations. Presentations are meant to clarify the understanding of equipment features in the quote. Prices or additional

equipment or features shall not be discussed. Thus, once communications have begun with vendors relating to a specific quote, Contracting Officers must control those communications in order to ensure that those vendors are treated fairly and given the same opportunity.

Unless the local Contracting Officer requires clarification or additional information to complete the evaluation (including vendor presentations), all communications are through the NAC Contracting Officer. In addition, all other communications not related to local requirements must be coordinated through the NAC Contracting Officer.

- 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 as 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 VISN 23 DR Room Special Consolidation will **not have phases**.