

**INSTRUCTIONS TO OFFERORS
REQUEST FOR QUOTATION (RFQ) VA797R-16-Q-0018**

Failure to comply with the following instructions may result in the vendor's offer being determined non-responsive and may not be considered for award.

0.0 Revisions

- 0.1 Please see section 4.4 for updated requirements for VA Directive 6550.
- 0.2 Please see section 5.3.2 for updated requirements for vendor response submission.
- 0.3 Please note that all systems quoted must run on supported operating systems.**

Failure to follow these updated requirements may disqualify your offer from consideration.

1.0 General Information

- 1.1 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.
- 1.2 Please note that those vendors who are not on contract on the day offers are due will have their responses rejected and returned without consideration per the instructions given.
- 1.3 The items offered in vendors' responses to this RFQ must be on their current contract by the offer response due date. New systems that are not on contract are not acceptable. "FUTURE" ITEMS, SUCH AS HARDWARE OR SOFTWARE THAT IS STILL IN DEVELOPMENT, TESTING, OR PROTOTYPE, ARE NOT ACCEPTABLE.
- 1.4 All purchases shall be in accordance with the terms and conditions of the applicable contract.
- 1.5 Consolidation Schedule (see also enclosed VISN 23 DR Room Special Consolidation Schedule):
 - 1.5.1 **August 30, 2016** – Vendor Questions due to the NAC; email questions to Reagan Criddle at Reagan.criddle@va.gov, Stephanie.thigpen@va.gov, and Latonya.whiteside@va.gov.
 - 1.5.2 **August 31, 2016** – Conference call to address Vendor Questions; Call information provided in Solicitation Summary Attachment.
 - 1.5.3 **October 6, 2016** by 12:30 PM CST – Vendor quotes due to NAC, HTME Ordering Division
 - 1.5.4 **December 22, 2016** – Goal for award by NAC, HTME Ordering Division

2.0 Offers

- 2.1 A requirements or purchase description is provided for each line item.
- 2.2 To be considered for award of any RFQ line item, you must submit a response to this RFQ.
- 2.3 Quotes must be good through **January 15, 2017** or may be considered non-responsive.
- 2.4 Vendors shall quote their new equipment that meets or exceeds the technical and functional requirements of the requirements/purchase description.
- 2.5 Vendors are required to identify any known differences between the required configuration and the offered configuration.
- 2.6 Alternate offers are allowed for each line item.
- 2.7 Vendors are required to show individual product pricing for each product within a quote. Quotes that only reflect a bottom line price for a system, with no individual product prices, will be considered non-responsive and may be rejected.
- 2.8 If a requirements or purchase description states the item is an “upgrade”, assume that it is a “forklift upgrade”, i.e. the entire system is being replaced. In these instances, the items being replaced are to be used as a trade-in.

3.0 Multi-Unit Discounts

- 3.1 In addition to individual line item pricing, Vendors will provide a range of multi-unit discounts.
- 3.2 Multi-unit discounts shall be nationwide, and based on the total number of line items purchased from this RFQ.
- 3.3 Multi-unit discounts shall be applied by equipment modality for the entire consolidation.
- 3.4 Specific line items will not be singled out or specified as a condition of providing multi-unit discounts.
- 3.5 The vendor must clearly identify the amount of the additional discount and the basis for calculating that discount, such that the VA can independently calculate the final prices of all equipment.
- 3.6 Discounts may be offered from net line item pricing or from list price; vendor must clearly identify whether the discount is to be applied to list or net prices.
- 3.7 Vendors shall submit their multi-unit discounts in the following format:

Multi-unit Discount Structure Example
(Based on total number of awards)

Total Number of Awards for Consolidation	Modality	Additional Discount
2 - 10	X-RAY	3%
11 - 25	X-RAY	4%
26 - 40	X-RAY	5%
41 - 70	X-RAY	6%
71 - 100	X-RAY	7%
101 - 125	X-RAY	8%

4.0 Schedule of Requirements

- 4.1 THE OBLIGATION / PO NUMBERS WILL BE USED AS THE LINE ITEM NUMBERS
- 4.2 Line items are shown in the attached spreadsheet entitled "Schedule of Line Items".
- 4.2.1 Offered equipment shall be equivalent in technology/functionality to the requirements or purchase descriptions contained in the applicable attachments.
- 4.2.2 The attachment number of the requirements or purchase description for each requisition will match its line item number from the "Schedule of Line Items". Quotes for alternate offers must be included on the same line item number of the "Schedule of Line Items" as the original quote (e.g. labeled as "405-B34567 White River Junction XYZ Medical Equipment Alt 1", "405-B34567 White River Junction XYZ Medical Equipment Alt 2", etc.) Vendors shall NOT insert (or delete) lines from the "Schedule of Line Items" spreadsheet.
- 4.2.3 The net price quoted for a line item, if bought as a single system (the "one-each" price), shall not exceed its contract price.
- 4.2.4 The "one-each" price and the trade-in credit, if any, must be entered into the "Schedule of Line Items" spreadsheet.
- 4.2.5 The trade-in value shall be shown separately from the price of the equipment.
- 4.2.6 Failure to complete the spreadsheet will disqualify your offer from consideration.
- 4.3 Vendor Workup Spreadsheets
- 4.3.1 Vendors will use the attached "Vendor Workup" template to create a "Vendor Workup" spreadsheet for each quote.
- 4.3.2 Pricing by part number or catalog number for each offer will be shown on a "Vendor Workup" spreadsheet.
- 4.3.3 Each "Vendor Workup" spreadsheet will have the same filename as the respective offer but use the .xls or .xlsx filename extension.

- 4.3.4 Failure to provide the “Vendor Workup” spreadsheet for each quote shall disqualify your offer from consideration.
- 4.3.5 Alternative spreadsheets to the “Vendor Workups” will not be considered.
- 4.4 Review the enclosed VA Directive 6550 and respond accordingly. Note that the Appendix A of VA Directive 6550 has been updated.
- 4.5 Evaluation Factors
 - 4.5.1 The evaluation factors are: 1) Availability of required features (Technical and Functional); 2) Availability of Service; 3) Vendor Past Performance; and 4) Price
 - 4.5.2 All non-price factors when combined are significantly more important than price.
- 4.6 The Obligation/Line numbers posted **by each VISN** on FedBizOpps (www.fbo.gov) may be purchased from a single vendor, based on modality, or from multiple vendors.
- 4.7 Download Instructions
 - 4.7.1 Documents identified as zip files need to be saved to your local computers prior to opening the file.
 - 4.7.2 Follow these download instructions:
 - 4.7.2.1 Click on the document name.
 - 4.7.2.2 When prompted to open or save, select save.
 - 4.7.2.3 Browse to the location on your local computer where you wish to save the file.
 - 4.7.2.4 Change the extension of the file to zip (do this by changing the .doc to a .zip in the filename. You may not need to do this.)
 - 4.7.2.5 Click “Save”.
 - 4.7.2.6 Open the zip file on your local computer.

5.0 Response Format

- 5.1 For each line item on which the vendor chooses to make an offer, the following information shall be provided:
 - 5.1.1 Individual configuration quote by line item.
 - 5.1.2 Turnkey quotations are not required to be submitted with equipment configuration. Turnkey installation costs will be evaluated separately to

determine price reasonableness after vendor selection has been made and the delivery order has been awarded.

- 5.1.3 Quotes shall include part numbers, expanded descriptions, net pricing for each part number, the total contract list price, and the total net price for each offer.
 - 5.1.4 Pricing at the line item level is the price the VA will pay if that line item is the only one awarded to the vendor from this RFQ.
 - 5.1.5 If the multi-unit discounts are calculated from the contract list price, then the list price of each component must also be shown on the configuration quote.
- 5.2 For line items that include a trade-in:
- 5.2.1 Trade-ins may be addressed via modification after an order is issued.
 - 5.2.2 The net “one-each” price of each line item quoted and the price of the trade-in, if any, must be entered into the attached “Schedule of Line Items” spreadsheet.
 - 5.2.3 The trade-in credit or removal cost shall be shown separately from the price of the equipment.

5.3 Responses shall be provided in the following format:

5.3.1 FAILURE TO FOLLOW SUBMISSION/FORMAT INSTRUCTIONS MAY RESULT IN THE VENDOR’S OFFER BEING DETERMINED AS NON-RESPONSIVE AND NOT BEING CONSIDERED FOR AWARD.

5.3.2 The completed Schedule, the description of the multi-unit discount structure, all equipment quotes, all vendor workups, and responses to VA Directive 6550 shall be provided on CD/DVD.

5.3.3 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. **A ZIP FILE ENTITLED “VENDOR FOLDERS” IS PROVIDED AS AN ATTACHMENT TO THE SOLICITATION. THIS FILE IS SET UP IN THE CORRECT FORMAT AND VENDORS SHOULD ADD QUOTES TO THE REQUIRED FOLDERS.** Please do not add, edit, or delete any folder or subfolder or change their names.

5.3.3.1 **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

5.3.3.2 **Information folder:** Contains, **Schedule of Line Items Spreadsheet**, 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.

5.3.3.3 Quotes and Workups folder: Contains subfolders for each VISN and then a subfolder for each equipment type.

5.3.3.3.1 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

Example: 650-B20008 – Providence, Model ABC, Vendor XYZ

Example: 650-B20008 – Providence, Model ABC, Vendor XYZ Alt 1

5.3.3.3.2 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

Example: 650-B20008 – Providence, Model ABC, Vendor XYZ Workup

Example: 650-B20008 – Providence, Model ABC, Vendor XYZ Workup Alt 1

5.3.3.4 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.

5.3.4 PAPER COPIES ARE NOT ACCEPTABLE.

5.3.5 Acceptable software formats are Microsoft Word, Microsoft Excel, and Adobe (.PDF).

5.3.6 The vendor shall provide one CD/DVD of their quotes; all documents shall be UNLOCKED, UNPROTECTED and SEARCHABLE for editing to facilitate preparation of orders for award.

5.4 Closing Date and Responses

5.4.1 Responses are due to the NAC, HTME Ordering Division no later than:

12:30 PM CST on **October 6, 2016**.

5.4.2 For postal deliveries, the address is:

VA/National Acquisition Center

Attn: HTME Ordering Division – VISN 23 DR Room Special Consolidation
(003A4C2)
P.O. Box 76
Hines, IL 60141

5.4.3 For overnight deliveries, please use the following address:

VA/National Acquisition Center
Attn: HTME Ordering Division – VISN 23 DR Room Special Consolidation
(003A4C2)
1st Avenue one block north of 22nd Street, Bldg. 37
Hines, IL 60141

5.4.4 Email and fax responses will not be accepted.

5.4.5 Responses not received by the due date and time will be determined non-responsive.

5.5 Inquiries may be sent to Reagan.criddle@va.gov, Stephanie.thigpen@va.gov, and Latonya.whiteside@va.gov.

ENCLOSURES:

VISN 23 DR Room Special Consolidation - Milestone Schedule
VISN 23 DR Room Special Consolidation - Solicitation Summary
VISN 23 DR Room Special Consolidation - Schedule of Line Items Spreadsheet
VISN 23 DR Room Special Consolidation - Requirements Descriptions
VA Directive 6550 - New Appendix A – *published Feb. 2015*
Vendor Workup Template
Vendor Folders zip file