

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		BPA NO.		1. CONTRACT ID CODE		PAGE 1		OF PAGES 5	
2. AMENDMENT/MODIFICATION NO. A00001		3. EFFECTIVE DATE 09-24-2016		4. REQUISITION/PURCHASE REQ. NO.			5. PROJECT NO. (if applicable) NONE		
6. ISSUED BY Department of Veterans Affairs VAMC (512) Warehouse 209 Fayette St. Baltimore MD 21201		CODE		7. ADMINISTERED BY (If other than Item 6) Department of Veterans Affairs VAMC (512) Warehouse 209 Fayette St. Baltimore MD 21201			CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To all Offerors/Bidders				(X)		9A. AMENDMENT OF SOLICITATION NO. VA245-16-Q-0121			
				X		9B. DATED (SEE ITEM 11) 09-24-2016			
						10A. MODIFICATION OF CONTRACT/ORDER NO.			
						10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE							
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS									
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.									
12. ACCOUNTING AND APPROPRIATION DATA (If required)									
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.									
CHECK ONE									
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.									
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).									
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:									
D. OTHER (Specify type of modification and authority)									
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.									
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this Amendment A00001 is as follows: a. Change ADDENDUM to FAR 52.212-1 INSTRUCTIONS TO OFFERORS-COMMERCIAL ITEMS, Section Proposal Submission Instructions to read as follows. NOTE: ALL REFERENCES TO PAST PERFORMANCE HAVE BEEN DELETED. PROPOSAL SUBMISSION INSTRUCTIONS 1. Proposal Submission. The Offeror's proposal shall consist of three (3) separate volumes with one copy of each volume. The Volumes are I -Technical Capability, Volume II - Price a. Format. The submission shall be clearly indexed and logically assembled. Each volume shall be appropriately numbered and clearly identified with the date and solicitation									
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.									
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ann Turner Contracting Officer					
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)			16C. DATE SIGNED		

CONTINUATION PAGE

- a. number in the header and/or footer and shall begin at the top of each page. A Table of Contents should be created using the Table of Contents feature in MS Word (.doc) files shall use the following pages setup parameters:

Margins – Top, Bottom, Left, Right – 1”

Gutter – 0”

From Edge – Header, Footer – 0.5”

Page Size, Width – 8.5”

Page Size, Height – 11”

The following additional restrictions apply: Each paragraph shall be separated by at least one blank line. A standard, 12-point minimum font size applies. New Times Roman fonts are required. Tables and illustrations may use a reduced font size not less than 8-point and may be landscape.

- b. **File Packaging.** The Offeror shall submit proposals with the two (2) volumes as attachments, as outlined above, under Proposal Submission. Offerors shall attach a cover sheet to the outer cover of each volume, which clearly identifies each volume-by-volume number, and volume name, Request for Quotation (RFQ) number, and date of submission. Use tab indexing to identify all sections within a particular proposal volume. Do not include writing on the tab index page other than that required to identify the particular section. In addition, the Offeror is required to provide the electronic proposal files compressed (zipped) into a self-extracting file titled “Equipment Service Agreements Website.exe” using the latest WinZip version or Pkware software.

The Offeror shall submit the proposal by email to the Contract Specialist, Melissa Martel at Melissa.martel@va.gov and to the Contracting Officer, Ann Turner at ann.turner@va.gov.

- c. **Page Count.** There is a 15 page limitation for the proposal as detailed below.

Volume I – Technical Capability – NTE 15 pages. The covers, title pages, executive summaries, table of contents, and supporting documentation are not included in the page count.

Volume II—Price – No Page Limit

Those pages that exceed the page counts for each volume or attachment will not be evaluated.

2. Proposal Contents and Due Date. In response to this Request for Quotations, submit proposals with cover letter by 27 September 2016; 12:00 PM Eastern Standard Time (EST). Quotes shall be submitted in electronically, as indicated in paragraph 1. The Offeror shall confine submissions to essential matters, sufficient to define the proposal details, in a concise manner, to permit a complete and accurate evaluation of each proposal. Each volume of the proposal shall consist of a Table of Contents, Summary Section and the Narrative discussion. The Summary Section shall contain a brief abstract of the volume. Proprietary information shall be clearly marked. The following shall be included in the narrative discussion:

- a. **Volume I – Technical Capability.** The Offeror shall demonstrate its knowledge and understanding of the requirements outlined in the PWS, paragraph 5, Mandatory Tasks and Deliverables. The technical capability shall demonstrate a logical sequence of tasks that will be performed to accomplish the requirements. The Offeror shall identify and describe the specific techniques and steps that will be applied during the accomplishment of each requirement of the PWS. **No pricing information is to be provided in the Technical Proposal.**

Technical Capability Volume Page limit is 15 pages.

b. Volume II - Price Proposal There is no page limit for this tab. The contract type for this order is Firm Fixed Price. Use the Request for Quotation Schedule as the basis to propose costs for this effort. Offerors' price model shall be submitted in Microsoft Excel format (version 2007 compatible, PDF submissions not authorized).

c. Administrative Information. The following information shall be submitted separately of the Volumes listed above:

- a. One scanned original copy of SF 1449 signature page (completing blocks 17a, 17b, 30a, 30b, and 30c) with original signature.
- b. One (1) copy of administrative information listed under section B-1 of the Solicitation submitted electronically to include all Section E provisions requiring completion.
- c. All representations and certifications listed in Section E of this Solicitation.

c. Change Section E, Solicitation and Provisions, E.3 52.212-2 EVALUATION—COMMERCIAL ITEMS,(OCT 2014), paragraph a, to read as follows. **NOTE ALL REFERENCES TO PAST PERFORMANCE HAVE BEEN DELETED.**

- (a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

Technical Capability

Price

- (b) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

d. Change Addendum to FAR 5212-2 Evaluation – Commercial Items (Jan 1999), to read as follows. **NOTE: ALL REFERENCES TO PAST PERFORMANCE HAVE BEEN DELETED.**

1. Basis of Award. The Government will select the proposal that is determined to be the most advantageous to the Government, considering the following evaluation factors: Technical Capability, Past Performance, and Price. The contract will be awarded to the offeror with the lowest price technically acceptable proposal.

Offerors must be “acceptable” in all sub-factors and factors to be considered for award. An “unacceptable” rating in any sub-factor results in an “unacceptable” rating for the entire factor.

The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such actions are in the public interest; and waive informalities and minor irregularities in offers received.

- i. **Factor 1 - Technical Capability.** The Government will evaluate the extent to which the Contractor demonstrates an understanding and its technical capability of the overall scope of the work required in the PWS, paragraph 5, Mandatory Tasks and Deliverables to determine whether the Contractor's methods can adequately satisfy the requirements specified in the solicitation. Contractors are cautioned that “parroting” of the PWS with a statement of intent to perform does not reveal the Contractor's understanding of the requirement or their capability of addressing it.
- ii. **Factor 2 –Price Proposal.** The Government will evaluate offers for award purposes by adding the total of all CLIN prices. No adjectival ratings will be used to evaluate Price.

FAR Clause 52.217-8 will be included in the resulting contract. In order to evaluate this option price, the Government will include in the total evaluated price an amount equal to half, or six months, of the price proposed by offerors. The actual price paid for performance of services and for supplies will be in accordance with FAR 52.217-8. Evaluation of options will not obligate the Government to exercise the Option(s).

2. Adjectival Ratings. The following adjectival rating will be used:

- a. The following adjectival rating scale will be used to assess the offers non-priced factor; Factor 1 – Technical Capability.

ADJECTIVAL RATING	Acceptable	Unacceptable
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- b. Factor – 2, Price. No adjectival ratings will be used.

DEFINITIONS

1. RATING DEFINATIONS

- a. Technical Capability Factors definitions are:

ADJECTIVAL	DEFINITION
Acceptable	The proposal demonstrates an approach which is capable of meeting all requirements and objectives. The approach includes strengths which significantly outweigh the weaknesses. The risk of unsuccessful performance is at least moderate, as the proposal solutions are feasible and practical. These solutions are further considered to reflect moderate risk in that they are clear and precise, fully supported, and demonstrate an understanding of the requirement.
Unacceptable	The proposal demonstrates an approach which, based on a very high risk, will very likely not be capable of meeting all requirements and objectives. This approach has numerous weaknesses which, outweigh the strengths. The risk of unsuccessful performance is very high as the proposal contains solutions which are not feasible and practical. The solutions are further considered to reflect very high risk in that they lack clarity or precision, are unsupported, and do not demonstrate a complete understanding of the requirement.

- b. The Price Factor will not be rated. The Government will calculate the Total Contract Life Price (LCLP) using the amount proposed in B.3 Price/Cost Schedule, to include the price for the FAR Clause 52.217-8 Option.

- e. To provide answers to questions against the Request for Quotations (RFQ), VA245-16-Q-0121.

QUESTION AND ANSWER

Question #	Contractor Question	RFP Ref.	Government Answer
1	Could you please provide the incumbent contract number? If not, is this a new requirement?	N/A	This is a new requirement.