

A00003 provides supplement information for the electronic submission of proposals IAW FAR 52.214-31, solicitation page 10, item B3, PHASE I TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS and page 15, item, C4. PHASE II TECHNICAL AND PRICE SUBMISSION.

- A. Proposals shall be based on solicitation documents issued for RFP solicitation Number VA101-16-R-0205. Proposals will be in the format stipulated within this section.
- B. Proposals shall be received by due date December 21, 2016 @ 2:00 pm, CST.
- C. Offerors can submit proposals electronically via email to tiffany.rivers2@va.gov The subject of the email shall include the solicitation number, project name and the title of the volume being submitted, example: "Technical Proposal". Proposal shall be sent in .pdf format as attachments in the email. Depending on the size of the offerors proposal the complete proposal transmission may have to occur in two to three emails. Offeror must number the emails according to the count sent, example 1 of 2, 2 of 2. Offeror shall allow sufficient time to transmit all of the proposal documents so as to not miss the proposal due date and time with the first email transmission. Outlook's date and time stamp of the recipient will be the official receipt stamp of record. Any proposals submitted after the proposal due date and time will not be evaluated for award. **The offeror shall follow the tabulation and format of the Technical Proposal and Price Proposal as described on pages 10, item B3 and page 15, C4 of the solicitation. All proposals are to follow the directions for tabulation and format as described in the solicitation the only change is the ability to now submit the proposal electronically in lieu of mailing.** Offerors are to deliver the Bid Bond in its original document to the contracting office no later than proposal due date and time. A copy of the bid bond must be included in the proposal submitted electronically, but will be replaced with the original document.

1. Submit the original bid bond to the Department of Veterans Affairs, Construction & Facilities Management.

By Mail Delivery:

**VA Construction & Facilities Management
Attn: Tiffany Rivers, Contracting Officer
3001 Green Bay Road, Bldg 48, Room 212
North Chicago, IL 60064**

Or

2. Hand carry only (Monday – Friday, 7:00a.m. – 2:00p.m. CST)

**VA Construction & Facilities Management
Attn: Tiffany Rivers, Contracting Officer
3001 Green Bay Road, Bldg 48, Room 212
North Chicago, IL 60064**