

Attachment C– Instructions to Offerors

ADDENDUM TO FAR 52.212-1, INSTRUCTIONS TO OFFERORS

The following provisions are incorporated into 52.212-1 as an addendum to this solicitation:

A. SCOPE:

This is a Request for Quotation (RFQ) to award a Firm Fixed Price (FFP) Indefinite Delivery and Indefinite Quantity Contract. The award will have a period of performance of one (1) 12-month base period with four (4) 12-month option periods.

The purpose of the resulting contract is to provide access to a database/system that includes commercial pricing (Outside the VA) data for medical commodities covering all North American Industry Classification System (NAICS) codes pertaining to medical, surgical, dental and prosthetics (including embedded prosthetics devices). The government reserves the right to award multiple contracts.

B. QUOTE SUBMISSION

All quotes are due on or before August 28, 2017 at 12:00 PM EST. Quotes shall be submitted via email to Hosea.Berkley@va.gov and Blake.mcilvane@va.gov in accordance with the instructions below.

i. INTRODUCTION

All quotes shall be submitted electronically to the email box(s) listed in the paragraph above, by the date and time indicated in the solicitation or amendments. The quote shall consist of and be submitted in the following three (3) Volumes:

Volume I – Technical

Volume II – Price (Attachment B – Price Schedule)

Volume III – Solicitation, Quote, & Award Documents, Representations & Certifications

The use of hyperlinks in quotes is prohibited.

ii. RFQ FILES

Quotes shall be submitted in accordance with the following instructions:

- a. Format: the submission shall be clearly indexed and logically assembled. Each volume shall be clearly identified and shall begin at the top of a page. All pages of each volume shall be appropriately numbered and identified by the complete

company name, date and solicitation number in the header and/or footer. The Table below indicates the maximum page count (when applicable) for each volume of the contractor's quotation. All files will be submitted as either a Microsoft Excel (.XLS) file or an Acrobat (PDF) file or compatible as indicated in the table. Page size shall be no greater than 8 1/2" x 11" with printing on one side, only. The top, bottom, left and right margins shall be a minimum of one inch (1") each. Font size shall be no smaller than 12-point. Arial or Times New Roman fonts are required. Characters shall be set at no less than normal spacing and 100% scale. Tables and illustrations may use a reduced font size not less than 8-point and may be landscape. Line spacing shall be set at no less than single space. Each paragraph shall be separated by at least one blank line. Page numbers, company logos, and headers and footers may be within the page margins ONLY, and are not bound by the 12-point font requirement. Footnotes to text shall not be used. All proprietary information shall be clearly and properly marked. If the Contractor submits annexes, documentation, attachments or the like, not specifically required by this solicitation, such will count against the Contractor's page limitations unless otherwise indicated in the specific volume instructions below. Pages in violation of these instructions, either by exceeding the margin, font or spacing restrictions or by exceeding the total page limit for a particular volume, will not be evaluated.

- b. File Packaging: File Packaging: Do not compress (zip) proposal files. VA Network Security Operations Center (NSOC) has temporarily blocked email attachments with the ".zip" extension as a mitigation measure against the ongoing world-wide ransomware event impacting many organizations. During this time, .zip file extensions will be permanently stripped from email traffic, and will not be recoverable. Due to VA email file size restrictions, offerors are encourage to logically separate their proposal into separate emails. If this is necessary, offerors should attempt to contain complete volume within single email transmissions (and not split volumes). Offerors are encouraged to review and ensure that sufficient bandwidth is available on their end of the transmission.
- c. Content Requirements: All information shall be confined to the appropriate file. The Contractor shall confine submissions to essential matters, sufficient to define the quote and provide an adequate basis for evaluation. Contractors are responsible for including sufficient details, in a concise manner, to permit a complete and accurate evaluation of each quote. The titles for each file are shown in the Table below:

Volume Number	Factor	File Name	Page Limitations
Volume I	Technical	VA119-17-Q-0441-Tech.xls	10 pages
Volume II	Price	VA119-17-Q-0441 - Price.xls	None
Volume III	Solicitation, Quote & Award Documents, Representations & Certifications	VA119-17-Q-0441 - OfrRep.pdf	None

Cover Page, Table of Contents and/or a glossary of abbreviations or acronyms will not be included in the page count of the Technical Volume I. However, be advised that any and all information contained within any Table of Contents and/or glossary of abbreviations or acronyms submitted with a Contractor's quotation will not be evaluated by the Government

1. VOLUME I – TECHNICAL

Technical quotes shall be comprised of the following: Quoters will be responsible for Attachment F-Sample Data Request.

2. VOLUME II – PRICE.

Contractors shall complete and submit Attachment B – Price Schedule. Quoters shall propose price discounts if available. The proposed firm fixed unit prices will be binding and incorporated in the resultant contract.

3. VOLUME III - SOLICITATION, QUOTE AND AWARD DOCUMENTS AND CERTIFICATIONS/REPRESENTATIONS.

- a. Representations and Certifications - An authorized official of the firm shall sign all amendments and all certifications requiring original signature. An Acrobat PDF file shall be created to capture the signatures for submission. This Volume shall contain the following:

- i. Solicitation – Acknowledgement of Amendments, if any. Quotes shall remain valid for 90 days after quote submittal.
- ii. Quoters are hereby advised that any Quoter-imposed terms and conditions which deviate from the Government's material terms and conditions established by the RFQ, may render the Contractor's quotation unacceptable, and thus ineligible for award. Please ensure you identify any contractor-imposed terms and conditions in this volume
- iii. 52.209-5 Representation by Corporations Regarding an Unpaid Tax Liability or a Felony Conviction Under Any Federal Law (Deviation) (MAR 2012).
- iv. 52.209-7 Information Regarding Responsibility Matters (JUL 2013).
- v. Completed provision 52.212-3, Representations and Certifications or current copy from SAM.

(End of Addendum to 52.212-1)