

DEPARTMENT OF VETERANS AFFAIRS  
NETWORK CONTRACTING OFFICE (NCO) 4  
MICHAEL J. CRESCENZ (VAMC), PHILADELPHIA, PA

REQUEST FOR INFORMATION  
36C24418Q9124

**BACKGROUND:**

The Philadelphia VAMC has a requirement for Books and materials to conduct 'Crucial Conversations' or equal items listed below:

Books and materials to conduct 'Crucial Conversations' course from VitalSmarts, LLC. Crucial Conversations is a healthcare workforce development product used to train employees.

The seminar 2-day participant suite must include:

- Participant toolkit
- Crucial Conversations book
- Completion certificate

ITEM NUMBER	DESCRIPTION OF SUPPLIES/SERVICES	QUANTITY	UNIT		
0001	Crucial Conversations 2-Day Participant Suite v4: Participant Toolkit, Book, Certificate. Total Items = 3 LOCAL STOCK NUMBER: a0x61000001heHUAAY	19.00	EA		
0002	SHIPPING & HANDLING	1.00	EA		

The deliveries will be made to VA Pittsburgh Healthcare University Dr. Pittsburgh, PA 15240.

**REQUESTED RESPONSES:**

The intent of this Request for Information is to establish sources to define the procurement strategy (set-aside, sole source, unrestricted) for a solicitation that VA intends to post in the near future. Interested contractors are requested to respond in accordance with the following:

1. Please respond to this RFI if you can provide the exact brand name or equal products listed in the table in the background section above. In the response please cite your business size status.
  - a. If you have an existing GSA or VA, Federal Supply Schedule contract, please include the contract details in your response.
  - b. **Please note that VA is particularly interested in determining the availability of Small Business Manufacturers.** If your company is a small business manufacturer of similar items, please respond to this RFI.

#### **CONTACT INFORMATION AND RESPONSE DUE DATE:**

Please email all responses to [John.Ritter2@va.gov](mailto:John.Ritter2@va.gov). Please respond to this RFI no later than **February 5<sup>th</sup>, 2018 at 9AM EST**.

*DISCLAIMER: This RFI is issued solely for informational and planning purposes and does not constitute a solicitation. Responses to this notice are not offers and cannot be accepted by the Department of Veterans Affairs to form a binding contract. Respondents are solely responsible for all expenses associated with responding to this RFI.*