

**INSTRUCTIONS TO OFFERORS  
REQUEST FOR QUOTATION (RFQ) 36A79719Q0003  
September 2018 VISN 23 Special Consolidation**

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

**0.0 Revisions**

- 0.1 Please see section 2.9 for guidance on off-site training or training with travel expenses.
- 0.2 Please see section 5.3 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 (NAC), High Tech Medical Equipment (HTME) Contracts Division or with Defense Logistics Agency (DLA), Troop Support, under which the NAC has been given ordering authority.
- 1.2 Competition will be limited to current contract holders. In order to have valid quote submissions for this consolidation, the vendor **MUST** have a current contract vehicle at the time of quotes submission **AND** at the time of order award. If the vendor's contract expires after quote submission and no follow-on contract vehicle is issued, the vendor will **NOT** be awarded any orders.
- 1.3 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.
- 1.4 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.**
- 1.5 All purchases shall be in accordance with the terms and conditions of the applicable base contract.
- 1.6 Consolidation Schedule (see also enclosed September 2018 VISN 23 Special Consolidation Schedule):
  - 1.6.1 **November 20, 2018** – Cutoff for Vendor Questions; email questions to Iliana Jorge at [Iliana.Jorge@va.gov](mailto:Iliana.Jorge@va.gov) and Morgan Ward [Morgan.Ward@va.gov](mailto:Morgan.Ward@va.gov)  
**Please submit Vendor Questions prior to the November 14, 2018 scheduled conference call.**

- 1.6.2 **December 18, 2018 by 12:30 PM CST** – Vendor quotes due to NAC, HTME Ordering Division.
- 1.6.3 **April 26, 2018** – Goal for award by NAC, HTME Ordering Division

## 2.0 Offers

- 2.1 A requirement or purchase description is provided for each line item. **Requirements may be for multiple systems meeting the same specification. Multiples will be solicited as one requirement and vendors should provide one quote that meets all requirements of the specification provided. Multiple systems under one requirement specification will be awarded to one vendor, however the NAC may issue multiple orders off of one requirement specification if in the best interest of the VA (for example: one order per location). In the event that multiple orders are issued, they will be to one vendor for all systems under that requirement specification (i.e. per modality).**
- 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 **May 30, 2018** or they 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.
- 2.9 **Off-site training shall be included in the quote as an option. Although the NAC will not award this option, it is imperative that the customer is informed that this training is available. Off-site training will be purchased at the time of need via a modification (if the original order remains open) or via a separate order. No travel expenses for any VA employees will be included in any HTME equipment or training order.**

## 3.0 Multi-Unit Discounts

**THE SEPTEMBER 2018 VISN 23 SPECIAL CONSOLIDATION IS BEING ISSUED ALONGSIDE THE SEPTEMBER 2018 CONSOLIDATION, THEREFORE VENDORS SHOULD CONSIDER ALL REQUIREMENTS UNDER BOTH THE SEPTEMBER 2018 VISN 23 SPECIAL CONSOLIDATION AND SEPTEMBER 2018 CONSOLIDATION WHEN DETERMINING 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)

<b>Total Number of Awards for Consolidation</b>	<b>Modality</b>	<b>Additional Discount</b>
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 Trade-in values are no longer required to be entered into the “Schedule of Line Items” spreadsheet. Trade-in values should be included in the vendor quote and notated on the vendor workup. The trade-in value shall be shown separately from the price of the equipment.

4.2.5 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 (see section 5.3.3.2 for examples on naming the file).

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” template will not be considered.

#### 4.4 Compliance Matrix Spreadsheets

4.4.1 “Compliance Matrix” templates are provided **only for those orders involved in the generic specification pilot.**

4.4.2 Vendors will use the “Compliance Matrix” templates to create a “Compliance matrix” spreadsheet for each quote.

4.4.3 Each “Compliance Matrix” spreadsheet will have the same filename as the respective offer but use the .xls or .xlsx filename extension (see section 5.3.3.3 for examples on naming the file).

4.4.4 Failure to provide the “Compliance Matrix” spreadsheet for each quote shall disqualify your offer from consideration.

4.4.5 Alternative spreadsheets to the “Compliance Matrix” template will not be considered.

4.4.6 **“Compliance Matrix” spreadsheets are NOT required for items outside of the generic specification pilot**

4.5 Review the enclosed VA Directive 6550 and respond accordingly. Note that the Appendix A of VA Directive 6550 may have been updated. Please ensure you are in receipt of the most recent version.

#### 4.6 Evaluation Factors

4.6.1 The evaluation factors are: 1) Availability of required features (Technical and Functional); 2) Availability of Service; 3) Vendor Past Performance; and 4) Price

4.6.2 All non-price factors when combined are significantly more important than price.

#### 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 Trade-in values are no longer required to be entered into the "Schedule of Line Items" spreadsheet. Trade-in values should be included in the vendor quote and notated on the vendor workup. The trade-in value shall be shown separately from the

price of the equipment.

**5.3 Responses shall be provided in the following format (FAILURE TO COMPLY WITH THIS FORMAT MAY RESULT IN QUOTES BEING REMOVED FROM EVALUATION AND NOT BEING CONSIDERED FOR AWARD):**

**5.3.1 The completed Schedule, the description of the multi-unit discount structure, all equipment quote(s), workup(s), compliance matrix(s) and responses to VA Directive 6550 shall be provided on CD/DVD.**

5.3.2 The CD/DVD shall use the folder structure provided via attachment VENDOR FOLDERS. Vendors can download the attachment provided and include their quotes in the appropriate folders. More detail on this structure is provided below.

Figure 1 outlines an abbreviated version of the folder hierarchy. The full folder hierarchy would include a complete modality and VISN listing. **Please do not use any symbols (#,\$,% etc.) in any folder or file names. The only symbols allowed are the “-“ for use in equipment type folders and the obligation numbers and “\_” for use at the end of the file name- see examples below.**

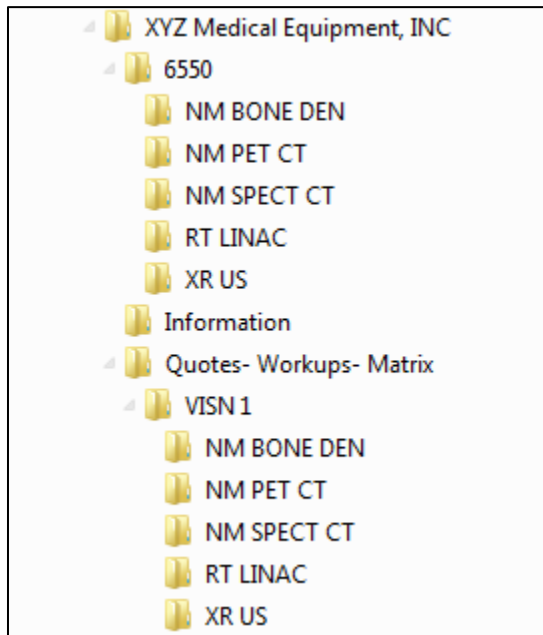


Figure 1: Folder Hierarchy only showing VISN 1

5.3.3 There are three (3) main folders: 6550, Information, and Quotes- Workups- Matrix. Please do not add, edit, or delete any folder or subfolder or change their names. See Figure 2 below.

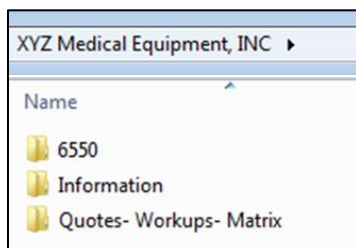


Figure 2: Main Folders

**6550 folder:** Contains subfolders for each equipment type. The equipment type should match the “Schedule of Line Items” spreadsheet on FBO. 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

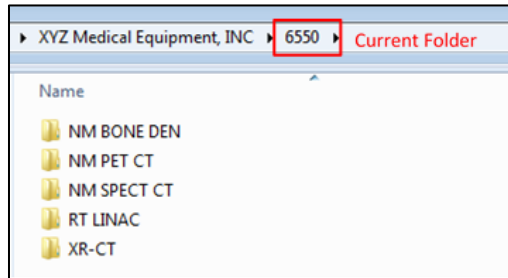


Figure 3: 6550 folder with the equipment type subfolders

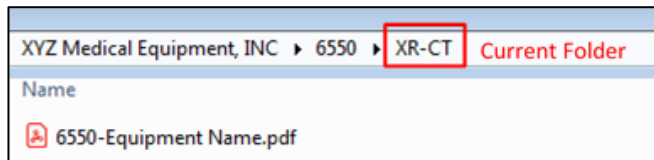


Figure 4: 6550 name convention

**Information folder:** Contains 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.

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

1. **Quotes** - Shall only be provided in a PDF document. The name of each *quote* must follow the convention below:  
 Obligation Number – Location of the medical center, Equipment Model Name, Name of Vendor Quote

**Examples:**

- (1) **650-B20008 – Providence, Model ABC, Vendor XYZ\_1Quote**
- (2) **650-B20008 – Providence, Model ABC, Vendor XYZ\_1Quote Alt 1**

2. **Workups** - Shall only be provided in an Excel document. The name of each *workup* must follow the convention below:  
 Obligation Number – Location of the medical center, Equipment Model Name, Name of Vendor Workup

**Examples:**

- (1) **650-B20008 – Providence, Model ABC, Vendor XYZ\_2Workup**
- (2) **650-B20008 – Providence, Model ABC, Vendor XYZ\_2Workup Alt 1**

3. **Compliance Matrix\*** - Shall only be provided in an Excel document. The name of each *compliance matrix* must follow the convention below:  
Obligation Number – Location of the medical center, Equipment Model Name, Name of Vendor Compliance Matrix

**Examples:**

- (1) **650-B20008 – Providence, Model ABC, Vendor XYZ\_3Matrix**
- (2) **650-B20008 – Providence, Model ABC, Vendor XYZ\_3Matrix\_Alt 1**

*\*Compliance Matrix is only required for the generic specification pilot items*

If a vendor wishes to provide alternate offerings, the naming schema for these quotes, workups and compliance matrix(s) will be as described above with “Alt 1” added to the end of the document name.

**There should be only one obligation number for each file (see 4.2.2).**

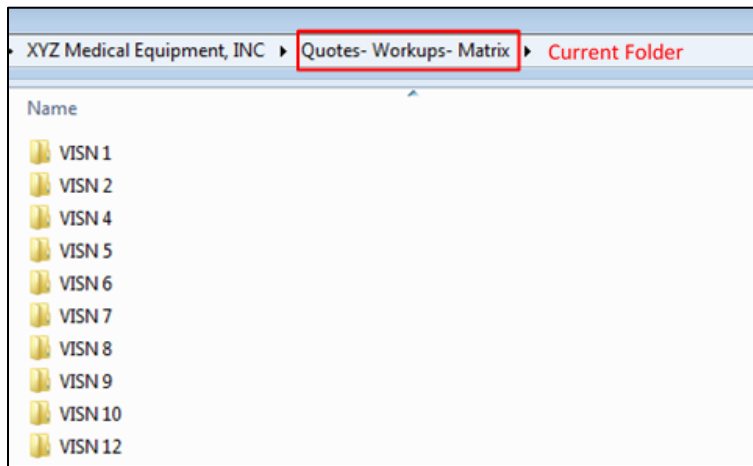


Figure 5: Quotes/Workup/Matrix folder divided by VISN

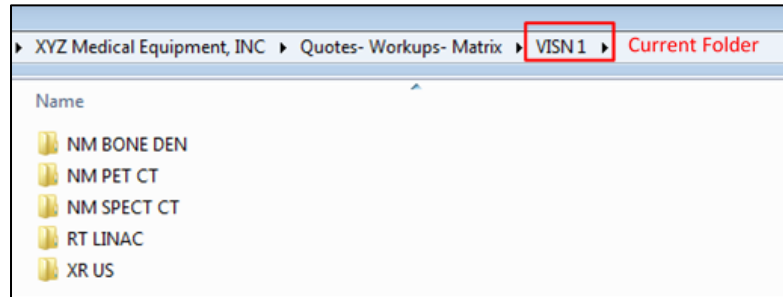


Figure 6: VISN 1 subfolder inside the larger Quotes folder

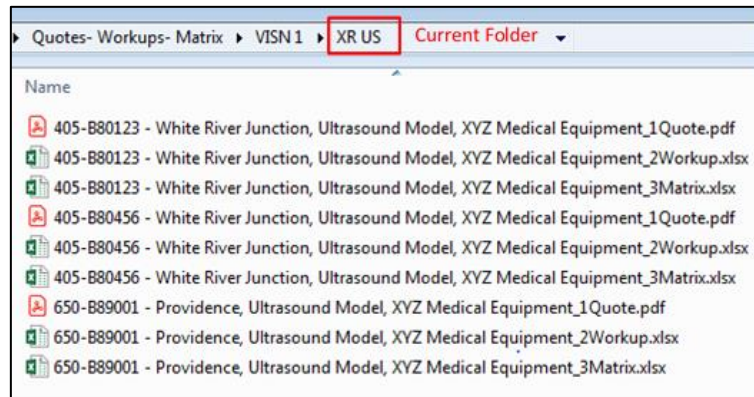




Figure 7: Obligation number and naming convention inside equipment type folder

- 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.
- 5.3.7 THE VENDOR SHALL NOT SUBMIT ANY VISN OR SITE-SPECIFIC DISKS.
- 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 **December 18, 2018**.
- 5.4.2 For postal deliveries, the address is:
- VA/National Acquisition Center  
Attn: HTME Ordering Division – September 2018 **VISN 23 Special Consolidation**  
(003B6C2)  
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 – September 2018 **VISN 23 Special** (003B6C2)  
1<sup>st</sup> Avenue one block north of 22<sup>nd</sup> 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 [iliana.jorge@va.gov](mailto:iliana.jorge@va.gov)

## 6.0 ENCLOSURES:

- 6.1 September 2018 VISN 23 Special Consolidation Milestone Schedule
- 6.2 September 2018 VISN 23 Special Consolidation Schedule of Line Items Spreadsheet
- 6.3 Specifications/Purchase Descriptions
- 6.4 Vendor FoldersV23.zip (**it is highly encouraged that vendors utilize the provided folder structure to ensure compliance with offer submission requirements**)
- 6.5 Vendor Workup Spreadsheet
- 6.6 VA Directive 6550 – New Appendix A – *published Feb. 2015*
- 6.7 Memorandum for Turnkey
- 6.8 Memorandum for Training