

**INSTRUCTIONS TO OFFERORS
REQUEST FOR QUOTATION (RFQ) VA797H-13-Q-0003**

1. 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, High Tech Medical Equipment Branch or with the Defense Logistics Agency, Troop Support (DLA-TS, formerly DSCP) under which the VA National Acquisition Center has been given ordering authority.
- 1.2. 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.
- 1.3. The items offered in vendors' responses to this RFQ must be on their current contract by the offer response due date.**
- 1.4. New systems that are not on contract are not acceptable.**
- 1.5. "FUTURE" ITEMS, SUCH AS HARDWARE OR SOFTWARE THAT IS STILL IN DEVELOPMENT, TESTING, OR PROTOTYPE, ARE NOT ACCEPTABLE.
- 1.6. All purchases shall be in accordance with the terms and conditions of the applicable contract.
- 1.7. Consolidation Schedule:
 - 1.7.1. January 10, 2013 – Cutoff for Vendor Questions; email questions to AMMHIN@va.gov or HTME_Vendors@va.gov or Vendors@va.gov.
 - 1.7.2. January 15, 2013 – Vendor offers due to NAC, HTME Division
 - 1.7.3. June 30, 2013 – Goal for award by NAC, HTME Division

2. Offers

- 2.1. A benchmark quotation or purchase description is provided for each line item.
- 2.2. To be considered for award of any RFQ line item, you must submit a response to this RFQ, even if a quotation from your company is shown as the benchmark quote.
- 2.3. Quotes must be good through June 2013 or may be considered non-responsive.
- 2.4. Contractors shall quote their new or remanufactured/refurbished equipment that meets or exceeds the technical and functional requirements of the benchmark quote or generic requirements.

2.5. Contractors are required to identify any known differences between the required configuration and the offered configuration.

2.6. Alternate offers are allowed.

2.7. Contractors are required to show individual product pricing for each product within a quote.

2.8. Quotes that only reflect a bottom line price for a system, with no individual product prices, will be rejected as non-responsive.

3. Multi-Unit Discounts

3.1. In addition to individual line item pricing, Contractors will provide a range of multi-unit discounts.

3.2. Failure to propose a multi-unit discount structure when responding to multiple line items will disqualify your quotes from consideration.

3.3. Bottom-line pricing schemes are not acceptable.

3.4. Multi-unit discounts will be based on the total number of line items or the total dollar value of the line items purchased from this RFQ per contractor.

3.5. Multi-unit discounts will be applied across the board, regardless of equipment modality, VISN or individual station.

3.6. Specific line items will not be singled out or specified as a condition of providing multi-unit discounts.

3.7. 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.

3.8. Discounts may be offered from net line-item price or from list price; vendor must clearly identify whether the discount is to be applied to list or net prices.

3.9. Multi-unit Discount Structure Example 1: (Based on total dollars)

Total Award in Dollars	Additional Discount	Total Award in Dollars	Additional Discount
\$25K - \$999,999	2%	\$30M - \$49,999,999	10%
\$1M - \$2,999,999	3%	\$50M - \$74,999,999	12%
\$3M - \$4,999,999	4%	\$75M - \$99,999,999	14%
\$5M - \$9,999,999	5%	\$100M - \$149,999,999	16%
\$10M - \$14,999,999	6%	\$150M - \$199,999,999	18%
\$15M - \$29,999,999	8%	\$200M or more	20%

3.10. Multi-Unit Discount Structure Example 2: (Based on total number of awards)

Total Number of Awards	Additional Discount	Total Number of Awards	Additional Discount
2 - 10	3%	126 - 150	10%
11 - 25	4%	151 - 175	12%
26 - 40	5%	176 - 250	14%
41 - 70	6%	251 - 350	16%
71 - 100	7%	351 - 450	18%
101 - 125	8%	451 or more	20%

3.11. If a benchmark quote says the item is an “upgrade”, assume that it is a “forklift upgrade”, i.e. replacement of the entire system. In these instances, the replaced items are to be used as a trade-in.

4. 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 benchmark quotes or generic requirements/descriptions contained in the applicable attachments.
- 4.2.2. The attachment number of the benchmark quote for each requisition will match its line item number from the “Schedule of Line Items”.
- 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. The “one-each” price and the trade-in credit, if any, must be entered into the “Schedule of Line Items” spreadsheet.
- 4.2.5. The trade-in value shall be shown separately from the price of the equipment.
- 4.2.6. Failure to complete the spreadsheet will disqualify your offer from consideration.**

4.3. Vendor Workup Spreadsheets

- 4.3.1. Contractors 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.

4.3.4. Failure to provide the “Vendor Workup” spreadsheet for each quote will result in that quote not being considered.

4.3.5. Alternative spreadsheets to the “Vendor Workups” will not be considered.

4.4. Review the enclosed VA Directive 6550 and respond accordingly.

4.5. Review the enclosed VA Directive 2009-017 for evaluation factors.

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

4.5.2. All evaluation factors other than price, when combined are significantly more important than price.

4.6. The following Obligation/Line numbers may be purchased from a single vendor, based on modality, or from multiple vendors.

4.6.1. VISN 1

Obligation Number	Equipment Type		Obligation Number	Equipment Type
None				

4.6.2. VISN 2

Obligation Number	Equipment Type		Obligation Number	Equipment Type
None				

4.6.3. VISN 3

Obligation Number	Equipment Type		Obligation Number	Equipment Type
None				

4.6.4. VISN 4

Obligation Number	Equipment Type		Obligation Number	Equipment Type
540-B25003	XR-PORT C-ARM		529-B20703	XR-U/S
595-B29011	XR-PORT C-ARM		540-B25002	XR-U/S
595-B29012	XR-PORT C-ARM		540-B25004	XR-U/S
540-B25014	XR-PORT RAD		540-B25009	XR-U/S
540-B25015	XR-PORT RAD		540-B25010	XR-U/S
542-B20004	XR-PORT RAD		562-B20105	XR-U/S
595-B29008	XR-PORT RAD		562-B20106	XR-U/S
595-B29009	XR-PORT RAD		562-B20107	XR-U/S
540-B25012	XR-R/F		595-B29003	XR-U/S
540-B25013	XR-R/F		595-B29004	XR-U/S
562-B20108	XR-R/F		595-B29005	XR-U/S

562-B20109	XR-R/F		595-B29006	XR-U/S
			642-B20044	XR-U/S
			642-B20045	XR-U/S

4.6.5. VISN 5

Obligation Number	Equipment Type		Obligation Number	Equipment Type
None				

4.6.6. VISN 6

Obligation Number	Equipment Type		Obligation Number	Equipment Type
None				

4.6.7. VISN 7

Obligation Number	Equipment Type		Obligation Number	Equipment Type
None				

4.6.8. VISN 8

Obligation Number	Equipment Type		Obligation Number	Equipment Type
None				

4.6.9. VISN 9

Obligation Number	Equipment Type		Obligation Number	Equipment Type
596-B20008	NM-SPECT		581-B20007	XR-R/F
596-B20009	NM-SPECT		581-B20008	XR-RAD
626-B20243	NM-SPECT		614-B20003	XR-RAD
626-B20244	NM-SPECT		621-B20009	XR-RAD
621-B20006	NM-SPECT/CT		626-B20246	XR-RAD
			626-B20247	XR-RAD

4.6.10. VISN 10

Obligation Number	Equipment Type		Obligation Number	Equipment Type
None				

4.6.11. VISN 11

Obligation Number	Equipment Type		Obligation Number	Equipment Type
None				

4.6.12. VISN 12

Obligation Number	Equipment Type	Obligation Number	Equipment Type
585-B20008	XR-PORT RAD	676-B20302	XR-U/S
676-B20304	XR-PORT RAD	676-B20303	XR-U/S
676-B20305	XR-PORT RAD		
537-B12023	XR-U/S		
537-B12024	XR-U/S		
537-B12025	XR-U/S		
537-B12026	XR-U/S		

4.6.13. VISN 15

Obligation Number	Equipment Type	Obligation Number	Equipment Type
589-B20019	XR-R/F	589-B22068	XR-R/F
589-B21006	XR-R/F	657-B22015	XR-R/F
589-B22067	XR-R/F	657-B23004	XR-R/F

4.6.14. VISN 16

Obligation Number	Equipment Type	Obligation Number	Equipment Type
None			

4.6.15. VISN 17

Obligation Number	Equipment Type	Obligation Number	Equipment Type
671-B20082	NM-NUC/CT	549-B20067	XR-PORT RAD
671-B20078	NM-SPECT	549-B20071	XR-PORT RAD
549-B20103	NM-SPECT/CT	549-B20072	XR-PORT RAD
671-B20065	NM-SPECT/CT	549-B20075	XR-PORT RAD
671-B20066	NM-SPECT/CT	549-B20098	XR-PORT RAD
549-B20065	XR-CATH LAB	549-B20099	XR-PORT RAD
549-B20117	XR-CATH LAB (ANGIO)	671-B20046	XR-PORT RAD
549-B20097	XR-HYBRID	671-B20053	XR-PORT RAD
549-B20073	XR-CT	671-B20054	XR-PORT RAD
549-B20087	XR-CT	671-B20055	XR-PORT RAD
549-B20112	XR-MRI	671-B20056	XR-PORT RAD
671-B20049	XR-MRI	671-B20057	XR-PORT RAD
549-B20062	XR-PORT C-ARM	674-B20015	XR-PORT RAD
549-B20108	XR-PORT C-ARM	549-B20057	XR-RAD
671-B20045	XR-PORT C-ARM	549-B20059	XR-RAD
549-B20076	XR-R/F	549-B20060	XR-RAD
549-B20081	XR-R/F	549-B20061	XR-RAD
549-B20109	XR-R/F	549-B20063	XR-RAD
549-B20113	XR-R/F	549-B20064	XR-RAD
674-B20016	XR-R/F	549-B20068	XR-RAD
674-B20017	XR-R/F	549-B20070	XR-RAD
549-B20050	XR-U/S	549-B20074	XR-RAD

549-B20095	XR-U/S		549-B20084	XR-RAD
671-B20090	XR-U/S			
740-B25017	XR-U/S			
740-B25026	XR-U/S			

4.6.16. VISN 18

Obligation Number	Equipment Type		Obligation Number	Equipment Type
501-B20016	XR-R/F		501-B20014	XR-RAD
501-B20017	XR-R/F		501-B20015	XR-RAD

4.6.17. VISN 19

Obligation Number	Equipment Type		Obligation Number	Equipment Type
None				

4.6.18. VISN 20

Obligation Number	Equipment Type		Obligation Number	Equipment Type
648-B21657	XR-CT		531-B20017	XR-U/S
653-B22008	XR-CT		531-B20018	XR-U/S
687-B20031	XR-CT		531-B20020	XR-U/S
531-B20015	XR-PORT RAD		531-B20021	XR-U/S
531-B20016	XR-PORT RAD		531-B20022	XR-U/S
648-B10684	XR-PORT RAD		648-B21649	XR-U/S
648-B21646	XR-PORT RAD		648-B21652	XR-U/S
648-B21647	XR-PORT RAD		648-B21653	XR-U/S
648-B21648	XR-PORT RAD		648-B21654	XR-U/S
653-B22004	XR-PORT RAD		648-B21655	XR-U/S
653-B22006	XR-PORT RAD		653-B22002	XR-U/S
663-B10027	XR-PORT RAD		653-B22007	XR-U/S
663-B10027A	XR-Port Rad		663-B20039	XR-U/S
663-B10027B	XR-Port Rad		663-B20041	XR-U/S
663-B20040	XR-PORT RAD		663-B22005	XR-U/S
668-B20033	XR-PORT RAD		663-B22006	XR-U/S
			663-B22007	XR-U/S
			663-B22008	XR-U/S
			663-B22010	XR-U/S

4.6.19. VISN 21

Obligation Number	Equipment Type		Obligation Number	Equipment Type
612-B26005	XR-U/S		612-B26008	XR-U/S
612-B26006	XR-U/S		612-B26009	XR-U/S
612-B26007	XR-U/S		612-B26010	XR-U/S

4.6.20. VISN 22

Obligation Number	Equipment Type	Obligation Number	Equipment Type
600-B20017	NM-BONE DEN	605-B20008	XR-POR C-ARM
605-B20007	NM-BONE DEN	600-B20008	XR-PORT C-ARM
664-B20048	NM-Bone Den	600-B20015	XR-PORT C-ARM
691-B20041	NM-BONE DEN	605-B20009	XR-PORT C-ARM
600-B20006	NM-SPECT	600-B20005	XR-R/F
691-B20044	NM-SPECT/CT	664-B20045	XR-R/F
691-B20028	XR-POR RAD	600-B20019	XR-U/S
600-B20009	XR-PORT RAD	605-B10001	XR-U/S
600-B20010	XR-PORT RAD	605-B10002	XR-U/S
600-B20011	XR-PORT RAD	605-B10003	XR-U/S
600-B20012	XR-PORT RAD	605-B20011	XR-U/S
600-B20013	XR-PORT RAD	605-B20014	XR-U/S
600-B20014	XR-PORT RAD	605-B20015	XR-U/S
605-B20013	XR-PORT RAD	605-B20018	XR-U/S
691-B20024	XR-PORT RAD	664-B20026	XR-U/S
691-B20030	XR-PORT RAD	664-B20029	XR-U/S
691-B20031	XR-PORT RAD	664-B20036	XR-U/S
691-B20033	XR-PORT RAD	664-B20040	XR-U/S
691-B20034	XR-PORT RAD		

4.6.21. VISN 23

Obligation Number	Equipment Type	Obligation Number	Equipment Type
618-B29034	XR-POR C-ARM	438-B29001	NM-BONE DEN
618-B29035	XR-PORT C-ARM	618-B29047	NM-BONE DEN
618-B29036	XR-PORT C-ARM	618-B29052	XR-CT
618-B29037	XR-PORT C-ARM	618-B29032	XR-MAMMO
618-B29038	XR-PORT C-ARM	618-B29033	XR-MAMMO
618-B29040	XR-PORT C-ARM	618-B29048	XR-MRI
618-B29041	XR-PORT C-ARM	618-B29049	XR-MRI
618-B29042	XR-PORT C-ARM	618-B29050	XR-MRI
618-B29043	XR-PORT C-ARM	618-B29051	XR-MRI
618-B29044	XR-PORT C-ARM	636-B20063	XR-U/S
618-B29045	XR-PORT C-ARM	636-B22047	XR-U/S
618-B29046	XR-PORT C-ARM		
618-B29053	XR-PORT C-ARM		
636-B10112	XR-PORT C-ARM		
636-B20038	XR-PORT C-ARM		
636-B20049	XR-PORT C-ARM		

4.7. Download Instructions

4.7.1. Documents identified as a zip file 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. Response Format

5.1. For each line item on which the contractor chooses to make an offer, the following information must be provided:

5.1.1. Individual configuration quote by line item. (When applicable, turnkey/extended installation quotes/proposals will be attached to the equipment quote, but maintain separate pricing)

5.1.2. Turnkey installation costs will be evaluated separately to determine price reasonableness and has no bearing on the selection of the equipment award vendor.

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 contractor 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. Offerors are strongly encouraged to visit the medical centers to inspect the trade-in.

5.2.3. Contact the Chief, A&MMS to schedule the visit.

5.3. The net "one-each" price of each line item quoted and the price of the trade-in, if any, must be entered into the attached "Schedule of Line Items" spreadsheet.

5.3.1. The trade-in credit or removal cost shall be shown separately from the price of the equipment.

5.3.2. Failure to complete the spreadsheet will disqualify your offer from consideration.

5.4. Responses shall be provided in the following format:

5.4.1.1. The completed Schedule, the description of the multi-unit discount structure, all equipment quotes, all vendor workups, and responses to VA Directive 6550 shall be provided on CD.

5.4.1.2. PAPER COPIES ARE NOT ACCEPTABLE.

5.4.1.3. Acceptable software formats are Microsoft Word, Microsoft Excel, and Adobe (.pdf).

5.4.1.4. The offeror must provide two CD copies of their offers, one each for the NAC and customer.

5.4.1.4.1. NAC copy – all documents must be UNLOCKED and UNPROTECTED for editing to facilitate preparation of orders for award.

5.4.1.4.2. Customer copy – all documents may be set to “Read Only”.

5.4.1.4.3. Label disks “NAC” and “Customer” respectively.

5.4.1.4.4. DO NOT SUBMIT ANY VISN OR SITE SPECIFIC DISKS.

5.5. Closing Date and Responses

5.5.1. Responses are due to the NAC, HTME Division no later than 12:30 pm CST on January 15, 2013.

5.5.2. For postal deliveries, the address is:

**VA/National Acquisition Center
Attn: HTME Division – May 2012 Consolidation (003A4C2)
P.O. Box 76
Hines, IL 60141**

5.5.3. For overnight deliveries, please use the following address:

**VA/National Acquisition Center
Attn: HTME Division – May 2012 Consolidation (003A4C2)
1st Avenue one block north of 22nd Street, Bldg 37
Hines, IL 60141**

5.5.4. Email and fax responses will not be accepted.

- 5.5.5. Responses not received by the due date and time will be considered as non-responsive.
- 5.6. Inquiries may be sent to Vendors@va.gov or the NAC, HTME Division Contracting Officer assigned to your contract.