

**INSTRUCTIONS TO OFFERORS**  
**REQUEST FOR QUOTATION (RFQ) 36A79720Q0003**  
**SEPTEMBER 2019 Consolidation – Team A**

This Consolidation is being solicited pursuant to FAR 16.505 – Ordering; therefore, competition requirements and acquisition procedures discussed in FAR parts 6, 14, and 15 do not apply.

The Government intends to evaluate offers and award orders without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. If discussions are determined necessary by the CO, the government will hold discussions only with the offerors whose offer conformed with the solicitation's instructions and was deemed acceptable with regards to all non-price factors (i.e. Availability of Required Features and Availability of Service). The Government reserves the right to seek additional discounts and better terms and conditions from offerors during discussions. The Government may reject any or all offers if such action is in the public interest.

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

## **0.0 Revisions**

### **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, 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 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 All items offered in vendor's responses to this RFQ must meet one of the descriptions below in 1.4.1 or 1.4.2. Offers containing items which do not meet one of these descriptions below may be considered unacceptable and ineligible for award. **“Future Items” (such as hardware or software that is still in development, testing, or prototype) are not acceptable.**
  - 1.4.1 Items currently on the current HTME contract at the time of offer submission  
OR

- 1.4.2 Items that have been submitted to the NAC/DLA CO via contract modification request. **This statement MUST include the date the modification request was submitted.** Upon request from the HTME Ordering Division, the vendor shall provide evidence that the specific items in question were requested to be added to the contract prior to offer submission.
- 1.5 All purchases shall be in accordance with the terms and conditions of the applicable contract.
- 1.6 Consolidation Schedule (see also enclosed **September 2019 Consolidation Schedule**):
- 1.6.1 **December 11, 2019** – Cutoff for Vendor Questions; email questions to Iliana Jorge at [iliana.jorge@va.gov](mailto:iliana.jorge@va.gov).
- 1.6.2 **January 15, 2020 by 12:30 PM CST**– Vendor quotes due to NAC, HTME Ordering Division
- 1.6.3 **June 3, 2020** – Goal for award by NAC, HTME Ordering Division

## 2.0 Offers

- 2.1 A requirements 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.
- 2.3 Quotes must be good through **June 3, 2020** or may be considered unacceptable.
- 2.4 Vendors shall quote their new equipment that meets or exceeds the technical and functional requirements of the requirements/purchase description. Any quote which fails to meet all technical, functional, and other solicitation requirements may be deemed unacceptable and ineligible for award.
- 2.5 Alternate offers are allowed for each line item.
- 2.6 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 unacceptable and may be rejected.
- 2.7 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.
- 2.8 The “Information” folder should include the following information (one submission per equipment type is sufficient, see section 7.3.3 for examples on naming the files):
- a. Completed pre-procurement assessment form (6550 Appendix A)
  - b. Completed Manufacture Disclosure Statement for Medical Device Security (MDS2) form
  - c. Federal Information Processing Standard (FIPS) 140-2 certification

- d. Product brochures
- e. Technical specification sheets, to include dimensions and weight of the system
- f. Typical drawings (pdf version of the CAD drawings)
- g. Technical training - Biomedical: information to include detailed information about the curriculum and length of the biomedical technical training required for each equipment type. Although the NAC will not award this training along with the equipment, it is imperative that the customer is informed that this training is available. Vendors must demonstrate that they can provide any required off-site training, therefore off-site training should be quoted as an optional item. 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.
- h. Supporting information, to include vendor's support structure during and after the warranty period
- i. On-line or telephonic applications support and availability (include third party coverage)
- j. A listing of field service engineer locations and availability
- k. A listing of part depots

**The above information should be provided for all equipment types being proposed by a vendor in this consolidation. One submission per equipment type is sufficient.**

### **3.0 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)

Total Number of Awards for Consolidation	Modality	Additional Discount
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.

- 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” will not be considered.
- 4.4 Compliance Matrix Spreadsheets
- 4.4.1 “Compliance Matrix” templates are provided **only for the requirements within generic specifications pilot.**
- 4.4.2 Vendors will use the “Compliance Matrix” templates to create a “Compliance matrix” spreadsheet for each quote. **The compliance matrix should reference specific areas of a quote or other documentation provided (i.e. in the “Information” folder) to show how a vendor meets or exceeds a requirement.**
- 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 7.3.3 for examples on naming the file).
- 4.4.4 Failure to provide the “Compliance Matrix” spreadsheet for each quote may disqualify your offer from consideration.
- 4.4.5 Substitute spreadsheets to the “Compliance Matrix” template will not be considered.

## 5.0 Evaluation and Evaluation Factors

- 5.1 The evaluation factors are:
- 5.1.1 **Availability of Required Features** – The vendor will be rated on how well their quoted equipment meets the technical and functional requirements outlined in the Equipment Specifications document (or benchmark quote).
- 5.1.2 **Availability of Service** – The vendor will be rated on their availability to provide local technical support (when needed), virtual technical support (telephone assistance, remote diagnostics, etc.), repair parts availability, technical documentation, etc. Specific experience within the VISN regarding overall vendor responsiveness to service and clinical application requests and reliability of service will be considered.
- 5.1.3 **Price** - Price will be evaluated to determine price fair and reasonableness. All quoted prices must be equal to or lower than the current base contract price.
- 5.2 Evaluation Factor Ratings and Definitions:

“Availability of Required Features” and “Availability of Service” will be rated as follows:

**Excellent** = *Quote contains one or more considerable strengths. Weaknesses, if any, are of small impact. There are no significant weaknesses or deficiencies.*

**Good** = Quote contains one or more strengths and few weaknesses. There are no significant weaknesses or deficiencies.

**Acceptable** = Quote contains few or no strengths and some weaknesses but contains no significant weaknesses or deficiencies.

**Marginal** = Quote contains one or more significant weaknesses and no strengths. Any significant weaknesses are correctable without major revisions to the quote.

**Unacceptable** = Quote contains significant weaknesses and one or more deficiencies for which correction would require a major revision or complete rewrite of the quote.

#### **Adjectival Description Definitions:**

**Considerable Strength:** An aspect of a quote that has significant merit or exceeds specifications or capability requirements in a way that will be substantially advantageous to the Government.

**Strength:** An aspect of a quote that has merit or exceeds specifications or capability requirements in a way that will be advantageous to the Government.

**Weakness:** A flaw in the quote that increases the risk of unsuccessful performance under the delivery order.

**Significant Weakness:** A flaw that appreciably increases the risk of unsuccessful performance under the delivery order.

**Deficiency:** A material failure of a quote to meet a Government requirement or a combination of significant weaknesses in a quote that increases the risk of unsuccessful performance to an unacceptable level.

**Risk:** The potential for unsuccessful performance under the delivery order. The consideration of risk assesses the degree to which an offeror's proposed approach to achieving the technical requirements may involve risk of disruption of schedule, increased cost or degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful performance of the system.

- 5.3 **Award will be made to the offeror that represents the best value to the Government, price and other factors considered. All non-price factors are equal and when combined are significantly more important than price.**

## **6.0 Download Instructions**

- 6.1 Documents identified as zip files need to be saved to your local computers prior to opening the file.
- 6.2 Follow these download instructions:
- 6.2.1 Click on the document name.
- 6.2.2 When prompted to open or save, select save.

- 6.2.3 Browse to the location on your local computer where you wish to save the file.
- 6.2.4 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.)
- 6.2.5 Click "Save".
- 6.2.6 Open the zip file on your local computer.

## 7.0 Response Format

- 7.1 For each line item on which the vendor chooses to make an offer, the following information shall be provided:
  - 7.1.1 Individual configuration quote by line item.
  - 7.1.2 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.
  - 7.1.3 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.
  - 7.1.4 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.
  - 7.1.5 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.
- 7.2 For line items that include a trade-in:
  - 7.2.1 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.
- 7.3 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**):
  - 7.3.1 **The completed Schedule, the description of the multi-unit discount structure, all equipment quotes, all vendor workups, and all information requested in 2.8 shall be provided on CD/DVD.**
  - 7.3.2 The CD/DVD shall use the folder structure provided via attachment VENDOR FOLDERS. Vendors can download the attachment zip file 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 or special characters (i.e. #,\$,% 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.**

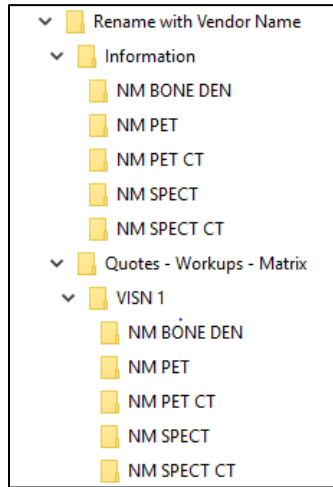


Figure 1: Folder Hierarchy only showing VISN 1

7.3.3 There are two (2) main folders: Information and Quotes- Workups- Matrix. Please do not add, edit, or delete any folder or subfolder or change their names. See figure 2 below.

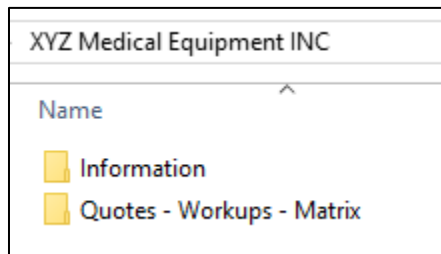


Figure 2: Main Folders

**Information folder:** Contains subfolders for each equipment type. The equipment type should match the “Schedule of Line Items” spreadsheet on FBO. This includes multi-unit discounts, amendment letter and any other information the vendor determines is necessary for the decision making process. **See sections 2.8 for additional required documentation in the “Information” folder.**

The name of each document must follow the convention below:

- a. **6550** - Equipment Type, Equipment Model Name, Name of Vendor  
*Example: 6550 – XR-US, Model ABC, Vendor XYZ*
- b. **MDS2**- Equipment Type, Equipment Model Name, Name of Vendor  
*Example: MDS2 – XR-US, Model ABC, Vendor XYZ*
- c. **FIPS140** - Equipment Type, Equipment Model Name, Name of Vendor



- Example: FIPS140– XR-US, Model ABC, Vendor XYZ*
- d. **BROCHURE**- Equipment Type, Equipment Model Name, Name of Vendor  
*Example: BROCHURE– XR-US, Model ABC, Vendor XYZ*
  - e. **TECHSPECS**- Equipment Type, Equipment Model Name, Name of Vendor  
*Example: TECHSPECS– XR-US, Model ABC, Vendor XYZ*
  - f. **DRAWINGS** - Equipment Type, Equipment Model Name, Name of Vendor  
*Example: DRAWINGS– XR-US, Model ABC, Vendor XYZ*
  - g. **TECHTRAINING** - Equipment Type, Equipment Model Name, Name of Vendor  
*Example: TECHTRAINING– XR-US, Model ABC, Vendor XYZ*
  - h. **SUPPORT** - Equipment Type, Equipment Model Name, Name of Vendor  
*Example: SUPPORT– XR-US, Model ABC, Vendor XYZ*

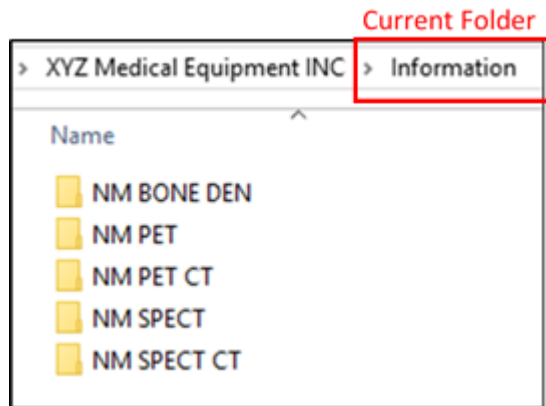


Figure 3: Information folder divided by Equipment Type

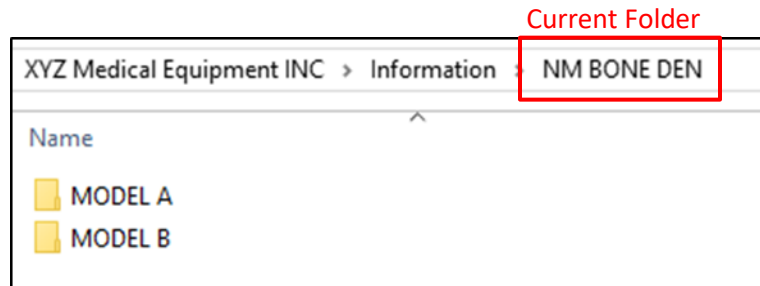


Figure 4: Equipment Type folder divided by Model

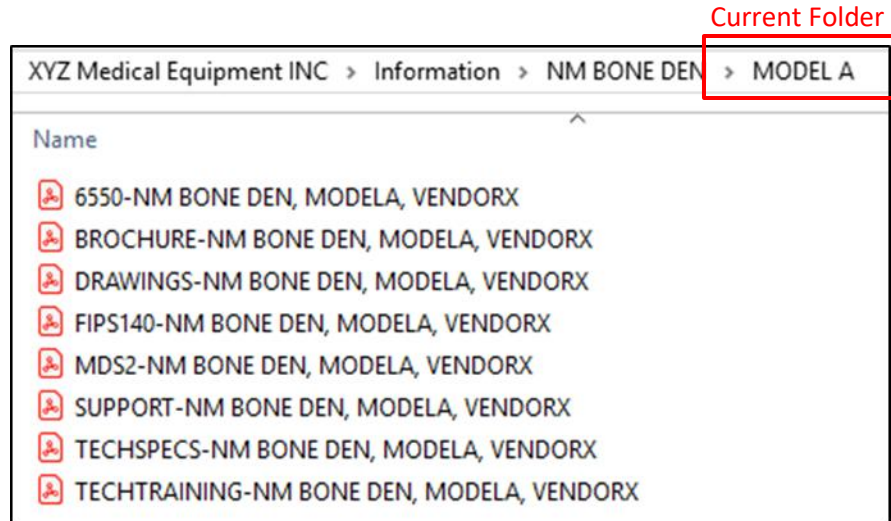


Figure 5: Naming convention inside information folder

**Quotes - Workups – Matrix 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 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 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* 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(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.).

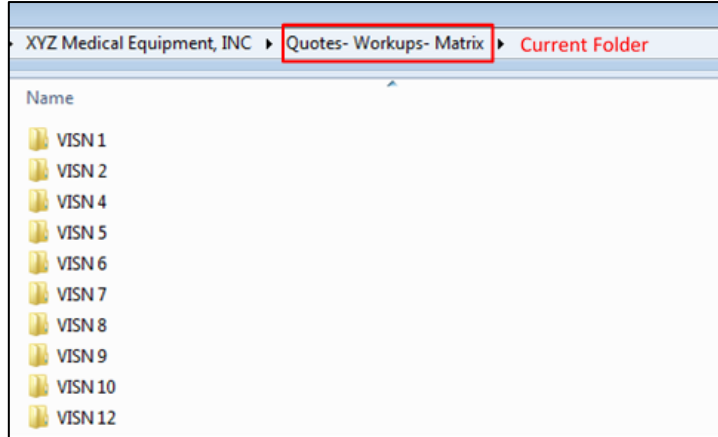


Figure 6: Quotes/Workup/Matrix folder divided by VISN

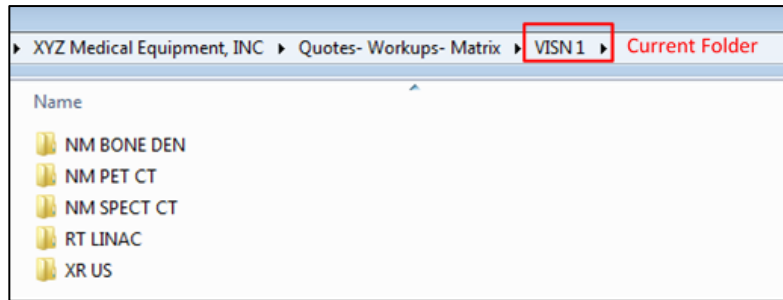


Figure 7: VISN 1 subfolder inside the larger Quotes folder

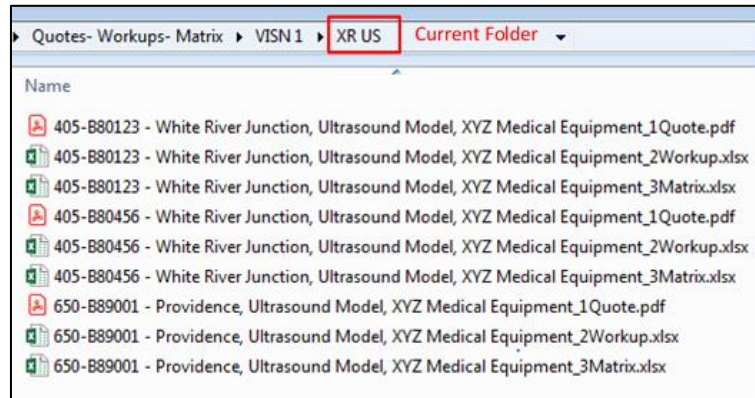


Figure 8: Obligation number and naming convention inside equipment type folder

- 7.3.4 PAPER COPIES ARE NOT ACCEPTABLE.
- 7.3.5 Acceptable software formats are Microsoft Word, Microsoft Excel, and Adobe (.PDF).
- 7.3.6 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.
- 7.3.7 THE VENDOR SHALL NOT SUBMIT ANY VISN OR SITE-SPECIFIC DISKS.

7.4 Closing Date and Responses

- 7.4.1 Responses are due to the NAC, HTME Ordering Division no later than:  
12:30 PM CST on **January 15, 2020.**

- 7.4.2 For postal deliveries, the address is:

VA/National Acquisition Center  
Attn: HTME Ordering Division – September 2019 Consolidation – (003B6C2)  
P.O. Box 76  
Hines, IL 60141

- 7.4.3 For overnight deliveries, please use the following address:

VA/National Acquisition Center  
Attn: HTME Ordering Division – September 2019 Consolidation (003B6C2)  
1<sup>st</sup> Avenue one block north of 22<sup>nd</sup> Street, Bldg. 37  
Hines, IL 60141

- 7.4.4 Email and fax responses will not be accepted.
- 7.4.5 Responses not received by the due date and time will be determined late and will not be considered for award.

- 7.5 Inquiries may be sent to [iliana.jorge@va.gov](mailto:iliana.jorge@va.gov).

**8.0 ENCLOSURES:**

- 8.1 Sep 2019 Consolidation Milestone Schedule
- 8.2 Sep 2019 Consolidation – Team A Schedule of Line Items Spreadsheet
- 8.3 Specifications/Purchase Descriptions
- 8.4 Vendor Folders.zip
- 8.5 Vendor Workup Spreadsheet
- 8.6 VA Directive 6550 – New Appendix A – published Jun. 2019
- 8.7 Memorandum for Turnkey
- 8.8 Memorandum for Training