

**PROPOSAL EVALUATION CRITERIA**  
**BEST VALUE - LOWEST PRICE TECHNICALLY ACCEPTABLE SOURCE SELECTION**

**PART 1 - GENERAL INFORMATION**

- 1.1 This is a competitive Request for Proposals (RFP) that represents the **BEST VALUE** to the Government conducted under FAR Part 12 and Part 15, Best Value – Lowest Price Technically Acceptable source selection process.
- 1.2 The non-price factors are more important than the price factor. Award will be made to the best valued proposal meeting the “technical requirements” as per the solicitation.
- 1.3 **This document will not be a part of a subsequent award.**

**PART 2 – PRICE EVALUATION**

- 2.1 Price proposals will be evaluated and ranked according to price, from lowest to highest. The Government may use various price analysis techniques and procedures to make a price reasonableness determination.

Note: Offers that are not technically acceptable cannot be selected, regardless of price.

- 2.2 This Request for Proposals includes options periods. The contracting officer shall evaluate offers for option periods contained in the solicitation in accordance with FAR 17-206 in awarding the base contract.
- 2.3 Offerors submitting price proposals in response to this solicitation do so with the complete and full understanding that the Government reserves the right to publically announce the total contract award amount.

**PART 3 – TECHNICAL EVALUATION**

- 3.1 The Technical Proposal Evaluation factor consists of three (3) sub-factors. Offerors shall address the following sub-factors in their narrative:
  - **Compliance and Regulation:** Offer shall outline and describe how all products provided under their proposed technical solution shall meet all requirements of the Nuclear Regulatory Commission (NRC). All products provided under this contract shall be packaged and shipped in accordance with the requirements of the NRC and Department of Transportation (DOT).
  - **Descriptive Literature:** Offers shall provide descriptive literature on the products being proposed in order to answer any and all possible product substitution concerns and shall guarantee the quality of all radiopharmaceuticals offered.
  - **Quality Control:** Offers shall describe their techniques for maintaining quality control for their products.

## PART 4 – PAST PERFORMANCE EVALUATION

4.1 **PAST PERFORMANCE:** Past Performance is one indicator of an offeror's ability to perform the contract successfully and determine responsibility.

4.2 The following information will be provided as a minimum:

- Contract Number
- Dollar Value
- Dates of performance
- Name of Contracting Agency
- Point of Contact at that agency
- Point of Contact information (i.e. email address, telephone number, etc.)
- A brief description of the work effort sufficient to demonstrate the relationship between the reference contract and the proposed effort.

4.3 The contractor may identify contracts that include Federal, State, and local government and private for efforts similar to the government requirement. The Government shall consider the offeror's past performance based on these projects. "Recent" is defined as project s completed within the last three (3) years.

The lack of past performance information will be rated as neither "Acceptable" nor "Unacceptable", but "Neutral".

## PART 5 – PROPOSAL PREPARATION INFORMATION

The Department of Veterans Affairs (VA) utilizes the Electronic Contract Management System (eCMS) as the method of creating and storing contractual documents and contract files. All documents are scanned and digitally stored on this system as this is the official contract file. Paper copy contract files are no longer maintained by the VA.

Proposals in binders are routinely separated for scanning purposes resulting in this office having to dispose of vendor supplied binders. Subsequently, there is a large probability that vendor supplied binders will end up in the local landfill.

**The Contracting Officer prefers a more Earth friendly submission of price and technical proposals from vendors.**

Use of more earth friendly recyclable products for preparing price and technical proposals is highly encouraged. Please do not staple proposals together as staples cause scanner jamming issues.

5.1 All proposals shall be submitted in two (2) originals and will be identified accordingly. Offerors shall follow the instructions contained herein to assure timely and equitable evaluation of proposals. Offerors are required to meet all solicitation requirements, terms and conditions, representations and

certifications and acknowledge receipt of all amendments to the solicitation. Failure to meet a requirement may result in an offer being ineligible for award and being considered non-responsive.

5.2 Proposal Format: The offeror shall submit three (3) separate proposals:

1. Price
2. Technical
3. Past Performance

The Past Performance proposal may be combined with the Technical proposal provided each are clearly separated and each are clearly identified in the Table of Contents.

5.3 Price Proposal Format: The following format shall be used:

- Cover page with Solicitation Number, Project Title
- Table of Contents
- Signed and completed SF 1449 and Pages 2 – 6 of the RFP.
- Acknowledged receipt of amendments

**EMERGENCY ORDERS:** Paragraph 2 of the Statement of Work speaks to the potential need to place emergency orders for radiopharmaceuticals. A separate line item is currently not included at this time for the Price Cost Schedule. It is recommended that vendors address this need in their price proposal for discussions with the Contracting Officer.

5.4 Technical Proposal Format: The following format shall be used:

- Cover page with Solicitation Number, Project Title,
- Table of Contents
- Vendor's technical solution in accordance with Part 3 (above)

There is not a size limit to the vendor's technical proposal. However, vendors should provide enough information to address those areas in Part 3 in order for the Department of Veterans Affairs to review the technical proposal and reach a conclusion.

**THE TECHNICAL PROPOSAL SHALL NOT MAKE ANY REFERENCE TO PRICE**

5.5 Past Performance Format: The following information will be provided as a minimum:

- Cover page with Solicitation Number, Project Title,
- Table of Contents
- Contract Number of previous contract(s)
- Dollar Value of each
- Dates of performance of each
- Name of Contracting Agency for each
- Point of Contact at that agency for each
- Point of Contact information (i.e. email address, telephone number, etc.) for each

- A brief description of the work effort sufficient to demonstrate the relationship between the reference contract and the proposed effort for each.
- **Identify three (3) Federal, State or Local Government customers** for whom the offeror has provided the radiopharmaceuticals as described in this solicitation.

The contractor may identify contracts that include Federal, State, and local government efforts similar to the government requirement. The Government shall consider the offeror's past performance based on these projects. "Recent" is defined as projects completed within the last three (3) years.

## PART 6 - QUESTIONS

All questions regarding this solicitation must be in writing and may be sent by e-mail to [james.mcdavitt@va.gov](mailto:james.mcdavitt@va.gov) or by fax to (612) 333 - 3667.

Questions may also be mailed to:

Department of Veterans Affairs  
Network 23 Contracting Office  
Attn: Jim McDavitt  
708 South 3<sup>rd</sup> Street, Suite 200E  
Minneapolis, MN 55415

**Questions must be received no later than 2:00 PM local time, August 07, 2013.** Local time is defined as the time in Minneapolis, Minnesota. No further questions will be accepted after that date and time.

You are reminded that representatives from your company **SHALL NOT** contact any Minneapolis VA Health Care System personnel to discuss this RFP during this solicitation process. All questions and concerns regarding this solicitation shall be directed to the Contracting Officer.

## PART 7 – RFP SUBMISSION INFORMATION

7.1 Proposals shall be mailed or hand carried to:

Department of Veterans Affairs  
Network 23 Contracting Office  
Attn: Jim McDavitt  
708 South 3<sup>rd</sup> Street, Suite 200E  
Minneapolis, MN 55415

7.2 Faxed or emailed proposals are not authorized and will not be accepted.

7.3 All vendors must be registered and complete all entries in the System for Award Management (SAM) in order to be considered for award. Potential vendors may register at the following web site:  
<https://www.sam.gov/portal/public/SAM/>

7.4 **Proposals must be received on/or before the date and time as shown in Block 8 of the SF 1449**, to be considered for award. All times indicated are “Local Time” and defined as the time in Minneapolis, Minnesota.

7.5 Vendors shall provide a minimum acceptance period of **60** days after RFP closing for offers.

## **PART 8 - BASIS FOR AWARD**

Award will be made to the lowest priced proposal meeting the “technical requirements” as per the solicitation. The offeror’s initial proposal should contain the offeror’s best terms from a price and technical standpoint. Offerors are cautioned to submit sufficient information and in the format specified in the proposal instructions. Communication conducted to resolve minor or clerical errors would not constitute discussions and the Contracting Officer reserves the right to award a contract without the opportunity for proposal revisions.