SUPPLEMENTAL INSTRUCTIONS TO OFFERORS

Offeror quote must be submitted by the due date and time identified in box 8 on the solicitation (SF1449) (Page 1). Late quotes and phone calls will not be accepted. Quotes and questions shall be submitted via email only to: Jameel Gordon, Email: jameel.gordon@va.gov

Quotes must comply with all aspects of the SF1449 (RFQ) to be considered.

A Business Associate Agreement (BAA) is required

RFO FAR 52.217-8: "Evaluations of Options"

For purposes of award of this Contract, the Government intends to evaluate the option to extend services under FAR 52.217-8 as follows: The evaluation will consider the possibility that the option can be exercised at any time and can be exercised in increments of one to six months, but not for more than a total of six months during the life of the contract. The evaluation will assume that the prices for any option exercised under FAR 52.217-8 will be those rates in effect under the contract each time an option is exercised under this clause. The evaluation will therefore assume that the addition of the price or prices of any possible extension or extensions under FAR 52.217-8 to the total price for the basic requirement and the total price for the priced options has the same effect on the total price of all proposals relative to each other, and will not affect the ranking of proposals based on price, unless, after reviewing the proposals, the Government determines that there is a basis for finding otherwise. This evaluation will not obligate the Government to exercise any option under FAR 52.217-8.

Type of award:

Firm Fixed Price Contract, One Year Base Period with Two 12-month Option Periods Estimated

Offeror must:
(a) Complete the SF1449 (Page 1) Boxes 12, 17a., and 30a., b. and c of the solicitation. Provide the entity's name, address, telephone number, SAM UEI and cage code identifier in Box 17a.
(b) Complete Section B.1., Contractor POC information.
(c) Complete Section B.3 Price/Cost Schedule: You must enter your unit -price for each CLIN.

Offeror must: Provide information that demonstrates your company's:

(a) **TECHNICAL CAPABILITY**—

1. Offeror shall submit documentation demonstrating a clear description of the method(s) that will be used for performing the efforts listed in the statement of work

(b) **PRICING**

1. Pricing shall be entered legible in the price/cost schedule information. There will not be any verification of prices that is not legible.

(c) **PAST PERFORMANCE**

1. Minimum three (3) years of relevant past performance i.a.w. the scope of work.

2. Offeror Contractor Performance Assessment Reporting System (CPARS) record(s) is acceptable and/or a filled out past performance questionnaire. (See Section D. Attachment - Past Performance Questionnaire)

(d) **Comparative Evaluation will be conducted in accordance with Revolutionary FAR Overhaul FAR 12.203 (c)(2).**

Additional information pertaining to Comparative Evaluation below:

<u>What Comparative Evaluation is:</u>

- It is the direct comparison of one quotation/offer with another in a uniform and fair manner to determine which quote/offer provides the Government with what it needs, where and when as identified in the RFQ
- It is an assessment of which response is the “best” as a whole
- Once one quotation/offer is found acceptable, it is compared side by side to the remaining ones, and the “best” one is chosen

<u>What Comparative Evaluation is not:</u>

- It does not individually evaluate quote/offers against specified evaluation factors
  - It does not assign a rating using a color, numerical, or other rating methodology
  - It does not require additional evaluation to determine if minimal advantage is worth a minimal or normal price difference, but not prohibited
  - It is not a low price technically acceptable (LPTA) or trade-off process