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

Type of award:

Firm Fixed Price Contract, Three Year Period of performance for non-severable services

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:

What Comparative Evaluation is:

- 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

What Comparative Evaluation is not:

- 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