



TO: Prospective Contractor

SUBJECT: 75H70527R00001, Area Wide Teleradiology Services for the Bemidji Area

Instructions for Submitting Proposal

1. The proposed Request for Proposal is for Area Wide Teleradiology Services for the Bemidji Area. This procurement is set aside for 100% Small Business. The anticipated award will be a **Firm Fixed Price, IDIQ type contract. Base plus Four (4) One-year Options.**

2. Prospective contractors shall submit a complete proposal to include the specific items identified below. The Government intends to award without discussions; therefore, it is imperative proposals submitted represent and include relevant experience, past performance and price to be evaluated.

All proposals are due by 11/13/2026, at 1:00 pm CT.

- a. Standard Form 1449 complete sections: 12,17,& 30
- b. Section B.1, Contract Administration Data.
- c. Section B.5, Schedule of Price/Costs.
- d. Section E. 52.212-2 Evaluation **Technical Approach and Staffing, Past Performance and Price.**
Provide a word document with three (3) current and available references for relevant past performance details, to include a Contract Number, Total Dollar Amount, Point of Contact, and Telephone number and email address.
- e. VERIFICATION OF CONTRACTOR REGISTRATION: All required information must be in the System for Award Management (SAM) at www.sam.gov.
- f. Acknowledgment of Business Associate Agreement-Attachment 1

3. All documents submitted must be clear and legible in order to be considered.

4. **Email complete proposals** – this office is not responsible for incomplete transmissions. You should duplicate and retain copies, since requests for copies shall not be honored. All documents are subject to the provisions of the Privacy Act (PL 93-579) and become the property of the Department of Health & Human Services (DHHS) and subject to retention by this office.

AGENCY CONTACT INFO:

Mary Simon, Contract Specialist
Division of Acquisition Mgt.
Email: mary.simon2@ihs.gov

Jennifer Richardson, Contracting Officer
Division of Acquisition Mgt.
Email: jennifer.richardson@ihs.gov