

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.

SITE VISIT INFORMATION:

Time: 10/22/2026 11:30AM – 1:00PM EST

Meet up: In front of the Washington DC VA Medical Center

- A. Point-of-Contact for the site visit will be: (POC) David Mosley, email- david.mosley@va.gov
- B. Parking: Patient Parking Garage
- C. VHA kindly requests for any bidders who are running behind more than 15 minutes to reach out to the POC as the site visit will occur promptly as scheduled. **(Ph# 202-763-5040)**

Type of award:

Firm Fixed Price Contract. **Period of Performance:** 3 Days

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. Prime Contractor shall have a 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 (PPQ). See Section D.1 - Past Performance Questionnaire (Submit PPQ with quote, do not send PPQ in a separate email)

(d) EVALUATION: Lowest Price Technically Acceptable (LPTA)