

VA



U.S. Department
of Veterans Affairs

How to Produce a Compliant NAC-FSS Proposal

- Intermediate Level -

October 18, 2019
Presented by Lydia McKay

Purpose

This training will assist you with preparing an FSS offer, provide some insight on internal processes, and recommend best practices to lead to a successful FSS contract award.

Please note that this presentation represents the typical FSS award process and does not capture the unique circumstances that may arise with a specific offeror/contractor.



- Solicitation Documents
- Submission Format & Logistics
- Best Practices
- Proposal Return Issues
- Proposal Preparation Guides
- Resources



Solicitation Documents

FedBizOpps (FBO)

FSS solicitations are published on FBO at <https://www.fbo.gov/>.

IMPORTANT: Obtain the most recent solicitation version by following the FBO links on our [VA Schedules](#) web page.

Our 621 I solicitation files may be obtained by contacting the [FSS Helpdesk](#).



Solicitation Files on FBO

- Document files are located under the “Solicitation” heading on right hand side of web page.
- Hover your mouse over links to see the full document title.
- Amendments follow the base solicitation and are comprised of revisions, additions, etc. to the solicitation.



ALL FILES

 [Attachment](#) 
Mar 27, 2018
 [RFP-797-652F-05-0001...](#)

 [Solicitation 1](#) 
Mar 27, 2018
 [RFP-797-652F-05-0001...](#)
 [RFP-797-652F-05-0001...](#)
 [RFP-797-652F-05-0001...](#)
 [RFP-797-652F-05-0001...](#)
 [RFP-797-652F-05-0001...](#)

 [Amendment 1](#) 
Sep 10, 2018
 [RFP-797-652F-05-0001...](#)
 [RFP-797-652F-05-0001...](#)
 [RFP-797-652F-05-0001...](#)



Additional Solicitation Sections – Services (621 I, 621 II, 66III)

Statement of Work (read & understand)

&

Technical Proposal (complete and return with offer)

Doc 01 - Solicitation Document

- *Includes All Regs - For Offeror to Read & Understand*
 - Read Me First
 - Solicitation Document
 - Regulations Incorporated by Reference

Doc 02 - Vendor Response Document

- *Includes All Fill-Ins for Offeror to Return w/ Proposal*
 - Vendor Response Fill-Ins
 - Commercial Sales Practices (CSP)
 - Past Performance (as applicable)
 - Small Business Subcontracting Plan (as applicable)
 - Proposal Submission Checklist

Doc 03 - Price Proposal Preparation

- *Excel Spreadsheet to be returned with offer*
 - Price Proposal Spreadsheet
 - Figure 515.4-2
 - Dealers/Distributors Disclosures (as applicable)

Doc 04 - Vendor Response Document for Overseas Delivery

- *Optional - Fill-Ins for offer to Return*



Submission Format & Logistics

Electronic Acceptance of Offers/Proposals

- **File Format** - Word, .pdf, Excel
- **Documents Requiring Signature** - SF-1449, Signatory Authority, letters of supply, etc.
- **eMail Logistics** - vafsoffers@va.gov
- **Attachments / Size Limits** - No .zip files; 10MB limit



Best Practices

Read the solicitation in its entirety.

Ensure all information is current, accurate, and complete.

Provide proof of registration requirements.

Make sure your company meets the minimum requirements of the solicitation.

Use the Proposal Submission Checklist (located in Document 02).



- Understand the review process and anticipated timelines.
- Provide **timely, accurate** and **complete** responses/documents to all requests for information and clarification requests.
- **Ask questions!** If you are not sure what information to provide contact the FSS Help Desk or your assigned contracting officer.
- Be ready to negotiate your **best offer**.



Proposal Return Issues

Proposal (Offer) Review Phases

- **Offer Intake** – Initial receipt of proposal
- **Offer Triage** - Initial, cursory proposal review (prior to assignment to a Contract Specialist)
- **Offer Evaluation** - Full review by assigned Contract Specialist

Initial Offer Acceptance Issues – Offer Intake

- 1) Offer is missing any one of the following:
 - Document 02 – Vendor Response Section
 - Document 02 - Commercial Sales Practices Section
 - Document 03 – Price Proposal (CSP) excel format

2) SF1449 Issues:

- Missing signature
- Not signed by an individual properly identified on the Signatory Authority Form
- Not signed within 10 calendar days of eOffer submission

3) Pathways to Success training certificate Issues

- Completion certificate not included (required for new offerors only)
- Course not completed by an individual who is both an officer of the company (listed on the Signatory Authority Form) and an Authorized Negotiator (listed in Document 02).
- Course not completed within one year of offer submission.



- 4) Offer submitted with no proof of Insurance (Certificate of Liability) (applies to 621 I only)
- 5) SAM record matching the DUNS number of the offeror not active.
- 6) Offer proposed against obsolete solicitation (and outside of 60-day grace period listed on website, if applicable)

Reasons for No-Award

Lack of Nation-wide Coverage (except for Schedule 621 I):

The offeror cannot commit to nation-wide coverage; offeror is a dealer/distributor/reseller and is limited to a specific territory/region for selling a manufacturer's products.

FDA Approval Issues

- **Medical Devices:** None of the offered items have FDA 510k approval or a medical device class exemption from this requirement.
- **Pharmaceuticals:** None of the offered items have the required FDA approvals (e.g. NDAs or ANDAs, approved OTC monographs, etc.)

Custom Items

All offered items do not meet the definition of a commercial item at FAR 2.101 *or* are considered custom “mold” items or “custom packs” that are Government or patient specific.

Scope Issues

- **Schedule/SIN:** All offered items fall under a different VA FSS schedule **OR** do not fall within the scope of any VA FSS schedule. Items must fall within one of the predesignated SIN categories.
- **High Tech Medical Equipment (HTME):** All offered items are considered HTME, including, but not limited to: Ultrasound, MRI, CT, Mammography, IR, Nuclear Medicine, etc.

Trade Agreements Non-Compliance

None of the items included in the offer comply with the requirements of solicitation clause 52.225-5 Trade Agreements.

No Manufacturer Letter of Supply

Inability to obtain letter of supply (or other such evidence) from manufacturer (if dealer/reseller).
Letter cannot come from third party.



- Offeror is listed as debarred on the Excluded Parties List or FDA Debarment List.
- Firm undergoes a change in ownership during the proposal review & evaluation process.
- Government unable to make a successful responsibility determination.
- Majority of Vendor Response/CSP/Excel spreadsheet is incorrect or incomplete.

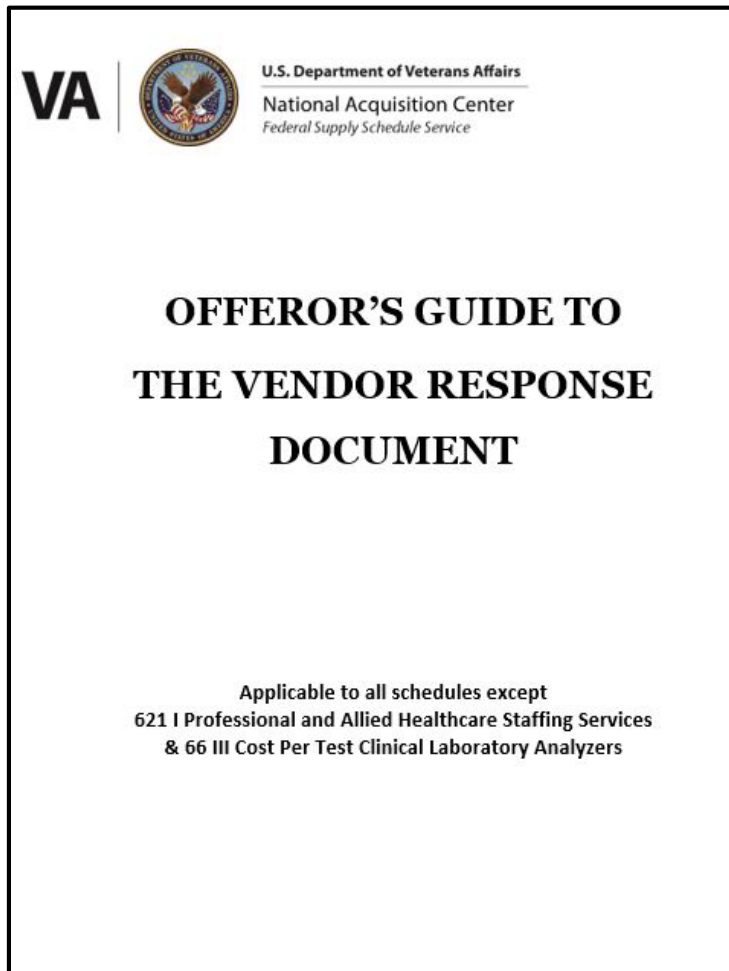


- Inability to offer competitive pricing/terms.
- Offeror unwilling to accept solicitation terms/conditions.
- Offeror's potential sales under an FSS contract are not expected to reach the required minimum (\$25K within the first 24 months following contract award and \$25k each year thereafter, per solicitation clause I-FSS-639) .

Proposal Preparation Guides

Vendor Response Document Walkthrough

The complete guide is located on our Training webpage under “Prospective Contractors – Solicitation Assistance” at <https://www.va.gov/opal/nac/fss/training.asp>.



CSP Fill-Ins & Spreadsheet Walkthrough

The complete guide is located on our Training webpage under “Prospective Contractors – Solicitation Assistance” at <https://www.va.gov/opal/nac/fss/training.asp>.

VA



U.S. Department of Veterans Affairs
National Acquisition Center
Federal Supply Schedule Service

OFFEROR'S GUIDE TO COMMERCIAL SALES PRACTICE FORMAT

Applicable to all schedules except
6 21 I Professional and Allied Healthcare Staffing Services
and 66 III Cost Per Test Clinical Laboratory Analyzers



Resources

Fed Biz Opps: <https://www.fbo.gov/>

FSS Home Page: <http://www.fss.va.gov/>

VA Schedule Programs: <https://www.va.gov/opal/nac/fss/schedules.asp>

Prospective Contractors: <https://www.va.gov/opal/nac/fss/prospective.asp>

Getting on Schedule:

<https://www.va.gov/opal/nac/fss/gettingOnSchedule.asp>

Electronic Acceptance of Offers:

<https://www.va.gov/opal/nac/fss/eOffers.asp>

Contractor Responsibilities:

<https://www.va.gov/opal/nac/fss/responsibilities.asp>

Office of Inspector General (OIG) Reviews:

<https://www.va.gov/opal/nac/fss/oig.asp>

FSS Training Page: <https://www.va.gov/opal/nac/fss/training.asp>

- Webinars
- Prospective Contractors – Solicitation Assistance
 - Guide to Vendor Response Document
 - Guide to CSP
 - Reasons for Proposal Return

Procurement Technical Assistance Centers (PTAC):

<http://www.aptac-us.org/contracting-assistance/>

FSS Helpdesk: fss.help@va.gov



QUESTIONS?