



MEMORANDUM FOR THE FILE

TO: Prospective contractor

SUBJECT: 75H70523R00002, Mobile CT & MRI Services, Instructions for Submitting Proposal

1. The proposed procurement is for Mobile CT & MRI Services as required by the White Earth Health Clinic. The anticipated award will be a **Firm Fixed Price** type contract with a **base plus 4 option years**. **This RFP is set aside for a 100% Small Business.**

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 included relevant experience, past performance and best and final pricing.

- a. Standard Form 1449 complete sections: 12, 17 & 30
- b. Section B.1, Contract Administration Data
- c. Section B.6, Schedule of Price/Costs - **ATTACHMENT 1 - EXCEL CT & MRI PRICING**
- d. Section E. Evaluation—Commercial Products and Commercial Services, Relevant Past Performance and Price \*\* SEE SPECIFIC INSTRUCTIONS LISTED IN SECTION E\*\*
- e. CONTRACTOR REGISTRATION: All required information must be in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov).
- f. Acknowledgement of Business Associate Agreement

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

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