

IOWA CITY SITE VISIT – 1/19/2012

VA118A-12-RP-0118

ADMINISTRATIVE REMARKS

1. Good morning and welcome to the Real-Time Location System (RTLS) VA Iowa City Health Care System Site Visit for the VA RTLS solicitation. My name is Lateefah Parker and I am the Contracting Officer for this effort. With the assistance of Katherine Beardsley, of Biomedical Engineering, Iowa City and other Government escorts, I will be conducting the Site Visit. The primary purpose of the Site Visit is to provide offerors an opportunity to visit selected work sites where contractor services, in accordance with the terms and conditions of the Performance Work Statement (PWS), will be required. Throughout the course of today's proceedings, I or other Government Escorts will be using many acronyms, however, be advised that I may not define all of them. All acronyms used, however, are defined in the Performance Work Statement (PWS), in Section D Attachment 0001, Addendum C. The remarks and explanations made by any Government Representative, including myself, during the course of the Site Visit shall not change or qualify any of the terms and/or conditions of the Request for Proposal (RFP). Prior to the commencement of the Site Visit, there are several administrative issues to be addressed. Your full attention is necessary as non-compliance with the Site Visit guidelines can result in your expulsion from the Site Visit.

2. First, at the registration table, you should have signed in with the local police officer by signing the Visitor's log and received a Visitor's Badge with your name. The badge is

to be worn between your shoulders and waist and must be visible at all times to Government employees. Second, you should have signed the VA registration sheet to confirm your attendance. Additionally, Contractors who would like to take photos must have submitted at the registration table a completed VA form 10-3203, Consent for Use of Picture and/or Voice. The form was emailed to company point of contacts (POC) yesterday on January 18, 2012. The form must be reviewed and signed by Katherine Beardsley, before any persons may take pictures. If you have submitted your form and received proper signature, your nametag should be marked with a colored marker to indicate your approved status. CAD drawings will not be distributed during this site visit. All drawings will be distributed via mail (FEDEX) to the designated POC for your firm. All CAD drawings were distributed via CD today January 19, 2012.

3. You should have also received a Site Visit agenda, identifying today's schedule and areas to be visited, and a copy of the Iowa City demographics as identified in the RFP, Section D, Attachment 0002, Attachment A3. This copy is yours to keep. Although the agenda times are approximate, every effort will be made to adhere to this schedule. Upon registration, you should have been assigned to Group 1 or Group 2. We will travel together as one large group, but due to logistical limitations, there will be times that we will separate into two smaller groups. Additionally, there will be periods during the day that the two larger groups may breakdown further into smaller groups of 4-5 (e.g. when viewing the Patient Ward). When entering any area that will require group breakouts. The large group will stop (generally in the elevator lobby) Katherine or I will communicate to the whole group all general information specific to that area. Then

Group 1 will begin the walk through. When Group 1 returns, Group 2 will begin. The waiting group shall remain in the general area with other Government Escorts. The Site Visit agenda (schedule) and our communication plan shall ensure that each group receives the exact same information, visits the same areas and spends the same amount of time in each area. The lunch break may be shortened or eliminated for reasons of efficiency if the walk through should run behind schedule. Due to logistical limitations, lunch will coincide with the walk through for the Patient Wards. At 11:30AM Group 1 will begin, the Patient Ward Visit and Group 2 will begin lunch. At 12:15PM Group 2 will begin their Patient Ward walkthrough and Group 1 will begin lunch. The large group will resume in the cafeteria at 1:00PM and continue the tour as scheduled. I anticipate that the tour will end no later than 3:10PM. Travel to each of the areas involved in this site visit will be by foot. The Site Visit will involve extended periods of walking, and may involve the use of stairs. Short breaks to utilize restroom facilities will be provided. No food or beverages will be allowed on the tour.

4. “No Man Left Behind” All participants must stay with the group and their assigned small groups during breakouts. Contractors shall not venture off from the group at anytime. If due to an emergency you cannot complete the Site Visit or if you must use restroom facilities during the walk through, a Government employee must be notified as soon as possible.

5. The dialogue is aligned with the agenda. There will be no deviations or improvisations. Questions, concerns, or ambiguities concerning the dialogue and/or the

PWS must be recorded in writing by offerors. Verbal questions shall not be accepted during the Site Visit by any Government employee. If there are questions distinctly applicable to the current area, which requires visual review in order to respond, then the walk through will stop. The question will be submitted in writing and the CO will provide a response. The exchange must be documented. I will emphasize and remind you that none of the Site Visit escorts, nor any other Government employee on the tour, shall answer questions. Should you ask questions of any Government employees, you risk expulsion from the tour. It shall also be noted that some of the employees who work processes that may be directly impacted by RTLS may be in the areas. Contractors shall not ask questions of any employees and Contractors shall not answer any questions that may be asked of the by VA employees. Direct all employee questions to me the Contracting Officer. Offerors may submit written questions to the Contracting Officer within five (5) calendar days after the Site Visit date, via e-mail to <mailto:Lateefah.parker@va.gov> . The subject line of the email shall be titled **RTLS IA Site Visit Question**. Government replies to Offeror's questions concerning any aspect of the RFP will only be recognized as official if the offeror submits the questions in writing to the Contracting Officer. The Contracting Officer shall provide written replies to all submitted questions under the current solicitation # VA118RP-0118 A-12- FBO.gov, unless the questions are proprietary in nature, in which case the written reply will be sent only to the submitting firm. If required, non-proprietary questions and answers will be incorporated into the RFP by an amendment. Copies of the Site Visit agenda will be posted on the TAC VOA website at <https://www.voa.va.gov/> under the RTLS Bidders Library, by COB on January 20, 2012.

6. We will walk through all 11 areas identified on the agenda. Within these 11 areas, more detailed rooms, closets, labs, workstations etc. will be visited. These areas have been identified in accordance with the requirements of the PWS. However, while traveling between these areas, additional areas may be pointed out, especially those that may demonstrate a site-specific condition. Areas will not be re-visited. You are permitted to make written notations; the use of electronic recording devices, photography, cellular phones, or any other means of electronic communication are allowed during the Site Visit provided you have completed VA Form 10-3203 as previously discussed. This will be strictly enforced and violators will be escorted from the Site Visit. You are not permitted to touch anything in the areas we will be visiting unless given permission by a Government Escort.

7. The first locations to be visited will begin with the SPS with remaining areas to follow in the order of the agenda. If there are any questions pertaining to the administrative matters I have just discussed, please ask them now. Otherwise, I will turn the floor over to Katherine so we may begin.