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**Description Notes** Alvin L. Young filed this item under "Vietnam Veterans Twin Study." Summary of the sequence of activities for placing the study on contract.

## REPORT OF MEETING

PERSONS PRESENT: Ms. Rose Davidson (Office of Procurement and Supply, VACO, 389 3125), Dr. James Hagens (Chief, Cooperative Studies Program), Dr. Ping Huang (CSP, VACO), Drs. Eisen, True, Leavitt, and Goldberg (VETS, St. Louis and Hines)

MEETING PURPOSE: To review the details for placing the VETS program on contract.

DATE - October 27, 1973

The following summarizes the sequence of activities for placing the VETS on contract.

- | <u>WEEK</u> | <u>ACTIVITY</u>   |
|-------------|---|
| 1           | Yellow Folder - "Yellow folder" prepared and circulated. The yellow folder consists of the response to the "24 questions", the proposed contract work statement, and a statement from the ACMD/R&D which supports the contract request. The yellow folder requires approval from the Research Service, the CMD, General Counsel, Deputy Administrator for Logistics, and the Administrator. The approval process typically takes 3-4 weeks. |
| 4           | Request for Proposals (RFP) - After approval of the yellow folder is obtained, the RFP is announced in the Commerce Business Daily (CBD). Approximately 5 days elapse between the submission of the request to the CBD and its publication. Fifteen days must elapse between publication and actually placing the contract "on the street".   |
| 7           | Contract Work Statement released to potential bidders. Potential bidders have 45 days in which to respond.  |
| 10          | Pre-bid conference convened between the VA and potential bidders to discuss the RFP.  |
| 14          | Bidders submit response to RFP. Technical analysis of submitted proposals begins.   |
| 17          | Technical analysis concluded. Cost analysis performed only on the technically acceptable proposals.   |
| 18          | Bidders whose proposal are acceptable on both a technical and cost basis are asked to submit a "best and final offer".  |
| 19          | Proposal selected and contract signed.  |