

Consolidated VA Acquisition and Logistics Conference Call

11:00 am Eastern – May 28, 2008

Call-In Number: 1-800-767-1750 (Access #: 15958)
VACO – Room 742

Moderator: Robert McKenna

Logistics Policy Issues

1. Purchasing Bottle Water for Employee Use – Virginia Boyett
2. Records Shipments (Packaging / Tape) – S. Browne
3. FSSI – Federal Express – B. Bardwell
 - Account Names – Standardized Formats
 - Reporting On-Line for FedEx Accounts
4. Freight Request Through VATLC – Y. Smith
 - Obligations Must Be Funded
 - No Local Bills of Lading
5. Electronics Recycling – N. Gonzalez
6. New VA Form 0886 – J. Teal

Acquisition Policy Issues

1. FDA Consent Decree Lifted for Major Vendor to Resume Shipment of High-Tech Medical Equipment – N. Keating
2. Third Option Year Exercised for Medical-Grade Liquid Bulk Oxygen – F. DeRosa
3. FSS Contract Improves Bar Code Requirements – B. Morris
4. Nasal Cannula Blanket Purchase Agreement (BPA) Awarded To Woman-Owned Small Business – K. Benson

***Next VA Consolidated Acquisition and Logistics Conference Call
Wednesday – June 25, 2008 (11:00 – 12:00)
Same Call-In Number and Access Code***

Purchasing Bottled Water for Employee Use

Previous research on this subject has led to discussions with Financial Policy and General Counsel who have determined that the purchase of bottled water for employee use from appropriated funds is not authorized unless the water available has been deemed unsafe to drink. Poor taste and personal preference are not factors in determining that available water is unsafe. Comptroller General decisions allow for the purchase of bottled water for employee use only in limited situations where potable (fit for human consumption) water is not available. According to appropriation law, food and drink are personal expenses of employees and appropriated funds cannot be used to provide these items.

(V. Boyett)

Steps in Records Shipment (Packaging and Taping)

Steps

1. Boxes will be arranged in sequential order. Each box should weigh between 28 to 32 pounds. The first or last box should contain your VA Form 0244 and a complete shipment content inventory list (includes all boxes on pallets) of file folders. Accession numbers should be placed on all of the boxes.
2. All boxes should be placed on pallet. A pallet can hold up to 50 boxes. Each pallet should be labeled in sequential order. Pallets will be shrink wrapped at least three full turns. Place two stripes of tamper evident tape over the pallet and two stripes around the pallet. The tamper evident tape will increase security of privacy act data.
3. Call Neosho to inform them of number of boxes/pallets that are ready to be shipped. Neosho will email VATLC with the accession number and the number of boxes being shipped by the individual VA Station.
4. Submit a completed VA Form 134a to VATLC with the obligation number and appropriation number. The VATLC will verify information from the email sent by Neosho and the VA Form 134a sent by the VA Station before producing a VA Commercial Bill of Lading. The box count must match what is in the email. It is very important that all boxes are packed and ready to be transported before submitting the VA Form 134a to VATLC.

Note: The boxes can be stacked 10 boxes to a layer and 6 boxes high or 8 boxes to a layer and 6 boxes high with the front of boxes facing out.

Note: Go to the web site, (saadvantage.gov) to purchase Tamper Evident Tape.

(S. Browne)

Naming Standards for Small Package Express and Ground Delivery Accounts

All VA FedEx account information can be updated by calling the FedEx Government Invoicing Hotline Assistant at 800 645-9424 or by entering the FedEx.com web site. See #5 below for specific authentication/ validation requirements that must be met before your account may be updated.

1. All FedEx accounts must have an account name that complies with the format below.

Please update the **account name** and the **name and phone number of the VA contact person responsible for monitoring/managing the account**.

Account Name format for an Express or Ground account:

Administration / Center

VA VHA or VBA or NCA or VACO Station Number Account Owner
Express / Ground

There are just 30 characters for a name. Use Abbreviations that are meaningful.

It is the "Company Name" or Shipper Name" you are updating.

Examples:

- VAVBA329 Supt Svcs 24 Ex
- VAVBA329 Supt Svcs 24 Gnd
- VAVHA437 Prosthetics 121 Ex
- VAVHA437 Prosthetics 121 Gnd
- VAVHA521 Audiology Ex
- VAVHA659 Laboratory 113 Ex
- VAVHA659 Hickory CBOC Ex
- VAVHA673 Pharmacy 119 Ex
- VAVHA673 Outpatnt Pharm 119 Ex
- VAVHA500 AMMS 90 Ex
- VAVHA500 Canteen Gnd
- VANCA789 Director Ex
- VAVACO101OA&L 049 Ex
- VAVHANetwork 19 Dir Exp

2. The VA Austin Finance Center prefers that all FedEx accounts have an obligation number linked to them. Austin has difficulty paying FedEx invoices unless account owners identify an obligation for the account number. When linked, the FedEx account number and the obligation number will appear on each invoice. Because FedEx accounts are billed weekly the use of a purchase order may be very cumbersome. Use Task Order QPN BQT 06. BPA performance has been extended through September 30, 2008.

3. Obligation Numbers used for a fiscal year can be linked to the FedEx account number. The FedEx hotline assistant 800 645-9424 can do this with you. Before you call, have a current FedEx invoice available as a reference for the account you wish to update.

4. The Obligation Number should be added in the reference section of the online air bill and the pre-printed manual air bill. Use of pre-printed manual air bills is NOT recommended. An advance air bill can be prepared online for a future shipment if a traveler requires one.

5. Authentication/ Validation procedures are required by FedEx before account information may be updated. Account holders must have a current invoice available as a reference for each account you wish to update. You may need to verify the name of the VA contact person that FedEx has recorded on their account record.

6. To update FedEx account information from FedEx.com online go to

<http://www.fedex.com/us/>

Select "**Manage**" from the tool bar near the top of the screen

From the drop down list select "**More Account Tools**"

Go to the tool called "**Update Shipping Account Information**" –

(it is the 8th tool from the top & 5th tool from the bottom)

You must know the current account information before it can be updated with new information on the bottom half of the screen.

Please forward this message to FedEx account holders who may not be members of the email groups included with this message.

(B. Bardwell)

FedEx Reporting On-Line

FedEx Reporting Online is a quick way to generate reports for use now or later. Use the web link to access the tools.

<http://www.fedex.com/us/account/moretools/>

Several accounts may be listed for reporting. Reports may include data from all accounts or just those you specify. Call FedEx at 800 -645-9424 for assistance setting up reporting. I recommend that more than one person at your office have access to your reports and reports generation tools.

The screenshot shows the FedEx Reporting Online web application running in Microsoft Internet Explorer. The browser's address bar displays the URL <https://www.fedex.com/reporting/MainPage.do>. The page features a navigation menu with links for Ship, Track, Manage, and Business Solutions. The main content area is titled "FedEx Reporting Online" and includes a "Reporting Home" section with a description of the tool's capabilities. Below this, there are three main sections: "Reports", "Administration", and "Status".

Reporting Administration

Reporting Home
FedEx Reporting Online allows you to easily create, download, save and schedule reports customized specifically for your needs. FedEx Reporting Online is available for FedEx Express and FedEx Ground shipments, [click here](#)

Reports
Select standard report
Select
[Report definitions](#)

Administration
My account groups

Users

Add standard FedEx accounts (9 digit) for reporting

[E-mail preferences](#)

Status
View report status

Current report activity

FedEx Reporting Online provides 19 reports for Express and Ground services. All will appear on your screen after the FedEx computer has generated them. These are excellent reports for managing your account(s).

The screenshot shows the FedEx Reporting Online web application running in Microsoft Internet Explorer. The browser's address bar displays the URL <https://www.fedex.com/reporting/MainPage.do>. The page title is "FedEx Reporting Online - Microsoft Internet Explorer provided by Veterans Affairs".

The application interface includes a navigation menu with links for "Ship", "Track", "Manage", and "Business Solutions". The main heading is "FedEx Reporting Online", with links for "Logout", "Demo", and "Help".

The "Reporting" section is active, showing a dropdown menu for "Administration". Below this, the "Reporting Home" section provides an overview: "FedEx Reporting Online allows you to easily create, download, save and schedule reports customized specifically for your needs. FedEx Reporting Online is available for FedEx Express and FedEx Ground shipments, [click here](#)".

The "Reports" section features a "Select standard report" dropdown menu with a "Continue" button. The dropdown list includes the following reports:

- Select
- Pay Type Summary
- Service Summary
- Shipper Summary
- Shipment Detail
- Address Correction Detail
- Dimmed Package Detail
- Surcharge Detail Report
- Zone Summary
- Surcharge Summary
- Package Type Summary
- Weight Distribution Summary
- International Lane Summary
- Reference Summary
- Duty Tax Detail
- Extended Shipment Detail Report
- State Summary
- Service Performance Report
- Global Expense And Volume Reports
- Account Master Report

Below the reports list, there are buttons for "Create new group", "Create new user", and "Add user (edit user) for reporting".

The "Status" section includes a "View report status" link and a "Report status" button. The "Current report activity" section is partially visible at the bottom.

Look at the bottom left of the prior screen print to see “Report Status”. Click on Report Status to come to this screen. Reports you ran earlier will be completed and listed for you. Select the report to view or download.

FedEx Reporting Online - Microsoft Internet Explorer provided by Veterans Affairs

File Edit View Favorites Tools Help

https://www.fedex.com/reporting/ReportsStatus.do Identified by VeriSign Live Search

FedEx Reporting Online

Report Status

Report status - List view

Below you will find all reports that have been scheduled. You can select to edit or delete any of these reports from this page. Reports are available to download for 10 days after they are ready. To download your report, click on the Complete status link which will display when the report is available.

	Report name	Report ID	Frequency	Submitted	Completed	Status	File size
<input type="radio"/>	Weight Distribution Summary	182815	N/S	May 27, 2008	May 27, 2008	Complete	
<input type="radio"/>	Account Master Report	182807	N/S	May 27, 2008	May 27, 2008	Complete	453
<input type="radio"/>	Shipper Summary	182804	N/S	May 27, 2008	May 27, 2008	Complete	
<input type="radio"/>	OA and L Service Type Summary	168482	N/S	May 07, 2008	May 07, 2008	Complete	

[Delete](#)

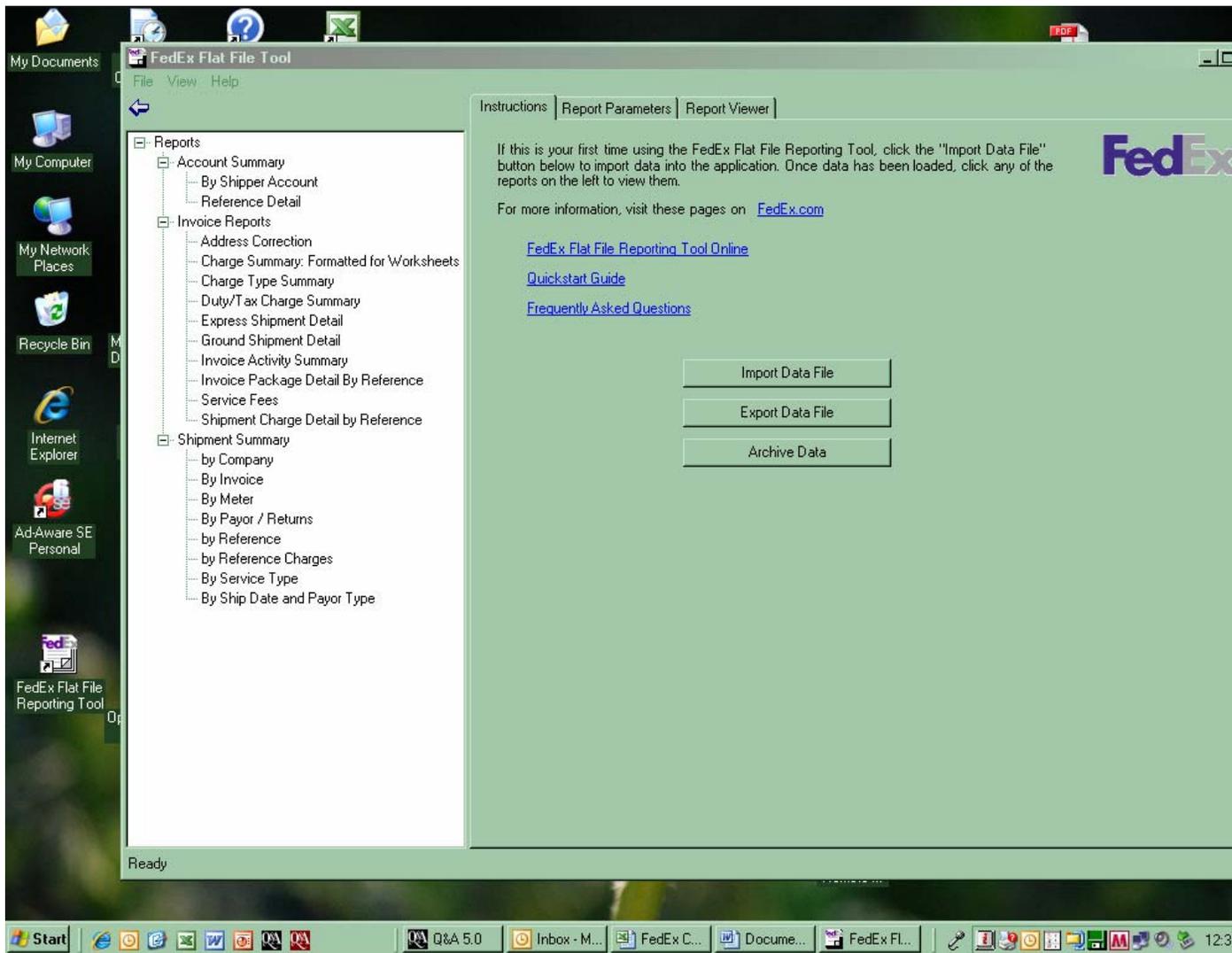
Glossary

<p>Status types</p> <hr/> <p>In Progress Report submitted and in process of being generated.</p> <p>Complete Report ready for viewing or download.</p> <p>Unsuccessful Report generation failed. (Possible reason: File size over 35MB limit)</p> <p>Expired Report can no longer be viewed. (Reports expire 10 days after they are ready for download)</p> <hr/> <p>Report ID</p>	<p>Frequency types</p> <hr/> <p>Weekly: Report scheduled once a week.</p> <p>Monthly: Report scheduled once a month.</p> <p>N/S: A non-scheduled report request.</p>
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FedEx Flat File Reporting Tool Downloads provides you with the actual shipment records to run your own reports. The FedEx computers will gather the records and send you a message when they are ready for downloading.

[FedEx Flat File Reporting Tool Installer](#) is at the bottom of the page that you see after selecting **FedEx Flat File Reporting Tool**. The link is below. There are a number of reports that are standard as you can see at the left in the reports window.

https://www.fedex.com/us/fbo/ff_information.html



(B. Bardwell)

Freight Requests Through VATLC

Obligations Must Be Funded

Ensuring that the local Fiscal has provided an Obligation number with the proper amount of funds allocated for payment to the assigned carrier is the responsibility of the individuals that submit the VA Form 134a (**Request for Transportation Services**) to VATLC.

Requestors should complete the VA Form 134a and submit it via email to vatlc@va.gov. If a VATLC cost estimate is needed prior to receiving the actual VA Commercial Bill of Lading (VCBL), a VA Form 134a with all required data except the obligation number should be submitted to VATLC via email. When requesting a rate quote from the VATLC staff, please be mindful that the quote is based on the information received from the shipper, so it is extremely important to do your initial research prior to requesting a price quote and/or submitting estimated cost to your fiscal officer in support of obtaining an obligation number.

Upon receipt of the VCBL from VATLC, check the transportation fees applied and have your fiscal officer adjust the obligated dollar amount as necessary.

- **No Local Bills of Lading**

Several stations are currently arranging carrier transport without contacting VATLC. This is causing payment issues for both the carrier and the VA. Carriers are not receiving timely payments and pre-audits cannot be properly performed when the billing process bypasses VATLC. There have been numerous cases where the carrier and/or the VA shipper submit the local (station and/or vendor selected carrier) bill of lading invoices to VATLC for payment resolution. Local Bills of Lading are **not permitted** within the VA Transportation and Logistics/Acquisition environment. If it is determined that a VCBL will not be provided by VATLC, the transportation costs should be added to the purchase order.

Shipment liability is significantly reduced when using shipping arrangements are made outside of VATLC.

The criteria below should be applied prior to deciding that a VCBL is not required.

VCBL Request Guidelines – The Two Most Important Decision Making Factors:

1. If the dollar amount of the **Vendor's Shipping Estimate is \$250.00** or more, send a VA Form 134a "Request for Transportation" to VATLC@va.gov requesting a VA Commercial Bill of Lading (VCBL).

2. If the shipment weight is more than **300 pounds**, request a VCBL.

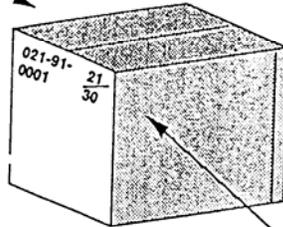
3. If you can answer **YES** to either of the above situations, please send a VA Form 134a "Request for Transportation" to VATLC@va.gov or seek advice from our staff (Freight Desk: (202) 273-6118).

4. If there is an occasion resulting in the use of **FedEx**, utilize the **FSSI contract rates** (Rate Matrix may be obtained from VATLC staff).

5. When in doubt contact VATLC via email or telephone prior to shipping your items or obligating the government for payment of transportation funds. (VATLC@va.gov) - (202) 273-6118 fax (202) 273-6236

STANDARD RECORD STORAGE BOX

Accession Number on Every Box



Stapled End

Consecutive Number on Each Box of Accession

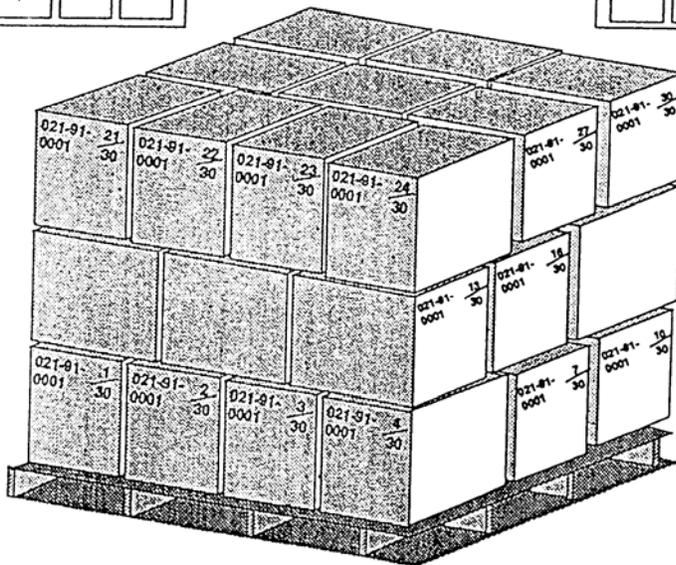
PALLETIZING RECORDS
(Alternate Each Layer (Maximum Height: 6 Feet))

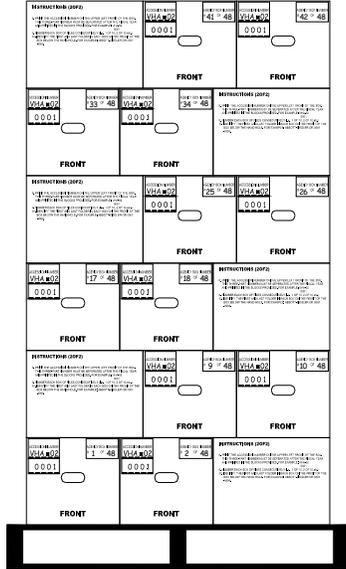
1st Layer

1	5	8
2	6	9
3		
4	7	10

2nd Layer

11	14	17
12	15	18
		19
13	16	20

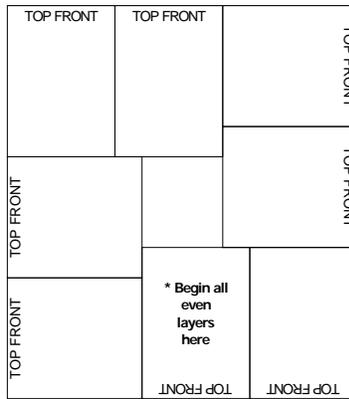




FRONT VIEW

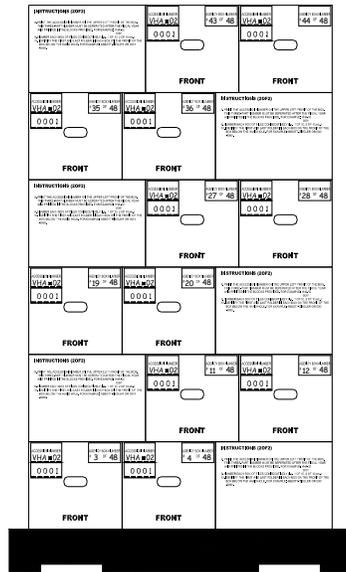
INSTRUCTIONS

1. Stack boxes in numerical order on pallet.
2. Each pallet contains 48 boxes, 8 boxes per layer, 6 layers high.
3. Ensure that boxes are stacked where box information faces outward.
4. Shrink wrap boxes on top and on all sides.
5. Use slip sheets between layers if available.

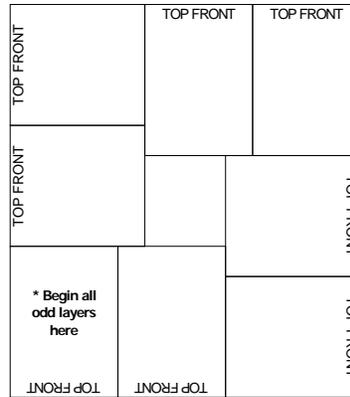


TOP VIEW

(Even Layers 2,4,6)



SIDE VIEW



TOP VIEW

(Odd Layers 1,3,5)

Due Diligence Requirements For Disposal Of Information Technology (IT) and Electronic Equipment.

VA Property Managers and logistics personnel are reminded to conduct due diligence over the disposal of Information Technology (IT) or electronic equipment. Some VA stations are conducting sales of property items that have been classified as abandonment and On May 13, 2008, VA and UNICOR staff members met to discuss IT/electronic equipment disposal issues of concern. VA established a memorandum of understanding (MOU) with UNICOR in 2007, one of the primary drivers for establishing the MOU was to ensure that hazardous materials found in IT/electronic equipment would not end up in local landfills. When conducting local sales of IT/electronic equipment (i.e., copiers, printers, servers, etc.), VA property managers must ensure the IT/electronic property is being sold to authorized recyclers and that sensitive information has been removed. However, when sensitive information still resides on the IT/electronic property, VA can still be held liable for the release of that information. The Office of Acquisition and Logistics and the Office of Asset Enterprise Management highly encourage all VA facilities to dispose of A&D property (electronics and IT equipment) through UNICOR. In addition, if UNICOR finds sensitive information in IT/electronic equipment, the turn-in facility is immediately contacted and disposition instructions are established. To date, no VA sensitive information has ever been released through UNICOR. UNICOR also has a zero-waste policy, which guarantees the complete recycling or reutilization of IT/electronic equipment. Sue Nogas, (202) 461-7776.

(N. Gonzalez)

New VA Form 0886

<http://vaww.va.gov/vaforms/>

The Office of Acquisition and Logistics (OA&L) has developed a form for the purposes of requesting a catalog change for changing a nonexpendable item to expendable. The VA Form 0886 has certain requirements, which have to be completed before consideration will be given to the request such as an adequate justification and a review by key officials/offices at the facility level. Once these processes are performed, the form will be faxed (this is the only method the form will be accepted) to OA&L for review and consideration. OA&L will either approve or disapprove. If it is approved, the request will go forward to the Central Acquisition and Analysis Division (CAAD) located at the National Acquisition Center (NAC) for processing the requested change. If OA&L disapproves, the reason why will be sent by e-mail to the point of contact at the requesting facility. In making a request for these changes, please ensure you comply with all the requirements of the form, and that you look at all possible aspects of what the impact might be on other areas at your facility, if this particular item is no longer considered a piece of equipment. The impact should include accountability and funding issues as well.

(J. Teal)

FDA Consent Decree Lifted For Major Vendor to Resume Shipment of High Tech Medical Equipment

GE OEC Medical Systems, Inc. recently received notification from the U.S. Food and Drug Administration (FDA) of its compliance with requirements set forth in the January 2007 Consent Decree of Permanent Injunction pertaining to the 9900 Elite C-arm high tech radiology biomedical equipment. Both VA (approximately 60 pending orders totaling \$10 million) and DoD customers were impacted by FDA's production and shipment shutdown. In early May 2008, FDA gave GE OEC the green light to re-start production at its Salt Lake City, Utah, facility. The company initially expects to ship 300 of the referenced model and then 50 units per week thereafter until all hospital backorders are filled. Upon the VA Office of General Counsel's verification of the validity of FDA's approval to resume shipment, the National Acquisition Center will prioritize its concerns to work with GE OEC and any competing vendor to process its mounting procurement backlog of orders received from VA customers. As a concession, GE OEC will honor a two-year warranty in lieu of the standard one year for those pending and future requisitions. In addition, favorable pricing as originally quoted for these orders will remain unchanged.

(N. Keating)

Third Option Year Exercised for Medical-Grade Liquid Bulk Oxygen

The National Acquisition Center has exercised the third option year under the Medical-Grade Liquid Bulk Oxygen contracts for a period of performance effective June 1, 2008 through May 31, 2009. These are requirements-type contracts and VA medical centers and other Government agencies place orders directly with contractors to fulfill their existing medical-grade liquid bulk oxygen requirements. Option year three prices were provided to the VISN CLOs on May 5, 2008 for further dissemination to their respective medical centers. Since the option years were pre-priced, third option year prices were determined to be fair and reasonable at the time of award. As a reminder, personnel currently delegated COTR authority by the National Acquisition Center are responsible for reporting any changes affecting their COTR authority (i.e., change in duty station, etc.) to ensure COTR delegations for this contract are current.

(F. DeRosa)

FSS Contract Improves Bar Code Requirements

The Federal Supply Schedule (FSS) program for pharmaceuticals has always required contractors to provide drugs in packaging that conformed to commercial bar code standards. At a minimum, the unit of use packaging had to have the National Drug Code and optionally, the lot number and expiration date. The FSS solicitation was recently updated to require the contractor to place the bar code on the outside container or wrapper of the medication as well as on the immediate container, unless the bar code is readily visible and machine-readable through the outside container or wrapper. If the bar code is not easily machine-readable through the over wrap, then the over wrap should contain the bar code. The bar code must also go on each cell of a blister pack. These changes to the solicitation and resultant FSS contract will help VA better protect our patient population from medication dispensing errors.

(B. Morris)

Nasal Cannula Blanket Purchase Agreement (BPA) Awarded to Service Disabled Veteran-Owned Small Business

Under VA's National Standardization Program, a national BPA, VA 797-BP-0084, was established on May 23, 2008 with Dimensions Medical Supply Group, a service disabled veteran owned small business, for nasal cannulas, non-flared nasal tips, for single patient use. The value of this 3-year agreement is estimated at \$2,275,848 (\$758,616 annually). The effective period of the BPA is August 22, 2008 through August 21, 2011. Nasal cannulas are primarily used for supplemental oxygen delivery to VA patients.

(Karla Benson)