

Consolidated VA Acquisition and Logistics Conference Call

11:00 am Eastern – July 23, 2008

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

Moderator: Robert McKenna

Logistics Policy Issues

1. Replacement of VA Directives/Handbooks 7125 and 7127
(Freddie Martinez)
2. New Requirements for Reporting Donated Vehicles – (Rick Gilette)
3. Effective Advertising Using Property Managers Mail Group
(Chris Joseph)
4. Enhancements to the Computers for Learning Program – (Virginia Boyett)
5. Establishing CORE List Reviews for Prime Vendors - (Nelson Gonzalez)

Acquisition Policy Issues

1. FSS Service Branch Launches Help Desk Information Portal
(Shawn Davis)
2. Tentative Sept. 2008 Direct Delivery Consolidated Timeline
(Anthony Crumpton)
3. VA Basic Ordering Agreement (BOA) Established for Microfiber Mops
(Adrienne Albachiara)
4. VA National Contract Established for Incentive Spirometers
(Amber Zavala)
5. Course Requirements for Non-1102s
(Wanza Lewis)

Next:

***VA Consolidated Acquisition and Logistics Conference Call
Wednesday – Aug. 27, 2008 (11:00 – 12:00)
Same Call-In Number and Access Code***

New Requirements for Accepting and Returning Donated Vans to Donors

Please review VHA Directive 2007-021, for new policy requirements for accepting and returning donated vehicles.

http://www1.va.gov/vhapublications/ViewPublication.asp?pub_ID=1584

Do not contact OA&L directly, but rather, submit you requests through your VISN office to the Office of the Deputy Under Secretary for Health and Operations and Management (10N).

(Rick Gillette – Voluntary Service)

Replacement of VA Directives and Handbooks 7127 and 7125

Many of you may know that most of our VA Logistical policies have not been fully updated in years and have patiently been waiting for them to be updated. There are some of you who have worked with my office over the years to update them. In addition, we were also asked to combine as many of them as possible for better effectiveness. Today, I am letting you know that we finally completed the draft of VA Directive and Handbook 7002, Draft Logistics Management Policy and Procedures, which combines VA Directive and Handbook 7125 and 7127 into a more robust document. Other than combining them, some of the major changes include the following:

- Adds information on replacement criteria
- Changes references from Acquisition and Materiel Management to Logistics Services.
- Incorporates current capitalization threshold
- Requires a current listing of Accountable Officers
- Requires annual training for the AO.
- Adds information on unclaimed and voluntarily abandoned personal property.
- Added disposal condition codes and definitions.
- Incorporated sensitive item information.
- Adds information on sanitization of property containing data sensitive material.
- Adds information addressing loans of property to employees separately from loans to institutions.
- Establishes Loan Register requirements.
- Adds authority to establish nonexpendable equipment loan pools.
- Adds information to reflect authority to change inventory time frames.
- Removes Part 5 in 7127 (Supply Fund) in its entirety which will be separated into its own distinctive Directive and Handbook.
- Adds Report of Survey timelines
- Adds recommendation to use the automated Equipment Request/Turn-in Package to maximum extent possible
- In addition, it provides a separate section addressing IT equipment inventory and control.

Although it has taken years to complete, we finally have most of the major concurrences in the system, especially that from VHA and we only need to make a few minor edits requested by two staff offices. However, for all of you to review the draft policy we issued an Information Letter (IL) 049-08-06 and attached the policy to it. In addition, we also put the IL with draft policy on OA&L's website at: <http://vaww1.va.gov/oamm/oa/ars/policyreg/ils/index.cfm>.

Because we have received no major non-concurrences, we anticipate that the final signed approval policy 7002 will be issue in the next few weeks. I want to take this time to thank all of you, who over the years helped put together and refined this policy document. I also thank my staff who worked very diligently in the coordination of the document and especially with putting up with me, in the efforts in getting it out.

P.S., at this same website you will also be able to review the new Draft Directive and Handbook 4080, Government Purchase Card Policy and Procedures. Just be aware that there was a misprint by publications as to why both documents have the same IL number. Regardless, it is the policies that you want to review and you will see them by title.

(Freddie Martinez)

Effective Advertising of Unrequired/Excess Personal Property and Use of the Property Managers Mail Group

Did you realize that when you advertise an unrequired item through the “Property Managers” mail group you are wasting your time if you did not first report it in VA’s Asset Management System” (AAMS)? VA pays GSA \$40K a year for the use of the AAMS. The item that you are advertising in the property manager’s mail group and not putting it into AAMS will automatically shift back into AAMS anyway if you are just reporting to GSAXcess which would add another 10 days. In addition, if you are reporting unrequired property only on the email group your facility nor VA is not getting the credit on GSA utilization report that they send us monthly. So, please remember this! You may have thought that you had satisfied your 10-day requirement of advertising by only using the mail group, but in reality as mentioned above, you have wasted time by not listing it in AAMS first! The method of choice would be to report your property in AAMS; and then, send out an e-mail in the property mail group indicating the control numbers of the items you have reported to AAMS. This will ensure you are getting the credit you deserve and are assisting the other facility in tracking down an item that they may want to transfer in for their use.

(Chris Joseph)

Enhancements to the Computers for Learning Program (CFL)

Part of Executive Order 13423, "Strengthen Federal Environmental, Energy, and Transportation Management Programs", Implementing Instructions are as follows:

"Agencies shall comply with GSA's Computers for Learning Program (CFL) under E.O. 12999 when transferring their computers and other eligible equipment and shall use GSA's CFL Web site, (www.gsaccess.gov) to affect the transfer".

The problem of electronic waste (e-waste) is growing at an alarming rate, with many computers and peripherals taking up depleting landfill space. Traditional recycling of unwanted computers and equipment is expensive and shortsighted when compared to the many benefits of reuse, which is a low-cost form of recycling.

The Computers for Learning Program (CFL) was developed to place computers in needy schools and educational nonprofit organizations that serve grades prekindergarten through 12 through Executive Order (EO) 12999. CFL is also a "green" solution to the problem of keeping excess computers out of the waste stream.

You can ensure you are doing your part making sure your facility's excess computers and related products make it to needy schools or educational nonprofit organizations by:

1. After internal screening in AAMS, reporting them to GSAXcess®, the federal government's tool for reporting, tracking, and controlling excess property. For further information, visit www.gsa.gov/gsexcess.
2. Transfer excess electronic equipment directly to eligible recipients in your area, and then report those transfers through CFL's Post Transaction Module (PTM), which automatically includes those transactions in your agency's Annual Non-Federal Recipients Report. For further information click on the "Federal Property Managers" tab from www.computersforlearning.gov.

The CFL program implements Executive Order 12999, which directs federal agencies to give "highest preference to schools and nonprofit organizations in the transfer of educationally useful federal equipment." With your help, the federal government can help keep used equipment out of landfills – and put it where it will do the most good: in education. It's a win-win situation.

For more information, visit www.computersforlearning.gov.

(Jim Teal)

Establishing CORE List Process Reviews.

Over the last several weeks the Office of Acquisition and Logistics (OA&L), the Office of Prosthetics, Chief, Clinical Logistics Office (PCLO), and the National Acquisition Center (NAC) have been discussing the Medical Surgical Prime Vendor (MSPV) program. The current MSPV Desk Reference addresses the need to establish a CORE list of items based on utilization. However, OA&L has noticed an overwhelming trend that highlights the need for conducting periodic reviews of the facility CORE list with MSPV representatives. To improve MSPV performance OA&L highly recommends the following steps be implemented at all facilities:

- Conduct quarterly CORE item reviews with internal users (supported by utilization reports)
- Coordinate CORE lists with MSPV representatives (preferably face-to-face)
- Ensure that facility CORE lists are mirrored by MSPV
- Communicate performance issues to the VISN CLOs for action
- Participate in MSPV quarterly reviews
- If MSPV issues persist, coordinate with VISN CLOs and bring the issues to the NAC for action

These actions are designed to maximize MSPV performance and facilities should realize a decrease in kill rates, and an increase in fill rates.

Nelson A. Gonzalez, (202) 461-6893.

Federal Supply Schedule Service Branch Launches Help Desk Information Portal

The National Acquisition Center (NAC), Federal Supply Schedule (FSS) Service Branch has refined their training webpage to create a Help Desk Information Portal (<http://www1.va.gov/oamm/oa/nac/fsss/fssprotrain.cfm>) designed to increase transparency between the NAC and customer agencies. The Help Desk Information Portal includes contracting web-links, regulation, GAO decisions, program guidance, free training, commonly used forms, FSS sales data for the previous three years, VA FSS 621-I Professional and Allied Healthcare Staffing Services clauses, solicitation, ordering guidance, Service Contract Act information, and other program related resources. In addition to providing customer support, the Help Desk Information Portal maintains a section for current and new contract holders serving as a consolidated location for commonly used forms, marketing information, training, and contract administration support to ensure continuity of service throughout the contract lifecycle. In providing the Help Desk Information Portal to customers and contract holders, the NAC Service Branch has designed a timesaving resource that can be easily expanded and updated to ensure access to accurate information and timely support. The result of this application will encourage consistent customer service that is sure to contribute to an increase in FSS contract usage and subsequent sales.

(Shawn Davis)

Tentative September 2008 Direct Delivery Consolidation Timeline

Customer requisitions for the September 2008 consolidated bulk buy will be due into Direct Delivery on August 25th. All requisition benchmarks will be posted to equipment vendors on September 15th. Vendor offers will be due into Direct Delivery by October 27th and will be forwarded to VISN Chief Logistic Officers for evaluation and selection by October 29th. All customer selections with justifications will be due into Direct Delivery by November 19th and all delivery orders are anticipated to be awarded and issued on or before December 31st. Although not preferred and cautiously granted, schedule adjustments may occur for legitimate requests made by customer, vendor and/or the National Acquisition Center. Whenever an adjustment occurs, Peggy Thames (VACO/10F) will be promptly provided a revised timeline schedule for dissemination to field activities.

(Anthony Crumpton)

VA Basic Ordering Agreement (BOA) Established for Microfiber Mops

Under VA's National Standardization Program, a Basic Ordering Agreement (BOA) VA797-BO-0083 was established on May 15, 2008 to New York City Industries for the Blind, Inc., for microfiber mops. New York City Industries for the Blind, Inc. is an AbilityOne (formally JWOD) Workshop who supplies the mops. The five-year value of this BOA is estimated at \$1,812,823 (\$362,564.60 annually). The BOA is effective June 1, 2008 for five years. Microfiber mops are ordered primarily by Environmental Management Services within VA facilities.

(Adrienne Albachiara, call Federal Relay at 1-800-877-8339, giving operator undersigned's TDD Number (708) 786-5172)

(Adrienne Albachiara)

VA National Contract Establish for Incentive Spirometers

Under VA's National Standardization Program, a Blanket Purchase Agreement (BPA V797-BP-0087) for Incentive Spirometers was established on June 17, 2008 to Veteran Sales, LLC, DBA Quick Medical GS, a service -disabled, veteran-owned small business. The five-year value of this BPA is estimated at \$1,100,148 (\$220,029 annually). The BPA will be effective July 1, 2008 for five (5) years. Incentive Spirometers are devices used for respiratory exercise.

(Amber Zavala)

Training and Certification for Basic Warrant Holders

The Office of Acquisition and Logistics (OA&L) has FAC-C certified the majority of 1102s, Contract Specialists. We are now focusing on certification requirements for warranted non1102s with contracting authority up to the Simplified Acquisition Threshold (currently \$100,000). This group includes purchasing agents (1105s), prosthetic clerks, supply technicians and purchase cardholders with authority above the micro-purchase threshold.

Currently, OA&L is drafting guidance covering training, education, and experience requirements that are more inline and suitable for basic warrant holders. The guidance will relax the certification requirements that were designed for the 1102 professional series. We anticipate the availability of this guidance within the next month or so.

Please continue to complete current training requirements (Simplified Acquisition Training) to be eligible for basic contracting authority until further notice.

Please contact Wanza Lewis, via e-mail to the VA FAC-C Analysis group. VHA employees may forward their questions to the Office of Prosthetics and Logistics (10F) for a response.

(Wanza Lewis)