

Consolidated VA Acquisition and Logistics Conference Call

11:00 am Eastern – October 22, 2008

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

Moderator: Freddie Martinez

Narrator's Opening Statement

Logistics Policy Issues

1. Personal Responsibility (Virginia Boyett)
2. Copiers: IT or Non-IT Classification (Jim Teal)
3. Adding Information to Equipment Bar Codes (Jim Teal)
4. Return of Donated Vans (Freddie Martinez)

Acquisition Issues

1. New Blood Glucose Test Strip BPA Awarded (Bob Satterfield)
2. Deadline Approaching for High Tech Medical Equipment Consolidation (Eric Lee)

Related Issues

1. America Recycles Day (Catherine Johnson)

Field Q/A

**Next: VA Consolidated Acquisition and Logistics Conference Call
 Wednesday – November 26, 2008 (11:00 – 12:00)
 Same Call-In Number and Access Code**

Narrator's Opening Statement

Before we go into the formal agenda I wanted to let you know that our office has a new name. On Oct 10, 2008 Secretary James B. Peake, M.D. signed an official decision paper establishing the Office of Acquisition, Logistics, and Construction (OALC). OALC's reorganization was necessary to improve management oversight and performance of our critical programs. The reorganization aligns the Office of Acquisition and Logistics and the Office of Construction and Facilities Management under the management and direction of an Executive Director who will be responsible directly to the Secretary through the Deputy Secretary. As soon as new routing symbols are assigned we will provide them to you through our logistical email groups and conference calls.

Logistics Policy Issues

Personal Responsibility: Every VA employee has the responsibility to take operating care of any and all government-owned property used in the performance of their job duties. Personal responsibility is an obligation of every employee regardless of whether the property is used by the employee on occasion or if it is issued to or specifically assigned to the employee. Employees required to use and operate equipment or devices such as radiological equipment, IT equipment, and cleaning equipment, should be properly trained beforehand. Also, every employee has the responsibility to notify the supervisor in the event of loss, damage or destruction of government-owned property so that a Report of Survey can be initiated. An employee may be held pecuniarily liable for the property if the loss, damage or destruction of government property is due to the employee's negligence or misuse of the property, or to dishonesty or willful destruction of the property. (Virginia Boyett, 202-461-6907)

Copiers: IT or Non-IT Classification. Recent questions regarding the classification of Multi-Functional Devices have surfaced. Staff members from OA&L routinely participate in the OI&T ITAAG conference calls, and this issue has not presently surfaced. Currently, all copiers are considered Non-IT equipment as a result of a nine month study performed by a committee assembled in 2005 to determine which items would be classified as IT and non-IT. OA&L was a member of this committee. OA&L will bring this issue up at the next ITAAG conference call for discussion to see what the OI&T's thoughts are concerning this issue. If they believe that a change in the classification from non-IT to IT is necessary, OA&L will pursue this issue further through proper channels. The current list of which items are IT and non-IT is up on the ITAAG's website. I will make sure that their website address is part of the minutes. (Jim Teal)

Adding Information to Bar Code Labels – As a result of the GAO audit on IT equipment, it was identified that there were no way for the auditors to differentiate between IT and non-IT computer items (e.g. laptops used with MRIs or CAT Scanners, servers serving those units, etc.). It was agreed upon by OA&L and the IT Asset Advisory Group (ITAAG), in conjunction with the P&CLO office, to add something into policy to help mitigate this situation. So, OA&L has added into handbook 7002 the requirement for all printed bar code labels to encompass the Federal Supply Classification (FSC). This change will enable any auditor to be able to identify a computer/laptop/server/printer that is specifically used in support of a medical system verses one that is not, by simply looking at the FSC (e.g. 6000 – medical, 7000 – IT) printed on the label. OA&L suggests that where the old PM # used to be entered, that a facility will now enter in the FSC along with the Equipment Entry number into this field for all IT and non-IT items in order to assist in differentiating between these computer items intended function and use. (Jim Teal)

Website:

http://vaww.emc.med.va.gov/sites/VA_OIT_Office_of_Quality_and_Performance/default.aspx

For Questions, please call:

Ralph Huber at 708-202-8387, x-22031

Return of Donated Vans: In a previous conference call I indicated that my office would talk to Volunteer Services regarding the issuance of VHA Directive 2007-021 'Returning of Donated Vans to Donors'. The issue lacking from this policy was the complete absence of property management requirements and the process for obtaining titles. Because of the lack of property guidance with the policy Veterans Organizations and Volunteer Services are by passing your local property management operations and are seeking titles through various methods. This is causing unnecessary frustrations and grief on the part of the VSO who may already have the returned van without titles. While we are working with Volunteer Services here in VHA Headquarters to amend the policy to better meet everyone's needs you must remember that property management still resides with your facility's Accountable Officer and Designee. Therefore, until the current policy, **(which is an attachment on the minutes e-mail)** is enhanced with property management requirements, I am asking all Accountable Officers to please contact your local Volunteer Service Office Chief and remind them that after they do obtain the proper documentation signatures for returning the vans that they must still come to you to obtain a Certificate of Origin or the SF-97 Certificate for Obtaining Title and to ensure the official inventory record (AEMS/MERS) is updated. I thank you for your support and assistance in resolving this simple miscommunication issue. (Freddie Martinez)

Acquisition Issues

New Blood Glucose Test Strip BPA Awarded: Effective October 1, 2008, a national Blanket Purchase Agreement for Lifescan's OneTouch Select Strips Box of 50's product item (NDC# 53885-0379-50) has been awarded under Lifescan's Federal Supply Schedule (FSS) contract V797P-5946X under 65 Part VII – Invitro Diagnostics, Reagents, Test Kits, and Test Sets. Under the terms and conditions of the BPA, individual Veterans Integrated Service Networks (VISNs) and all of the VISN's treatment and medical centers will be allowed to participate in the BPA after filling out and executing the BPA's participant list, outpatient incentive pricing program, and letter of participation.

At this time, the BPA only includes the vendor's outpatient blood glucose test strip line item noted above. In order to obtain the discounted BPA price of \$11.06 as opposed to the FSS price of \$13.07 for this line item, participants need to purchase at least 90 percent of their blood glucose test strips from this vendor. Market share is to be calculated on a quarterly basis. Any questions concerning Lifescan's BPA should be first addressed to (1) Mr. Gregory Madden at (708) 786-4949 or gregory.madden@va.gov or (2) Bob Satterfield at (708) 786-4955 or bob.satterfield@va.gov. (Bob Satterfield)

Deadline Approaching for High Tech Medical Equipment Consolidation: The deadline for submitting new requests to be included in the December 2008 Consolidation for high cost, high tech medical equipment to Direct Delivery is December 1st. Please insure an obligated purchase order showing VA/NAC as the vendor, the NAC 2 percent surcharge as a line item, and a vendor quote (benchmark) are provided. Requests for equipment that are \$1 million or more require proof of Capital Investment Proposal (CIP) approval prior to award. Upgrade requests may be submitted at any time, upgrades of \$50,000 or less may be done locally. Emergency orders also may be submitted at any time, but must be accompanied by a waiver with Chief Logistics Office approval.

A videoconferencing option is available for VA medical centers or VISNs that would like to understand how equipment requests are processed, how extended installation is handled, or discuss other procurement issues involving Direct Delivery as well as provide suggestions for improved customer service. If interested, please contact Eric W. Lee via e-mail at eric.lee3@va.gov. for scheduling. (Eric Lee)

Related Issues

America Recycles Day: November 15, 2008, marks the annual celebration of "America Recycles Day" — a time for VA to renew its commitment to recycling and buying recycled content products in the coming year. Recycling reduces air and water pollution, conserves energy and natural resources, and provides many

other benefits to your community and the nation. You can make every day America Recycles Day by actively engaging in recycling efforts on a daily basis—at work, at home, and in your local community. You could also plan an event to be held the week of November 15 to encourage VA personnel to increase their recycling efforts, participate in a recycling-related activity, or buy more recycled content products. To see how your recycling efforts have a positive impact and find out about recycling events in your area, please visit the “America Recycles Day” web site at <http://www.nrc-recycle.org/americanrecycles.aspx>. (Catherine Johnson)

July 10, 2007

RETURNING DONATED VANS TO DONORS

1. PURPOSE: This Veterans Health Administration (VHA) Directive provides policy requiring written agreements between the Department of Veterans Affairs (VA) and the Disabled American Veterans (DAV) or other donors to facilitate accepting and returning donated vans to donors; this is done by a written agreement providing for the donation of a van from the donor for use in the Volunteer Transportation Network (VTN) and to set forth the conditions on VA's use and possible return of the van. *NOTE: Even without an agreement, if the Secretary of Veterans Affairs deems it advantageous, donated vans may be returned to the donors for such terms as appropriate (see Title 38 United States Code (U.S.C.) 8304.*

2. BACKGROUND:

a. For many years, VA has been the beneficiary of the contribution of vans to meet the special needs of veteran patients. DAV established a VTN to benefit veteran patients who do not have necessary transportation from their homes to VA facilities to receive VA services. DAV has donated hundreds of vans to support this activity, and has a plan to replace many of the vans now in need of replacement; it recognizes the possibility of benefiting DAV local chapters if the vans could be returned for disposal or for other use.

b. An agreement between VA and DAV, or other donor, on the disposition of donated vans in the VTN has been drafted (see Att. A). It must be signed by a DAV representative, or other donor, as necessary, and the VA facility Director, or designee, prior to receiving a van donation, when the van's return has been requested.

3. POLICY: It is VHA policy to return donated vans to DAV, or other donor, when the facility Director determines the condition of the van makes it unacceptable for use, or it is no longer needed, in the facility VTN.

4. ACTION: The facility Director is responsible for:

a. Ensuring there is a signed agreement between the facility and DAV, or other donor, prior to receiving a van from the donor (see Att. A).

b. Complying with the provisions of the signed agreement by offering to return the donated van to the donor organization, when required by the agreement.

c. Determining if:

(1) The condition of the van makes it unacceptable for use in the VTN, or

(2) The van is no longer needed in the facility VTN.

THIS VHA DIRECTIVE EXPIRES JUNE 30, 2012

VHA DIRECTIVE 2007-021

July 10, 2007

d. Inquiring, in all cases, if the donor desires the return of vans. If the donor desires the van be returned, a request must be submitted through the Veterans Integrated Service Network (VISN) to the Office of the Deputy Under Secretary for Health for Operations and Management (10N). After notifying Voluntary Service (10C2), 10N forwards the request to the Under Secretary for Health, who forwards it to the Secretary of Veterans Affairs. Only the Secretary of Veterans Affairs may authorize such a return.

5. REFERENCES: Title 38 U.S.C. 8304.

6. FOLLOW-UP RESPONSIBILITY: The Voluntary Service Office (10C2) is responsible for the contents of this VHA Directive. Questions may be addressed to (202) 273-8952.

7. RESCISSIONS: VHA Directive 2001-041 is rescinded. This VHA Directive will expire June 30, 2012.

Michael J. Kussman, MD, MS, MACP
Under Secretary for Health

DISTRIBUTION: CO: E-mailed 7/10/07
FLD: VISN, MA, DO, OC, OCRO, and 200 – E-mailed 7/10/07

ATTACHMENT A

**SAMPLE AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA)
AND THE DISABLED AMERICAN VETERANS (DAV) ON THE DISPOSITION OF DONATED
VANS IN THE VOLUNTEER TRANSPORTATION NETWORK (VTN)**

ARTICLE I: INTRODUCTION

1-1. Purpose: This agreement provides for the donation of a van from the Disabled American Veterans (DAV) to the Department of Veterans Affairs (VA) for the Volunteer Transportation Network (VTN) and sets forth the conditions on VA's use, and possible return, of this vehicle. DAV has assisted VA in establishing and operating this VTN to benefit veteran patients who do not have transportation from their homes to VA medical facilities. In addition, for many years, DAV has donated hundreds of vans to support the VTN's operation.

1-2. Authority: VA has authority to accept gifts including gifts of vehicles under Title 38 United States Code (U.S.C.) Sections 8301-8305. The Director of this VA Facility has been delegated the authority to accept gifts for the benefit of patients or the facility.

ARTICLE II: AGREEMENT

2-1. Delivery and Transfer of Title: A copy of the Certificate of Origin must be provided when the van is picked up. The original Certificate of Origin is maintained by the Office of Acquisition and Materiel Management in VA Central Office.

2-2. VA Use: VA will use the van for the transportation of veterans at the [___ Name of facility, group of facilities, or Veterans Integrated Service Network (VISN) ___] in accordance with VA rules and regulations. VA will not transfer the van to another VA facility, group of facilities, or VISN for its use without the written consent of DAV, unless it is needed to respond to a local or national emergency declared by the State Governor or President of the United States. VA is responsible for the van's repair and maintenance. If the van is damaged, VA is not required to repair it prior to offering the van's return to DAV.

2-3. Possible Return of the Van: VA agrees to offer to return the van to DAV when the Facility Director determines (1) that the condition of the van makes it unacceptable for use in the VTN, or (2) that it is no longer needed for use in the facility's VTN. DAV must notify VA within 90 days of receiving VA's offer to return the van if it does not want the van. If DAV has not assumed possession of the van after this 90-day period, VA may dispose of the van in accordance with established procedures. If DAV agrees to the return of the van, VA must transfer the van title to DAV when DAV takes physical possession of the van. *NOTE: Generally, DAV takes physical possession of the van at the VA facility.*

For the Department of Veterans Affairs

For the Disabled American Veterans

Director, VA Facility

(Title)

Date: _____

Date: _____