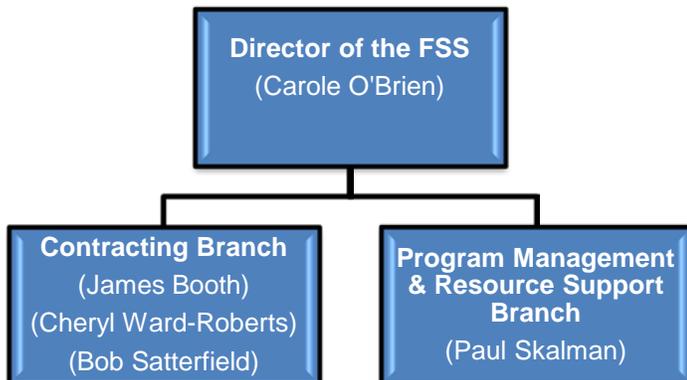


## News You Can Use

### FSS Transformation Update

As a follow-up to previous correspondence, we would like to provide an update on the status of the Federal Supply Schedule (FSS) Service transformation efforts. In our quest to continually improve the quality, technology, processes, productivity and leadership within the FSS Service, we began implementing an inception to closeout process on October 1, 2011 for all actively VA managed FSS contracts. Please review [GSA e-Library](#) in order to view the name and contact information for each FSS contract's assigned Contract Specialist.

Please be mindful that the major benefit of our transformation will be a more efficient and timely process for managing proposals and contract actions within our office, more consistent guidance will be available for inquiring parties, and a streamlined approach to the overall management of the FSS program will be implemented. The current FSS Service organizational chart can be seen below, along with the name of the Director or Assistant Director that will be leading that particular branch. Also, each branch's main mission can be seen below.



- **Contracting Branch:** This branch is responsible for providing expert and timely evaluation, negotiation, documentation, award and administrative actions that support and enhance the FSS Service Vision and Mission Statements.
- **Program Management and Resource Support Branch:** This branch is responsible for providing a high quality of excellence through awareness, information, and education to FSS stakeholders, and implementing policy functions that enhance the FSS Service Vision and Mission Statements. Some of the Program Management and Resource Support branch's daily duties consist of performing training (to include employee, customer, and vendor training efforts), regularly updating/refreshing all of the FSS solicitations, addressing policy issues/initiatives, managing the sales report process, updating/maintaining the FSS website, and continuing to develop a presence through social media (i.e. LinkedIn, Twitter, etc.).

If you have any questions about our transformation efforts, please feel free to contact us at (708)786-7737 and/or [helpdesk.ammhinfss@va.gov](mailto:helpdesk.ammhinfss@va.gov).

## Training Topic

### Freedom of Information Act (FOIA) Request

- **What is a FOIA?**  
 Enacted in 1966, The Freedom of Information Act (FOIA) is a federal law that establishes the public's right to obtain information from federal Government agencies. According to Section 552 of the Act, "Any person" can file a FOIA request, including U.S. citizens, foreign nationals, organizations, associations, and universities. VA's FOIA policies and regulations can be reviewed at the following website: [http://www.foia.va.gov/FOIA\\_Policies.asp](http://www.foia.va.gov/FOIA_Policies.asp). In addition, please be sure to review VA's reference guide: <http://www.foia.va.gov/docs/RequesterHandbook.pdf>.
- **What Federal agencies can receive a FOIA request?**  
 FOIA applies to all Executive Branch departments, agencies, and offices; federal regulatory agencies; and federal corporations. Congress, the federal courts, and parts of the Executive Office of the President that function solely to advise and assist the President, are NOT subject to FOIA. Records obtainable under a FOIA request include all agency records - such as print documents, photographs, videos, maps, e-mail and electronic records - that were created or obtained by a Federal agency and are, at the time the request is filed, in that agency's possession and control.
- **What information is exempt from a FOIA request?**
  - Exemption 1 – National security information
  - Exemption 2 – Internal rules and practices
  - Exemption 3 – Information prohibited from disclosure by another law
  - Exemption 4 – Trade secrets (confidential business information)
  - Exemption 5 – Inter/Intra-agency communication that is protected by legal privileges
  - Exemption 6 – Information involving personal privacy
  - Exemption 7 – Records/Information assembled for law enforcement purposes
  - Exemption 8 – Information relating to the supervision of financial institutions
  - Exemption 9 – Geological information on wells
- **How do I submit a FOIA request to the VA FSS?**  
 Please review our [website](#) in order to learn how a FOIA request should be submitted. Under the law, all federal agencies are required to respond to a FOIA request within twenty business days (excluding Saturdays, Sundays, and legal holidays). The twenty day time period does not begin until the request is actually received by a FSS representative. The representative will send the inquiring party an acknowledgment of their request once it is received. Please note that FOIA requests are processed on a first-come, first-serve basis, which are normally completed by our office in-between ten to twenty business days.

In order to submit a FOIA request via email, please submit the request to [VA\\_OAL\\_FOIA@va.gov](mailto:VA_OAL_FOIA@va.gov). For written FOIA requests, please either mail or fax the request to the following address:

**Mail:** VA National Acquisition Center, FSS Service  
 PO Box 76, Bldg # 37  
 1st Ave, North of Cermak Road  
 Hines, IL 60141  
 ATTN: FOIA Officer

**FAX:** (708) 786-5828

## VA FSS Working for You

### VA FSS in Action

As we look to promote efficiency and effectiveness in our day to day actions, as well as our overall program, we implemented cradle-to-closeout assignments on October 1, 2011 for all active VA managed FSS contracts. Formal notification with information about updated assignments has been sent to our FSS vendor community. We will also be sending out formal notifications to every FSS contract administrator listed in the contract in order to provide the name and contact information of each firm's assigned Contract Specialist.

As an additional reminder, we want to stress the importance of using the systems already in place to ensure the proper and timely handling of any contract modification actions. **When submitting an extension or a modification request, you must send it through our FSS Helpdesk at [helpdesk.ammhinfss@va.gov](mailto:helpdesk.ammhinfss@va.gov).**

This allows us to track the progress and timeliness of the request and to ultimately serve you better.

**DO NOT SEND REQUESTS FOR MODIFICATIONS DIRECTLY TO YOUR ASSIGNED CONTRACT SPECIALIST.** Please review our website if you would like to obtain more specific instructions on the [modification process](#) or to download the [modification forms](#). We are currently working on refining the various modification forms and you will begin to see new versions shortly. Please note that extension requests are initiated by the Government and we will provide the package as needed.

As always, if you are experiencing any issues, please do not hesitate to contact Carole O'Brien, Director of the FSS Service, at 708-786-4957 and/or [Carole.O'Brien@va.gov](mailto:Carole.O'Brien@va.gov), or Craig Robinson, Associate Deputy Assistant Secretary (ADAS) for National Healthcare Acquisitions, at 708-786-5157 and/or [Craig.Robinson@va.gov](mailto:Craig.Robinson@va.gov).

Thank you for your continued cooperation and collaboration.

*"Perfection is not attainable. But if we chase perfection, we can catch excellence."* [Vince Lombardi](#)

### 4<sup>th</sup> Quarter FY 2011 Sales Due

October 3, 2011 marked the first day that FSS contractors became eligible to register and/or report their 4<sup>th</sup> quarter FY 2011 (i.e. July 1, 2011 – September 30, 2011) sales figures in accordance with contract [clause 552.238-74](#), Industrial Funding Fee (IFF) and Sales Reporting. Pursuant to this clause, a FSS contractor is required to submit its quarterly Report of Sales and IFF payment within 60 days of the completion of each quarter. Please note all FSS contractors are required to submit their sales data for the 4<sup>th</sup> quarter (even if no sales occurred under the contract). In order to avoid confusion and having an IFF payment returned, all sales figures should be reported **BEFORE** an IFF payment is submitted to our office (regardless of how the IFF is remitted).

- [Access the VA online sales reporting system](#)
- [View portal user guides](#)

Please direct all IFF and sales reporting related questions to the VA Sales Helpdesk at [FSSSales.ammhin@va.gov](mailto:FSSSales.ammhin@va.gov).

### Did You Know...

[The Fisher House Foundation](#) donates "comfort homes" (built on the grounds of major military and VA medical centers) to temporarily house family members of the military. These homes enable family members to be close to a loved one (free of charge) at the most stressful times, such as during the hospitalization for an unexpected illness, disease, or injury. There are [54 Fisher Houses](#) located on 21 military installations and 18 VA medical centers. Many more houses are under construction or in design - [Future Houses](#).

## National News

### Recent Emergency & Disaster Declarations

Under the [Disaster Recovery Program](#), state and local Governments may purchase products/services off of FSS contracts in order to facilitate the recovery from a major disaster. In addition, state and local Government entities may use FSS contracts to purchase products and services in advance of a major disaster declared by the president. State and local Governments are responsible for ensuring that the products/services purchased are to be used to facilitate recovery. As such, there were [thirty-five declarations](#) by President Obama in September 2011.

#### MAJOR DISASTER DECLARATIONS

Number	Date	State	Disaster Type	Designated Counties
<a href="#">4022</a>	9/01	VT	Tropical Storm Irene	
<a href="#">4023</a>	9/02	CT	Tropical Storm Irene	
<a href="#">4024</a>	9/03	VA	Hurricane Irene	
<a href="#">4025</a>	9/03	PA	Hurricane Irene	
<a href="#">4026</a>	9/03	NH	Tropical Storm Irene	
<a href="#">4027</a>	9/03	RI	Tropical Storm Irene	
<a href="#">4028</a>	9/03	MA	Tropical Storm Irene	
<a href="#">4029</a>	9/09	TX	Wildfires	
<a href="#">4030</a>	9/12	PA	Tropical Storm Lee	
<a href="#">4031</a>	9/13	NY	Tropical Storm Lee	
<a href="#">4032</a>	9/13	ME	Tropical Storm Irene	
<a href="#">4033</a>	9/15	NJ	Severe Storms	
<a href="#">4034</a>	9/16	MD	Hurricane Irene	
<a href="#">4035</a>	9/23	KS	Flooding	
<a href="#">4036</a>	9/28	DC	Hurricane Irene	
<a href="#">4037</a>	9/30	DE	Hurricane Irene	

#### EMERGENCY DECLARATIONS

Number	Date	State	Disaster Type	Designated Counties
<a href="#">3340</a>	9/08	NY	Tropical Storm Lee	
<a href="#">3341</a>	9/08	PA	Tropical Storm Lee	

#### FIRE MANAGEMENT DECLARATIONS

Number	Date	State	Incident
<a href="#">2955</a>	9/02	CA	Hill Fire
<a href="#">2956</a>	9/03	OK	Ferguson Fire
<a href="#">2957</a>	9/04	TX	Hodde Fire
<a href="#">2958</a>	9/04	TX	Bastrop County Fire Complex
<a href="#">2959</a>	9/05	TX	Pedernales Bend Fire
<a href="#">2960</a>	9/05	TX	Steiner Ranch Fire
<a href="#">2961</a>	9/05	CA	Canyon Fire
<a href="#">2962</a>	9/06	TX	Tamina Fire
<a href="#">2963</a>	9/06	TX	Moonglow Fire
<a href="#">2964</a>	9/06	TX	Riley Road Fire
<a href="#">2965</a>	9/06	TX	Bear Creek Fire
<a href="#">2966</a>	9/08	WA	Monastery Fire Complex
<a href="#">2967</a>	9/08	TX	Big Oak Fire
<a href="#">2968</a>	9/09	TX	Pat Gross Fire
<a href="#">2969</a>	9/10	NV	Holbrook Fire
<a href="#">2970</a>	9/11	CA	Keene Fire
<a href="#">2971</a>	9/11	CA	Comanche Fire Complex

- [Disaster Recovery Program FAQs](#)

## Recently Awarded FSS Contracts (September 2011)

### Drugs, Pharmaceuticals & Hematology Related Products Contracts (Schedule 65IB)

Company Name	Contract Number	Business Size	Socioeconomic Status
Sancilio & Company, Inc.	V797P-5272B	Small	
Healthpoint, Ltd.	V797P-5280B	Large	
Par Pharmaceutical, Inc.	V797P-5276B	Small	
Dava Pharmaceuticals, Inc.	V797P-5281B	Small	
Bristol Myers Squibb US Medicines	V797P-5282B	Large	
CNS Therapeutics, Inc.	V797P-5214B	Small	

### Medical/Surgical Equipment & Supplies Contracts (Schedule 65IIA)

Company Name	Contract Number	Business Size	Socioeconomic Status
A&E Pedorthic Facility, Inc.	V797P-4487B	Small	
Horcher Lifting Systems, Inc.	V797P-4491B	Small	Service Disabled Veteran Owned Business
RC Smith Company	V797P-4494B	Small	
Sage Products, Inc.	V797P-4493B	Large	Veteran Owned Business

### Patient Mobility Devices (Schedule 65IIF)

Company Name	Contract Number	Business Size	Socioeconomic Status
Ranger All Season Corporation	V797P-3249M	Small	

### Invitro Diagnostics, Reagents, Test Kits, & Test Sets (Schedule 65VII)

Company Name	Contract Number	Business Size	Socioeconomic Status
Cellestis, Inc.	V797P-5271B	Small	
Roche Diagnostics Corporation	V797P-5279B	Large	
Quality Biological, Inc.	V797P-5283B	Small	

### Cost-Per-Test, Clinical Laboratory Analyzer (Schedule 66III)

Company Name	Contract Number	Business Size	Socioeconomic Status
Bio-Rad Laboratories.	V797P-7364A	Large	

### Professional & Allied Healthcare Staffing Services Contracts (Schedule 621I)

Company Name	Contract Number	Business Size	Socioeconomic Status
Dependable Staffing	V797P-7365A	Small	
Mission Search International, Inc.	V797P-7366A	Small	

*\*\*Please visit the [VA Schedule Programs](#) page for a complete listing of all Schedules\*\**

In order to obtain pricing information for all of the companies referenced above or any other FSS contractor, please review the [NAC Contract Catalog Search Tool \(CCST\)](#) or [GSA E-Library](#). If you have any questions/concerns or would like to learn more about a specific topic and/or issue, please feel free to contact the FSS Help Desk by phone at (708)786-7737 and/or by e-mail at [helpdesk.ammhinfss@va.gov](mailto:helpdesk.ammhinfss@va.gov).