

## Consolidation Purchase Requests Instructions

The next deadline to submit requests to HTME for consolidated purchases this fiscal year is below. If your request is to upgrade existing equipment, purchase PACS equipment or you have an approved waiver from consolidation, this deadline does not apply.

**NOTE: All radiation therapy and imaging equipment upgrades of \$50,000 or less may be purchased locally.**

**Imaging Equipment – Deadline for the next Consolidation is COB** . If you send an incomplete requisition package to HTME, it will not be included in the consolidation. If you need to resubmit your request, resubmit the entire package. **We will not search through hundreds of emails to piecemeal your order together.** No requisition packages (complete, incomplete or revised), received after the close date and time will be accepted into the consolidation.

**NOTE: When sending your purchase requests, the full PO/Obligation Number and Station must be in the subject line of the email. The full PO/Obligation Number must be in the filename of all requisition documents, i.e. PO# 123-B12345, VA Hines, IL.**

**Only one request per email allowed. You must submit 1 PO, with 1 quote for 1 system or upgrade. Submitting more than one request in a single email will be rejected.**

Some pointers to assist you in preparing those requisitions:

### 1. A complete requisition package includes the following:

a. A funded IFCAP order, made out to the NAC as the vendor (TIN #741612229, DUNS #069491611, FMS vendor code #74161222907 & CAGE #30KU4); showing your exact “Ship To Address” including room number, and the price of the equipment plus the HTME surcharge. DO NOT bury the “Ship To Address” in the body of your purchase request / PO.

**The HTME surcharge is now 1.4%, effective 11/1/09. (Use BOC Code 2580.)**

Please note that you DO NOT have to copy all the vendor part numbers and descriptions into the IFCAP order. **If the system you wish to purchase is \$1,000,000.00 or more (PACS is exempt), High Cost High Tech (HCHT) approval is required prior to submission to HTME.** The IFCAP order may consist of four line items:

ITEM 1. (fill in) system in accordance with attached (fill in vendor) quote number (fill in number)

ITEM 2. BIO-MED Training

ITEM 3. Trade-in information, if applicable (see d. below)

ITEM 4. VA HTME surcharge (1.4%)

**Please place requests for multiple systems on separate Purchase Orders.** It is much easier to reconcile your funding if you put each system of equipment on its own separate requisition (i.e. if you are buying two identical x-ray machines, send two requisitions and two quotes to HTME). Our current process will no longer allow us to use a single PO for multiple equipment requests. **If your purchase request does not adhere to this requirement, it will be returned and not included in the consolidation. In essence,**

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**you must submit 1 PO, with 1 quote for 1 system or upgrade. We will no longer split the PO or the quote for you.**

**b. Generic specifications (preferred) or a vendor quote that shows the required configuration, features, functionality and training associated with what you actually want to purchase.** Vendor quotes must include long descriptions of catalog items. This quote does not commit you to purchase from that company; it is only used as a benchmark. If the quote shows optional features, please clearly mark which ones you do and do not want purchased. If optional items are not marked, they will be removed from the benchmark quote. Please check with the clinicians to ensure the quote you are sending to us is the most current version. This is critical because you will not be able to make changes once we receive it. Alternatively, you could provide performance specifications for the desired equipment, as long as they are not overly restrictive.

**c. If you are submitting a request for immediate purchase, attach your approved "Waiver From Consolidation".** Once the signed waiver is received, your purchase request will be withdrawn and processed immediately. If no waiver is included, your purchase request will automatically be placed in the current consolidation.

Even in bona fide emergencies, please do not send the requisition ahead of the approved waiver. This will not speed up the processing. It is much easier for HTME to keep your paperwork straight if it does not come in piecemeal.

**d. If you have a trade-in item, you must include:**

**-Manufacturer name**

**-Model #**

**-Serial number**

**-The year acquired.**

**Identify which option you will exercise to ensure removal of patient data:**

**-Trade-in Option 1** - In instances where sanitization of ePHI compromises the OS and/or application software, or requires the removal of internal storage media, the vendor accepts the equipment "as is" and can elect at their discretion to contract with the original equipment manufacturer (OEM) to restore the system.

**-Trade-in Option 2** - In instances where sanitization of ePHI compromises the OS and/or application software, the operating system and application software will be reloaded by VA or a vendor contracted by VA on the native system drive post sanitization. Verification of system operation is the responsibility of the vendor.

**We cannot include your trade-in if we do not have this information.**

**e. Include any special delivery instructions, including the room number where the equipment will be installed.**

. Do you need a delay because of construction?

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.Do you want it expedited?

- Installation on weekends only?
- Tell us, preferably in a cover memo where it is less likely to be overlooked.

**f. Extended installation, minor site preparation or turnkey construction, should be included in the consolidation process. Submit your vendor quote along with the Independent Government Estimate (IGE) using the required 35 divisions of labor breakout.** If not included with the equipment order you can request to modify the order after award to include it. Currently, there is no dollar or percentage of order limitations. **IMPORTANT - Any construction must be paid for separately using NRM funds (BOC 3220 when costs are \$100K or more and 3223 when costs are less than \$100K).**

2. Please, only send requisitions to HTME for equipment on contracts numbered V797P-6xxxx (HTME) or SPM2D1- (DLA-TS). If the number after the dash (V797P-) is anything other than a six, it is a Federal Supply Schedule contract and you must place the orders locally.

**3. VA customers must submit their requests electronically via email (or through the eCMS planning module when the process becomes available).** Please avoid scanned copies of quotes, SOW, etc., and send original electronic versions of the documents. Send purchase request documents by email to [AMMHIN HTME Purchase Requests or Purchase2@va.gov](mailto:AMMHIN HTME Purchase Requests or Purchase2@va.gov).

**4. All other agencies may submit their requests via mail, overnight delivery (FedEx, UPS, etc) fax (708.786.5652) or e-mail.** E-mail is preferred ([Purchase2@va.gov](mailto:Purchase2@va.gov)).

The address for overnight mail is:

VA National Acquisition Center

ATTN: HTME **(Fill In Consolidation Period)** (003A4C2)

1st Avenue one block north of 22nd St., Bldg 37

Hines, IL 60141

5. You will be able to place orders for upgrades to Imaging or Radiation Therapy equipment locally that are \$50,000 or less using the HTME contracts. All purchases against the DIN-PACS contracts must be processed by HTME.

6. If you have any questions, please contact me at (708) 786-7794, [morgan.ward@va.gov](mailto:morgan.ward@va.gov).

Equipment Specialist  
High Tech Medical Equipment Division