

VA FSS Newsletter

Your source for VA Federal Supply Schedule News and Updates

Newsletter Relaunch

After an extended hiatus, we are happy to relaunch the VA FSS Newsletter to serve as your source for VA FSS news and updates. FSS contract holders are automatically subscribed to these newsletters. If you are not an FSS contact holder and wish to subscribe, please e-mail your request to AMMHINFSSPMRS@va.gov. Be sure to take advantage of this opportunity to help keep your pulse on all things FSS!

FSS Working for You

Constant Contact Notices

FSS regularly communicates important information to our contracting community, utilizing Constant Contact as our primary method. Mass modifications, urgent regulation, policy, and procedure updates, as well as our newsletters are sent via Constant Contact notices, keeping you abreast of important contracting related matters. Our mailing list for such notices includes the Contract Administrator e-mail for each FSS contract. Please do not unsubscribe from these notices as you may miss out on important, time-sensitive communications.

Meet the Director

The FSS Service strives to expand choice and lower the cost of healthcare, and it is my privilege to be its Director since November 2017. FSS has 1,722 active contracts with 1,629 vendors and over 1 million items awarded and already priced which can be searched and ordered electronically. It is the acquisition backbone for \$14B annually in sales of healthcare products and services for VA and other Governmental agencies (OGAs). My education includes Bachelor's Degrees in Political Science and Business Administration, a Master's Degree in Business Administration, and graduation from the U.S. Army Senior Service College Fellowship. I hope that my background of Defense Logistics Agency (DLA) Acquisition and Logistics (21 years), DLA Continuous Process Improvement and Lean Six Sigma (2 years) and most recently, U.S. Army 409th Contracting Support Brigade (5 years) enhances FSS strategic direction and its ability to produce contracting results that advance patient care. FSS has established "Excellence Together" as our banner for FY18 built on the principles of Stewardship, Collaboration, Trust and Respect, Accountability and Adaptability based on individual excellence and an organization characterized by a Winning Spirit. It is our desire that you notice a difference as we improve operations and join with our vendors to deliver quality and value that motivate people to "Choose VA".



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What's New with FSS?

Solicitation Refreshes & New Format

We are currently in the process of refreshing all nine FSS solicitations, incorporating the most recent regulations, reorganizing/clarifying some content, and streamlining the former 10-document format. We have listened to your feedback on our solicitations, and they are now being “repackaged” to better serve you! All “read only” documents will be contained within one file, and all “fill-in” documents will be contained in a second file. This new format will make it easier to submit proposals and simplify searching within documents for regulations, etc. The added Scope of Solicitation section will clearly define the parameters of the solicitation and will speak to specific, recurring issues/questions that we have encountered under each schedule. Below is a chart showing how the sections of the former solicitation fit into the new format.

We have listened to your feedback on our solicitations, and they are now being “repackaged” to better serve you!

NEW FORMAT	OLD FORMAT
Document 01 – Solicitation Document <i>Includes all regulations for offeror to read & understand</i>	Doc 01- Read Me First Doc 02 - Solicitation Document Doc 03 - Regulations Incorporated by Reference
Document 02 – Vendor Response Document <i>Includes all fill-ins for offeror to return. Instructions regarding the applicability of each section are included, along with a proposal checklist at the end of the document</i>	Doc 04 - Vendor Response Document Doc 05 - CSP Doc 07 - Past Performance Doc 08 - Small Business Subcontracting Plan
Document 03 – Price Proposal Preparation <i>Excel Spreadsheet(s) to be returned with offer</i>	Doc 06 - Price Proposal Preparation Doc 10 - Price Proposal Preparation (Overseas Delivery)
Document 04 – Overseas Delivery <i>Optional Vendor Response for overseas delivery</i>	Doc 09 - Overseas Delivery Vendor Response

Around the VA

Volunteering at the VA

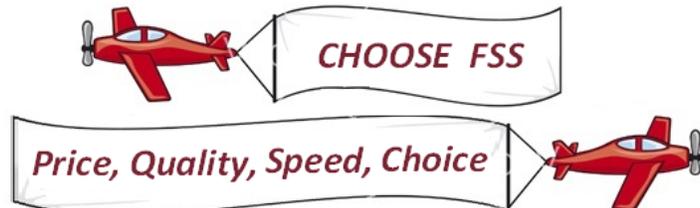
There are many ways in which you can volunteer your services at the VA. [VA Voluntary Service](#) (VAVS) has a number of programs permitting you to serve our Veterans and to make a difference in your community. Programs include corporate volunteerism, the Student Volunteer Program, the National Salute to Veteran Patients (taking place during the week of February 14th each year), the Volunteer Transportation Network, Welcome Home Events, and the United We Serve initiative. VAVS has joined the United We Serve initiative, providing volunteer opportunities through the VA Homeless Veterans Program, VA National Cemetery Administration, VA Volunteer Transportation Network, and VA Welcome Home Celebrations. This initiative engages volunteers in community service during the summer months (from June 22 to September 11) and provides lasting benefits to the veterans and communities in which they live.

Use the [Volunteer or Donate form](#) to contact a VAVS Program Manager in your area to inquire about opportunities for volunteering in your area.

Choose FSS!

Perhaps you are new to FSS or haven't seen much publicity about how VA uses FSS to serve the public. The following attributes of FSS are a result of over 37 years' experience providing healthcare products and service with evolving improvements to meet customer needs.

- 1M products and services to choose from
- Searchable catalog ([NAC CCST](#))
- Electronic ordering ([GSA Advantage!](#))
- Pre-priced products and services
- Minimal ordering lead-time
- No field contracts required



REMINDER! IFF / Report of Sales Due



3rd quarter FY2018 sales reports and Industrial Funding Fee (IFF) payments are due by August 31, 2018. All VA FSS contractors are required to submit a report via the [VA Sales Reporting System](#), even if no sales occurred under the contract.

For more information, visit our [Sales Reports & IFF](#) page online. For assistance from our VA Sales Desk, please contact us by e-mail at FSSSales.AMMHIN@va.gov.

Web Wisdom

VA FSS Web Page

Our VA FSS web page is full of resources for both current and prospective contractors as well as Federal customers. From the home page at www.fss.va.gov, you can click on the **Schedules, Contractors, and Customers** tabs to navigate to topics of interest arranged in a word cloud. For example, our newsletters can be accessed via the "news" link in the word cloud. Additional key topics can be found in the **Resources** side bar, such as electronic submission of offers, modifications (including Request for Modification packages), and training resources. Visit our FSS web page today at www.fss.va.gov!

Pharm Facts!

Tiger Team Modifications

FSS Schedule Contracts are flexible procurement strategies that permit vendors to lower prices in order to compete for VA business and drive sales. FSS personnel were assigned to a new Tiger Team to quickly review and implement pharmaceutical price reduction modifications submitted by vendors in order to allow VA ordering officers access to the latest and lowest pharmaceutical prices. The fast turnaround by members of the Tiger Team has decreased the average processing time from an average of 33 days to 5 days. Additionally, this project has saved administrative time/dollars by minimizing the necessity for credits and rebills.



Training Center

Contractor Deliverables: Pricelist Requirements

This article will be the first in a series highlighting the requirements for deliverables under your FSS contract. This issue we will discuss the three types of price lists that contractors are required to complete/update for contract awards and modifications: **the Authorized FSS Pricelist, the NAC-CM Pricelist, and GSA Advantage.**

Authorized FSS Pricelist: The Authorized FSS Pricelist is a unique marketing opportunity consisting of two main parts: 1) Cover Pages, which include basic contract information and awarded terms and conditions as required in clause I-FSS-600, and 2) Awarded Pricing Pages, which include the SIN category, item number, item description, and awarded FSS price with IFF. *Note that this pricelist should be in an electronic format, such as a pdf (we no longer require paper copies), and it must be updated when a modification changes any information contained within the pricelist, including pricing, points of contact, address, terms and conditions, etc.*

NAC-CM Pricelist & NAC Contract Catalog Search Tool (CCST): The information in the National Acquisition Center Contract Management (NAC-CM) database populates the [National Acquisition Center Contract Catalog Search Tool](#) (CCST) which is available for viewing by facilities and the general public. The CCST allows users to browse medical/surgical and pharmaceutical products and services available under FSS contracts using a variety of search criteria. Contractors are responsible for maintaining the awarded product information in the CCST via the NAC-CM spreadsheet. *This file must be updated with any applicable modification changes by the effective date of the modification. Your assigned Contract Specialist will export the spreadsheet from NAC-CM and e-mail it to you for population as necessary.*

GSA Advantage!® Price List: GSA Advantage!® [Schedule Input Program \(SIP\)](#) is a menu-driven database system that provides contracting officers and purchasing agents with on-line access to all VA Federal Supply Schedule contracts, including the option to purchase on-line with a Purchase Card. Contractors must upload their products/pricing file via SIP and upload the terms and conditions of their contract as a text file (*i.e. the Authorized FSS Pricelist cover pages*). GSA Advantage!® files must be updated with any applicable modification changes. *Please note that product/pricing information for SINs 42-2a and 42-2b under Schedule 65 I B cannot be uploaded via SIP; however, text file uploads (i.e. the Authorized FSS Pricelist cover pages) are still required.*

The table below identifies the time frames within which each price list must be submitted. It is important to note that the accuracy of the information within the price lists is the responsibility of the contractor and must match the contract award/modification exactly.

Price List Requirements	Due Date – Award	Due Date – Modifications	Requirement
Authorized FSS Pricelist	By contract award	Within 15 workdays after mod effective date or by quarterly cumulative supplement within 15 workdays from last day of quarter	Required for all Schedules.
NAC-CM Pricelist (CCST)	By contract award	By mod effective date	Required for all Schedules, <i>excluding SINs 42-2a and 42-2b</i>
GSA Advantage	Within 30 days after contract award	By mod effective date (<i>but no later than 30 days after effective date</i>)	Required for all Schedules, <i>excluding pricing files for SINs 42-2a and 42-2b (text files required)</i>

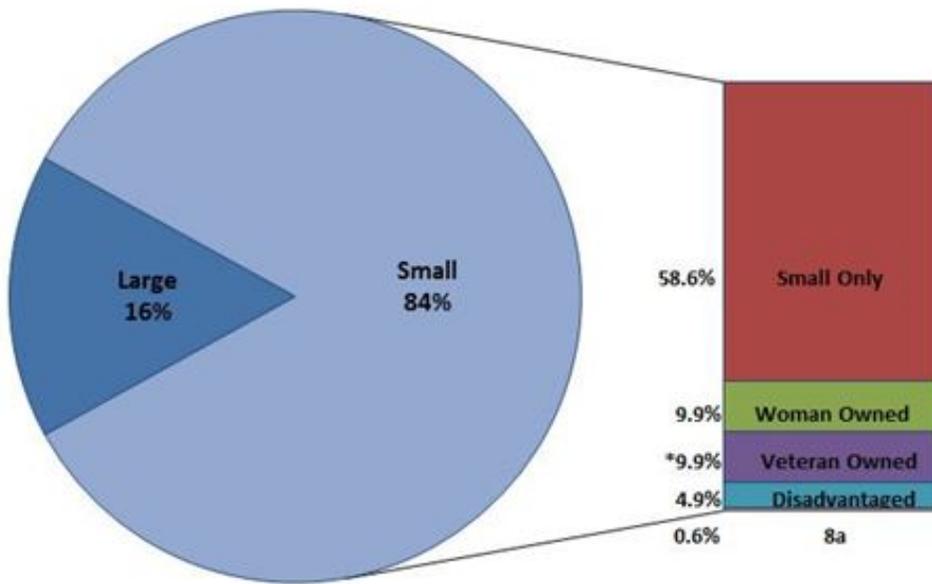
You can visit our [Price List Requirements](#) web page for more information. Tune in to FSS Newsletter Issue 62 for the next article in the Contract Deliverables series, Recurring Reporting Requirements.

Contract Corner

Celebrating our achievements with you...

Below are our accomplishments from the start of FY 2018 (October 1, 2017) through April 30, 2018. Highlights include the awarding of 162 FSS contracts, 84% of which were awarded to Small Businesses, and exercising the 5-year option on 86 contracts. With 2,648 modifications completed so far this FY, we are having a busy year!

Contracts Awarded by Socioeconomic Category



Socio Economic Category	Contracts Awarded
Large	26
Small	136
Small Woman Owned	16
Small Veteran Owned	16
Disabled Veteran Owned	12
Small Disadvantaged	8
8a	1
Total Awards	162

* 16 Veteran Owned Small Business contracts awarded include 12 Service Disabled Veteran Owned Small Businesses.



FSS FAQ: How do I send files to FSS? E-mail Limits & SAFE File Transfer



As you are probably aware, FSS no longer accepts hard copy proposals or Request for Modification (RFM) packages; therefore, these files should be sent via e-mail. If your submission is larger than 5mb, you can send the attachments in multiple e-mails, clearly identifying the number of e-mails you are sending (e.g., 1 of 3) to ensure that we receive your entire package. Unfortunately, VA technology and security prohibit us from receiving compressed (zip) files as well as submissions provided on a USB drive. If the document package is so large as to be unmanageable to send via multiple e-mails, you can submit your offer on a CD-ROM. If you have an assigned Contract Specialist, you can work with them to send files via the Safe Access File Exchange (SAFE), if necessary. For further details on the submission process, visit our [Electronic Acceptance of FSS Offers/Proposals](#) and [Modifications](#) web pages.

HOW ARE WE DOING?

We'd love to hear from you!

*Your feedback is important
to us.*

*Please complete our
[Customer Survey](#)*

Upcoming Events of Interest

(FSS does not sanction these
events nor guarantee
attendance)

June 11 – 14

[National Veteran](#)

[Small Business Coalition](#)

[\(NVSBC\), VETS 18](#)

Williamsburg, VA

Useful Links

[FSS Web Portal](#)

[VA Schedule Programs](#)

[FSS Contractors](#)

[FSS Customers](#)

[Training](#)

[Modification Request Forms
\(RFMs\)](#)

[Compliance](#)

[Small Business Subcontracting](#)

[Sales Reports & IFF](#)

Contact Us!

FSS Contractors Inquiries: Please contact your assigned Contract Specialist

FSS Helpdesk: Phone (708)786-7737 E-mail: HelpDesk.ammhinfss@va.gov

IFF/Report of Sales (VA Sales Portal) Inquiries: FSSSales.AMMHIN@va.gov

Pharmaceutical Chief, Diana Lawal: Diana.Lawal@va.gov, (708)786-4949

Services Chief, Bob Satterfield: William.Satterfield@va.gov, (708)786-4955

Med Surge A Chief, James Booth: James.Booth@va.gov, (708)786-5223

Med Surge B Chief, Deborah Zuckwerth: Deborah.Zuckwerth@va.gov, (708)786-5128

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