

# VA FSS Newsletter

Your source for VA Federal Supply Schedule News and Updates

## What's New with FSS?

### Pharm & Dental Reorganization

The Pharm & Dental Division was reorganized into two Divisions, Pharm A and Pharm B (for short), to improve employee to management ratio and to better align resources to mission outcomes. The Divisions are responsible for managing three schedules:

- 65 I B Drugs, Pharmaceuticals and Hematology Related Products
- 65 V II Invitro Diagnostics, Reagents, Test Kits, and Test Sets
- 65 II C Dental Equipment and Supplies

Diana Lawal, who has done a great job leading the combined group, will now be leading Pharm B, and we are pleased to announce the selection of Trevor Martin as the new Chief for Pharm A.

### New Hires

We welcome five new Contract Specialists. They began their career development positions with FSS in July. Some of them may have already introduced themselves to our vendor base and requiring activities. They are Joe Levy (Med Surg B), John Kappel (Pharm A), Sarah Shields (Pharm A), Avash Khadka (Pharm B), and Erik Boehmke (Pharm B). They will provide much-needed assistance in effective succession planning.

## Inside FSS

We have proof that the June newsletter reached at least a few interested parties who pointed out that my name was missing from last issue's "Meet the Director" section. I'd like to think that's because the success of the organization is not about me, but it's about us collectively. I was introduced to many of you at industry events such as Coalition for Govt. Procurement Meetings and NCMA World Congress over the past few months and to those I haven't met, my name is Daniel Shearer. Like an obvious oversight of leaving my name out of a newsletter introduction, sometimes we get right down to business so intensely that we don't take time to reflect on what is happening around us. Hopefully these newsletters give pause from time to time for organizational self-assessment. FSS has done some organizational self-assessing and recognized that perhaps there is efficiency to be gained by making FSS processes less unique. Since June, we have been evaluating interoperability with GSA contracting systems. We completed demos on eOffer, eMods, and the Solicitation Writing System. We anticipate further demos in September in our pursuit of improved operations. We are seeing potential to provide a more consistent look and feel to vendors, to utilize a structured electronic approach for offer preparation and submission, to maintain consistent legacy information, such as, solicitations, and other benefits that may reduce cycle times. There is much more to be done and decision points that may change the ultimate outcome, but I wanted to share that FSS is willing to challenge our thinking to efficiently and effectively deliver Price, Speed, Quality, and Choice to all requiring activities and especially to Veterans under VA care.



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## Pharm Facts! Public Law Season



[Public Law \(PL\) 102-585](#) requires covered drug manufacturers to update their pricing annually, and the Public Law season for 2019 covered drug pricing updates is fast upon us. Below is the timeline for contractor actions during this process. Please visit our [Public Law](#) web page for more information.

9/15	•Deadline to submit modifications for any Public Law effected product
10/5	•Instruction letter will be sent to contractors by NAC (FSS DML)
10/13	•Instruction letter will be sent to contractors by PBM (DML)
11/15	•Vendors required to submit pricing calculations to PBM
Oct, Nov, & Dec	•Verification of FCP by PBM and forwarded to CO
12/01	•Pricing update modification requests submitted by vendors to FSS
12/31	•Vendors to provide updated PPA to CO by this date or earlier

## Contract Corner

### SIP File Reviews

SIP files are the mechanism through which contractors upload product and pricing information to GSA *Advantage!*<sup>®</sup>, providing purchasing agents with on-line access to FSS contracts. Prior to the files being made public, they must first be reviewed and approved by a Contract Specialist.



Please make note of these pointers to facilitate the review and approval of your product/pricing and terms/conditions files.

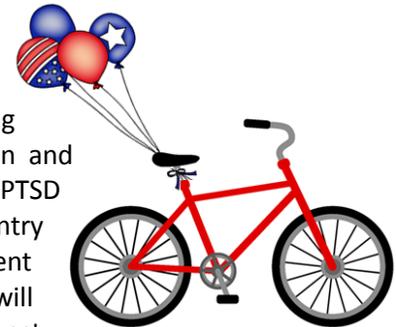
- Contractors must upload their products/pricing file via SIP and upload the terms and conditions of their contract as a text file (*i.e. the Authorized FSS Pricelist cover pages*). Configured pricelists may be uploaded as text files along with the terms and conditions.
- GSA *Advantage!*<sup>®</sup> files must be updated with any applicable modification changes by the effective date of the modification (*but no later than 30 days after the effective date*).
- 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*.
- With the exception of configured pricelists, text files should not include product/pricing information. Submitting product/pricing information in both the SIP and text file will result in your text file being rejected as this would require us to complete two full, separate reviews of your product/pricing information.
- Contractors should not use the “replace catalog” method to upload changes. Such submissions will be rejected as this requires a us to review your entire catalog rather than only those items that were impacted by the modification.

For more information on GSA *Advantage!*<sup>®</sup> updates and other pricelist requirements, please visit our [Price List Requirements](#) web page.

# Around the VA

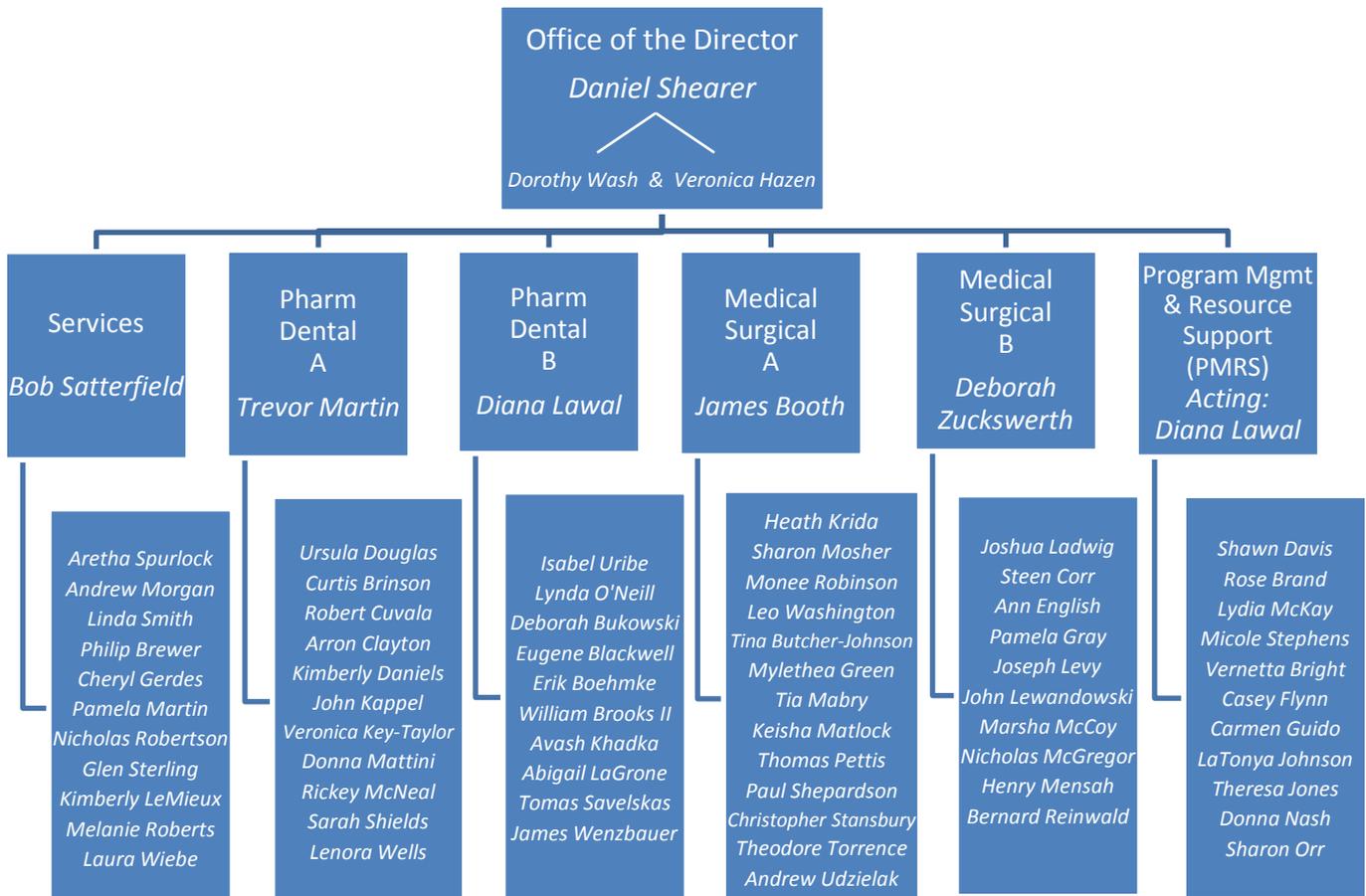
## Bikes for Vets

Many VA Medical Centers around the country have established programs to provide bicycles to Veterans to satisfy various needs of the Veteran community. Bicycles provide a means of transportation in areas with limited resources, assisting Veterans with getting to work, around town, or finding employment. Additionally, cycling serves a dual purpose as both recreation and therapy, whether it be physical therapy or recovery/support for those with PTSD and other needs. Bikes for Vets type programs are growing around the country and in many cases are partnerships between Government and non-Government organizations. This year, Salem VA Medical Center partnered with Goodwill Industries of the Valley to collect new or gently used bikes for Vets in Southwest Virginia, similar to the Bikes for Vets campaign run by Goodwill and Central Alabama Veterans Health Care System. In the Gainesville, Florida VA system, the “Bikes 4 Vets” program has provided over 500 bikes to Veterans, working closely with the City of Gainesville and other organizations and local businesses for bikes, bike parts, repairs, courses on bike knowledge, and maps of local trails and bike paths. Such collaborative efforts have provided Veterans with newfound freedom and recreational rehabilitation.



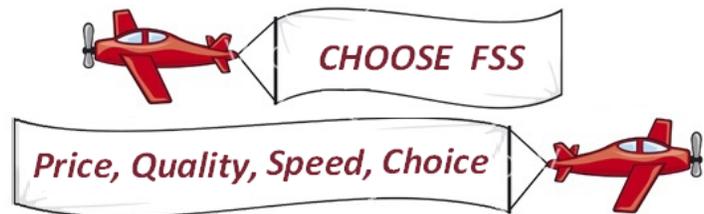
## FSS Working for You

Take a look at our new organizational chart incorporating the reorganization of our Pharm Dental team! FSS is now staffed at 75 individuals here to serve you, including the management identified below, Contract Specialists, Management and Program Analysts, Procurement/Purchasing personnel, and a Division Secretary.



## Choose FSS!

What are the benefits for Government buyers to use FSS contracting vehicles? Below are just some of the reasons why you should choose FSS!



- **PRICE**
  - VOLUME PRICING – contracts negotiated based on contractor’s standard selling practices
  - SPOT DISCOUNTS – one time, long-term, and additional concessions
  - PRICE REDUCTIONS – ordering activities may seek additional price reductions
  - FOB DESTINATION – awarded prices already include shipping from the contractor to the buyer
  - VALUE - Purchase products/services representing the best value
- **QUALITY**
  - Expert knowledge
  - Long-term contracts for established prices, terms, and conditions to responsible companies
- **SPEED**
  - Reduced acquisition costs and lead times
  - Prices already determined fair and reasonable by VA FSS CO
  - Provides eligible buyers with a simplified process for obtaining products and services
- **CHOICE**
  - Flexibility to choose from more than 1 million commercially available medical equipment supplies, pharmaceuticals, and services
  - Open and Continuous solicitation
  - National & World-wide coverage
- **OTHER BENEFITS**
  - Schedule orders count towards small business goals
  - Schedule buyers work DIRECTLY WITH VENDORS to fulfill their needs

### REMINDER!

#### IFF / Report of Sales Due



4th quarter FY2018 sales reports and Industrial Funding Fee (IFF) payments are due on October 1, 2018, but no later than November 30, 2018, after which payments are considered delinquent. All VA FSS contractors are required to submit a report via the [VA Sales Reporting System](#), even if no sales occurred under the contract. The 4<sup>th</sup> Quarter covers sales from July 1 – Sept 30.

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](mailto:FSSSales.AMMHIN@va.gov).

## Web Wisdom

### Modifications & RFM Web Pages

Our FSS [Modifications](#) web page provides information on the Request for Modification (RFM) review and award process, the logistics for submitting RFMs to our [FSS Help Desk](#) via e-mail (including the required subject line naming convention), and a link to our [Modification Request Forms](#) web page. This page provides the various types of modification forms for commodities schedules, services schedules, and the pharmaceutical schedule and gives tips for successfully submitting an RFM. *Please note that we can no longer receive zip files. If your submission will exceed 5mb, please send your RFM package in multiple e-mails and include the number of e-mails in the subject line (e.g. 1 e-mail of 2, etc.).*

# Training Center

## Contractor Deliverables: Annual Registration & Reporting Requirements

This article is the second in a series highlighting the requirements for deliverables under your FSS contract. This article will discuss annual registration and reporting requirements common to all FSS contracts (SAM and VETS-4212) as well as requirements that apply only to specific schedules (insurance certificates) or contractors (subcontracting plans and eSRS reports).

### System for Award Management (SAM)

In support of agency acquisition missions, the System for Award Management (SAM) is the primary registrant database for the US Government. As required by paragraph (t) of contract clause 52.212-4 Contract Terms and Conditions – Commercial Items, all current contractors must review and update their SAM registration at <https://www.sam.gov> on an annual basis in order to maintain an active status in SAM. The contractor is responsible for the accuracy and completeness of the data within the SAM database and for any liability resulting from the Ordering Activity's reliance on inaccurate or incomplete data.

### VETS-4212

The U.S. Department of Labor (DOL), Veterans' Employment and Training Service (VETS) collects and compiles data on the employment of veterans with Federal contractors and subcontractors. In accordance with contract clause 52.222-37 Employment Reports on Veterans (incorporated by reference in 52.212-5), all FSS contract holders must file a VETS-4212 report between August 1<sup>st</sup> and September 30<sup>th</sup> of each year. Please visit <https://www.dol.gov/vets/vets4212.htm> to file this report and to obtain more information. For questions or concerns regarding VETS-4212 reports, please contact VETS-4212 customer support at 1-866-237-0275 or via email at [VETS4212-customersupport@dol.gov](mailto:VETS4212-customersupport@dol.gov).

### Insurance Certificates

Below are the insurance certificate requirements under three FSS schedules. These VA schedule contractors must maintain the required and provide copies to their assigned Contract Specialist on an annual basis.

**66 III Cost-Per-Test, Clinical Laboratory Analyzers:** Contract clause [52.228-5](#) Insurance-Work on Government Installation Coverage and the solicitation Statement of Work require contractors to maintain general liability insurance of not less than \$500,000 per occurrence and property damage liability insurance.

**621 I Professional and Allied Healthcare Staffing Services:** Contract clause [852.237-7](#) Indemnification and Medical Liability Insurance and the solicitation Statement of Work require contractors to maintain professional liability insurance of not less than \$1 million per occurrence/\$3 million aggregate.

**621 II Medical Laboratory Testing and Analysis Services:** Contract clause [852.237-7](#) Indemnification and Medical Liability Insurance and the solicitation Statement of Work require contractors to maintain malpractice liability insurance of not less than \$1,000,000 per occurrence.

### Subcontracting Plans & ESRS Reports

Contractors with Small Business Subcontracting Plan requirements under their FSS contract must maintain a valid subcontracting plan throughout the life of the contract. For commercial subcontracting plan holders, this means that a new subcontracting plan must be negotiated each year. Commercial plans are based upon the contractor's fiscal year with the new, proposed plan due 30 days prior to the expiration of the current plan. Plans are to be submitted to [Subcontracting.AMMHINVAFSS@va.gov](mailto:Subcontracting.AMMHINVAFSS@va.gov), our centralized Subcontracting Program e-mail. Additionally, all plan holders, both commercial and individual plan types, are required to submit a Summary Subcontract Report (SSR), due October 1<sup>st</sup> - October 30<sup>th</sup> each year. Individual plan holders must also submit the Individual Subcontracting Report (ISR) twice a year, due March 1<sup>st</sup> - March 30<sup>th</sup> and October 1<sup>st</sup> - October 30<sup>th</sup>. For further information, please visit our [Subcontracting Program](#) web page.

Tune in to our next FSS Newsletter for the last article in the Contract Deliverables series, Annual Services and Sustainability Reporting.

## FSS FAQ: Where can government buyers find my products online?

The [National Acquisition Center \(NAC\) Contract Catalog Search Tool \(CCST\)](#) includes contractor information, products/services, and awarded pricing for all FSS contracts and is available for viewing by facilities and the general public. [GSA Advantage!](#)® also provides contracting officers and purchasing agents with on-line access to VA FSS contracts, and with the exception of pharmaceutical products under SINS 42-2a and 42-2b, it also includes the option to purchase items on-line with a Purchase Card. Both sites allow users to browse products and services available under FSS contracts using a variety of search criteria including socioeconomic status.



### HOW ARE WE DOING?

*We'd love to hear from you!*

*Your feedback is important to us.*

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

### Upcoming Training

September 18, 2018

[Electronic Subcontracting Reporting System \(eSRS\) Webinar](#)

October 16, 2018

[Small Business Subcontracting Plan Preparation Webinar](#)

October 4 & 18, 2018

(Two repeated sessions)  
[Pharmaceutical Public 102-585 Year-End Pricing Updates Webinar](#)

### 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](mailto:HelpDesk.ammhinfss@va.gov)

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

**Pharm A Chief, Trevor Martin:** [Trevor.Martin@va.gov](mailto:Trevor.Martin@va.gov), (708)786-7708

**Pharm B Chief, Diana Lawal:** [Diana.Lawal@va.gov](mailto:Diana.Lawal@va.gov), (708)786-4949

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

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

**Med Surge B Chief, Deborah Zuckswarth:** [Deborah.Zuckswarth@va.gov](mailto:Deborah.Zuckswarth@va.gov), (708)786-5128

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