

April 1, 2016

**SUBJ: Permanent Price Reduction and Temporary Price Reduction Submissions for Special Item Number (SIN) 42-2A and 42-2B**

Dear Federal Supply Schedule Contract Holder:

We have streamlined the processing of permanent and temporary price reduction requests for contracts awarded under the 65IB Drugs, Pharmaceuticals, & Hematology Related Products solicitation. The new format will expedite these types of requests and requires agreement by the vendor to allow the Standard Form (30) to be issued unilaterally by the government.

The following information is provided in order to assist your firm in submitting a permanent Price Reduction modification in accordance with contract clause 552.238-75 Price Reductions or temporary Price Reduction modifications in accordance with contract clause 552.238-75 Price Reductions under SINs 42-2A and 42-2B.

**Request for Modification (RFM) Submission:**

In order to modify your firm's Federal Supply Schedule (FSS) contract to incorporate requested permanent Price Reductions and/or temporary Price Reductions (TPRs) for SIN 42-2A and 42-2B line items, you must submit a properly prepared Request for Modification (RFM) by submitting electronically to [AMMHIN.PHARMA@va.gov](mailto:AMMHIN.PHARMA@va.gov). No paper submissions will be accepted. The Request for Modification package is available at [FSS 65IB/SINs 42-2A and 42-2B PPR/TPR Modification Forms](#) under Pharmaceutical Modifications for permanent and temporary Price Reductions for SINs 42-2A and 42-2B.

The FSS' goal is to have all received modifications for permanent and temporary Price Reductions expedited from the receipt of a **CURRENT, COMPLETE AND ACCURATE MODIFICATION PACKAGE**. Effective dates of these modifications will not coincide with the normal dates of the 1<sup>st</sup> and 15<sup>th</sup> of the month, rather the effective date of awarded modification will be 1 to 2 business days from the date the government executes the SF-30 modification form.

Any modification package received that is determined **not** to be current, accurate and complete will be returned immediately without further consideration. If the modification is returned to your firm without further consideration, your firm is encouraged to correct any identified deficiencies and resubmit the modification package utilizing the same process. All modification requests will be evaluated in accordance with the contract Price Reduction clause 552.238-75.

The following RFM Verification items in the package **must be provided and signed** or no further consideration will be given.

- **Provide a copy of the most recent Signatory Authority form previously incorporated into this contract upon award or via modification.**
- **Provide a signature on this RFM by an authorized signatory authority under this FSS contract. This constitutes express permission by the Contractor for the Government to issue and unilaterally execute the requested price reduction modification to this FSS contract at the pricing proposed by the Contractor.**

### **Pharmaceutical Team and Email Submission**

All permanent and temporary Price Reduction modification requests will be processed by a separate team within the FSS Service. Although your company has an assigned contract specialist (CS), your CS might not be the person assigned to work up your company's permanent or temporary Price Reduction modification request package. In this case, you will be requested to work with the specially assigned CS for each specific price reduction modification request. NOTE: you may not have the same specially assigned CS each time you submit a request for a permanent or temporary Price Reduction modification, so please pay special attention to the initial email you will receive stating who the assigned CS will be for that specific modification request. Please send all general questions to [AMMHIN.PHARMA@va.gov](mailto:AMMHIN.PHARMA@va.gov). If your modification has already been assigned, please work with the identified assigned CS provided in the initial acknowledgement notification receipt of your modification package.

At this time, the email address, [AMMHIN.PHARMA@va.gov](mailto:AMMHIN.PHARMA@va.gov), is to be used **only for permanent and temporary Price Reductions packages** for SINs 42-2A and 42-2B under the 65IB Drugs, Pharmaceuticals, & Hematology Related Products.

To ensure proper receipt of the RFM, the Subject Line must have the following identifying information:

**MOD TYPE - Contract Number - FSS Schedule**  
**(e.g. PPR-V797P/D-5555x-65IB PPR-36F79718XXXX-65IB**  
**or**  
**TPR-V797P/D-5555x-65IB PPR-36F79718XXXX-65IB**  
**the number 18 indicates the fiscal year in our new numbering format)**

Any request for any modification outside the scope of this communication will be returned. The Request for Modification submittal process set forth in this notification applies only to Federal Supply Schedule 651B Special Item Number (SIN) 42-2A and 42-2B price reduction requests at this point in time. All other types of Request for Modifications must utilize the process outlined on [FSS Modification Forms](#). These other types of actions will be assigned to the contract specialist who administers your company's FSS contract.

If you have any questions or need additional information, please contact the email group [AMMHIN.PHARMA@va.gov](mailto:AMMHIN.PHARMA@va.gov). Additional information, including common questions and answers, may be accessed at [FSS 651B/SINs 42-2A and 42-2B PPR/TPR Modification Forms](#) for Pharmaceutical Modification for permanent and temporary Price Reductions for SINs 42-2A and 42-2B.