



**DEPARTMENT OF VETERANS AFFAIRS
DEPUTY ASSISTANT SECRETARY FOR ACQUISITION AND MATERIEL
MANAGEMENT
WASHINGTON, DC 20420**

**IL 049-02-6
April 16, 2002**

OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER

TO: Under Secretary for Memorial Affairs, National Cemetery Administration; Chief Facilities Management Officer, Office of Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Distribution Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and the VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

ATTN: Head of the Contracting Activity
All VA Contracting Officers

SUBJECT: Contract Language for Field Standardization Projects

1. The purpose of this information letter (IL) is to provide guidance to acquisition professionals to reduce conflict between national and local contracting efforts. This IL also supercedes IL 90-97-9, Contract Language for Field Standardization Projects, issued March 26, 1997.
2. Using Blanket Purchase Agreements (BPAs) and Basic Ordering Agreements (BOAs) to support the Veterans Health Administration's National Standardization Program for field facilities are effective and efficient acquisition strategies. To minimize any conflict between national and local contracting efforts, contracting officers should use, when appropriate, the following language in BPAs and BOAs:

The Department of Veterans Affairs has implemented a Department-wide standardization program. As a result, VA is issuing National Consolidated Contract(s), BPAs, and BOAs for standardized items. When items in this agreement are standardized under any National Consolidated Contract, BPA, or BOA, they will be deleted from this agreement 60 days after notice from the Contracting Officer.

Additionally, it should be noted that the Government is only obligated to the extent of authorized purchases actually made under a BPA.

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3. Field activities should coordinate their efforts with Helen Lee, Centralized Acquisition Analysis Staff's Schedule of Anticipated Standardization Projects, at (708) 786-7806 for local or regional contracts where national contracts (sealed bid or negotiated) are contemplated.

4. In order to further minimize any conflict between national and field contracts, use shorter periods, e.g., 6 months or 9 months (with options). Before exercising any options for these contractual requirements, contracting officers should determine the status of the national contract.

5. Direct any questions regarding this information letter to Patricia Ellis, Acquisition Policy Team (049A5A), at (202) 273-6058.

/s/John E. Carr, for
David S. Derr
Associate Deputy Assistant Secretary
for Acquisitions

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