

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

Laundry Equipment over \$250,000 -- Anytime, no deadline applies The surcharge for purchasing Laundry Equipment thru HTME is 1.4%.

NOTE: Laundry Equipment \$250,000 or below is purchased locally. For all medical equipment, upgrades of \$50,000 or less should also be purchased locally.

Imaging Equipment-- **Deadline for the next Consolidation is COB September 30, 2011**

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) and showing your exact ship to address including room number, for the price of the equipment plus the HTME surcharge. The HTME surcharge is now 1.4%, effective 11/1/09. 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), CIP approval is required prior to submission to HTME. **In addition, Systems that are \$1 million or more will require Acquisition Plans also be submitted (a template will be provided).**

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

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 to HTME). Our current process will no longer allow us to use 1 PO for multiple equipment requests.

b. An attached vendor quote which shows the configuration/features/functionality you want, including training. This quote does not commit you to purchase from that company; it will only be used as a benchmark. If the quote shows optional features, please clearly mark which ones you do and don't want purchased. Please check with the clinicians that the quote you're sending us is the most current version. This is critical because you won't be able to make changes once we receive it. Alternately, you could provide performance specifications for the desired equipment, as long as they are not overly restrictive.

c. Attach your approved waiver from the consolidation, if applicable. If no waiver is included it will automatically be placed in the consolidation. Once the signed waiver is received it will be withdrawn and processed immediately.

Even in bona fide emergencies, please don't send the requisition ahead of the approved waiver. I know you're trying to speed up the processing, but it's much easier for HTME to keep your paperwork straight if it doesn't come in piecemeal.

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

- Manufacturer name

- Model #

- Serial number

- The year acquired.

We can't include your trade-in if we don't have this information.

In addition, please identify which option you will be exercising for removing 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.

e. Any special delivery instructions, including the room number where the equipment will be installed. Do you need a delay because of construction? Do you want it expedited? Installation on weekends only? Tell us, preferably in a cover memo where it's 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 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 or 3223).**

2. Please, only send requisitions to HTME for equipment on contracts numbered V797P-6xxxx (Direct Delivery) or SPO200- (DSCP). If the number after the dash (V797P-) is anything other than a six, it's a Federal Supply Schedule contract and you must place the orders locally.

3. You may submit your requests via mail, overnight delivery (FedEx, UPS, etc) fax (708.786.4970) or e-mail. E-mail is preferred (**AMMHIN DIRECT DELIVERY PURCHASE**).

The address for overnight mail is:

VA National Acquisition Center

ATTN: Senior Contract Specialist (001AL-A2-3a)

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

Hines, IL 60141

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

5. If you have any questions, please call me at (708) 786-5251 or e-mail at eric.lee3@va.gov.

Thanks.

Eric W. Lee

Senior Contract Specialist

HTME