

## **VA On-Site Contracting Program**

### **PROGRAM GUIDELINES:**

a. Activities can use the program as an alternative contracting source to procure **medical** expense and/or investment equipment or systems and services. Furniture, including dental workstations, is excluded. Although the program is focused on buying equipment available on Federal Supply Schedules (FSSs), such as VA and GSA contracts, the contracting officer can also negotiate Open Market contracts. Requests should be limited to \$2500 or more due to the micropurchase limit and the IMPAC program. Surcharges are as follows:

<u>FSS</u>		<u>Open Market</u>	
<\$15,000	\$150	<\$5,000	\$175
≥\$15,000	1%	≥\$5,000	2%

b. All requisitions must be submitted using DD Form 448, Military Interdepartmental Purchase Request (MIPR). *You must submit a separate MIPR for each suggested vendor and/or source of supply.* This will be a Category I (i.e. reimbursable) MIPR. Ensure that the following information is provided on, or submitted with, all requests:

- (1) Block 4: Date MIPR is prepared
- (2) Block 5:
  - If 6B funds are used assign the requisition number created in MEDLOG (i.e. FMXXXX-8250-0001). Use 6B fund cites for all purchase going through MEDLOG.
  - IF 2X or 2F (O & M) funds are used generally the MIPR number is assigned by RMO or base level finance
- (3) Block 6: For original request, input "Basic." If MIPR has to be modified, use sequential numbers to represent the modification (1, 2, 3). Note: MIPR number will not change.
- (4) Block 7: AFMLO/VASS  
1423 Sultan Street, Suite 200  
Ft Detrick, MD 21702-5006
- (5) Block 8: Requesting organization information
  - Ship to address
  - Name, phone number, duty title, e-mail address and fax number of point of contact (if POC information will not fit in block 8, place in block 9b)
- (6) Block 9b: Complete description
  - Document number (use Requisition number from MEDLOG)
  - Provide the NSN loaded in MEDLOG
  - Item description
  - Training and/or accessories required (listed and priced as separate line items, but do not require a separate requisition number)
  - Known shipping costs (listed and priced as separate line item, but does not require a separate requisition number)
  - VA surcharge 1% or 2% as a separate line item
  - VA or GSA schedule/contract number, if applicable

*Effective 7 Dec 98. Supersedes all previous guidelines.*

**- All requests must include the following statement exactly as written:**

*“Purchase made by the Veterans Administration for the Department of Defense is pursuant to and in accordance with the Economy Act of June 30, 1932 as amended by (31 U.S.C. 1535) and Interagency Agreement between the Dept of Health and Human Services, the Dept of Defense and the Veterans Administration, 7 June 1984 amended 2 August 1989.”*

- (7) Block 9c: Quantity
- (8) Block 9e: Estimated unit price
- (9) Block 13: Accounting and Finance Office address including phone, FAX number, and complete mailing address
- (10) Block 14: Certified fund citation and funded amount (ensure that the surcharge and any shipping costs are included).
  - Other Procurement (2F), stock fund (6B), or O&M (2X) funds may be used, as appropriate. Certification for 2X and 2F funds is done by your RMO or base level finance. ***Certification for 6B funds is done by the DML only.***
- (11) Blocks 15 - 17: Authorizing officer information
  - RMO/finance officer for 2F and 2X funds
  - DML for 6B funds
- (12) Attachments
  - Current product literature and/or price quote
  - Two additional comparative quotes for items not already on schedule.
  - Brand name or sole source justification, if applicable
  - Emergency request justification and required delivery date, if applicable

For additional instructions on how to fill out DD Form 448, Category I MIPRs, see DFARS 253.208-1.

**Note:** MIPRs may be accomplished with multiple purchase requests with the following restrictions:

- there can be only one fund citation per MIPR
- there must be line item accountability for each purchase request through MEDLOG

c. All requisitions must include a DD Form 448-2, Acceptance of MIPR. Ensure that the following information is provided on the form:

- (1) Block 1: Ship to address
- (2) Block 2: MIPR number (block 5 from DD Form 448)
- (3) Block 3: Amendment number (block 6 from DD Form 448)
- (4) Block 4: Block 17 from DD Form 448
- (5) Block 5: Block 11 from DD Form 448
- (6) Block 6: Check the box next to a
- (7) Block 8a, b, c: Transfer item number, quantity and total item cost (blocks 9a, 9c, and 9f) from DD Form 448
- (8) Block 13: 5 digit PO number and 4 digit call number (see d(3) below)
- (9) Block 14: AFMLO/VASS

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Fort Detrick, MD 21706-5600

(10) Block 15: Contracting Officer

The VA will complete the DD Form 448-2, Acceptance of MIPR, as prescribed in DFARS 253.208-2. This form is the authority for you to record the obligation of funds. DD Forms 448-2 will be returned within 5 business days. Provide a copy of the signed DD Form 448-2 to your OPLOC.

d. MEDLOG and Accounting and Finance Information

- (1) PS&M = G0
- (2) RID = OGR
  - Create a vendor file with Accounting and Finance for the RID OGR
  - Use a purchase order (5 digits) of "V(DODAAC)"; e.g. V3047
  - Use sequential call numbers (4 digits) for each purchase request; e.g. 0001, 0002, etc.
  - Use invoicing address: VA Service and Distribution Center (901A)  
PO Box 7005  
Hines, IL 60141
- (3) Include the 5 digit purchase order number and 4 digit call number in block 9b of the DD Form 448 and block 13 of the DD Form 448-2. These numbers will be used to match VA invoices with purchase requests at Accounting and Finance.
- (4) Set up in MEDLOG as:
  - reimbursable receipt, reimbursable issue if using 6B funds
  - reimbursable receipt, non-reimbursable issue when using 2F funds
  - off-line request to be gained upon receipt if using 2X funds

e. All requests may be faxed to commercial (301) 619-3613 or mailed to the On-Site Contracting Program at the following address:

AFMLO/FOM (VA Special Services)  
1423 Sultan Drive, Suite 200  
Fort Detrick, MD 21702-5006

f. After award, a copy of the purchase order will be forwarded to you. This purchase order will serve as the receiving report. Upon receipt of the item(s)/service(s), **activities must sign & FAX/submit a receiving report to AFMLO/FOM at DSN 343-3613 or commercial (301) 619-3613.** The receiving report is necessary to finalize the open requisition and to prevent the Government from being assessed interest charges due to late payments.

g. For requisition services, contact Mr. Russ Taylor (Team Leader) at 343-4071, Ms. Boyd at DSN 343-4033, Ms. Monica Pileggi at DSN 343-4070, or Ms. Laurel Carey at 343-4069. Questions regarding policy and procedures can be directed to Capt Troy Molnar at DSN 343-4083 or commercial (301) 619-4083.

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