



U.S. Department of Veterans Affairs
VA Federal Supply Schedule

P.O. Box 76, Building 37
1st Avenue, North of Cermak Road, Hines, IL 60141
www.fss.va.gov

In Reply Refer To: V797D-70188

June 28, 2017

Mr. Timir Patel
President
MRP, LLC dba Aquabiliti
5209 Linbar Dr, Suite 640
Nashville, TN 37211

RE: Department of Veterans Affairs - Federal Supply Schedule: Contract Award

Dear Mr. Patel:

Enclosed is your firm's copy of Federal Supply Schedule (FSS) Contract **V797D-70188¹**, effective **July 1, 2017** through **June 30, 2022**. The items are awarded under Schedule *65 II A - Medical Equipment and Supplies* under Federal Supply Schedule Solicitation *RFP-797-FSS-99-0025-R9*. This letter outlines the initial requirements of your newly awarded contract and also provides information on several clauses that you should be aware of for future contract actions.

The information in this letter and the documents referenced in the attached Contract Requirements and Reminders section are available via the Federal Supply Schedule Web Portal: www.fss.va.gov.

Thank you in advance for your attention to these matters. If you have any general questions, please contact your assigned contract specialist, Earnestine Corr, at (708) 786-5125 or via email at earnestine.corr@va.gov.

Sincerely,

Earnestine Corr
Contract Specialist
Federal Supply Schedule Service
<http://www.fss.va.gov>

Attached

1. Contract Requirements & Reminders
2. SF 1449
3. Addendum to SF 1449 Summary of Award
4. Awarded Price List

¹ The use of this Government contract to solicit Government business for non-contract products/services is fraudulent and subject to prosecution.

Contract Requirements & Reminders

Sales Reporting & Industrial Funding Fee (IFF) collection

DUE: WITHIN 60 CALENDAR DAYS OF THE END OF THE REPORTING QUARTER

Sales Reporting

Clause 552.238-74, Industrial Funding Fee and Sales Reporting requires that you submit quarterly, the dollar value (in U.S. dollars and rounded to the nearest whole dollar) for all sales under the contract during the preceding 3-month period, to include any partial month. This process is currently completed on-line through the VA Sales Portal.

To access the VA Online Sales Reporting System, visit <https://vasalesportal.gsa.gov/>.

When you first access this system, you will need to setup an account profile by clicking “Register” in the upper left-hand corner of the page and completing all required fields. Once you have submitted your registration information, your account will be routed to our office for verification and activation. You will receive a notice informing you that the account has been activated. At that time, you will be able to submit your quarterly sales information, along with electronic payment for any Industrial Funding Fee (IFF) funds due. Please note the following:

1. These sales must be reported in the VA Online Sales Reporting System on or before the 60th calendar day following the completion of each quarter of the contract (any partial month is to be considered as 1 month for reporting purposes).
2. Sales for orders that extend beyond the contract period will be reported within 60 days of final payment.
3. You must log into the VA Online Sales Reporting System and enter zeroes into the system if no sales occur during the reporting period.
4. A close out report entered into the system within 120 days after the expiration date of the contract is also required.
5. Registrant name and email address must match the Contact for Sales Administration (AS1110) provided with the offerors proposal

Additionally, the Government reserves the right to inspect, without further notice, such records of the company that pertain to sales under this contract. Further, failure or refusal to furnish the required reports or falsification thereof shall constitute cause for terminating the contract for default in accordance with the provisions of your contract.

Industrial Funding Fee (IFF) collection

Clause 552.238-74 also requires you to pay the Department of Veterans Affairs (VA), an Industrial Funding Fee (IFF) at the end of each contract quarter. The IFF can be paid at the same time as the sales are loaded into the database. The IFF equals a percentage of the total sales reported to the VA Sales Portal². The IFF reimburses the VA for the costs of operating portions of the Federal Supply Schedule Program and recoups its operating costs from ordering activities. This fee will be included in the awarded price(s) and reflected in the total amount charged to ordering activities. Remittance for the IFF sales information can be submitted via the VA Sales Portal.

The IFF amount due shall be paid by ACH, electronic funds transfer or through the VA Sales Portal. Where multiple Special Item Numbers (SINs) and/or contracts are involved, the IFF may no longer be consolidated into one submission. The following information is required for IFF payments made via ACH/Electronic Transfer of Funds:

Receiver Information	
Company Name	Department of Veterans Affairs
Street Address f P.O. Box	P.O. Box 7005
City, State, Zip Code	Hines, IL 60141
Company Contact	Annette Crayton
Contact Phone	708 786 7523
Federal Taxpayer ID Number	74 1612229

Receiver Bank Account Information	
Receiving Bank Name	Department of Treasury
Receiving Bank Contact	Cash Link ACH Receiver
Contract Phone	301 887 6600
Receiving Bank City, State	Richmond, VA
Receiving Bank Routing/Transit Number	051036706
Receiving Bank Capability	CCD+
Receiver's Account Number	220020
Indicate version of 820 ACH Format used by receiving bank	Standard

Additional information on the IFF and Sales Reporting requirements can be found online: <http://www.va.gov/oal/business/fss/sales.asp>.

² The percentage to be paid can be found in solicitation clause 552.238-74 *Industrial Funding Fee and Sales Reporting*.

Required Price Lists

Important Notices

1. The contractor is required to complete/update the following two types of price lists after the effective date of contract award or the effective date of contract modification.
2. Price lists must be submitted within the time frames identified below.
3. The accuracy of the information and computation of prices within the price lists is the responsibility of the contractor.
4. Visit <http://www.va.gov/oal/business/fss/priceList.asp> for more information.

Price List Requirements	Due Date After Award	Due Date After Modification	Requirement
NAC-CM Price List	30 days	30 days	Required for all Schedules, excluding products that require a prescription (SIN 42-2A & 42-2B)
GSA Advantage	6 months	30 days	Required for all Schedules, excluding products that require a prescription (SIN 42-2A & 42-2B)

NAC-CM Price List³ & NAC Contract Catalog Search Tool (CCST)

The information in this database populates the National Acquisition Center Contract Catalog Search Tool (NAC CCST) which is available for viewing by facilities and the general public. It allows facilities to browse medical/surgical and pharmaceutical products and services available under Federal Supply Schedule contracts.

The search tool allows users to browse medical/surgical and pharmaceutical products and services available under Federal Supply Schedule contracts using a variety of search criteria. Search criteria include item description, special item number (SIN) and contract number. Detailed information is available regarding both the contractor and the item; including contract number, contract effective dates, contractor name, contract terms and conditions, ordering information, contract point of contact, NAC contracting officer information, product description, and product price.

The CCST is available online at: <http://www.va.gov/nac/>

Uploading a Price List

The contractor is responsible for maintaining the awarded product information in the National Acquisition Center Contract Management (NAC-CM) database via the NAC-CM spreadsheet. The spreadsheet populated with the awarded products must be provided to the Contract Specialist within 30 days after the date of contract effective date so it can be uploaded into the database. Subsequently, the spreadsheet must be updated with applicable modification changes within 30 days after the effective date of the modification.

Uploading a Configured Item Price List

³ For new awards, a blank spreadsheet and instructions for completion are enclosed. For modifications, your assigned Contracting Specialist will forward to the contractor the current spreadsheet from the NAC-CM database for required updates.

Configured item price lists can also be made available through the CCST. Due to the nature of these price lists contractors are not required to submit a NAC-CM spreadsheet – instead they must provide their Contract Specialist with either a:

1. Web link to the configured price list made available on their company website; *or*
2. Web link to their company profile on GSA eLibrary. eLibrary must include a copy of the firm's approved Authorized FSS Paper Price List.

The weblink will be made available on the Configured Item Price List section of the CCST - http://www.va.gov/nac/index.cfm?template=Configured_Item_Pricelists.

GSA Advantage![®] Price List⁴

GSA Advantage![®] is a menu-driven database system that provides contracting officers and purchasing agents with on-line access to all VA Federal Supply Schedule contracts, including the option to purchase on-line with a P-Card. The most recent release of the SIP can be downloaded from http://vsc.gsa.gov/sipuser/sip_download.cfm. You may work with a third-party service to publish your contract information on GSA Advantage![®]. **(PLEASE NOTE: these companies charge a fee for their services).**

There is no cost associated with submitting your electronic catalog (ECAT) through GSA's Schedule Input Program (SIP) software. Likewise, there is no additional charge for processing orders placed through GSA Advantage![®].

e-Business Tools

GSA Advantage![®] PO Portal

The "PO Portal" (Purchase Order Portal) gives VA Schedule contractors quick and easy access to purchase orders placed by Federal agencies using GSA Advantage![®] or eBuy. This website allows you to view, print, or download your purchase orders. In addition, you may easily send order status updates directly to the ordering customer(s) keeping them better informed and eliminating the need to contact you for order status updates.

Registration for the PO Portal can only be accessed via a GSA generated email notice. This email will contain a link to the registration page. A notice to register will only be sent to the contractor once an order is received by GSA.

GSA eBUY

GSA's latest e-Business innovation, eBuy, is an electronic Request for Quote (RFQ) / Request for Proposal (RFP) system designed to allow government buyers to request information, find sources, and prepare RFQs/RFPs online, for millions of services and products offered through GSA/VA's Multiple Award Schedule (MAS) contracts. Government buyers can use eBuy to obtain quotes or proposals for services, large quantity purchases, big ticket items, and purchases with complex requirements. Additional information regarding these electronic tools can be found online:

VA eTools: <http://www.va.gov/oal/business/fss/etoolsVA.asp>

GSA eTools: <http://www.va.gov/oal/business/fss/etoolsGSA.asp>

⁴ The requirements of GSA Advantage![®] participation can be found in the solicitation clause I-FSS-597 GSA Advantage![®]

Request for Modification (RFM)

You may request a modification to your awarded contract during the term of the contract for product additions, product deletions, price increases, price decreases, and administrative changes (including changes to awarded terms and conditions). Each request must conform to the requirements identified in the solicitation and FSS modification request forms and all information must be current, accurate, and complete so the assigned Contracting Officer may make a fair and reasonable determination of the proposed changes.

Please refer to the following websites for additional information about modifying your VA FSS contract and the most up-to-date FSS modification request forms:

Modifying Your VA FSS Contract: <http://www.va.gov/oal/business/fss/rfmProcess.asp>

FSS Modification Request Forms: <http://www.va.gov/oal/business/fss/modForms.asp>

Compliance/Annual Registration Requirements

Affirmative Action Plan⁵

DUE: WITHIN 120 CALENDAR DAYS AFTER EFFECTIVE DATE OF CONTRACT AWARD (IF REQUIRED)

If the estimated value of your contract exceeds \$50,000 and your firm has 50 or more employees, your firm is required to develop and maintain a written Affirmative Action Plan (AAP) for each of its establishments. You may seek technical assistance from the Office of Federal Contract Compliance Programs (OFCCP) online at <http://www.dol.gov/dol/topic/hiring/affirmativeact.htm>. This website provides useful contact information as well as a sample AAP for your reference.

You are to keep a copy of your AAP on file and if requested provide a copy to OFCCP in the event of a compliance review. In the event of an OFCCP review, this office requests that you submit confirmation of your compliance via fax or email to your assigned Contracting Officer. Otherwise, you do not need to submit your AAP to your Contracting Officer.

System for Award Management (SAM)

All Federal contractors must update their contractor information and representations and certifications via GSA's System for Award Management (SAM) application on an annual basis to prevent the SAM record from being cancelled. For more information or to create an account, visit the SAM homepage: <https://sam.gov>.

VETS-4212

Your firm is required to file a VETS-4212 report with the Department of Labor (DOL) by September 30th of each year of the contract. The contractor is required to contact the Department of Labor to obtain the necessary information to complete the VETS-4212 report.

(p) (703) 461-2460 | (w) <http://www.dol.gov/vets/programs/fcp/main.htm>

EEO/Fair Labor Standards Act Posters

The Department of Labor requires Federal contractors to display posters describing the Equal Employment Opportunity Act and the Fair Labor Standards Act in a prominent location for the duration of your contract.

These are available online at: <http://www.dol.gov/compliance/topics/posters.htm>

⁵ Affirmative Action (AA) Compliance (41 CFR 60-1 & 60-2)(52.212-3(d))

Small Business Subcontracting Plans & eSRS Report *(when applicable)*

Federal contractors classified as “other than small” businesses who are awarded a subcontracting plan under their FSS contract are required to maintain their plan throughout the contract performance period. Subcontracting plans are due 30 days prior to the expiration of the current plan. Additionally, contractors are required to report all subcontracting achievements through the electronic Subcontracting Report System (eSRS). Please refer to the below chart for eSRS reporting deadlines.

Report Type	Who Must File	Reporting Period	Due Date
Summary Subcontract Report (SSR)	All Plan Holders: Both Commercial & Individual	October 1 – September 30	October 30th
Individual Subcontracting Report (ISR)	Only Individual Type Plan Holders	Plan Start – March 31 & Plan Start – September 30	April 30th & October 30th

Visit our FSS Subcontracting web page for more information at: <http://www.va.gov/oal/business/fss/sbsp.asp>.

Vendor Information Pages (VIP) Database - Verification *(when applicable)*

To be considered as a Service-Disabled Veteran-Owned Small Business (SDVOSB) or a Veteran-Owned Small Businesses (VOSB) with VA Ordering Activities, you must be verified in the VA’s Vendor Information Pages (VIP) database at <https://www.vip.vetbiz.gov/>. SDVOSBs and VOSBs who want to participate in the VA’s Veterans First Contracting Program must be verified by CVE in order to be eligible for VA contract set-asides.

Useful Web Sites

Web Page	Address
VA Federal Supply Schedule Service	http://www.fss.va.gov
FSS Help Desk	http://www.va.gov/oal/business/fss/contacts.asp
VA FSS Social Media	
 VA FSS Service LinkedIn	http://www.linkedin.com/pub/va-fss-service/34/166/711
 VA FSS Service GSA Interact	http://interact.gsa.gov
 RSS Feed	http://www.fss.va.gov/pressreleases/summary.asp
Managing Your VA FSS Contract	http://www.va.gov/oal/business/fss/contractors.asp
VA FSS Modification Forms	http://www.va.gov/oal/business/fss/modForms.asp
FSS Sales Reporting & Industrial Funding Fee	http://www.va.gov/oal/business/fss/sales.asp
FSS Price List Requirements	http://www.va.gov/oal/business/fss/priceList.asp
NAC Contract Catalog Search Tool	http://www.va.gov/nac
GSA <i>Advantage!</i> ® Vendor Start-Up Kit	https://vsc.gsa.gov/sipuser/startup_kit.cfm
GSA Vendor Support Center	https://vsc.gsa.gov/
GSA Schedule Input Program (SIP)	http://vsc.gsa.gov/sipuser/sip_download.cfm
GSA SIP Training (Products & Services)	https://vsc.gsa.gov/training/
GSA <i>Advantage!</i> ® PO Portal	https://www.poportal.gsa.gov
Compliance/Annual Registration Requirements	http://www.va.gov/oal/business/fss/compliance.asp
Affirmative Action Plan	http://www.dol.gov/dol/topic/hiring/affirmativeact.htm
SAM	http://www.sam.gov
VETS-4212	http://www.dol.gov/vets/programs/fcp/main.htm
EEO / Fair Labor Standards Act Posters	http://www.dol.gov/compliance/topics/posters.htm
Subcontracting Plan Requirements	http://www.va.gov/oal/business/fss/sbsp.asp
Vendor Information Pages (VIP) Database	https://www.vip.vetbiz.gov/