

DECENTRALIZED BLANKET PURCHASE AGREEMENTS (DBPAs)

REFERENCE BROCHURE



DELIVERING GLOBAL LOGISTICS SUPPORT

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GENERAL INFORMATION

Blanket Purchase Agreements (BPAs) are simplified acquisition methods authorized in the Federal Acquisition Regulation (FAR). The FAR defines a BPA as a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts with qualified sources of supply. "Decentralizing" a BPA (i.e. DBPA) allows its use by persons outside of the responsible Contracting Office. A BPA is subject to all policies and procedures governing simplified acquisitions. While DBPAs appear to afford the opportunity to remove a great deal of bureaucratic "red tape" from the acquisition process, any organization undertaking the responsibility of using them must be aware of the laws and governing directives.

Depending on the nature of any DBPA call, ordering officials may be required to demonstrate rotation of awards among equally qualified vendors, the reason for departure from the small business arena, or that prices were compared and a call was placed with the contractor offering the best value. Ordering officials are also responsible for submitting modifications to individual calls, while the contracting officer is responsible for modifications to the actual agreement.

In any case, use of a DBPA can reduce overall pipeline time considerably. As an example, consider the time it takes to establish a first time requirement, place an order through Defense Supply Center Philadelphia (DSCP) or your local Base Contracting Office (BCO), get notified of an award, and finally receive the item(s) desired. Establishing a requirement takes the same amount of time regardless of the source. Placing the order takes about the same amount of time, depending on how the order is transmitted. Getting notified of the award is where the difference begins. As a minimum, allow at least three days from transmission time to buyer receipt for requisitions transmitted to a

local Contracting Office or DSCP. When they are returned to the buyer, an award is made and input to Base Contracting Automated System (BCAS) or Standard Materiel Management System (SAMMS). The computer subsequently produces a purchase order (DD Form 1155) which must be reviewed by the contracting officer, duplicated, signed and distributed to the vendor, the buyer, and to the requisitioner. Transmission of a requisition to the responsible contracting agency until vendor receipt of the purchase order will probably average 30 days or more, and then you can't be sure the item contracted for is what you originally ordered until you receive the DD Form 1155.

Using an established DBPA can eliminate that average 30-day period because once you prepare an order, communication is directly with the vendor. There is no question about the item ordered. Usually the price has been previously established or price quotes are solicited and shipment will occur immediately upon receipt of your order if the item is in stock.

There is no doubt that use of DBPAs will require some training and initially some additional management attention. Since Medical Logistics personnel are placing calls and are essentially documenting awards, the Director of Medical Logistics must ensure that required directives are followed. The following directives apply: FAR 6.1, 8.4, 13.1, 13.2, 13.3, 13.4, 14.4, 16.7, 19.5, 32.6, 52.213; AFI 41-209, Chapter 4, Public Law 95-507, 98-369, and 99-661. Follow-up is normally accomplished directly with the vendor concerned. This may be viewed as additional work-load. There is certainly an increase in the responsibility placed on Medical Logistics people, but the amount of time involved is questionable.

Consider though, if a follow-up is required, Medical Logistics must initiate it regardless of how or where the order was placed. DBPAs allow you to go to the source rather than the purchasing agency, again saving time. An efficiently managed DBPA program should significantly improve supply availability,

through the reduction of manpower intensive functions of high priority or walk-through requisition management and constant nonproductive follow-up.

Once the decision is made to use BPAs, it is necessary to understand how they are established. FAR 13.302-2 defines the requirement for establishment of BPAs. The DBPAs are established/written by your local BCO, DSCP or the AFMSA Veterans Affairs Special Services (VASS). DBPAs established by DSCP or the VASS are usually designated for use worldwide. DBPAs can be written against existing contracts, such as Federal Supply Schedule Contracts, open market price lists, or both.

The dollar limitation for purchases must also be defined in the DBPA. The DBPA reads that **“Except for calls under existing FSS contracts, no call shall exceed the Simplified Acquisition Authority (SAT) or purchasing authority of the activity placing the call, whichever is less.”** The purchasing authority at your activity is your local BCO. Only they can give you the authority to place calls in excess of the micro-purchase threshold.

AFMSA forwards copies of all agreements and amendments to the Defense Logistics Information Service (DLIS) for incorporation into the **Universal Data Repository (UDR)**. Vendors can have their products advertised free of charge in the UDR, if they provide their products in the required electronic format. Price lists and Federal Supply Schedules (FSSs) are normally distributed by the vendor to the medical accounts. To ensure you have or are aware of current pricing information, search the DBPA website and print a DBPA Information Listing. To print a DBPA Information Listing Report, go to the AFML Website: <https://afml.ft-detrick.af.mil/AFMSA/index.cfm>. click on (1) Procurement Services (2) Acquisition Management (DBPAs), and (3) click on the 4th bullet Search the DBPA Database. You must have a Login Name & Password to access the DBPA database and

print the report. At the bottom of the page, (4) Click on DBPA Information Listing - All DBPAs. If you are unable to obtain a current price list from the DBPA vendor, contact the AFMSA/SGSLC DBPA Point of Contact (POC) at DSN 343-4164.

Locally negotiated BPAs are handled in basically the same manner as those DBPAs established outside the local contracting office. Differences may include the dollar limitation per call and payment procedures. In order to incorporate **“Fast Pay,”** into DBPAs, all the criteria in FAR references 13.401 and 13.402 need to be met. Check with your local contracting office to find out if you are authorized to stamp your DBPA purchase documents as “Fast Pay”. For DSCP DBPAs, the use of the fast payment procedure is not authorized if the supplies are being purchased for delivery to the activity placing the call and contract administration is being performed at that activity. In most cases, calls placed by activities located within CONUS are not subject to fast payment procedures

In any event, you are required to have an approved current price list for each locally negotiated BPA. DSCP DBPAs are bumped up against existing FSS contracts negotiated by the General Services Administration (GSA) or Veterans Administration (VA), or price quotes for open market DBPAs.

The following pages include a great deal of information about the use of DBPAs. Take time to read the entire brochure and implement those things applicable to your particular situation. With proper use, the DBPA system will improve service to your customers. DSCP or VASS DBPAs do not need to be approved for use by the base contracting officer. We do suggest that you at least advise the BCO of the DBPAs you are using at your facility. The materiel manager will, on a monthly basis, report all actions on local as well as DSCP and VASS DBPAs to the BCO and Defense Finance Accounting Service.

It is important to know that the BPA itself is not a contract. It has no legal obligation; therefore, it is not enforceable against either party. However, a contract does become enforceable when an order is placed against the BPA, and is **accepted** by the vendor. An order is considered to be accepted if the vendor furnishes a written acceptance notice or starts work in accordance with the order.

GETTING STARTED WITH DBPAs

As you read this chapter, approximately 300 DBPAs are available to Medical Logistics activities worldwide. There will undoubtedly be many that are suitable for your needs. DBPAs referred to are those established by DSCP and VASS. A cumulative list of all DBPAs is published on the DBPA website: <https://afml.ft-detrick.af.mil/AFMSA/procurement/dbpamenu.cfm>. Copies of all agreements, modifications, and ordering information can be found in the UDR and can be accessed from the DBPA webpage under Search the DBPA database.

Authorized approving officials are designated in AFI 41-209, Chapter 4. Under the DSCP and VASS DBPAs, approving authority is limited to the Medical Logistics Flight Chief, Materiel Manager, Superintendent of Medical Materiel, and NCOIC of Medical Materiel. No approval from AFMSA is required for individuals who hold these positions. However, if "other" individuals approve purchase documents (referred to as exceptions), a letter with AFMSA's approval is required. It is the individual Commanding Officer of each MTF's responsibility to ensure that the individuals making approving purchases utilizing DBPAs are qualified and authorized to do so. Once the commanding officer of your MTF has appointed additional ordering officials (if applicable), send you letter to AFMSA for approval. Your letter should cite the "position" and dollar limitation per call. Send letter requesting additional approval/ordering officials to AFMSA/SGSLC,

1423 Sultan Drive, Suite 200, Ft Detrick, MD 21702-5006.

Requirements not covered by DSCP or VASS DBPAs should be discussed with your local contracting officer or brought to the attention of the DBPA POC at AFMSA. If deemed necessary, a local BPA may be established to satisfy your requirements. When discussing this option with your local contracting officer, emphasize your understanding of the BPA process and the overall savings to the Government.

To support goals established by national policy, it is required that small businesses receive their share of prime contract awards. This should include calls under DBPAs. There are several DBPAs negotiated with "small businesses." Yearly surveys support the fact that calls from DBPA purchases are made by Air Force facilities with small businesses. Whether DSCP, VASS or local DBPAs are used, extensive discussion with the local Contracting and DFAS should take place to iron out payment procedures and discuss required annual reviews of the DBPAs as a minimum.

Paragraph 13.303-6 (a) of the FAR states, "The contracting officer placing orders under a BPA, or the designated representative of the contracting officer, shall review a sufficient random sample of the BPA files at least annually to ensure that authorized procedures are being followed. In the case of DSCP or VASS DBPAs, local base contracting offices should conduct (or delegate) the annual review. If your local contracting office is not accomplishing an annual review of your DBPA files, you may want to inform them of this requirement.

SETTING UP FILES

Regardless of which contracting office negotiated the DBPA, each DBPA you use requires a contract file be established. Each file should be maintained using a multi-part folder

similar to NSN 7530-00-990-8884. Minimum requirements include:

A current copy of the agreement (basic DD 1155 or SF 1449 for DSCP and VASS DBPAs) attaching any modifications that have been issued against the initial agreement by the contracting office. The UDR contains copies of all DBPAs and applicable modifications, therefore, has eliminated this requirement for the medical account. If you don't see a copy of the DBPA in the UDR, notify AFMSA/SGSLC.

A copy of an approved price list or FSS. Vendors are asked to send each medical account a copy of their price list(s). Several vendors have their electronic price lists for incorporation into the UDR. If you do not have current pricing on file, contact the vendor and ask them to send you a current price list. If the price list is too large for the folder, reference should be made to its location. In the instance of the open market DBPAs, you should compile your requests for price quotes in the file as your "Price List."

The current BPA call register (Sample, Page 29) and copies of all completed call registers since the last annual contracting review must be available for review.

AF Form 3062, (Sample, Page 34) "Abstract of Proposals/Quotations," or equivalent must be used and filed to document price quotations solicited from qualified suppliers along with reasons for award under certain circumstances. Hard copies of all calls placed against the DBPA. This requirement depends on the instructions mandated by individual DBPAs and may consist of:

A completed DD Form 1155, (Sample, Page 27) "Order for Supplies or Services" and any modifications issued against individual calls/orders.

Source documents (e.g., DD Form 1348-6) (Sample, Page 33) annotated with a

call number that corresponds with the call register.

Message/Telex or other electronically produced documents that result from teleprinter or other automated input methods, as long as such documents incorporate all required information, certifications, and signatures.

Computer print outs from on-line printing systems. (Sample, Page 28)

Modifications against each call that have been issued against the original call by the purchasing agent.

Copies of receiving reports also may be required.

AFMSA provides copies of all new & renewed agreements to Defense Logistics Information Service (DLIS) for incorporation into the UDR. This information when combined with current pricing, affords the user the most current information available.

DFAS must have a hard copy of the DD 1155 or SF1449 (obligating document) to "serve as evidence" for payment. Each time that you place a call against a DBPA, the ordering activity must provide a copy of the purchase order/delivery order on each call to finance. Once

MEDLOG RECORDS MAINTENANCE

When an item is identified as a potential candidate for ordering under a DBPA, the Master Record should be modified to reflect the appropriate Routing Identifier Code (RID) or Source of Supply (SOS). Any requirements for minimum order amounts or quantities should be "loaded" for each Master Record. One method to distinguish between DBPAs established by DSCP or VASS and those locally negotiated by

the BCO would be to use alpha RIDs (assigned by AFMSA) for the DSCP and VASS DBPAs and alpha-numeric RIDs for locally negotiated BPAs. In other words, locally negotiated BPAs would utilize RIDs beginning with L01 through L99. For DSCP and VASS DBPAs, the RID will begin with an "L", followed by 2 alpha characters (i.e. LAA). The only alpha code that cannot be used for DBPAs is LPR since it is reserved for those requisitions to be transmitted and handled by the local contracting office.

DBPAs incorporate approved price lists (FSS contracts), so it is relatively simple to keep the Master Record Unit Price updated. You update the Master Record with the appropriate RID and the current unit price. Comparisons can be accomplished quickly using the Requirements List. Any additional required documentation can be completed using AF Form 3062 (**Sample, Page 34**) or other locally determined methods. If a master record is already coded for acquisition under a particular DBPA, the purchase order and call number are entered in the Process Requirements List "ERD" transaction. If a call is placed with a different vendor, the RID in the master record must be over-ridden to reflect the correct source.

DBPA follow-up transactions are not generated by the MEDLOG system. Items requiring follow-up will be printed on the **Requisition Trouble List, Part II**. This list is used to submit manual follow-ups by telephone or letter. Once current status has been determined, load it using the process due-in status transaction "AED". Due-ins can be established using the Process Requirement List "ERD" transaction. Established procedures exist in AFM 167-230 for items received before proper due-in records can be established. Such action should be used judiciously since receipts and subsequent issues recorded as "non-recurring, not due-in" may cause issue history to be lost, resulting in insufficient information to establish accurate inventory levels.

ORDERING PROCEDURES

Prior to placing a call against a DBPA, check to see if your requirement is not available from a priority source (i.e. stock or from an established SOS). FAR Part 8 addresses priority sources.

Before placing a call to a DBPA vendor, there are certain steps the ordering official should perform. First would be to set up the vendor file which contains the terms and conditions of the DBPA. You should have a current price list on file. Contact the vendor if you do not have a copy of approved pricing found in the FSS contract. If you are placing a call against an open market DBPA, pricing is usually not available, therefore, you would need to call the vendor for a price quote. So, now that you have a copy of the DBPA and current price list, what else needs to be considered? Since each DBPA contains different terms and conditions, it is difficult to make blanket statements regarding their use. Some general rules for DBPAs include the following.

Always review the terms and conditions of the DBPA prior to making the call. **If using a Federal Supply Schedule (FSS) against the DBPA, make sure you obtain a copy of the FSS contract. Read the terms and conditions of the FSS, since they supersede those listed in the DBPA.**

Several methods can be used to place calls against DBPAs. Check the DBPA for the authorized ordering method.

DSCP and VASS DBPA orders by mail are placed using DD Form 1155 (**Sample, Page 27**) or purchase order/receiving report PCN SI008-W07. Activities also have the capability to provide computer 1155s/print outs (**Sample, Page 28**). These are acceptable.

Facsimile is becoming the fastest way to transmit orders, receive acknowledgment

and status, and perform follow-ups. This service is available to most overseas activities as well as stateside.

Electronic Teleprinter ordering is being used by a limited number of vendors and medical activities. This involves the use of a commercially purchased or leased teleprinter (like a TP43) at both the vendor's location and the ordering activity, connected by standard "dial-up/modem" telephone lines. Orders are placed by typing information on the teleprinter. Copies are produced at both ends. This gives both parties documentation of the order. Depending on the particular vendor's hardware/software level of sophistication, status information may be provided the ordering activity via the teleprinter. Coordination with the vendor, DFAS, and the Contracting Office is required before using this method, particularly under locally established DBPAs. Once established, electronic order/entry is a fast, efficient method to place orders whereby minimizing procurement administrative lead-time and maximizing status visibility.

Telephone ordering is authorized under most DBPAs and is frequently the norm for locally established DBPAs. Activities must be extremely careful when using this ordering method since miscommunication can result in shipment of wrong items, price discrepancies, and duplicate shipments (particularly if a confirming order is later mailed). Verify if telephone orders require a confirming order. If telephone ordering is used, ensure complete documentation is maintained.

Check the description of the DBPA to ensure that the purchase is authorized under the agreement, i.e., if you are placing a call against a FSS, purchase only those items on the FSS contract.

Comply with FAR Part 13—Simplified Acquisition Procedures when acquiring open market items under the DBPA. These procedures apply to small businesses and competition for open market purchases.

Make sure the dollar limitation for each individual call does not exceed your purchasing authority. Calls cannot be intentionally split to remain under that threshold.

Authorized Ordering Officials: Ensure you are an authorized individual allowed to place calls against the DBPAs. Para VI, Individuals Authorized to Place Calls and Dollar Limitation, from the DBPA reads: "A list of individuals authorized to place calls under this agreement, identified by organizational component, titles and the dollar limitation per call for each individual, will be furnished separately to the supplier by each activity authorized to place calls. The list will include those individuals authorized to use the Government wide Commercial Purchase Card and any limitations (e.g., dollar limitation) imposed on them by the purchasing activity." It is imperative that the DBPA supplier have a listing of individuals authorized to place calls at your activity. The supplier may not be entitled to payment for supplies delivered as a result of calls placed by unauthorized individuals

Only authorized approving officials can sign purchase orders.

Orders should be marked "Fast Pay," only when applicable. For applicability, see FAR 13.402.

ORDER MODIFICATIONS. (Samples of SF30, Pages 30-32). When modifying a call/order, a two position alpha-numeric suffix (known as the call/order modification indicator)

shall be added to the contract number and call number as follows:

The letters "I" and "O" cannot be used. Numbering should be sequential per each call modified.

Modification to a call/order -- issued by the Purchasing office, excluding any modification providing shipping instructions in those cases described in (2) and (3) below -- use 01, 02, 03, and so on through 99, then B1-B9, BA-BZ, C1-C9, and so on through NZ and Z1 through ZZ; (F.O.B. Dest with no price change).

Modification to a call/order issued by a purchasing office providing initial or amended shipping instructions in those cases which the call/order provides for delivery FOB Destination or Origin and a price change is involved -- P1-P9, PA-PZ, Q1-Q9, QA-QZ, R1-R9, RA-RZ, etc., through TZ.

Modification to a call/order issued by a purchasing office providing initial shipping instructions or amending those shipping instructions previously issued in those cases in which the call/order provides delivery FOB Origin and no price change is involved -- use U1-U9, UA-UZ, V1-V9, VA-VZ, W1-W9, etc. through YZ.

Modifications to a call/order issued by a contract administration office (CAO) will use numbering as -- 1A-1Z, 2A-2Z, 3A-3Z, through 9Z, then A1-A9, B1-B9, C1-C9, then AA-AZ.

CANCELLATIONS must have modifications written when line items or entire orders are canceled. A copy must be dispersed to finance. A copy should be filed with the order in Medical Logistics. If the order or item is being canceled for reasons other than "no longer available," a copy should be sent to the vendor

for acknowledgment and signature. (Sample, SF 30 on Pages 30-32)

BOOK & SUBSCRIPTION DBPAs. The prices cited on your order should be estimated from prices published in the current edition of Books in Print, Medical Books in Print, or other up-to-date publications. For DSCP DBPA Book/Subscription orders, you will be billed based on the publisher's price at the time of shipment. Therefore, we suggest you add at least 10-15 percent to the publisher's price and use that figure as the estimated price. This should reduce the number of modifications. If there is a difference in the billed price and the price cited on your order, a modification (SF Form 30) must be prepared.

Orders for books and subscriptions should cite the complete title of the book/periodical, the author, publisher, edition desired, and for subscriptions, the length and starting date desired. A separate line item may be included to cover any "Handling Charges" if authorized.

SPECIAL CHARGES such as an excise tax on vaccines are authorized in some DBPAs. Each agreement and/or FSS should be read to determine if a "special" charge is authorized and can be invoiced by the vendor. Another example is a hazardous material-handling fee. This fee is charged to customers to offset the cost of labeling, and/or special packing of hazardous material. In both examples, these special charges must be authorized on the purchase document before finance will pay the vendor.

EXCISE TAX We do pay an excise tax on some vaccines. Vaccines subject to the tax were DPT vaccines, DT vaccines, MMR vaccines, and Polio vaccines. The Balanced Budget Act of 1997 modified vaccine excise tax rates. At the same time, the bill added coverage for a number of new vaccines not currently taxed (i.e. Haemophilus influenza type B bacteria (Hib), hepatitis B virus and varicella (chickenpox) virus.

The purpose of an excise tax is to provide a fund to offset legal actions on reactions or deaths caused by certain vaccines. The excise tax is imposed on a per-dose basis by the manufacturer, producer, or importer of the vaccines. Revenues from the tax are then deposited into the Vaccine Injury Compensation Program Trust Fund.

The excise tax rate currently authorized varies by vaccine. The cost is a flat rate of \$0.75 per dose of vaccine component. For example, the combination vaccine M-M-R will be taxed at \$2.25 (\$0.75 x 3 components) per dose, whereas the DT combination will be taxed at \$1.50 (\$0.75 x 2 components) per dose. Some vendors (i.e. Merck & Co., Inc.) may reflect this tax on their invoice as a Federal Vaccine Injury Tax.

Some DBPA suppliers of vaccines are SmithKline Beecham Pharm, Wyeth-Ayerst Labs, Merck & Co., Inc. and Grove Way Pharmacy. The Department of Veterans Affairs has allowed Federal Supply Schedule (FSS) contractors to include the vaccine tax under their FSS contract. Wyeth acquired some of Lederle's products; thus, they had to charge the excise tax.

Process the receipt through MEDLOG as you would any other local purchase item. However, when you process an order for an item with an associated federal excise tax, add the cost of the excise tax in with the unit cost of the item. Basically, they should be treated almost the same as F.O.B. Destination transportation costs. This will insure orders placed using the GPC will reflect correctly in finance. This is a change from previous processing instructions on excise tax.

In summary, if you are purchasing one of the vaccines listed above, you will incur a federal excise tax. Process the excise tax basically the same method as you process routine transportation charges on an F.O.B. Destination document. The price of the item must include the excise tax. For further details about the excise tax, refer to the Department of Health & Human Services web site www.hrsa.dhhs.gov/bhpr/vicp.

HAZARDOUS MATERIAL CHARGES or "hazmat fees" may be charged for hazardous material. However, this fee is added in with the unit cost of the item. For example, if the item costs \$75, and the hazardous material charge is \$15, the receipt should be processed as \$90. The charge will then be passed to the customer when the issue is processed.

DBPA calls for Repair/Calibration requires a DD Form 1155 be included in the box with the equipment when shipped to the vendor. Charges for calibration are normally fixed with a dollar ceiling on repairs. Repair orders should include a "DO NOT EXCEED \$\$\$\$\$" dollar limit clause. Request the supplier notify you before proceeding with the order if the service cannot be furnished within the ceiling price.

Orders against DBPAs for calibration/repair and return of medical equipment are funded with local O&M funds. This requires development of local procedures between the medical treatment facilities, Resource Management Office and DFAS.

Because calibration/repair and return orders are for services rather than purchases of medical supplies or equipment, they are not processed through MEDLOG. Also, remember these orders cannot be placed with a vendor without a prior reservation of O&M funds by finance. Any order not funded prior to being placed with a vendor will require ratification action. A list of Repair and Return agreements can be found on **Page 42**. Also following that list is a list of available repair parts agreements.

When planning and organizing for the use of calibration/repair and return agreements, make sure you do the following:

- Include fund requirements in annual budgets.

- Send finance a copy of each agreement to be used.

Advise finance who is authorized to place calls against DBPAs.

Use either AF Form 616 (Sample, Page 35 & 36) or AF Form 9 (Sample, Page 37).

Funding of Calibration/Repair & Return DBPAs depends on the anticipated volume of the ordering activity. Most activities should probably opt to reserve funds for the entire fiscal year or by calendar quarter. You may want to reserve funds on an "as required" basis before each order is placed. In either case, reserving funds does not incur an obligation for Air Force to pay a vendor on the basis of anticipated orders, but merely makes funds available by setting them aside in the account records for subsequent obligations when orders are placed with DBPA vendors. By setting funds aside, they cannot be inadvertently spent on other O&M requirements of the Medical Treatment Facility (MTF). The following two methods are prescribed:

AF Form 616 (Sample, Pages 35-36), "Fund Cite Authorization (FCA)." Specific uses, restrictions, and procedures for the requesting activity (DFAS) and recipient are contained in DFAS-DE 7010.1R. Process an AF Form 616 (original and two copies) through your Resource Management Office (RMO) to finance. State the amount requested, specific period of time (quarter or year), and specific purpose for which the funds are reserved. Prepare an AF Form 616 for each agreement to be used, including the DBPA number on each AF Form 616. Do not request funds to be reserved for agreements that you do not intend to use. Each AF Form 616 must include a statement limiting the amount of each order (i.e., not to exceed \$1,000.00 each order). Finance certifies fund availability on the AF Form 616, and returns the signed original and one copy of the medical activity designated on the form. If you need additional funds,

request an increase by processing an additional AF Form 616 through your RMO, using the original advice number and indicating the change number in the appropriate blanks on the form. All orders placed against these DBPAs must be in writing and must contain the fund cite and advice number from the AF Form 616. When an order is placed, enter the amount of the order on the reverse of the AF Form 616 for that specific agreement. The dollar amount of the order is entered in the "Obligation Amount" column. Reduce the "Available Balance" column by the same amount. Documents used to place orders must conform to criteria in FAR 13.303-5. Orders are usually placed using DD Form 1155, which is subsequently used as a receiving report and disbursement voucher. Send two copies of the ordering document to finance, as orders are written or as directed by finance. DFAS uses the ordering document to record the obligation in the official accounting records. When services are received & accepted, make sure you process a receipt report such as DD Form 250 & send it to finance (Sample of DD Form 250, page 38).

AF Form 9 (Sample, Page 37), "Purchase Request." Specific uses, restrictions, and procedures provided are in AFC 64-109. Process an AF Form 9 through your RMO to finance for each anticipated order to be placed under a DBPA. State the amount requested and the special purpose for which the funds are to be reserved. Finance certifies fund availability on the form & returns a copy to the medical activity that initiated the form. If, for any reason, you need additional copies for a specific order authorized by the AF Form 9, contact finance prior to placing the order. Because the AF Form 9 is for a specific requirement, the amount requested should be the exact amount of the anticipated

order. In this case, there is no need for a "Not To Exceed" amount on the AF Form 9. The amount certified on the AF Form 9 is the "Not To Exceed" amount. An order placed against these DBPAs must be in writing and contain the fund cite and purchase request number the AF Form 9. Documents used to place orders must conform to criteria provided in FAR 13.303-5. Orders are usually placed by using DD Form 1155, is subsequently used as a receiving report and disbursement voucher. Send two copies of the ordering documents to finance as orders are written or as directed by finance. Finance uses the ordering document to record the obligation in the official account records. When services are received & accepted, make sure you process a receiving report and send finance. All AF Forms 9 must contain the name and telephone number of the individual responsible for documenting receipt of services or items ordered on AF Forms 9. Finance must know who is responsible for preparing a receiving report after the services or items have been received. Please ensure this information is placed in the "Description" block of the AF Forms 9 prior to delivery to the DFAS for funds certification.

SERVICE DATA FOR MEDICAL EQUIPMENT. Service data should be requested in the individual call when ordering medical equipment. The service data should contain complete instructions for installation, operation, maintenance, and a list of component parts. Wiring diagrams (preferably schematics) should be included for electrical items or components. Each part of the unit, other than common fasteners shall be identified in the service data and parts list by manufacturer's part number.

If a DBPA vendor tells you that only one service booklet is provided and offered as a set, you are still required to order another booklet as a separate line item. IAW AFI 41-209, two copies

of operator's instructions and a copy of repair parts lists and wiring schematics should be requested. If ordering multiples of an item, multiples of the maintenance manuals do not need to be ordered. Check with Medical Maintenance to see how many literature books are needed. If the parts manual and wiring diagram are not provided, you may have to order them as a separate line item.

REPAIR PARTS AND BATTERIES DBPA orders should include the make, model number, and serial number of the end item if at all possible. A list of available parts & battery agreements is included as **Page 43**. In many cases, vendors are unable to identify the desired parts from the information provided, thus delaying shipment.

SPECIAL ORDER FORMS, SAMPLES OR SPECIALIZED INFORMATION may be required under some DBPAs along with the DD Form 1155. Special forms are required for artificial teeth from Dentsply/Trubyte Div. (SP0200-04-A-9035). Special measurements may be required for teeth or ear canal molds, stockings, prescription lenses, etc. Samples may be required for unique items like custom printed labels (Shamrock and TimeMed Labeling SP0200-04-A-9020 and 9021 respectively). Ensure orders include "all" required information with the DD Form 1155 or SF1449.

EXCHANGES. Check the terms and conditions of the DBPA, price list, or FSS you intend to use to determine if exchanges are authorized. Exchanges must be for "like" items or materiel. Ensure you comply with both the FAR and DBPA requirements.

RESTOCKAGE FEES. In the event you order an incorrect item from the vendor and need to return it, the vendor may charge you a fee to recover costs. The vendor wants to ensure they recover the costs incurred in bringing the item back into inventory, so they may charge you a restockage fee. Generally, the best method to process these fees is to receive the item like a normal receipt and allow the receipt to process

to finance. The vendor should bill for that receipt as they would any other receipt. This should eliminate any financial problems in that area. The item should be returned to the vendor by processing an "RVL" transaction in MEDLOG. That will create a Claims Receivable from the vendor. The vendor will then need to reimburse the government for the original cost of the item. The restockage fee should be paid using the same process as it used for the payment of the Credits Return Service fee. A separate purchase order should be cut for the restockage fee using a stock number like 6515LRESTCK. A due-in should be established and a receipt processed using the dollar value of the restockage fee and a quantity of one. After the receipt is processed, the item should be dropped from the accountable records using an "RTL" transaction. A support document for the RTL should be prepared for the files explaining the circumstances of the requirement for the restockage fee. If the vendor recommends other billing arrangement, you may need to work with them to ensure you accomplish all the required steps. It does not matter if they differ slightly from the above method. Regardless of the method used, the loss is to the stock fund.

DISCREPANCIES. First, attempt to resolve discrepancy with the vendor. To report a discrepancy on a DBPA order, you should contact the vendor and provide as much of the following as possible:

- Vendor assigned order/customer number (when provided)
- DBPA agreement number & call no.
- Requisition numbers
- Date of order
- Point of contact and commercial phone number at your activity

- Description of item, catalog number, model number, serial number, size, style, etc.
- Clear statement of the problem and desired resolution

- Bill-to address

- Invoice number or packing slip number

- Notify your DFAS of discrepancies to ensure payment will not be delayed.

The receiving activity will prepare a Supply Discrepancy Report, (SDR), SF 364, to document and report item or packaging discrepancies attributable to the shipper. Lost shipments will also be reported on a SF 364. Review AFI 41-209 for more information on reporting discrepancies. If problems can not be resolved with the vendor, contact AFMSA/SGSLC. When AFMSA assistance is required, it is extremely helpful to provide them with a copy of all correspondence on the DBPA discrepancy. For lost shipments, make sure you request a "Proof of Delivery" (POD) from the vendor.

FOLLOW-UPS. Follow-ups are also directed by the activity to the DBPA vendor. Copies may be sent to AFMSA/SGSLC to ensure back-up for monitoring/assistance. Follow-ups, as well as discrepancies, may be made to the vendor via telephone, Telex, letter, or message. If discrepancies or follow-ups cannot be successfully accomplished by your facility, contact the DBPA POC at AFMSA, DSN 343-4164.

DOCUMENTING COMPETITION AND DEPARTURE FROM THE SMALL BUSINESS ARENA

(Suggested form=AF 3062, **Sample** on Page 34).

Government acquisition regulations clearly "set aside" certain purchases for small businesses. Public Law 95-507 was enacted to ensure that a portion of Government purchases would be distributed to small business concerns. As a result of the Federal Acquisition Streamlining Act, all open market purchases more than \$2,500 but less than \$100,000 are set aside for small businesses.

OPEN MARKET PRICE LISTS

Facilities cannot use any DBPA for which they do not have pricing on file. For open market DBPAs, price lists will generally consist of price quotes. AFFARS requires price lists be approved by a contracting officer to determine if price is fair and reasonable. DSCP contracting does not provide this determination. Therefore, the individual placing the call and approving the purchase document will need to make that determination. Purchases against open market price lists are segregated as under and over \$2,500. Before you place a call against an open market DBPA over \$2,500, make sure you have purchasing authority from your local BCO.

CALLS UNDER \$2,500. For micro-purchases of up to \$2,500, competition is not required if the price is considered reasonable. You generally would determine price reasonableness through market research, such as comparison of proposed price with prices found reasonable on previous purchases, current price lists, and a comparison with similar items in a related industry, personal knowledge of the item being purchased, or any other reasonable basis. Verification of price reasonableness would be done only if (1) the ordering official feels that

the price is not reasonable or (2) no comparable pricing is readily available. There are no small business set-asides for purchases up to \$2,500. Whenever possible, calls for similar items should be rotated among all qualified vendors with comparable supplies.

GSA SmartPay is the Federal Government's new charge card program. This program replaces the International Merchant Purchase Authorization Card. The Government Purchase Card (GPC) is the preferred method of payment for micro-purchases. In most instances, you should use the GPC whenever possible because of the savings and benefits. For instance, there is lower cost in using the GPC because you do not have the administrative cost of processing a purchase order. Most vendors accept the GPC and prefer this method because they receive payment at the time the goods or services are delivered. Another plus is that most vendors ship immediately when using the GPC, thus decreasing the pipeline time in getting supplies to your facility.

Some exceptions for not using the GPC are (1) vendor doesn't accept the government credit card (2) the cost is cheaper using the DBPA (3) item is on backorder (no backorders are authorized on the GPC) (4) when clinical necessity dictates the use of a DBPA or other long-term contract or agreement and (5) the item you are ordering is not authorized using the GPC.

DBPAs seem to be more cost effective when over 12 calls per month are made and invoices are summarized for a single monthly payment. Therefore, if you are placing less than 12 calls per month with a DBPA vendor, the GPC should be your first choice. On the other hand, if you place a high volume of calls with a particular vendor, use the DBPA.

CALLS OVER \$2,500. Before you place calls over \$2,500, make sure you have purchasing authority from your local BCO. Competition is required when individual purchases exceed the micro-purchase threshold. All purchases over

\$2,500 are reserved exclusively for small business concerns, unless it is not possible to obtain competitive offers from two or more such concerns. Since DBPAs are normally based on approved price lists (FSS contracts) or price quotes for items not on contract (open market), competition may consist of comparing and recording prices for like items under two or more different BPAs. If an approved price list is not available, quotations should be solicited orally. All quotations received orally should be recorded on AF Form 3062. Justification for noncompetitive acquisitions over \$2,500 should be documented. Simply stated, to document competition or absence thereof, or if the call is placed with other than a small business or best value, the reason must be documented. Your documentation should cite factors such as price, quality, and delivery as a reason for departure from a small business. Small business set asides are not intended to hinder the Government acquisition process, but rather to enhance opportunities for the small and disadvantaged businessmen and women. Whenever possible, awards should be made to small business concerns to support this program mandated by public law.

FAIR AND REASONABLE PRICE?

Determining what constitutes a fair and reasonable price may have different meanings to different people. Pricing may be based on supply and demand, the economic status of a particular industry, and technology. Generally, a competitive market price is a reasonable price. A competitive market determines what price an item will be bought or sold at any given moment of time. Generally prior quotations, previous contracts, current market prices, catalogs or price lists, or the ordering official's personal knowledge of the item being purchased for similar requirements are major sources for determining that prices are fair and reasonable. The conclusion that a price is a "fair market price" must be based on some form of price analysis. Do not forget that transportation charges would also be a factor in your price comparisons. Just remember when you are

doing any type of price comparison that you compare apples to apples.

SMALL PURCHASE/SMALL BUSINESS

BPAs must comply with FAR regulations to meet small business requirements. When unsure about compliance, you may direct inquiries to your local contracting office Small Business specialist.

FEDERAL SUPPLY SCHEDULES (FSS)

The Federal Supply Schedule program is managed by the General Services Administration (GSA). Both GSA and the Veteran's Affairs (VA) in Hines, IL award FSS. When placing orders against Federal Supply Schedules, you do not need to seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business programs. These requirements are met by the GSA when they solicit and award their schedule contracts. GSA has already determined prices of items under schedule contracts to be fair and reasonable. FSS contracts awarded by GSA begin with GS- and those awarded by the VA begin with V797P-.

GSA FEDERAL SUPPLY SCHEDULES are a preferred source for supplies and services. They greatly simplify the use & documentation requirement of the DBPA since you only compare prices versus having to compete them. FSS are considered optional for DoD. FSS contracts have their own terms and conditions that may differ from the DBPA. What do you do when there is a conflict between the Agreement and the terms and conditions of the FSS? Follow the terms and conditions of the FSS. The DBPA is the vehicle; the FSS is the contract. In other words, the FSS supersedes the DBPA. Each individual call/order under an existing FSS contract shall not exceed the Maximum Order Limitation (MOL) set forth in the particular schedule contract or the

purchasing authority of the activity placing the call/order, whichever is less.

ORDERING FROM SINGLE AWARD SCHEDULES. A single award schedule is a contract awarded to one supplier by the GSA or VA office. When ordering from a single award schedule, no competition is required, but no call can exceed the MOL or the purchasing authority of the activity placing the call, whichever is less.

ORDERING FROM MULTIPLE-AWARD SCHEDULES. A multiple award schedule is a contract that has been awarded by GSA or VA to more than one supplier for comparable supplies and services. All statutory requirements of PL 98-369 (Competition in Contracting Act) and FAR 6.102 (Use of Competitive Procedures) are met.

When ordering from multiple award schedules, you are required to place the order with the schedule contractor offering the best value. You should review the schedule price lists that are reasonably available at your office and document your file to show which schedules were used and how you arrived at your decision. However, if fewer than three price lists from current schedule contractors that offer the required items are available at the ordering office, you are required to obtain additional price lists from schedule contractors listed in the GSA schedule for the required items. If three price lists are not available, document your file to show how you determined the order represents the best value. Guidance in AFFARS 5308.404, Using Schedule, states that orders over \$2,500 (micro-threshold), but not exceeding the maximum order threshold, the competitive review and best value decision shall be documented and included in the order file.

FAR 8.405-1 (b) states that for **Orders at or below the micro-purchase threshold:** Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. Although not required to solicit from a specific number of schedule contractors,

ordering activities should attempt to distribute orders among contractors.

FAR 8.405-1(c) states that for **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold:** Ordering activities shall place orders with the schedule contractor that can provide the supply or service that represents the best value. Before placing an order, an ordering activity shall consider reasonably available information about the supply or service offered under MAS contracts by surveying the GSA Advantage! on-line shopping service, or by reviewing the catalogs or pricelists of at least three schedule contractors (see 8.405-5). In addition to price, when determining best value, the ordering activity may consider, among other factors, the following:

- Special features of one item not provided by comparable items which are required in effective program performance
- Past performance
- Trade-in considerations
- Probable life of the item selected as compared with that of a comparable item
- Warranty considerations
- Maintenance availability
- Environmental and energy efficiency considerations
- Delivery terms

For orders exceeding the micro-purchase threshold, and when two or more items at the same delivered price will meet an ordering office's needs, the ordering office shall give preference to the items of small business concerns by following the order of priority in FAR 14.408-6 for equal low bids.

For more information on the Federal Supply Schedule Program, review the following website: <http://www.gsa.gov/schedules>. Copies of any FSS can be obtained from GSA, Centralized Mailing List Service, P.O. Box 6477, Fort Worth TX 76115, telephone

(817)334-5215 or FAX (817)334-5227. If you have access to the Internet, the address is ken.cowan@gsa.gov. For more information on single award and multiple award schedules, read FAR Part 8.

SOLE SOURCE JUSTIFICATION. Sole source means there is no other supplier that can fill your requirement. You must provide justification that explains why no other vendor anywhere can supply your item or service and still meet your needs. Your rationale for barring other vendors is crucial to your justification. You could cite a statutory reason for a sole source. If your rationale for a sole source purchase was determined locally, offer an explanation of the source selection process you went through to determine your sole source requirement. Unacceptable reasons include (but are not limited to) personal taste, good relationship with existing vendor, or one's comfort level with a particular vendor.

Sole source justification is necessary if the estimated value of the purchase is over \$2,500 and only one source can meet your requirement. The Air Force Federal Acquisition Regulation Supplement (AFFARS), paragraph 5313.106, lists criteria for justifying the award of a sole source contract. Remember when you go above the \$2,500 micro-purchase threshold, you are required to compete, but if only one source can meet your requirement, you must have documentation on file to justify a sole source.

Don't confuse sole source with brand name. Both require justification. If you are requesting a sole brand, a letter explaining your reasons why other brands will not be acceptable is required. This brand may be available from a number of vendors, so competition may exist. With sole source, you are explaining that only one source is acceptable to purchase this product. Generally, you should have more brand name letters on file than you would sole source letters.

INVOICING

Remittance Address. The DBPA should contain a specific remittance address, or contains the statement, "REMIT AS PER INVOICE. If a specific remittance address is not provided on the contract or the invoice, remittance will be made to the vendor's contractual address. NOTE: If using a FSS, remember to take a look at the remittance address. The "remit to" address listed in the FSS may be different from what is listed in the DBPA. If that is the case, use the "remit to" address listed in the FSS.

Electronic Funds Transfer (EFT) is the method by which funds are electronically deposited into a prearranged bank account. The Debt Collection Improvement Act of 1996 requires payment on all Federal contracts to be made via EFT if the solicitation was issued after 26 June 1996. Effective June 1, 1996, all DFAS payment offices started using the EFT data provided in the CCR to issued EFT payments. Since vendors are required to register in the CCR, they are no longer required to complete EFT registration forms for each payment office they currently receive payments.

Central Contractor Registration (CCR). The Central Contractor Registration (CCR) is the primary vendor database for the Department of Defense. The CCR stores all vendor EFT account data in one database, which enables DFAS to verify contractor data and EFT capability for receiving payments. All vendors are required to register in the CCR. Vendors who have not registered in the CCR can request and receive CCR registration forms by dialing 1-888-227-2423, use the internet, or they can complete a CCR form and send it to the Registration Assistance enter that services them. For internet registration, go to <http://www.ccr.gov>.

Discount Terms. A discount of two percent, 15-net 30 days means finance can take a two percent discount if the invoice is paid within 15

days. The discount, however, is based on the date of the invoice, not the date the invoice was received by DFAS. Discounts shown as net 30 require that payment be made not later than 30 days from receipt of the invoice by DFAS or the date the receipt is processed in Medical Materiel. To take advantage of these discounts

- Check the discount terms on the FSS (remember the FSS terms supersede the DBPA)
- List the discount terms on the purchase document.
- Process your receipt as soon as an item is received.

Invoices not received by DFAS. The IAPS system generates a Request for Invoice letter if no invoice is received within 60 days of the receipt.

REPORTING REQUIREMENTS

In order that acquisitions under DBPAs are properly accounted for, they must be reported. This is done in two ways:

TO LOCAL CONTRACTING OFFICES: Calls placed against all DBPAs (DSCP, VASS & locally established) must be reported monthly to the BCO. This reporting procedure will normally consist of providing the local Contracting Officer with a copy of the call register (**Sample, Page 29**) for each DBPA.

TO AFMSA: DBPA usage will be reported annually to AFMSA using an online pre-printed survey form RCS: HAF-SG(A)9111, DBPA Usage Survey, which is published online on the DBPA web page. DMLSS already has a report titled "Contract Call Register". Our users can obtain the annual information they need by selecting the following options:

Do not include PC purchases

Select IM

Select SOS Type DBP

Select contract type ALL

Select date range 1 Oct - 30 Sep

Produce as "Summary"

De-Select "Include Purchase Card Orders"

Once the report is produced, you need to complete the online DBPA Survey Report.

Annual Contracting Review. The Federal Acquisition Regulation (FAR), paragraph 13.303-6 (a) states that the agency that has jurisdiction over the office authorized to make the purchases shall review a sufficient random sample of the BPA files at least annually. You may want to inform you BCO of this requirement if your contract files are not being reviewed annually.

DISPOSITION OF DBPA DOCUMENTS

Disposition of DBPA documents can be found in **AFMAN 37-139, *Records Disposition Schedule***. There are different disposition instructions for DBPA source documents. For local purchase receiving records, AFMAN 37-139, Table 177-18, Rule 7 states you will destroy documents six years and three months after close of the fiscal year in which final payment is made, provided there are no discrepancies for which corrective actions are prescribed by HQ DFAS-DE. AFI 41-209 states to dispose of documents in the completed file according to **AFI 37-139 *Records Disposition--Procedures and Responsibilities***, and AFMAN 37-139. At the end of one year after the fiscal year to which they pertain, send these receiving reports to staging. Mark the "Local purchase receiving documents" required for DFAS records. Destroy after five years." If a search of the staged records ever become necessary, DFAS, not medical logistics, will perform the search. For purchase orders, destruction documents and related records, follow AFI 37-

139, Table 41-4, Rule 21. For example if your purchase order is dated 10 Jun 98, you need to keep the purchase order on file until the end of FY 99. The receiving report will be on file until December 2005 provided payment was made in FY 98 and there were no discrepancies.

ADMINISTRATIVE ERRORS ON PURCHASE ORDERS

Administrative errors on purchase orders may require a formal modification. It may depend on the type of correction and whether or not the DBPA contract was distributed. Air Force FAR Supplement (AFFARS 5313.9002(c) and DoDFMR 7000.14-R, Volume 10, provide guidance on what administrative errors can be corrected.

AFFARS limits corrections to:

- (1) Extension errors (not errors in unit price or quantity) in the schedule may be corrected.
- (2) Typographical or other administrative errors may be corrected if such correction does not change the terms or conditions of the order and does not require acceptance by the vendor.
- (3) Errors in subsidiary accounting classifications may be corrected, except that a formal modification is required when the DFAS designated to make payment is not the local DFAS administering the funds.

If pen and ink corrections are needed on the purchase order, then correct as follows:

- (1) Line through the information to be changed.
- (2) Write in the correct information.
- (3) Initial the change.
- (4) If the change involves a change to the total amount of the order, write the following statement in block 19 of the DD Form 1155: The total amount of this order is \$. Sign full signature immediately after the statement. This

signature requirement is in addition to the signature required in block 24. Both signatures must be made by the same contracting officer.

DFAS limits corrections to:

- (1) Corrections of typographical errors which do not change the terms and conditions of the contract or do not require contractor acceptance.
- (2) Changes in accounting classification. If the paying and accountable offices are the same and the difference is below the appropriation level, annotate the contract comment screen. If the discrepancies are in the appropriation, a formal modification is required. If the paying and accountable offices are different, a formal modification is required.

When you have to change the price or unit of issue of an item on the purchase document, don't just pen and ink the change. These changes will require a formal modification (SF Form 30) to the purchase document. If you don't know for sure if you need to do a formal modification, contact your local DFAS.

TRANSPORTATION CHARGES. Most DBPAs show the FOB charges as "other" or "See Schedule", where the buyer must insert the delivery terms. The schedule is actually the individual call. If the DBPA provides for FOB Destination, then transportation charges should be included in the price of the item(s). If F.O.B. Origin is specified, the transportation costs should be prepaid by the vendor and invoiced as a separate line item. DFAS requires a receipt for freight charges over \$100. We recommend that for FOB origin, you put the exact transportation charges (if known), or this statement on the purchase document, "Prepaid transportation authorized Not to exceed \$ (est)." This fulfills the Air Force Audit Agency's requirement to pre-obligate transportation charges. If transportation charges are not authorized on the purchase document, DFAS will not pay regardless of the receipt requirement. You need to know if you are placing a call against an FSS or open market

price list. Usually FSS contracts authorize FOB destination to the first stateside address.

If you neglected to obligate transportation funds (FOB origin), you will need to do a formal modification to the call. Complete a SF Form 30 and have it signed by the DML.

F.O.B. Destination should be used whenever possible to avoid the extra charges to the government. Whenever a suitable item is available from two or more vendors, you should seriously consider using the FOB Destination DBPA if all other factors are basically equal. An item on a FOB Destination agreement may be slightly higher in price, but may be cheaper in the end because we do not have to pay the transportation costs. If you do choose FOB origin, ensure the lowest cost method of transportation is used. Ensure you annotate your purchase document properly so DFAS knows that it is a valid charge. Lastly, do not process transportation costs through MEDLOG.

Remember the DBPA FOB terms may read FOB "other", but the FSS contract terms may read FOB Destination. If you are using a FSS contract against the DBPA, follow the FOB terms listed in the FSS contract.

F.O.B. Other is not the same as F.O.B. origin. You probably have noticed on the cover sheet of the DSCP DBPA that either FOB destination or "other" is checked. FOB "other" allows you to negotiate the freight terms with the contractor. To clarify, FOB destination means the cost of shipping is included in the price and passed on to the customer. FOB origin means the vendor prepays shipment charges for later reimbursement by the government. You need to make sure that your purchase document has either FOB destination or FOB origin annotated on it.

NOTE: For freight costs > \$100, with FOB terms as FOB origin, finance must have a "Proof of Delivery" (POD) attached to the vendor's invoice. If the invoice arrives at finance before you process your Receiving

Report ("Proof of Acceptance"), DFAS should do a follow-up for the Receiving Report every 5 days, until received. So, don't forget to remind the vendor to attach a POD for all freight costs over \$100.

TRANSPORTATION OR SHIPPING CHARGE?

Transportation charges are authorized in the DBPA as either FOB destination or FOB Other. For fixed-price contracts, vendor transportation costs are prepaid and billed as a separate item on the invoice. Transportation costs less than \$100 may be reimbursed without a receipt. Shipping charges on the other hand are different from transportation charges. Vendors may charge for extra packaging or use special containers or material to insure shipments arrive at your facility in an undamaged condition. You may have seen shipping charges on vendor invoices marked as "hazmat" fees, Integrity Packaging fees, or export packing fees. Shipping charges, unlike transportation charges are added into the cost of the item, therefore, are processed through MEDLOG.

FOB TERMS & LIABILITY. FOB terms designates the point at which the government will resume liability for a shipment. FOB destination means the contractor is responsible until the shipment is received at destination and has been accepted. Until delivery and acceptance, risk of loss will be on the contractor unless loss results from negligence of the government. FOB origin indicates the government's liability begins at the named point from which shipment will be made.

OVERSEAS SHIPMENTS. Purchase documents must include specific "ship to" and "mark for" instructions on overseas shipments going to a transshipment point (New Cumberland, PA for USAFE shipments, or Tracy, CA for PACAF shipments). Air Force medical shipments going overseas are generally sent to a stateside transshipment point first, and then sent by surface. You should not send shipments directly to aerial ports (i.e. Dover,

Travis, etc), unless the vendor or medical treatment facility has requested advance air clearance to an aerial port. No shipments can be sent to an aerial port without first obtaining proper air clearance. Vendors should call DSCP-Distribution OMR, Movements Branch prior to shipping for air clearance and assistance in preparing documentation for air shipment at (215) 737-5173. The medical ordering facility can request air clearance authority by calling Wright-Patterson at (937) 257-4946. Another option for USAFE customers is to ship Medical Air Bridge.

DSCP's MEDICAL AIR BRIDGE (MAB) is available only to USAFE customers. MAB is a name given to a contract between DSCP and Owens & Minor to provide shipment consolidation and transportation services for CONUS procured assets to the United States Army Medical Materiel Command-Europe (USAMMCE) in Pirmasens, Germany. The MAB uses an internet application that allows users to enter and track orders for medical materiel that is shipped to a cross-dock area in Savage, Maryland for consolidation and subsequent shipment to USAMMCE via commercial air. Upon arrival at USAMMCE, shipments are cross-docked and delivered to Air Force medical facilities in USAFE using their established delivery schedules. There are restrictions on refrigerated and hazardous shipments. These types of shipments are normally sent to the CCP. O & M is not required to handle or ship any controlled substances or pharmaceuticals listed on DEA Schedules I through V or HAZMATs requiring surface transport. Only hazardous materiel that is air transportable can be accepted. The following is a list of items that would not be eligible for MAB:

- Explosives
- Toxic/Flammable Substances
- Poison (Toxic Gas)
- Etiologic Agents or Infectious Substances
- Hazardous Waste
- DEA Schedules I through V
- Dry Ice Shipments – must send to depot

The medical ordering activity would be responsible for posting all available information about the order/contract to the website to give O&M a prealert to look out for the item. Every line item on the contract must be entered into the MAB. To receive shipments, O&M would need the document number entered into the internet-based MAB application. In-transit visibility and a, higher quality of service are some of the features of air bridge.

MARKING & LABELING instructions must be included in DBPA orders. This should include a list of any forms required on shipping containers, as well as specific marking desired to facilitate delivery. We suggest you include any required labels with your order, completely filled out. "Ship to" and "mark for" addresses are needed for overseas shipments going to a transshipment point or to an aerial port. The **Transportation Control Number (TCN)** should be in the last line of the "Ship To" address. **NOTE: For stateside medical ordering activities, the DODAAC should be listed in the first line of the "shipping address" on your purchase document and the vendor's invoice. For overseas shipments, the DODAAC is part of the TCN. (See Sample of marking overseas shipments on Pages 39-41).** Refer to MIL-STD 129P, Change 2 for complete instructions and samples for marking & labeling shipments. Improper marking has been a big problem at stateside transshipment points. It is the responsibility of the ordering facility to provide complete details to the vendor.

Should you need to follow-up on a shipment sent to a transshipment point, contact the vendor first to make sure the item has shipped. Next contact the Defense Distribution Call Center located at Defense Distribution Center, New Cumberland, PA for status. This facility provides customer service support to both USAFE and PACAF medical facilities. For inquiries or to request status, contact the Defense Distribution Call Center toll free on (877) 352-2255, DSN 932-7766, or commercial (269) 961-7766, FAX: DSN 771-4134,

commercial (717) 770-4134 or e-mail: ddccallcenter@ddc.dla.mil. Make sure you have your TCN when calling for status on a shipment.

PARCEL POST SHIPMENTS. Parcel post is shipment by U.S. mail and can only be sent overseas to an APO/FPO mailing address. Parcel post shipments to overseas locations should be used whenever deliveries of mailable matter can meet the size, weight, and other limitations prescribed by the post office. Normal cargo under 70 lbs can be shipped through the U.S. Postal System to an APO/FPO address. If overseas shipments are not being mailed parcel post, then the medical facility must provide a stateside shipping address to the vendor. It is important to know the method of shipment since it may affect reimbursement of freight charges.

If shipment is by mail, and postage will be reimbursed (i.e., FOB origin), the contractor should prepay and show the postage charge as a separate item on the invoice for the supplies shipped. The basic agreement reads "Invoice must be supported by a statement of mailing, prepaid by the contractor, and signed by a postal employee for each individual shipment." The signature serves as the traceable means that a package was shipped.

What about sending **certified** or **registered** mail? The Agreement reads, Shipments may not be insured at government expense for the purpose of recovery in the case of loss or damage, except that minimum insurance required for the purpose of obtaining receipts at point of origin and upon delivery is authorized." The purchase of insurance is not a requisite for obtaining a postal receipt (like the one provided for certified mail). The fee for registered mail is based on the value placed on the item being sent and actually constitutes insurance. In other words, if the vendor wants to purchase insurance to protect their shipment against loss or damage, they can, but they will not be reimbursed for the cost of the insurance.

If you request the vendor to ship parcel post and the vendor flatly refuses to ship by mail; or, will only ship to a stateside shipping address, you will have to accept the vendor's terms. The vendor selects the method of transportation. If you specify parcel post or **UPS** on the purchase document, and the vendor does not want to ship by those means, then you can either find another DBPA vendor who will ship by mail or provide a stateside shipping address to that vendor. Inform the vendor that you must authorize shipping charges on the purchase document before DFAS will reimburse for these charges.

If the vendor wants to ship Federal Express instead of parcel post to avoid having to take their packages down to the post office and waiting for their packages to be signed by the post office worker, you must authorize transportation charges (premium transportation) on the purchase document.

PREMIUM TRANSPORTATION. Medical logistics must arrange for reservation of operation and maintenance (O&M) funds through the facility Resource Management Office (RMO) prior to authorizing premium transportation on requisitions/orders. Funding may be via AF Form 616 or on each individual order (AF Form 9). Any order not funded prior to being placed is subject to ratification. DSCP agreements instruct vendors to provide freight bill proof of delivery for premium transportation.

QUICK REFERENCE SUMMARY

Competition (AFAC 88-43 and FAR 8.404(b)(2))

Not required for calls against Federal Supply Schedules except orders against multiple-award schedules over \$2,500.

Not required for calls against authorized price lists when calls are up to \$2,500 but calls must

be rotated when prices for items available from more than one vendor are comparable. Calls against authorized price list over \$2,500 must be competed.

Price comparisons must be documented in contract file (FAR 8.404(b)(4) - suggest AF Form 3062).

Departure from small business can also be documented on the AF 3062 for calls over \$2,500.

Small Business Set Asides

All purchases above the micro-purchase threshold of \$2,500 and up to \$100,000 are now reserved for small business concerns.

Mandated by public law 95-507. Not required to comply with small business set-asides when using GSA and VA federal supply schedules (AFAC 88-43.)

Purchases against approved price lists qualify as "Set Asides."

Purchases outside the small business arena can be made (FAR 19.506).

Price from small business is not reasonable (fair market), or Items not available in required time frames: NOTE: Whenever DBPA orders for calls over \$2,500 are placed outside the small business arena, justification must be documented in the contract file.

Modifications to Orders

Ordering officials have modification authority for orders placed, because orders are being modified, not the contract itself. Modified orders must still agree with the terms & conditions of DBPAs & price lists, i.e., it would be inappropriate to modify an order to accept a substitute item not covered by the price list.

Problem Solving

Common Problems with Order Preparation:

- Incorrect DBPA number (use correct DBPA prefix, i.e. DLA120, SP0200, or VA0200, call # and fiscal year. Remember to change the FY portion of the DBPA number each FY. NOTE: You cannot submit a MOD to change a contract number. You will need to cancel the call and re-accomplish it using the correct contract/call number.
- Incorrect/incomplete FOB terms (If the government is paying for transportation charges, you must authorize them on the purchase document).
- Inadequate or incomplete shipping instructions (APO's "Ship to" and "Mark for" address - see pages 39 - 41).
- Not putting terms on the P.O.
- Failure to put instructions on orders (i.e. "Fast Pay", if applicable).
- Incomplete fund citations (complete 6B cite required). O&M fund cite required for premium transportation.
- No active DBPA

Transportation Related Problems

Failure of vendor to obtain advance clearance on all shipments (put instructions on orders). Ref.: MILSTAMP DoD 4500.32R Vol I.

Orders specifying wrong aerial port. Lack of TCN, "ship to" and "mark for" information on orders and shipments.

F.O.B. origin and/or estimated freight charges not authorized on purchase document. Know what the FOB terms state in the DBPA. If using a FSS, the freight terms listed in the FSS supersede the DBPA.

Payment Problems

All DBPAs incorporate "Fast Pay" (FAR clause 52.213-1, Fast Payment Procedures). To facilitate fast pay - Indicate "fast pay applies" on orders (**where applicable**).

Ensure DFAS has copies of all DBPA purchase orders & order modifications. (DFAR 204.7004-4).

Coordinate frequently with DFAS to ensure any problems are quickly identified and corrected.

Respond promptly to DFAS or AFMSA inquiries about overdue payments. Failure to do so could result in suspension of shipments to your account or possibly Air Force wide.

Follow-up and Solutions

Go directly to the vendor first.

Overseas accounts should use message/ telex for speed and documentation.

If unsuccessful, contact AFMSA/SGSLC by message or telephone. Provide requisition, contract, call and invoice numbers. Explain the problem and action desired.

Procedures – Ready, Set, Go!

- Get current copies of agreements, modifications, and price lists.

- Read terms and conditions of individual agreements, or FSS if applicable.
- Set up a contract file (folder NSN 7530-00-990-8884) and call register.
- Document competition and any departures from the small business arena for calls over \$2,500. (Recommend AF Form 3062).
- Document competed Routing Identifier Codes (RIDs) for each DBPA. RIDs are published in the AFMLL.

Questions and Answers

Q: What can be ordered?

A: Only medical items on FSS or open market price lists as stated in the DBPA.

Q: Who benefits?

A: Customers enjoy a high quality of patient care, service and satisfaction. Logistics has positive control over orders.

Q: Can we use the DBPA for rentals?

A: No. You must go through your local contracting office.

Q: Can I order from a FSS that is not listed in the DBPA database?

A: Yes, but contact AFMSA first so that we can confirm the validity of the FSS. If the FSS is valid, we will update the DBPA database.

Q: I want to order from a DSCP DBPA and I do not have current pricing on file. What should I do?

A: Some DBPA vendors have submitted electronic DBPA pricing which can be found in the UDR. If you can't find pricing

in the UDR, ask the vendor to send a current price list. In the meanwhile, you will have to obtain price quotes. At the end of the calendar year, many vendors are updating their price lists and do not get them published and shipped out right away. Some vendors may even honor old price lists until a new one is published and distributed. You should still confirm the price in writing. Also check the AFMSA website for limited FSS contracts.

Q. Does it matter if I use a DBPA, Prime Vendor, or the Government Purchase Card (GPC) for purchases?

A. Prime Vendor is mandatory. The GPC and DBPA are the preferred methods for purchasing supplies (stock fund) and non-personal services (O&M) under \$2,500, for those items not available from the Prime Vendor.

Q. If a FSS lists the Maximum Order Limitation (MOL) as \$200,000, can I place a call for over \$100,000 on a DBPA?

A. The DBPA states that each individual call/order under an existing FSS contract shall not exceed the Maximum Order Limitation (MOL) set forth in the particular schedule contract or the purchasing authority of the activity placing the call/order, whichever is less.

Q. Do I need to keep the receiving reports in the DBPA contract file?

A. It is recommended you keep receiving reports filed in the same area as your local purchase documents. A copy of the computer-generated purchase order is placed in the DBPA file and a completed (signed off) copy is filed with source documents.

Q. A DBPA vendor wants us to buy their software program, which will allow us to order their products electronically. Can we use the DBPA to purchase their software program?

A. No. You cannot use a DBPA to purchase software programs. Contact your hospital Information System Office for assistance. The vendor should provide the software free of charge.

Q. I need an item in a hurry, how can I speed up delivery?

A: Premium Transportation may be authorized to allow expedited shipment of your order. Premium transportation does not have to be authorized in the DBPA in order to request this service. It can be authorized on the purchase document. Before authorizing premium transportation, make sure that O&M funds are reserved and funded through the Resource Management Office prior to orders being placed. Use AF Form 616, Fund Cite Authorization or AF Form 9 to reserve funds.

Q: If a vendor won't accept my orders, is there anything I can do about it?

A: You can contact AFMSA for intervention. Most likely, there is a payment problem or some other reason the vendor does not want to ship to your facility. AFMSA can find out the problem and get things cleared up for your order acceptance.

Q. A DBPA vendor has put our facility on "credit hold" because of outstanding invoices for unpaid freight charges. The vendor has attached receipts to their invoices but DFAS refused to pay them. Why?

A. Freight charges were not paid because they were not authorized on the purchase document. Where freight charges are involved, we recommend you go through your Transportation Office and get an estimate of the freight charges. Just because the DBPA states FOB origin does not necessarily mean DFAS is going to pay the transportation cost because a receipt is attached to the invoice.

Q. Why must I put credit terms on the purchase document?

A. Credit terms need to be on the individual purchase document (contract) because the contract is what is legally binding. Furthermore, DFAS policy is that if credit terms are different from the contract, use the most cost effective for the government.

Q. What is a line card?

A. A line card is a list of companies that a particular vendor distributes for. Basically what this means is that a DBPA vendor distributes for other companies, so price lists may not be available from that vendor you will need to call for a price quote.

Q. Should we do an official modification if we want to cancel a line item on the purchase document?

A. Yes. If the purchase document was forwarded to DFAS, you need to prepare a modification requesting cancellation of the line item and forward to DFAS. Recommend you use Standard Form 30 for all modifications.

Q. Can we put advance pay on purchase documents?

A. Advance pay is authorized for subscriptions and periodicals according to the FAR. However, books may not be purchased by advance pay. Be sure to coordinate with your local contracting office and DFAS before marking any purchase documents advance pay.

Q. For the next fiscal year, do I start with 0001 on the DBPA call sheets?

A. DSCP modified all their DBPAs to read that the first call issued after each fiscal year change will revert to 0001. However, if you prefer, you can also use the FY in the call number. For example, for Call #1 placed 1 Oct 98, you could use 9001 as the first call number.

Q. What do we do if we have signed for items on a UPS shipment and found out after the fact that they were missing or not delivered?

A. Never sign for items you have not received. Review your warehouse procedures. Make sure your shipments are correctly checked in and not unintentionally misplaced. Before signing for a shipment of multiple items, you will need to verify that you have received everything listed on the UPS Delivery Information Acquisition Device (DIAD) board.

Q. I ordered from an expired DBPA.

A. You have violated the Anti Deficiency Act. You will need to inform your local BCO that you have ordered from an expired DBPA, so that they can initiate ratification action. Ratification is the after fact approval and funding of a service or supply that has already been received.

NOTES:

Ordering and Reviewing/Signing Officials SHOULD NOT be the same person.

Before you place a DBPA call, the DBPA states that a list of individuals authorized to place calls under this agreement, identified by organizational component, titles and the dollar limitation per call for each individual, will be furnished separately to the supplier by each activity authorized to place calls. The list will include those individuals authorized to use the Government wide Commercial Purchase Card and any limitations (e.g., dollar limitation) imposed on them by the purchasing activity.

Individuals authorized to approve DBPA calls are listed by "position" and can be found in AFI 41-209. To request additional positions, contact AFMSA.

You can print the DBPA report from the DBPA web page. To print a DBPA Information Listing Report, go to the AFML Website: <https://afml.ft-detrick.af.mil/afmlo/index.cfm>, Click on (1) Procurement Services (2) DBPAs, and (3) Search the DBPA List. You must have a Login Name & Password to access the DBPA

database and print the report. At the bottom of the page, (4) Click on DBPA Information Listing - All DBPAs. See NOTE: This is a large report and may take awhile to complete. Next (5) Click on DBPA Report to print. The Report will print in this order: DLA agreements, followed by SP0, VA0 and VAO797 agreements.

The Universal Data Repository (UDR) contains copies of all the DBPAs, modifications if applicable, and limited vendor price lists. If you need a hard copy of the DBPA and/or modification(s), you can print them from the UDR. Also you can print DBPAs from the DBPA webpage. Go to the DBPA webpage, click on "Search the DBPA Database", enter the DBPA number, RIC, CAGE, Vendor name, keyword or category, and click on Search at the bottom. Click on the Agreement number to access a copy of the DBPA.

All questions concerning DBPAs should be directed to AFMSA/SGSLC, DSN 343-4164, commercial (301) 619-4164, or FAX DSN 343-6842/6844, commercial (301) 619-6842/6844 or e-mail your questions to Charlotte.Christian@ft-detrick.af.mil.

Websites of interest:

AFMSA WEBSITE:

<https://afml.ft-detrick.af.mil/AFMSA/index.cfm>

DSCP WEBSITE: <http://www.dmmonline.com>

VA WEBSITE: <http://www.va.gov/oa&mm/nac>

GSA WEBSITE:

<http://www.fss.gsa.gov>

DFAS WEBSITE:

<http://www.dfas.mil/>

EXAMPLES OF DBPA DOCUMENTS

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE DLA120-99-A9000	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. PROJECT	3. EFFECTIVE DATE 10/2/98	4. REQUISITION/PLINE/STATE FUND. NO. FM4321-0275-0001	5. PROJECT NO. (if applicable)	
6. ISSUED BY USA F Hospital AFB Dunwoody, USA 30348	CODE	7. ADMINISTERED BY (if other than Army or Navy) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (incl. street, county, State and ZIP Code) John's Medical Supplies 545 Tully Street Madison, C.A. 98576			9A. AMENDMENT OF SOLICITATION NO.	
			9B. DATED (SEE ITEM 7A)	
			10A. MODIFICATION OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 7B)	
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 11. The above and code specified for modification of offer is amended. is not amended.

Offer shall acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(A) By completing items 9 and 10, and returning _____ copies of this amendment; (B) By acknowledging receipt of this amendment on each copy of the offer prepared, or all by separate letter or teletype which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by reason of this amendment you desire to change an offer already submitted, such change may be made by teletype or mail, provided each teletype or letter makes reference to the solicitation and the amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (if awarded)
 61X4930 B00B 6R (STATION NUMBER)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

13A. THIS CHANGE ORDER IS BEING PURSUANT TO: Specify authority THE CHANGE SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. BY (TEAM TO)

13B. THE ABOVE NUMBERED CONTRACT/ORDER IS REQUIRED TO REFLECT THE ADMINISTRATIVE CHANGES listed as changes in paying office. APPROPRIATION AND, ETC. SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF ARJN 43.2000.

13C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

13D. OTHER (Specify type of modification and authority):

E. IMPORTANT: Contractor is not. is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (supported by GPO section headings, including solicitation/contract subject matter where feasible)
 Change item 0001 from catalog number 435 to number 574. No change of prices or extensions.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as hereinafter changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Sally Clark	15B. NAME AND TITLE OF SIGNER (Type or print) Dr. J. Smith, Contracting Manager
15C. DATE SIGNED	15D. DATE SIGNED 10/2/98
15E. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	

FORM 7500-01-102-0000 PREVIOUS EDITION UNUSABLE. STANDARD FORM 35 (REV. 10-83) Prescribed by GSA. GSA GEN. REG. NO. 27.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1
2. AMENDMENT/MODIFICATION NO. P0001	3. EFFECTIVE DATE 10/2/98	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)	
6. ISSUED BY 21st Medical Group 1234 Main Street Any Base, CA 56770-0001	CODE	7. ADMINISTERED BY (if other than item 6) CODE FMXXXX9275		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Medical Specialties 1234 Main Street Anytown, CA 56772-0000		9A. AMENDMENT OF SOLICITATION NO.		
		9B. DATED (SEE ITEM 11)		
		10A. MODIFICATION OF CONTRACT/ORDER NO.		
		10B. DATED (SEE ITEM 11)		
CCOE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers is extended, is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 6 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By signed letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (if required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(a).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

- Change quantity of line #1 from 1 (PG) to 2 (PG).
- Change total price of line #1 from \$5.00 to \$10.00
- Change total price of this purchase order from \$5.00 to \$10.00

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) SSgt John Doe, NCOIC, Acquisition Mgmt		16A. NAME AND TITLE OF SIGNER (Type or print)	
15B. CONTRACTOR/OFFEROR <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED 10/2/98	16B. UNITED STATES OF AMERICA BY <i>(Signature of Contracting Officer)</i>	16C. DATE SIGNED

NSN 7540-01-182-9070
PREVIOUS EDITION UNUSABLE

Created using Perform Pro software.

STANDARD FORM 33 REV. 10-83
Prescribed by GSA
FAR 48 CFR 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE	OF	PAGES
2. AMENDMENT/MODIFICATION NO. P0002		3. EFFECTIVE DATE 2 Oct 98	4. REQUISITION/PURCHASE REQ. NO. P00000000000000000000	5. PROJECT NO. (if applicable)			
6. ISSUED BY 21st Medical Logistics 1234 Main Street Anytown, CA 96778-0000		CODE	7. ADMINISTERED BY (if other than item 6)		CODE		
8. NAME AND ADDRESS OF CONTRACTOR (incl. street, county, State and ZIP Code) Medical Specialties 1234 Main Street Anytown, CA 96778-0000				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 7.1)			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				10B. DATED (SEE ITEM 7.1)			
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers is extended, is not extended.

Other than acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) by completing forms 11 and 12, and returning _____ copies of the amendment; (b) by acknowledging receipt of this amendment as set forth in the offer (submitted or to be submitted) or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you choose to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the closing hour and date specified.

12. Accounting and Appropriation Data (if required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(a) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in pricing office, transportation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

- Cancel this purchase order in its entirety, vendor cannot supply this item.
- Change total purchase order price from \$10.00 to \$0.00.

Except as provided herein, all terms and conditions of the document referenced in item 8A or 10A, as heretofore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) 55g John Doe, NCOIC, Acquisition Mgmt		16A. NAME AND TITLE OF SIGNER (Type or print)	
15B. CONTRACT NUMBER (Signature of person authorized to sign)	15C. DATE SIGNED 2 Oct 98	15B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	15C. DATE SIGNED

FORM 2540-04-153-2070
PREVIOUS EDITION UNUSABLE

Created using Perform Pro software.

STANDARD FORM 25 (REV. 10-87)
Prescribed by GSA
FAR 501.016-63.343

ABSTRACT OF PROPOSALS/QUOTATIONS (Negotiated Procurement)				PR NO.				PR											
OFFEROR/PROPOSER NAME & ADDRESS				1. American Hospital Supply 1020 Bentz Street Hazel, IL 60141				2. Wichita Supply 3641 South Parkway Justin, TX 78005				3. C.L. Medical Products 1825 Fairview Ave. Irvine, CA 92611				4.			
VENDOR CODE				12344				38445				33559							
POINT OF CONTACT				Mrs. Smith				Mrs. Thompson				Mr. Seadler							
PHONE				(708)786-1121				(817)648-1601				(800)752-3344							
TYPE BUSINESS				SMALL				SMALL				LARGE							
TYPE PROPOSAL - WRITTEN/VERBAL				BAX				ORAL				WRITTEN							
PROPOSAL NO.				99-0001				99-0002				99-0003							
PROPOSAL DATE				10/2/98				10/2/98				10/2/98							
MINIMUM ORDER AMOUNT				\$200				\$150				\$100							
GSA/VA/OTHER CONTRACT NO.				V797P-1132m				V797P-1133a				V797P-1256c							
PROPOSED DISCOUNT TERMS				2% Net 30				2% Net 30				1% Net 30							
PROPOSED DELIVERY				10/29/98				10/29/98				10/29/98							
VARIABLES IN CITY %				(N/A)				(N/A)				(N/A)							
POB POINT				Destination				Destination				Destination							
ITEM NO.	QUANTITY	UNIT OF MEAS.	UNIT PRICE	EXTENDED AMT.	UNIT PRICE	EXTENDED AMT.	UNIT PRICE	EXTENDED AMT.	UNIT PRICE	EXTENDED AMT.	UNIT PRICE	EXTENDED AMT.							
0001	3	EA	25.00	75.00	22.00	66.00	30.00	90.00											
0002	3	EA	10.00	30.00	9.00	27.00	10.00	30.00											
0003	1	EA	225.00	225.00	250.00	250.00	250.00	250.00											
TRANSPORTATION FRYAL COST <i>(For other than FOB Destination)</i>				0.00				0.00				0.00							
TOTAL PROPOSED PRICE				330.00				345.00				350.00							
TOTAL AMOUNT AWARDED				205.00				99.00				0.00							
COMPARISON OF				ORDER DATED				COMPARED WITH											
NOTES: Wichita Supply competitive with market prices on items 1 & 2. Item 3 awarded to American Hospital Supply. C.L. Medical Products was not competitive.																			
BUYER										DATE									
SRA John Doe										10/2/98									

AF FORM 3082, MAR 86 (EF-VI) (Microfilm)

PREVIOUS EDITION IS OBSOLETE.

FUND CITE AUTHORIZATION (FCA)			
ADVISE NUMBER	CHANGE NUMBER	DATE ISSUED	EXPIRATION DATE
S-030-17	Original	2 Oct 98	30 Sep 99
REQUESTED (ISSUED TO DACTRY)'S NAME AND ADDRESS FM4323 775 USAF Hosp/SGL Sunny AFB, FL 12345-6789		INDIVIDUAL ADMINISTERING FCA: Name, address, and telephone number Name: Address: Commercial Phone Number:	
<p align="center">INSTRUCTIONS TO REQUESTING/RECEIVING OFFICE</p> <p>This form may be used by an activity to request authority to cite funds or by the AFQ to issue fund cite authority under the provisions of AFR 177-101. Before the beginning of a period, an activity may submit this form to the AFQ as a request for fund requirements for a specific period and specific purposes. The amount approved by the AFQ is an estimate of the amount which may be obligated. You must advise the issuing AFQ when it becomes apparent that obligations may exceed the amount made available on this form. Failure to do so may deobligate the funds administered by the AFQ and result in a violation of AFR 177-10. The recipient or person administering this document could be held responsible for the violation and subject to administrative actions. Show the accounting classification and advice number of all obligation documents. Attach a duplicate copy of this form to the issuing AFQ as soon as all obligations have been incurred or on the expiration date, whichever comes first. Also return any outstanding commitment documents that authorize obligations which have not been incurred. The total amount of these documents should equal the total of the Commitment Amount column. Send to the issuing AFQ any obligation documents received after expiration of the period of the authority. DO NOT use this form after expiration even if an available balance remains. Keep the original form for your files. Instructions for maintaining this form are on the reverse.</p>			
<p>To: Accounting and Finance Officer: Request authority to cite funds and incur obligations for the purpose stated below, in amount of \$ <u>2,000.00</u>, to cover estimated fund requirements for the period <u>1 Oct 98</u> to <u>30 Sep 99</u>.</p>			
<p>PURPOSE</p> <p align="center">To provide premium transportation for emergency trips ordered on an "as required" basis. <u>For Life/Death</u></p>			
REQUESTER'S NAME AND GRADE		REQUESTER'S SIGNATURE	
Lt Col Davy Jones			
ACCOUNTING CLASSIFICATION (Your fiscal O & M fund cite)		THIS AUTHORITY EXPIRES 30 SEP 99	AMOUNT \$2,000.00
<p align="center">This authority to cite funds and incur obligations in the amount shown above is approved. This is not an administrative substitution of funds per AFR 177-10.</p>			
TYPER NAME, ADDRESS, AND TELEPHONE NUMBER OF ISSUING ACCOUNTING AND FINANCE OFFICER (OR OFFICIAL DESIGNEE)		RESPALTING	
Maxwell C. Singer DSN 123-9876 Civ/Corp Sunny AFB, FL			

AF FORM 616, APR 89 (EF-V2) PREVIOUS EDITIONS

PREVIOUS EDITIONS WILL BE USED

REQUEST FOR PURCHASE				NO. FM1234-8275	
INSTALLATION USAF Hosp/SCSL, Hometown, MD				DATE	
TO: CONTRACTING OFFICER M/Sgt Jones				CLASS	
THROUGH				CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO.	
FROM: (Insert A/C/C, if applicable)				DLA120-99-A8003 Call 0001	
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE					
PURCHASE FOR FM1234			FOR DELIVERY TO FM1234		NOT LATER THAN 001 (1/1/99)
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
0001	FM1234-8275-0001 - 3 x 3 Bandages/Gauze	2	BX	2.50	5.00
0002	FM1234-8275-0002 - 340 Suture	3	EA	2.00	6.00
TOTAL					11.00
PLANNED:					
DATE 2 Oct 98	TYPED NAME AND GRADE OF REQUESTING OFFICIAL Lt Col Matthew Weston	SIGNATURE			
		TELEPHONE NO. (409)987-6543 x21			
DATE 2 Oct 98	TYPED NAME AND GRADE OF APPROVING OFFICIAL Col Richard Tuzdel	SIGNATURE			
I certify that the supplies and services listed above and in the attached list are properly chargeable to the following account(s), the available balance of which are sufficient to cover the cost thereof, and funds have been committed.					
ACCOUNTING CLASSIFICATION (USE PROPER FUND CODE)				AMOUNT \$	15.00
DATE 3 Oct 98	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL MaJ Thomas Mathis	SIGNATURE			

AF FORM 9, MAR 77 (EF)

MATERIAL INSPECTION AND RECEIVING REPORT						FORM APPROVED DWM No. 0704-0208	
<p>Form reporting subject to this collection of information is intended to provide an inspection receipt, including the time for receiving materials, matching existing stock reports, gathering and maintaining the stock records, and controlling and recording the collection of information. Detailed instructions regarding this system are in any other report of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0208), Washington DC 20503.</p> <p>PLEASE DO NOT RETURN YOUR COMPLETED FORMS TO EITHER OF THESE ADDRESSES.</p> <p>SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE OPARR APPENDIX F-601.</p>							
1. PROG. INSTRUMENT SERIAL IDENTIFIANT F45603986M5032		2. ORDER NO.		3. INVOICE NO./DATE		4. PAGE OF	5. ACCEPTANCE POINT
7. SHIPMENT NO.		8. DATE SHIPPED	9. A. #1 TON		10. DISCUSS TERMS		
11. ISSUED CONTRACTOR LEGEND BUSINESS SYSTEMS 1028 INDUSTRY DRIVE SEATTLE, WA 98105				12. ADMINISTERED BY 62ND CONS/LGC P.O. BOX 4178 100 MAIN STREET MCCHORD AFB, WA 98438			
13. SHIPPED FROM (if other than 11)		14. COG		15. PAYMENT WILL BE MADE BY DFAS-SB MARK FOR: FM4479 98M5032 1111 EAST MILL STREET SAN BERNARDINO, CA 92408			
17. SHIPPED BY BASE MEDICAL LOGISTICS 503 E. STREET MCCHORD AFB, WA 98433-1312		18. COG		19. MARKED FOR			
19. ITEM NO.	20. STOCK/PART NO.	21. DESCRIPTION		22. QUANTITY SHIPPED*	23. UNIT	24. UNIT PRICE	25. AMOUNT
		SERVICE MAINTENANCE AGREEMENT FOR THE CARD EMBOSSEY, MODEL #380, SERIAL #541 FOR PERIOD OF 1 OCT 98 THROUGH 31 DEC 98. SERVICE CALL, 18 NOV 98.		1.00	QTRL	323.750	323.75
26. CONTRACT QUALITY ASSURANCE				27. RECIPIENT'S USE			
A. ORIGIN <input type="checkbox"/> CGA <input type="checkbox"/> ACCEPTANCE OF THIS AREA Has been made by me or under my supervision and their contents are correct, except as noted below in my supporting documents.		B. DESTINATION <input type="checkbox"/> CGA <input type="checkbox"/> ACCEPTANCE of these items has been made by me or under my supervision and they conform to drawings, accept as noted here or in supporting documents.		*Quantity shown in column 22 was received in apparent good condition unless as noted. 3 Dec 98 NAME AND OFFICE: ALICE TWIGGS LOCAL PURCHASE TECH.			
DATE: 3 Dec 98		SIGNATURE OF AUTHORITY REP: TRACEY E. MOORE, MSGT USAF SUPT, MEDICAL LOGISTICS		* If quantity received by the Government is the same as quantity shipped, indicate by 1-1/1. If not, if different, enter actual quantity received below quantity shipped and amount.			
28. CONTRACTOR USE ONLY							

DD FORM 250, NOV 92 (EG)

Previous edition may be used.

Designed using Futaba No. WH3400R Rev 98

OVERSEAS SHIPPING INSTRUCTIONS TO THE CCP

All shipments going to the CCP should have a "ship to" and "mark for" address.

For USAFE shipments, the "ship to" address for general cargo is: Consol and Containerization Point, DDSP New Cumberland Facility, Bldg 2001 Mission Drive CCP Doors 135-168, New Cumberland, PA 17070-5000, **The last line of the "ship to" address should be the TCN**

For USAFE hazardous shipments, the address is: Bldg 87, Mission Drive, New Cumberland, PA 17070-5000.

For USAFE refrigerated and controlled substances from non-DLA logistics providers should not be shipped to the CCP, but to the Mechanicsburg depot: Defense Depot Susquehanna Site West, Bldg 12, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0789.

For PACAF shipments, the "ship to" address for general cargo is: Defense Distribution San Joaquin, CCP Warehouse 30, 25600 S. Chrisman Road, Tracy, CA 95376, **The last line of the "ship to" address should be the TCN**

For PACAF hazardous shipments, send to: Warehouse 28, 25600 S. Chrisman Road, Tracy, CA 95376.

For PACAF refrigerated cargo, send to: DSJ Warehouse 17-5, 25600 S. Chrisman Road, Tracy, CA 95376. Controlled cargo should be sent to DSJ Warehouse 19-3, 25600 S. Chrisman Rd, Tracy, CA 95376.

NOTE: Hazardous shipments should contain a copy of the MSDS and should be certified to the final destination.

The "mark for" address is the complete address of your facility. This should be a street address. Suite numbers or P.O. boxes should not be used in the shipping address.

"REQUIREMENTS FOR SHIPPING OVERSEAS"

The use of parcel post and other classes of mail shall be confined to deliveries of mailable matter which meets the size, weight, and distance limitations prescribed by the Post Office Department. If shipment is mail eligible, usually less than 70 lbs, medical ordering facilities will generally consider mail as their first option. Shipments not sent by parcel post, and when authorized by the medical ordering facility, may be sent to a stateside transshipment point (i.e. New Cumberland, PA or Tracy, CA), or aerial port. However, DBPA shipments first sent to a stateside transportation office and destined for an OVERSEAS facility will require:

(1) Transportation Control Number (TCN) (2) Transportation Priority (TP) (3) Required Delivery Date (RDD) (4) Transportation Account Code (TAC) (5) "Ship To" Address (6) "Mark For" Address

Transportation Control Numbers (TCNs) are used to identify, control and/or trace an overseas shipment from origin to ultimate consignee. Do not ship to an overseas facility if the TCN was not provided by the medical ordering activity. If the medical ordering facility did not give you a TCN, please contact the facility and request one. Do not ship to a stateside transshipment point or aerial port without a TCN. The TCN should appear on the outside of the package, the packing slip and the inner package. See example: TCN=FM442540960008XXX. NOTE: Do not use hypens in the TCN.

EXAMPLE: TCN: FM442540960008XXX

The first six characters of a TCN is the Department of Defense Activity Address Code (DoDAAC). For example, "FM" shows it is an Air Force shipment & "4425" identifies the base. Army codes start with W - i.e. WK4FV1 Navy codes start with N plus 5 digits - i.e. N00255 Air Force codes start with FM - i.e. FM4425

The next four numbers "4096" is the Julian date the order was placed - i.e., 4096 = 2004, 096 day or 5 April 2004. The last four numbers "0008" is a document serial number assigned by the ordering facility.

SUFFIXES:

A complete order being sent in one shipment should have a TCN number suffixed by "XXX". i.e., FM442540960008XXX.

Orders with two or more partial shipments, TCNs would be suffixed as follows: (i.e., 4 shipments)

FM442540960008XAX - 1st partial shipment FM442540960008XBX - 2nd partial shipment FM442540960008XCX - 3rd partial shipment FM442540960008XZX - 4th & final shipment

The last shipment of any multiple shipment should always be "XZX" to indicate the final shipment of a multiple shipment order.

NOTE: The TCN information is important to the tracking of these orders once they have been received at the stateside facility (Port of Embarkation). If a TCN is missing, shipment may be delayed in getting to its final overseas destination (Port of Debarkation) or end up as frustrated cargo. If cargo becomes frustrated freight (non-addressed shipment), it will go to a warehouse until the proper information is provided. Aerial ports may attempt to call the company and ask for the TCN. If a TCN can be provided by the vendor, the shipment will be released.

Transportation Priority (TP): TP1 indicates to the stateside military shipping facility that the shipment is needed by the Required Delivery Date (RDD or 999 -life or death) and should be sent to the ultimate consignee address via military airlift. TP2 and TP3 indicate shipment can be made via military sea vessel. Separate from the TP is a Priority of Order. This will be included on each order. Orders will contain an "order priority" and are not exactly the same as a "transportation priority". The following will help you determine the conversion from "order priority" to "transportation priority".

Order priorities 1-3 should have labels marked as TP1. Order priorities 4-8 should reflect TP2 labeling, and order priorities 9-15 should reflect TP3. If TP1 shipments are too heavy or too large to fit in an aircraft, they may be diverted to sealift. This determination is made by the Air Mobility Command (AMC). AMC is authorized to approve TP changes or upgrade if the priority becomes a life/death requirement.

Required Delivery Date (RDD): This is the date that the medical supplies are needed by the medical ordering facility. This date will determine the mode of transportation used. IF THE RDD IS MISSING, THE TRANSSHIPMENT POINT MAY GIVE YOUR SHIPMENT A LOW PRIORITY, and possible send shipment by boat.

Transportation Account Code (TAC): This code determines what government agency will be charged for the cost of the transportation. This code is provided by the medical ordering facility so that the vendor can place it on the DD Form 1384 or military shipping label. If this code is missing, stateside shipping facilities may return the shipment to the vendor. For DBPA shipments, use the TAC S1FM for Air Force shipments going to a CCP and F7MD for shipments going by military air.

"Ship To" Address: This address is the address of the transshipment point (i.e. New Cumberland, PA or Tracy, CA) where shipments are re-palletized before sending shipments overseas. The TCN that was provided to you by the medical ordering activity will be used in the last line of the address. If shipments are going by parcel post, then this address would be the overseas medical ordering activity.

"Mark For" Address: This is the address of the medical ordering activity.

Repair & Return

<u>Agreement</u>	<u>RIC</u>	<u>Company Name</u>	<u>Agreement</u>	<u>RIC</u>	<u>Company Name</u>
<u>SP0200-04-A-8574</u>	LQF	<u>Quantum Optics Service Co.</u>	<u>SP0200-04-A-8640</u>	LSG	<u>Spectrum Surgical</u>
<u>SP0200-04-A-8647</u>	LKN	<u>Kavo America</u>	<u>SP0200-04-A-8649</u>	LFB	<u>Hayes Handpiece Repair</u>
<u>SP0200-04-A-8657</u>	LCP	<u>Comprehensive Biomedical</u>	<u>SP0200-04-A-9038</u>	LDB	<u>Fluke Biomedical Corp.</u>
<u>SP0200-04-A-9077</u>	LAA	<u>Steris Corporation</u>	<u>SP0200-04-A-9111</u>	LRE	<u>Midwest Dental Prods. Corp</u>
<u>SP0200-04-A-9169</u>	LIC	<u>Instrument Specialists,</u>	<u>SP0200-04-A-9176</u>	LAT	<u>National Anesthesia Assoc.</u>
<u>SP0200-04-A-9184</u>	LCJ	<u>Central Handpiece Repair,</u>	<u>SP0200-04-A-9243</u>	LGD	<u>Greenwich Instrument Co.,</u>
<u>SP0200-04-A-9284</u>	LTC	<u>Tryco Inc.</u>	<u>SP0200-04-A-9290</u>	LYV	<u>Starkey Labs, Inc.</u>
<u>SP0200-04-A-9389</u>	LQS	<u>Medical Research Labs., Inc</u>	<u>VAO797-00-A-0042</u>	LXG	<u>Essex Cryogenics of Mo.,</u>

Repair Parts

<u>Agreement</u>	<u>RIC</u>	<u>Company Name</u>	<u>Agreement</u>	<u>RIC</u>	<u>Company Name</u>
<u>SP0200-04-A-8518</u>	LNI	<u>National Optronics, Inc.</u>	<u>SP0200-04-A-8597</u>	LOF	<u>Datex-Ohmeda</u>
<u>SP0200-04-A-8621</u>	LNR	<u>Philips Medical Systems</u>	<u>SP0200-04-A-9032</u>	LAE	<u>A-dec, Inc.</u>
<u>SP0200-04-A-9038</u>	LDB	<u>Fluke Biomedical Corp.</u>	<u>SP0200-04-A-9057</u>	LGA	<u>GE Medical Systems (W-443)</u>
<u>SP0200-04-A-9077</u>	LAA	<u>Steris Corporation</u>	<u>SP0200-04-A-9132</u>	LLE	<u>Liebel-Flarsheim Co.</u>
<u>SP0200-04-A-9145</u>	LCD	<u>Getinge Castle</u>	<u>SP0200-04-A-9176</u>	LAT	<u>National Anesthesia Assoc.</u>
<u>SP0200-04-A-9274</u>	LRM	<u>Replacement Parts Ind., Inc</u>	<u>SP0200-04-A-9275</u>	LLK	<u>Lawson Products, Inc.</u>
<u>SP0200-04-A-9281</u>	LNE	<u>Newark Electronics</u>	<u>SP0200-04-A-9284</u>	LTC	<u>Tryco Inc.</u>
<u>SP0200-04-A-9304</u>	LBR	<u>Cardinal Health 200, Inc.</u>	<u>SP0200-04-A-9317</u>	LPQ	<u>Medtronic Physio-Control</u>
<u>VA0200-04-A-9175</u>	LDE	<u>Datex-Ohmeda, Inc.</u>	<u>VA0797-00-A-0011</u>	LGX	<u>Getinge/Castle, Inc.</u>
<u>VA0797-02-A-0019</u>	LNy	<u>Welch Allyn Protocol</u>			