

Federal, State, Local, Tribal, Territorial Government Ordering Guide for Public Health Emergency Response and Preparedness to include Medical Support Services



Rev. 5/15/2023

Best Practices Ordering Guide for State and Local Government to be used in the procurement of resources under the established Basic Ordering Agreement for the national response to Public Health Emergencies

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| **Acronym** | **Definition** |
| BOA | Basic Ordering Agreement |
| CLIN | Contract Line Item |
| CSD | Customer Service Director |
| FSS | Federal Supply Schedule |
| GSA | General Service Administration |
| HSS | Hospital Support Services |
| MAS | Multiple Award Schedule |
| OLM | Order Level Material |
| PHE | Public Health Emergency |
| POC | Point of Contact |
| PSHC | Professional Services and Human Capital |
| SLTT | State, Local, Tribal, Territorial |
| SPOC | State Point of Contact |
| T&M | Time & Material |
| VA | Veterans Administration |
| WAS | Wrap Around Services |

# BOA PURPOSE STATEMENT

GSA has entered into an agreement with the Center for Disease Control (CDC) to assist in the rapid procurement and delivery of supplies and services **in anticipation of, response to and recovery efforts from public health emergencies**. The term “Emergency” used within this agreement means events which meet the definition found in FAR 2.101 OR any situation which, if not corrected immediately, will result in unnecessary expenditure of funds, property damage, personal injury, or interruption of agency functions. **This means a Presidential declaration, a federal agency determination, or determination by authorized state, local, tribal, and territorial governments** that an emergency event has occurred, **is imminent**, or exists that is sufficient for utilization of this Basic Ordering Agreement (BOA).

To that end, GSA, on behalf of the sponsoring agency, the CDC, has established a

BOA with qualified vendors to:

● Provide authorized federal agencies, state, local, tribal, and territorial governments with an ordering vehicle that minimizes the administrative burden in locating and soliciting quality products from qualified vendors;

● Provide vendors offering emergency supplies, services, and managed solutions with an enhanced opportunity to compete for emergency acquisitions and support

emergency response efforts; and

● Ensure the rapid delivery of procured materials, equipment, and services during

periods of uncertainty by pre-positioning delivery and other terms and conditions.

|  |  |
| --- | --- |
| BOA Order Type | Time & Materials & Firm Fixed Price |
| BOA Period of Performance (PoP) | 6/30/2022 - 6/29/2027 |

# MARKET RESEARCH

GSA performed initial market research across Multiple Award Schedule (MAS) holders and VA Schedule Holders in the functional areas aligning with these requirements. At the completion of this market research, five (5) BOA’s were established. A list of established BOA holders can be viewed on the following page:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GSA/VA Schedule Contract #’s** | **Industry Partner Name** | **Company POC** | **Company POC Email** | **Company POC Phone** | **Company POC Title** |
| 36F79720D0046 | Ansible Government Solutions LLC | Derek Johnson | Derek.Johnson@ansible-GS.com | 443-956-3150 | CEO |
| 47QREA19D000F  V797D30199 | Caduceus Healthcare, Inc. | Linda Mitchell | lmitchell@cadgov.com | 770-357-2400, x3204 | Vice President of Business |
| 36F79722D0008 | CentralCare Incorporated | Dr. Krystle Okoye | Kokoye@centralcareinc.com | 703-813-8156, x253 | President & CEO |
| V797D30068 | Sterling Medical Associates, Inc. | Cody Blatt | cblatt@sterlingmedcorp.com | 513-984-1800 | Resources Manager |
| 36F79721D0117 | Vighter, LLC | Tom Harrison | tharrison@vighter.com | 210-568-9512 | Vice President |

# WHO IS ELIGIBLE TO PLACE AN ORDER

* 1. Please see [GSA Order OGP 4800.2I](https://www.gsa.gov/directive/eligibility-to-use-gsa-sources-of-supply-and-services) for information regarding eligibility to use GSA sources of supply and services.
  2. GSA has outlined available [purchasing resources and support for state and local governments [PDF - 436 KB]](https://www.gsa.gov/cdnstatic/Purchasing%20Resources%20and%20Support%20for%20State%20and%20Local%20Governments.pdf) eligible to directly access GSA Schedules. State and local governments should always coordinate purchases in accordance with guidance issued by GSA (or other applicable agency) and follow the regulations and requirements outlined by funding agencies prior to purchasing from any source.
  3. During the extent of any declared emergency, state and local government entities, including instrumentalities, may make self-determinations of eligibility and should send written confirmation to [gsaeligibilitydetermination@gsa.gov](mailto:gsaeligibilitydetermination@gsa.gov). See [40 U.S.C. 502(c) and (d).](https://www.govinfo.gov/content/pkg/USCODE-2011-title40/html/USCODE-2011-title40-subtitleI-chap5-subchapI-sec502.htm)

# REQUIREMENTS FOR SLTT USE

# SLTT buyers must:

# Follow the procurement laws and regulations, including competition rules, geographic requirements, and socioeconomic requirements dictated by their state and local procurement regulations and policies. If you are utilizing Federal grant funding for your purchase, you must follow the guidelines and requirements set forth by the granting agency.

# Include the MAS and VA contract number on all orders placed through MAS. This confirms that the pricing, terms, and conditions are applicable on the order.

# Include applicable mandatory ordering language for orders placed under the GSA SLTT Programs. Choose 1, 2, or 3.

# Disaster Purchasing Program Mandatory Order Language

# *"This order is placed under GSA Schedule number "insert number here" under the authority of the GSA Disaster Purchasing program. The products and services purchased will be used in preparation or response to disasters or recovery from major disaster declared by the President, or recovery from terrorism or nuclear, biological, chemical, or radiological attack."*

# Public Health Emergency Program Mandatory Order Language

# *“This order is placed under Federal Supply Schedule number <Insert Number Here> according to GSA policy that authorizes state, local, territorial, and tribal governments, 1800 F Street, NW, Washington DC 20405-0002 ww.gsa.gov U.S. General Services Administration as authorized users for purchasing goods and services, when expending Federal grant funds in response to Public Health Emergencies (PHEs) declared by the Secretary of Health and Human Services, under section 319 of the Public Health Services Act.”*

# 1122 Program

# *“This order is placed pursuant to the 1122 Program, in support of counter-drug, homeland security, or emergency response activities, under the authority of (insert the SPOC Name), the State Point of Contact (SPOC) for the State of (insert the state).”*

# In general, when orders are placed by an SLTT, all terms and conditions of the contractor's Schedule flow down to the order level, except the following:

# Disputes Clause;

# Patent Indemnity Clause;

# Prompt Payment Clause and

# Certain Commercial Item Contract Terms and Conditions. Portions of the commercial item contract terms and conditions that specify compliance with laws unique to federal government contracts are not applicable to Cooperative Purchasing orders.

# Buyers may add additional terms and conditions to schedule terms and conditions as long as they do not conflict with the base level schedule terms and conditions.

* 1. All services procured under the BOAs shall fall under the awarded scope:

1) Medical Personnel:

● Physicians, nurses, paramedics, and other medical staff

● Respiratory therapists

● Pharmacists

● Epidemiologists

● Laboratorians/Lab technicians

* Vaccinators (in addition to medical staff listed above; depending on the jurisdiction, this could potentially include nurses with various certifications, phlebotomists, pharmacists, etc.)

● Behavioral & Mental Health providers

2) Equipment (e.g., large tents, generators, beds, supplies, etc.)

3) Staff Wrap Around Services (SWAS) - to include laundry, housing, transportation, nutrition, etc.

4) Patient Wrap Around Services (PWAS) - to include laundry, showering, nutrition, etc.

5) Contact Tracing/Tracers (Disease Intervention Specialists)

6) Logistical Support (warehousing, transportation, and logistics for supplies)

7) Nonmedical personnel (to support vaccine administration) administrative staff, data entry staff, safety and security staff, IT support staff facilities support, logistics support staff

8) Environmental Health Services (Assessments, Consultation, Medical Grade Cleaning and Disinfecting, remediation) Medical Supplies, Medical Personnel, Patient/Staff WAS and management of these services.

\*Out of scope services should be procured separately. For questions on scope, contact GSA POCs noted below\*

1. **SAMPLE PROCUREMENT PROCESS & RECOMMENDATIONS**

# Notify BOA Holders Early

* + 1. We strongly advise you to contact the BOA holders via the email addresses listed in the aforementioned chart as soon as a need is determined and when further information becomes available, even before the RFQ is published. This will enable BOA holders to start preparing for the requirement before the release of the RFQ.
  1. **Prepare the Procurement Package**
     1. During declared disasters, SLTTs, as well as Tribal governments and educational institutions, as defined by 40 U.S.C. § 502(c), can use GSA Schedules pursuant to 40 U.S.C. § 502(d). Additional information can be found on [GSA’s State and Local Disaster Purchasing webpage](https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments/state-and-local-disaster-purchasing).
     2. Consider the following when possible:

# Minimize State licensure Requirements - State licensure requirements severely limit the candidate pools from which the BOA holders have to pull from. Consider allowing licenses from any state when possible.

# Consider flexibility in contract structure

* + - * 1. Breaking up periods of performance into shorter base/optional periods
        2. MAS allows various contract types to provide greater flexibility
        3. To procure supporting materials or to address unidentified needs, include the [Order Level Material](https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-features/orderlevel-materials-olms) Contract Line Item Number (CLIN) or Ancillary Supplies CLIN.
        4. Allow multiple Schedule labor categories to fulfill requirements.
  1. **Submit your RFQ to all BOA Holder industry partners via the email addresses listed in the aforementioned chart.**
  2. **Follow your procurement processes/requirements**
     1. SLTTs should always follow the regulations and requirements outlined by funding agencies prior to purchasing from any source.
     2. GSA Schedule contract prices have been determined to be fair and reasonable (see FAR 8.404(d)). Pricing at the order level should be evaluated to ensure that the quoted price does not exceed the awarded price on the schedule contract and to determine if discounts have been offered.
     3. Schedule contract prices can be found on [eLibrary](https://www.gsaelibrary.gsa.gov/ElibMain/home.do;jsessionid=wmrhw5VjMF5mkHC+rrduOYWy.prd2pweb64).
  3. **Post-Award Contract Management**
     1. SLTTs should follow regulations and policies outlined by funding agencies to ensure proper contract administration.
  4. **BOA Order Closeouts**
     1. Alert GSA Region 10 of BOA order closeout at email address: aasr10pmo@gsa.gov

# ADDITIONAL RESOURCES

* 1. **Customers Assistance:**
     1. National Customer Service Center is able to assist in answering questions or directing customers to the correct office within GSA. They can be reached at 800-488-3111 or [NCSCcustomer.service@gsa.gov](mailto:NCSCcustomer.service@gsa.gov)
     2. GSA [Customer Service Directors (CSDs)](https://www.gsa.gov/about-us/organization/federal-acquisition-service/customer-and-stakeholder-engagement/customer-service-directors) are local representatives who are knowledgeable on all GSA products and services and can provide training and/or answer questions. Please visit this website to identify your local CSD: [Customer Service Director Map](https://www.gsa.gov/about-us/organization/federal-acquisition-service/customer-and-stakeholder-engagement/customer-service-directors)
     3. GSA’s Assisted Acquisition Services Region 10 established the BOAs and is responsible for its contracting components at the Federal level. All questions should be submitted to the following email address:

[aasr10pmo@gsa.gov](mailto:aasr10pmo@gsa.gov)

# Purchasing Resources

* + 1. [Purchasing Resources and Support for State and Local Governments](https://www.gsa.gov/cdnstatic/Purchasing%20Resources%20and%20Support%20for%20State%20and%20Local%20Governments.pdf)
    2. [GSA’s State and Local Disaster Purchasing webpage](https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments/state-and-local-disaster-purchasing)
    3. [GSA Multiple Award Schedule Ordering Guide](https://www.gsa.gov/cdnstatic/MAS_Ordering_Quick_Reference_Guide_FINAL_508.pdf)

# Industry Assistance:

* + 1. Interested and capable current MAS industry partners who wish to learn more about the BOA, should reach out via email to: [aasr10pmo@gsa.gov.](mailto:aasr10pmo@gsa.gov)
    2. For interested industry partners who wish to attain a MAS contract with GSA, please visit the [Vendor Support Center](https://vsc.gsa.gov/); call 877-495-4849, or email [vendor.support@gsa.gov.](mailto:vendor.support@gsa.gov)