

**PURPOSE:** To ensure standardization of the submission process for all prosthetic appliances and sensory aids over the micro-purchase threshold; the document below is required to be completed and uploaded into the Electronic Contract Management System (eCMS) **Planning Module**. For access to the eCMS Planning Module, please contact the Network Contracting Office (NCO) eCMS Coordinator. Select from the following links to identify a local/regional eCMS/Application Coordinator: [SAO West](#), [SAO East](#), [SAO Central](#).

This procurement request document is designed to be a complete compilation of all information required by the NCO to process the requested prosthetic item(s)/service(s). **NOTE:** Patient consults are **prohibited** in eCMS and ALL Patient Health Information MUST be redacted from all documents before uploading into the eCMS Planning Module.

**A. Contact Information: Prosthetics Point of Contact**

[Reset Form](#)

eMail:

wayne.biggs@va.gov

**B. Item Information: Accounting and Appropriation Data**

Funding Amount as Verified by POC

\$12,100.00

Station Code

663

BOC & Fund Control Point

2692/8879

Detailed Description of Item/Aid

Below Knee Artificial Limb

Consult/Reference\* Identification

\*IEN 668# plus station identifier (e.g. Veteran's Last Initial and last 4 digits of the Veteran's SSN (for filtering purposes))

Ref#LRS509531

**C. Detailed Procurement Information:** Provide the following information

List any [Mandatory Sources](#) (these are referred to as National Committed Use Contracts). Add Waiver req't if not used.

NA

*NOTE: Per [VHA Handbook 1761-1](#) these would require [waivers](#) if the standardized contracts are not used.*

List any [Federal Supply Schedule \(FSS\) National or Local Contract Numbers](#) utilized

NA

Vendor Name

Hanger Prosthetics & Orthotics Service

Vendor Point of Contact Info Name

UN

VISTA/IFCAP Vendor #

43297

Fax Number, Phone Number, or eMail Address to Send Documents for POC above

PH:509 624-3314

Date Item/Service Required

Sep 30, 2014

Delivery Information

Veteran

Payment Only?

No

Consult Type

New

Consult Date

Sep 25, 2014

Quote Date

Sep 25, 2014

PO Line Items/HCPSC Location

Attached (Wheelchairs, Limbs, Stock)

**Purchase Order Line Item Information**

<input type="button" value="+"/> <input type="button" value="-"/>	Item	<input type="text"/>	HCPC	<input type="text"/>	Price	<input type="text"/>	Quantity	<input type="text"/>
BOC/Billing Item No.		<input type="text"/>	Serial Number		<input type="text"/>			

**D. eCMS Procurement Package Completion Instructions:** Verify each item by checking the adjacent box.

*Patient Information MUST be redacted prior to loading into [eCMS Planning Module](#).*

- ☒ Verify item is **FDA Approved** (for Open Market Purchases for [biologics](#) and [medical devices](#))
- ☒ Verify all **Patient Information** is **redacted**
- ☒ Verify **Consults** are **not loaded** into eCMS to prevent unauthorized disclosure of Patient Information
- ☒ Verify Supporting Documentation is provided within [eCMS Planning Module](#):
  - ☐ Vendor Quote(s)
  - ☐ Implantation Form(s)
  - ☐ Serial/Item Identification Number(s)
  - ☐ Other Information, as needed

**E. Justification & Approval (J&A):**

Check ONE of the Following

- ☒ <150k: Add Open Market J&A to Procurement Request
- ☐ FSS: Add FSS J&A to Procurement Request
- ☐ NO J&A is required
- ☐ ≥150k: [Add J&A](#) to Procurement Request

*A Justification and Approval Document is required when a Sole Source is requested due to Emergency/Urgent and Compelling circumstances where only One Source can provide the item or service, or for USC 8123 Requests.*

Is this an EMERGENCY Procurement?    Yes ☐    No ☒

Limbs
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**1. Nature and/or Description of the Action Being Approved:**

The J&A is to support the award of a contract or purchase order on a sole source basis for the purchase of a prosthetic limb component from a single source per medical determination of need.

**2. Description of Supplies/Services Required to Meet the Agency's Needs:**

Prosthetic limb components are specified by the clinical team to meet the unique and comprehensive needs of each Veteran with amputation.

**3. Statutory Authority Permitting Other than Full and Open Competition:** Include narrative for ONLY ONE item below.

Toggle check box selections to add or remove narrative text in 4 below.

- ☐ Urgent or compelling request for prosthetic appliance or sensory aid from an **FSS** Vendor per [FAR 8.405-6\(a\)\(1\)\(i\)\(A\)](#)
- ☐ Sole Source request for prosthetic appliance or sensory aid from an **FSS** Vendor per [FAR 8.405-6\(a\)\(1\)\(i\)\(B\)](#)
- ☐ Single Source (only one responsible source and no other supplies or services will satisfy the requested prosthetic item/sensory aid), per [FAR 13.106-1\(b\)\(1\)](#).
- ☐ Urgency (emergency request for prosthetic item/sensory aid where delay in the award would cause patient harm and there is medical justification to support the need) per [FAR 13.106-1\(b\)\(1\)](#).
- ☐ Exception to Fair Opportunity per [FAR 16.505\(b\)\(2\)\(i\)\(B\)](#). This language applies to, and is contained in, the National Contracts for Pacemaker/ICD/Implantable Loop Recorders awarded by the NAC.
- ☒ Title [38 U.S.C. 8123](#) and [41 U.S.C. 253\(c\)\(5\)](#) (Authorized or Required by Statute [FAR 6.302-5](#) and [VAAR 806.302-5\(b\)](#))

**4. Demonstration that the Contractor's Unique Qualifications or Nature of the Procurement Requires the Use of the Authority Cited Above (Applicability of Authority):**

The prosthetic item/sensory aid is not available for purchase on an existing contract and will be purchased on an open-market basis because the patient's medical need cannot be met through the use of a required source of supply or service and there is medical justification to support the need. The specific product described above has been determined by the physician to be the best product to treat the Veteran patient's medical condition and functional limitations.

**5. Requirements Certification:**

I certify that the requirement outlined in this justification is a Bona Fide Need and that the supporting data under my cognizance, which are included in the justification, are accurate and complete to the best of my knowledge and belief.

Prescriber -or-  
Requestor

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Ready to Sign? Click here!
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Print Form	Emergency eMail
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**6. Approvals in Accordance with VHA PM Volume Six, Chapter VI:**

Contracting Officer's Certification (required): I certify that the foregoing justification is accurate and complete to the best of my knowledge and the order represents the best value to the government.

Contracting  
Officer

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Director of Contracting/Designee: I certify the justification meets requirements for other than full and open competition.

DoC -or-  
Designee

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