

# Sources Sought Notice

**SUBJECT\*** On-Site Pharmacy Wall-to-Wall Inventory | Wilkes Barre VAMC

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## GENERAL INFORMATION

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<b>CONTRACTING OFFICE'S ZIP CODE*</b>	17042
<b>SOLICITATION NUMBER*</b>	36C24423Q0267
<b>RESPONSE DATE/TIME/ZONE</b>	01-09-2023 1:00PM EASTERN TIME, NEW YORK, USA
<b>ARCHIVE</b>	30 DAYS AFTER THE RESPONSE DATE
<b>RECOVERY ACT FUNDS</b>	N
<b>SET-ASIDE</b>	
<b>PRODUCT SERVICE CODE*</b>	R706
<b>NAICS CODE*</b>	561990
<b>CONTRACTING OFFICE ADDRESS</b>	Department of Veterans Affairs Network Contracting Office 4 Lebanon VA Medical Center 1700 S. Lincoln Avenue Lebanon, PA 17042
<b>POINT OF CONTACT*</b>	Stephanie McFadden, Contract Specialist stephanie.mcfadden@va.gov

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## PLACE OF PERFORMANCE

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<b>ADDRESS</b>	Department of Veterans Affairs Network Contracting Office 4 Wilkes Barre VA Medical Center 1111 East End Blvd. Wilkes Barre PA
<b>POSTAL CODE</b>	18711
<b>COUNTRY</b>	

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## ADDITIONAL INFORMATION

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<b>AGENCY'S URL</b>	
<b>URL DESCRIPTION</b>	
<b>AGENCY CONTACT'S EMAIL ADDRESS</b>	
<b>EMAIL DESCRIPTION</b>	

\*= Required Field

Sources Sought Notice

# Sources Sought Notice

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## DESCRIPTION

**THIS IS NOT A SOLICITATION.** This is a Sources Sought Notice only and is issued to conduct market research and gain knowledge of current market capabilities. Responses to this notice are not offers and cannot be accepted by the Government to form a binding contract. This notice is issued solely for information and planning purposes and does not constitute a solicitation or a guarantee to issue a solicitation in the future. This notice does not commit the Government to contract for any supply or service. All information submitted in response to this announcement is voluntary; the Government will not pay for information requested nor will it compensate any respondent for any cost incurred in developing information provided to the Government. Not responding to this notice does not preclude participation in any future solicitation, if issued. This announcement is based on the best information available at this time and is subject to future amendment.

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The Department of Veterans Affairs, Network Contracting Office 4, is conducting a market survey to identify potential sources to perform a firm fixed price contract for procurement of on-site pharmacy wall-to-wall inventory services for the Wilkes Barre VA Medical Center, 1111 East End Boulevard, Wilkes Barre, PA 18711:

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### **DRAFT REQUIREMENTS DESCRIPTION (NOT COMPREHENSIVE)**

The Wilkes Barre VA Medical Center is seeking to procure a contract for on-site pharmacy wall-to-wall inventory services to cover a five-year period.

### **DESCRIPTION**

The contractor shall perform on-site pharmacy wall-to-wall inventory services for the Wilkes Barre VA Medical Center's (Wilkes Barre VAMC) Pharmacy in accordance with this Statement of Work.

The VA requires a yearly inventory to be performed for both its inpatient and outpatient pharmacies. This includes the counting of all drugs and supplies in the main pharmacies as well as the ScriptPro and Parata ATP2 machines. There is no pharmacy in-house count and pharmacy staff will only be supervising, not assisting.

### **PLACE OF PERFORMANCE**

Wilkes Barre VA Medical Center  
1111 East End Boulevard  
Wilkes Barre, PA 18711

### **SCOPE**

The Pharmacy at the Wilkes Barre VAMC is seeking sources for a firm fixed price requirement for annual on-site pharmacy wall-to-wall inventory services through an outside vendor in order to complete yearly requirements.

# Sources Sought Notice

## **REQUIREMENTS**

The contractor shall complete the following tasks:

- Complete each annual inventory no earlier than January 1 and no later than February 28 of each contract period.
- Have the capability to download VA pricing files from the VA wholesaler, McKesson. Product that is not found in the pricing files will be added manually to the inventory report at the time of inventory. Information will include NDC or UPC/UPN, full generic name, size of order unit, price per order unit and the inventory quantity. The cost per order unit will be provided by VA staff.
- Count and record quantities of all medications and supplies in the inpatient, unit dose, and outpatient sections of the pharmacy, including ScriptPro and Parata ATP2 dispensing machines.
  - Inventory items include all pharmaceuticals and some supply items such as, but not limited to, blood glucose testing strips and needles. Some inventory supply items such as, but not limited to, labels, empty vials, and incontinence items are not included for inventory.
  - Pharmacy staff will provide the Contractor with NDC's, product name and quantity of product in all automated dispensing machines. The contractor will enter all product and make the appropriate conversions to the nearest 1/10 bottle size.
- The contractor will coordinate with the pharmacy staff to determine each section to be inventoried and will provide "hard copy" inventory sheets when each section of inventory is completed with the product names, cost per order unit, and the actual inventory quantity. These sheets will be reviewed by pharmacy staff and corrections made at the time of inventory, if needed, prior to the final preliminary inventory report. The contractor will provide a final preliminary report prior to departing the pharmacy, and pharmacy staff will be provided the opportunity to request corrections if file errors are found. The final report will be emailed once all information is complete.
- Accomplish said tasks in an efficient and timely manner. Scheduling with the facility shall begin immediately upon contract award to allot time for preparations. The inventory shall be completed in one day on a weekend.
- Provide and utilize their own equipment and personnel.
- Provide detailed Excel or .pdf reports showing total inventory of each pharmacy (inpatient and outpatient). Reports shall also include breakdown of the total value of each inventoried area (vault, refrigerator, main pharmacy, ScriptPro, and Parata ATP2 machines) as well as total value of inpatient and outpatient. Reports shall include the following information:
  - Quantity of drug or supply
  - Name of drug or supply
  - NDC# of drug or supply
  - Strength of drug
  - Size
  - Unit Cost
  - Extended Cost
- Contractor will not have access to any patient-specific data and will not be using any Government-furnished equipment or automated devices.

# Sources Sought Notice

## **ANTICIPATED PERIOD OF PERFORMANCE**

The anticipated period of performance for this requirement is a base plus four one-year option periods as follows:

Base Year: 02/01/2023 – 01/31/2024  
Option 1: 02/01/2024 – 01/31/2025  
Option 2: 02/01/2025 – 01/31/2026  
Option 3: 02/01/2026 – 01/31/2027  
Option 4: 02/01/2027 – 01/31/2028

## **DELIVERABLES**

- The contractor will provide inventory services as indicated above in accordance with the terms of the contract.
- **QUALITY ASSURANCE:** The Government Representative will ensure the Contractor properly performs inventory services at each site within required time limit, and with minimal disruption to pharmacy operations. The Government Representative will coordinate with the Contractor to ensure that upon completion of each site's inventory, the complete inventory report is provided within the required time limit.
- **SECURITY CONSIDERATIONS:** Safeguarding patient health information (PHI) is a primary concern for VA staff and for contractor personnel working in VA facilities and/or working with PHI or other confidential/sensitive information. Such information must be protected from unauthorized, unanticipated, or unintentional modification. Contractor staff will safeguard PHI or other confidential/sensitive information as required in referenced policies. The C&A requirements do not apply, and a Security Accreditation Package is not required.
- All employees and VA affiliated contractors who are involved with the inventory procedure will abide by patient safety, protection of patient sensitive material established in any Federal Law or VA agency policy and procedure. Vendors conducting inventory under this contract will be directly supervised by VA staff and will abide by the rules and regulations of agency.
- **Information Systems Officer, Information Protection:** The vendor under this contract, will not have access to VA Desktop computers nor have access to online resources belonging to the government while conducting services.
- **Privacy Officer:** The Contractor will not have access to Patient Health Information (PHI) nor the capability of accessing patient information during the services provided to the VA.
- **Records Manager:**
  - Citations to pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1222 and Part 1228.
  - Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
  - Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.

## Sources Sought Notice

- Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.
- Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.
- The Government Agency owns the rights to all data/records produced as part of this contract.
- The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.
- Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].
- No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.
- Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, this contract. The Contractor (and any sub-contractor) is required to abide by Government and Agency guidance for protecting sensitive and proprietary information.

# Sources Sought Notice

## Capabilities Statement and Documentation:

Companies are invited to provide their capabilities, experience, and knowledge in the provision of magazine graphic design services. Sources are asked to provide information to demonstrate their answers to the following items of information:

1. General information about your company to include:

Company Name:  
Company Address:  
Socioeconomic Status:  
GSA Contract Number covering these services and Expiration Date (if applicable):  
Company Unique Equity Identifier (UEI):  
Company NAICS Code(s):  
Point of Contact Name:  
Point of Contact Phone Number:  
Point of Contact Email Address:  
Company Website (if available):

2. The North American Industry Classification System Code (NAICS) is 561990 (All Other Support Services), and the Small Business Size Standard is \$14.5 million.

3. Based on market response, the following clauses may be included in a resulting solicitation, should one be issued:

- VAAR 852.219-10, VA Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside.
- VAAR 852.219-11, VA Notice of Total Veteran-Owned Small Business Set-Aside.
- FAR 52.219-6, Notice of Total Small Business Set-Aside.

Accordingly, prospective contractors will be required at time of solicitation response to certify to the applicable limitation on subcontracting requirements in 13 CFR 125.6, with reference to the appropriate set-aside. Please include in the response to this sources sought notice your ability or inability to certify to the clause applicable to your organization.

4. Provide a summary of your firm's ability to provide the services described in this announcement. In addition to a Capability Statement, submissions can include specifications, brochures, and manuals as attachments.

Submit responses via email only to Contract Specialist Stephanie McFadden at [stephanie.mcfadden@va.gov](mailto:stephanie.mcfadden@va.gov), no later than 2:00 PM EST, Friday, January 6, 2023, with Sources Sought number 36C24423Q0267 in the subject line. Telephone responses shall not be accepted. The Government will not provide feedback in response to vendor questions about the requirement at this time. If you identify ambiguities or have concerns about anything in the description of the requirement, however, please include them with your response. Confirming receipt of the response is the responsibility of the contractor. Contact the Contract Specialist if the Government does not confirm receipt of the sources sought response within 2 business days.

Prospective contractors are reminded that in accordance with FAR 4.11 they shall be registered in the System for Award Management (SAM) database and shall complete electronic annual representations and certifications in SAM prior to award of a contract. SAM is located at

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<https://sam.gov/SAM/> and consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO cost to use SAM.

No solicitation document is available at this time; this notice is to acquire information only.

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