

TriService Regional Business Office
Portsmouth Purchasing Alliance

MEMORANDUM FOR VENDORS

DATE: 30 June 2004

SUBJECT: Product Standardization Procedures for Vendors

The Medical Services of the Department of Defense (DOD) have joined in regional partnerships to promote efficiency and responsiveness in support of the world's premier medical health care system. This initiative binds the health care activities of the Army, Navy, Air Force and Coast Guard within Multi-Service Market Manager Regions. The Multi-Service Marketing Office is one of several that are interdependent but yet are independent. They each have their own TriService Product Review Board (TPRB) and regional business plan; however, business operations, acquisition strategies, and implementation standardization decision processes are similar.

The Tri-Service Regional Business Office Portsmouth services the following Military Medical Facilities for the Product Standardization Program:

- Naval Medical Center-Portsmouth, VA
- Womack Army Medical Center – Fort Bragg, NC
- Kenner Army Health Clinic – Fort Lee, VA
- McDonald Army Hospital – Fort Eustis, VA
- Fleet and Industrial Supply Center - Norfolk, VA
- Naval Dental Center – Norfolk, VA
- Naval Hospital - Camp Lejeune, NC
- Naval Hospital – Cherry Point, NC
- 1st Medical – Langley AFB, VA
- 4th Medical Group – Seymour Johnson AFB, NC
- 32nd Medical logistics Battalion – Fort Bragg, NC
- SASSY Mgmt Unit – 2nd FSSG – Camp Lejeune, NC
- Medical Logistics Company – Camp Lejeune, NC
- 43rd Medical Group - Pope AFB, NC
- United States Coast Guard Integrated Support System Portsmouth, VA
- United States Coast Guard Training Center Yorktown, VA
- United States Coast Guard support Center Elizabeth City, NC

1. Specific information about the Region can be found on the Product Standardization web site at www.dmmonline.com.

2. In order to participate in the standardization process you must be a DAPA (Distribution and Pricing Agreement) holder or represented by a DAPA holder distributor. You must also maintain a contract with our Prime Vendor, Cardinal Health. DAPAs are issued by DSCP (Defense Supply Center – Philadelphia). If your company does not have a DAPA you may apply on line and find out more information at www.dmmonline.com or contact John Charalabidis at (215-737-7124 / DSN 444-7124); john.charalabidis@dla.mil. Your Point-of-Contact with Cardinal Health is Lynne Kelly, Lynne.Kelly@Cardinal.com. The standardization process will generally consist of the following:

- a. The Regions will select a product line to standardize.
- b. A Clinical Product Team (CPT) will be formed, composed of clinicians from the Navy, Air Force, Army and Coast Guard facilities within the TRBO Portsmouth Region. This team is the decision making body throughout the entire process.
- c. The CPT will determine the Region's minimum needs and develop evaluation criteria for the standardization decision.
- d. Notification of the intent to standardize to a particular product group was posted on the [Federal Business Opportunities \(FedBizOpps\)](#) website.
- e. Those vendors wishing to take part in the Standardization process will contact the TriService Regional Business Office (TRBO) representative as listed.
- f. Those vendors who meet the Government's minimum needs will be invited to participate in vendor demonstrations and possibly trials and to submit pricing. Those vendors who are not invited for trial will be so notified.
- g. Vendors invited for trial will then be instructed relative to the "Rules of Engagement" (where and when the products will be trialed and under what conditions). It will be the vendor's responsibility to get the items to that location in sufficient quantity for the trial period. This will be at the vendor's own cost. If the vendor wishes to provide additional education or training on the items, that too will be at its cost. All clinical trials will have a start and stop date that will be strictly adhered to. We will only look at the products undergoing trial and will reject any others that are not being reviewed at that time. On the Government's part we will provide the vendor the specific type of items we are reviewing, the dates, location, and point of contact at the facilities participating in the trial.
- h. The CPT will recommend a best value decision, with clinical quality considered more important than price. This recommendation will be presented to the TriService Product Review Board (TPRB) for review and acceptance.
- i. Once a selection is made, the other vendors will be notified of the decision. A Regional Incentive Agreement (RIA) will be entered into with the selected vendor, providing for committed volume pricing. The selected vendor will then be responsible for loading the

new DAPA information into the DSCP and Prime Vendor systems. It will be considered a “Regional DAPA” and will only affect the specified facilities. All agreements will be periodically reviewed to ensure we are still getting the best value.

- j. There will be no gratuities of any kind at anytime, to anyone during this process.

If you have any questions, please contact either Mr. Greg Morrison at (757) 953-5804 or by email at GPMorrison@mar.med.navy.mil or Mr. Robert Meinertzhagen at BPMeinertzhagen@mar.med.navy.mil or by phone at 757-953-2134.