



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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Office of the President
PPM-006-2020 (LOG)
July 13, 2020

SUBJECT: Equipment Service Policies and Responsibilities

A. Purpose. This President's Policy Memorandum (PPM) outlines the internal policies and responsibilities for the identification, planning, funding, and acquisition of requirements for: 1) repair parts, 2) one-time service repairs, and 3) maintenance service agreements. The acquisition of these supply/services may be done via Blanket Purchase Agreements (BPAs) or contracts supporting laboratory, clinical, and research equipment. Specifically, this PPM identifies responsibilities and authority for each of the three identified supply/services listed above.

B. Reference. *See Enclosure 1.*

C. Applicability. This PPM applies to all Uniformed Services University for the Health Sciences (USU) Responsibility Center Managers, departments, centers, activities and programs.

D. Policy. It is USU policy that:

1. The Logistics Division (LOG), Technical Support Branch (TSB) will direct, manage and oversee USU's equipment service programs.
2. The TSB will apply a cost benefit analysis before authorizing major equipment repairs or equipment replacement. (*See Reference (a)*).
3. Appropriated funds will not be used directly to obtain service for non-government owned equipment under a procurement contract.
4. Foundation partners (receiving a USU Federal Assistance Agreements awards or contracts) will utilize award or contract funding to obtain service for non-government owned equipment located at USU.

E. Responsibilities.

1. The LOG/TSB will manage and oversee all USU repair and service programs covered by this PPM:
 - a. The LOG/TSB will:
 - 1) Request annual funding for BPA calls, service contracts, maintenance agreements and options that need to be exercised. For requirements needing ACQ support, LOG

must send a complete list of these requirements to ACQ in advance to ensure timely acquisition. A complete PR package will also be required. The application of funds will be aligned with USU's budget and priorities to ensure maximum effectiveness of available resources.

2) Enter PRs with a complete requirements package including identification of the end user, Statement of Work (SoW), specifications, sole source justifications, market research, quotes, etc. as appropriate.

3) Monitor BPA and Contract vendor performance and report any negative performance to ACQ for resolution. Field Service Reports will be entered by TSB into the maintenance system of record. Past performance data will be entered into the Contractor Performance Assessment Reporting System (CPARS), as required. BPA quarterly reporting will be conducted in accordance with terms of each BPA.

4) Review all new equipment requests for maintenance requirements and include those necessary as part of each equipment purchase. If no maintenance agreement or service is necessary, LOG will indicate as such as part of the PR package.

b. The TSB will:

1) Order Basic Repair Parts within delegated Government Purchase Card (GPC)/ Blanket Purchase Agreement (BPA) authority.

2) Place BPA calls for preventative maintenance, service and repair parts; and identify any in-scope requirements to add equipment to a BPA by sending a written request to the Acquisitions Directorate (ACQ).

3) Utilize the GPC to award non-recurring service contracts (less than \$2,500 per instance).

4) Identify and track all equipment that requires a service contract greater than \$2,500 and identify in writing to ACQ the requirements. ACQ will initiate awards upon receipt of a completed Purchase Request (PR) package. Requirements should be consolidated as much as possible. Equipment purchases which require maintenance agreements should include the maintenance with the equipment purchase, including options for additional years, as necessary.

2. Customers. The TSB will collaborate with customers to determine need and requirement for all service agreements. Customers, with approval from TSB, may be authorized to troubleshoot equipment issues. Customers will ensure any service performed by a third party is less than \$2500 and reported to TSB.

3. The ACQ is responsible for establishing all BPAs and service contracts.

F. Effective Date. This PPM is effective immediately.

A handwritten signature in black ink, appearing to read "RW Thomas". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Richard W. Thomas, MD, DDS, FACS
President

Enclosure:

1. Reference

REFERENCE

(a) USU Instruction 4144, "Medical Devices and Equipment Sustainment Program," dated December 3, 2019.