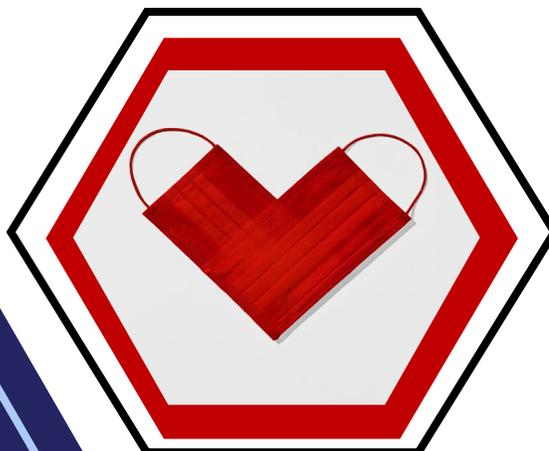




U.S. Department of
Health and Human
Services

DHHS Wide Program for 100% Made in America Personal Protective Equipment (PPE)

HHS Ordering Guide



MADE IN
AMERICA.GOV

Table of Contents

Background & Purpose..... Page 3

Sourcing 100% Made in America PPE..... Page 4

Available PPE Types & Specifications Page 5

Multi Award IDIQ PPE Program for HHS..... Page 8

Get to Know the PPE Program..... Page 9

PPE Acquisition Overview..... Page 10

Directed Ordering Process Page 11

Assisted Ordering Process Page 12

Government Roles and Responsibilities Page 13

Contact Us..... Page 15

Background & Purpose

The National Institutes of Health (NIH) has established a multiple award Indefinite Delivery Indefinite Quantity (IDIQ) contract for medical Personal Protective Equipment (PPE) compliant with the Infrastructure & Investment Jobs Act (IIJA) for use by the NIH and the Department of Health and Human Service (HHS) and its sub agencies and offices (STAFFDIVs and OPDIVs).

This PPE Program provides value to HHS by:



Improving HHS's buying and negotiating power for maximum discounts



Increasing visibility of PPE inventory and utilization to enable better supply and demand planning across HHS



Standardizing the acquisition process so HHS labs, clinics, and offices can procure PPE quickly at the best prices



Decreasing the need to stock-pile PPE and risking shelf waste

The IIJA-Public Law 117-58 mandates that HHS (among other departments) must establish long terms contracts (defined as 2+ years) with PPE suppliers that can ensure 100% domestically sourced and manufactured PPE. PPE purchased by HHS must be American made with 100% domestic components as described under HHSAR Clause 352.225-70 Made in America. The IIJA-compliant PPE program consists of multiple IDIQ contracts, specifically designed as the mandated source, per the HHS Senior Procurement Executive (SPE), to acquire IIJA compliant PPE products.



Surgical Masks



Respirator
Masks/Filters



Lab Coats/
Jackets



Coveralls



Surgical
Gowns



Face Shields



Safety Glasses/
Goggles



Caps

Sourcing 100% Made in America PPE through the NIH Supply Center (NIHSC)

The multiple-award IDIQ PPE program will provide HHS with an efficient process for ordering PPE online from the NIHSC.

The IJJA PPE contracts are for use only by the DHHS and its OPDIVs and STAFFDIVs. These contracts are not Government-Wide Acquisition Contracts and cannot be used by other Federal Departments or Agencies.

All DHHS Contracting Officers (COs) seeking to place orders against this agreement consent to the terms and conditions set forth in the Parent IDIQ contracts.

This guide provides procedures for ordering IJJA compliant PPE. It defines the roles, and the responsibilities of the stakeholders involved in the ordering process. It does not supersede your ordering agency policies or best practices and does not take precedence over the terms and conditions of the IJJA PPE contract. It is the responsibility of the customer to follow the statutes, regulations, and agency specific policies regarding the issuance of an order and to incorporate these requirements.

***100% Made in America Personal Protective Equipment (PPE):
Available to all of HHS through the NIH Supply Center***



Visit the [NIHSC Product Catalog](#)



Search for PPE



Direct and Assisted
Ordering Options
Available



Tell Us What You
Need!

Available PPE Types & Specifications

Available PPE Types and Specifications

PPE Category	Specifications	Picture
N95 particulate respirators	ASTM F1862, ASTM F2100 Level 3, ASTM F2101, 16 CFR 1610, 29 CFR 1910.124, 42 CFR 84	
Surgical Tie-On	ASTM F2100 Level 3, 16 CFR 1610, 42 CFR 84	
Procedure Earloop	ASTM F2100 Level 1, 2, 3, 16 CFR 1610, 42 CFR 84	
Non-medical barrier face covering	ASTM F3502, 16 CFR Part 1610, 42 CFR 84	
Clear Masks	ASTM F2100, 16 CFR Part 1610, 42 CFR 84	

Available PPE Types & Specifications

Available PPE Types and Specifications

PPE Category	Specifications	Picture
Lab Coats & Jackets	ASTM F1670 , ASTM F1671 , ASTM F903 , AATCC TM42 , NFPA 701 or NFPA 2112 ,16 CFR 1610 , ANSI/ AAMI PB70	
Coveralls	ASTM F1670, ASTM F1671, ASTM F903, AATCC TM42, NFPA 701 or NFPA 2112, 16 CFR 1610	
Surgical gowns	ASTM F1670, ASTM F1671, ASTM F903, AATCC TM42, NFPA 701 or NFPA 2112, 16 CFR 1610	
Face shields	ANSI/ISEA Z78.1-2015, 29 CFR 1910.133	
Safety Glasses/Goggles	ANSI/ISEA Z78.1-2015, 29 CFR 1910.133	

Available PPE Types & Specifications

Available PPE Types and Specifications

PPE Category	Specifications	Picture
Caps	ASTM F1670, ASTM F1671	
Shoe Covers	ANSI/ISEA 101-1996, ASTM F1670, ASTM F1671	

This IDIQ program complies with CM-SS principles, designed and executed to combine the HSS spend for common requirements, and provides tiered pricing to drive down the overall obligations, saving money and capturing spend under management data for NIH, HHS, and Office of Management and Budget (OMB).

Gloves

Stay tuned...100% sourced and manufactured gloves (all types) available soon on upcoming awards!

The Multi-Award IDIQ PPE Program for HHS

There are 12 contractors on this IDIQ program. Please see table below to learn more about each supplier. The contracting officer is reminded that any requirement below the simplified acquisition threshold must be reserved for small business.

Company Name	Company POC & Contract Number	PPE Category Type
Small Business (5)		
Atlantic Trading LLC Home - Atlantic Trading Company (atl-trading.com)	POC: Atlantic Trading LLC Email: Trent@Atl-Trading.com Contract #: 75N98024D00057	Coveralls, Caps
DemeTech Corporation Product Compare – DemeTech Corporation	POC: Luis Arguello Jr. Email: luisjr@demetech.us Contract #: 75N98024D00058	Surgical Masks, Respirator Masks/Filters
Merrow Manufacturing LLC Merrow Manufacturing - American Made Apparel & Technical Gear (merrowmfg.com)	POC: Charlie Merrow Email: charlie@merrow.com Contract #: 75N98024D00062	Surgical Gowns
Prestige Ameritech, Ltd. Contact Prestige Ameritech	POC: Gary Harris Email: garyh@prestigeam.com Contract #: 75N98024D00065	Surgical Masks, Respirator Masks/Filters, Face Shields
USA Medical usamedicalsupply.com	POC: Andrew H. Fink Email: andy@usamedicalsupply.org Contract #: 75N98024D00067	Surgical Gowns
Service Disable Veteran Owned Small Business (3)		
Hiscomp LLC	POC: James W. Rockmore Email: jrockmore@hiscompllc.com Contract #: 75N98024D00051	Safety Glasses/Goggles
Panefort LLC (The Maclean Group) Panefort Medical Products	POC: Preeya Sharma Email: preeya@macleanhealth.com Contract #: 75N98024D00060	Surgical Masks, Caps, Shoe Covers
Stronghold Group LLC Home Stronghold Group	POC: David Henderson Email: Stronghold Group Dave@strongholdcare.com Contract #: 75N98024D00062	Safety Glasses/Googles
Women Owned Small Business (1)		
New York Embroidery Studio (NYES) New York Embroidery Studio — NYES (nyembroiderystudio.com)	POC: Michelle Feinberg, President Email: michelle@nyes.co Contract #: 75N98024D00063	Surgical Masks, Respirator Mask/Filter, Lab Coats, Jackets, Coveralls, Surgical Gowns
Other than Small Business (3)		
3M The History of 3M From Humble Beginnings to Fortune 500	POC: Michelle Audette-Williams Email: mcaudette-williams@mmm.com Contract #: 75N98025D00008	Respirator Mask/Filter
Medline Industries, LP Medline – Medical supply company, manufacturer, and distributor	POC: Erin Moreau Email: emoreau@medline.com Contract #: 75N98025D00007	Lab Coats, Jackets, Face Shields, Shoe Covers
Owens & Minor – Halyard Inc. Home Owens & Minor (owens-minor.com)	POC: Julie Hale Email: julie.hale@hyh.com Contract #: 75N98025D00006	Respirator Masks/Filters

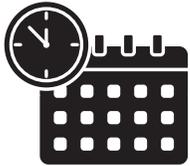
Get to Know the PPE Program



Contract Type:

- Multiple Award IDIQ contracts awarded under FAR Part 16

**Subsequent DOs forthcoming from this IDIQ program will be Firm Fixed Price (FFP) and will be awarded under FAR 16.504–Fair Opportunity. All requirements will have competition within that PPE family under an RFQ. The award decision of that DO is at the customer’s discretion concerning best value, price, delivery, or ties.*



Period of Performance

- Two-Year Base Period: (Sept. 23, 2024 – Nov. 21, 2024) – (Sept. 22, 2026 – Nov. 20, 2026)
- Option 1: (Sept. 23, 2026 – Nov. 21, 2026) – (Sept. 22, 2027 – Nov. 20, 2027)
- Option 2: (Sept. 23, 2027 - November 21, 2027) – (Sept. 22, 2028 – Nov. 20, 2028)



Who can use it?

- HHS Warranted COs (within limits of warrant)
- HHS P-card holders (up to \$100K)



Funds Obligation

- This IDIQ does not obligate any funds. Funds will be obligated at the DO level by the ordering officials in their respective financial system and PRISM. It is the responsibility of the ordering official to ensure compliance with all applicable fiscal laws, the FAR, DHHS FAR supplements and office policies, guidance, and instructions prior to issuing an order.



Parent Level Min and Max

- The Contractor shall be paid by the Government in an amount not less than a total of \$10,000 and no more than a total of \$99,000,000 for successful performance of the contract.
- When the Government requires supplies or services covered by this contract in an amount of less than \$5,000, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

PPE Acquisitions Overview

A. General Information

The IJJA PPE contracts are for use only by the DHHS and its OPDIVs and STAFFDIVs. These contracts are not Government-Wide Acquisition Contracts and cannot be used by other Federal Departments or Agencies. All DHHS Contracting Officers seeking to place orders against this agreement consent to the terms and conditions set forth in the Parent IDIQ contracts.

B. Authorized Users

The following are authorized users of the PPE IDIQ contracting vehicle:

- DHHS Warranted COs (within limits of warrant)
- DHHS P-card holders (up to \$100K)

C. Funds Obligation

The IDIQ does not obligate any funds. Funds will be obligated at the delivery order level by the ordering officials in their respective financial system and PRISM. It is the responsibility of the ordering official to ensure compliance with all applicable fiscal laws, the FAR, DHHS FAR supplements and office policies, guidance, and instructions prior to issuing an order.

D. Fee for Access/Service

Ordering Process	Fee	Note
Direct Use	1%	
Assisted Acquisition	2%	Fee is capped at \$50,000 per fiscal year

For direct use of the vehicle, ordering officials will be charged an access fee of one percent (1%) of the total amount of the delivery order for ordering off the contracting vehicle. This is an access fee for gaining access to use the vehicle.

For assisted acquisitions, customers will be charged a two percent (2%) fee consisting of the one percent access fee and a 1 percent assisted fee of the delivery order for NIH to run the delivery order (compete/award/administer) for them. The fee is capped at \$50,000 per fiscal year. The customer will provide one Federal employee to represent the voice of the customer.

E. Federal Procurement Data System (FPDS) Entry

To comply with CM-SS principles and guidelines, pay attention to FPDS data elements 5A, 5B, 5K, and 6G.

F. Major Program

If the ordering official/customer uses PRISM, they must manually enter the NIH IDV contract number. Please follow the steps below to create a delivery/task order against an external contract.

Directed Ordering Process

Below are the steps necessary to place an order under the IJJA PPE contracting vehicle. This does not supersede any requirements of the FAR or DHHS FAR Supplement, OMB Directives on Category Management and Strategic Sourcing, or your OPDIV or STAFFDIV internal rules. Each ordering official and program must adhere to the policies and procedures established by your agency. On average, this process should take one to two months.

1

Complete your internal acquisition plan or requisition process including approvals.

2

Submit your Request for Quote (RFQ) to the email addresses (for fair opportunity in accordance with 16.505 to **ALL contractors**, or to a sub-set based for a SB set-aside with your internal set-aside procedures being followed).

3

Receive Quotes directly to the CO email, or email box designee.

4

Make an award decision in accordance with the evaluation factors found in the RFQ.

5

Award the Delivery order and obligate the funds on your financial system.

6

Enter your FPDS data. Send a copy of the Face page of the award to the NIH CO and COR.

7

Inspect & Accept product upon delivery.

8

Pay invoices and close out delivery order.

Pro Tip: Place orders monthly or quarterly (not weekly) by combining your OPDIV or STAFFDIV's PPE requirements onto one RFQ. Less administrative work for you, bigger savings.

Assisted Ordering Process

In the assisted acquisition business process, the **NIH Supply Center** will be your go-to source for **Made in America PPE**. The NIHSC will run the programmatic and contracting roles for you and make recommendations on your behalf. The steps are as follows:

1

Memorandum of Understanding (MOU): Download, read, and sign the MOU paperwork from website that goes over roles and responsibilities between the requesters (Customer Op/Staff Divs) and the servicing agency (NIH).

2

Inter-Agency Agreement (IAA): An IAA will be utilized to define work between the NIH Supply Center and HHS OP/Staff Divs. The IAA will specifically define the acquisition of IIA PPE collaborated between NIHSC and the customer. The IAA explicitly defines what each party will contribute, including responsibilities of each party, what will be done, timeline of work, and funds transferred related to the alliance. Agreements will be negotiated between NIHSC and the requesting Op/Staff Div. The movement of funds is done by sending the requester's funds via an IAA to the NIHSC. This step will take approximately 30 days. The fees are included on the IAA.

3

The NIHSC will work with the customer/requester to complete the procurement.

4

The NIHSC will send the acquisition package to the OLAO Contracting Office for completion/award.

5

The NIHSC will contact the customer/requester throughout the Technical Evaluation Panel (TEP) review process and recommend a source selection. The OLAO Contracting Office will make the award.

6

The Contractor will deliver items to the customer's OP/Staff Div location.

7

The NIHSC will assist with inspection, acceptance, invoice payment, and help the OLAO Contracting Office with Delivery Order (DO) close-out.

Government Roles and Responsibilities

A. Contracting Officer (CO) – The NIH CO (at the Parent level) has the overall responsibility for managing and administering the IJJA PPE IDIQ contracts. Only the CO has authority to:

- Direct or negotiate any changes in the statement of work (SOW)
- Modify or extend the period of performance (POP)
- Change the delivery schedule
- Authorize reimbursement to the Contractor for any costs incurred during the performance of this contract
- Otherwise change any terms and conditions of this contract; or (6) sign written licensing agreements.

Each Delivery Order (DO) must have their own CO. The responsibilities of the DO CO pertain only to that specific order, and may not contradict or supersede the NIH Parent CO.

B. Contracting Officer's Representative (COR) – The NIH COR (at the Parent level) has the overall responsibility for overseeing the day-to-day programmatic work and the running of the contracting vehicles under the IJJA PPE IDIQ contracts. The COR is responsible for:

- Monitoring the Contractor's technical progress, including the surveillance and assessment of performance and recommending to the CO changes in requirements
- Interpreting the SOW and any other technical performance requirements
- Performing technical evaluation as required
- Performing technical inspections and acceptances required by this contract; and (5) assisting in the resolution of technical problems encountered during performance.

Each DO must have its own COR. The responsibilities of the DO COR pertain only to that specific order, and may not contradict or supersede the NIH Parent COR

C. Ordering Agency Internal Procedures – The NIH Parent CO does not need to review solicitations (RFQs) or resulting DOs. The Ordering Agency (OPDIV or STAFFDIV) has sole responsibility for utilizing their own agency channels and internal procedures for reviewing RFQs and DOs.

Pro Tip: Have Questions? Contact the CO and COR for more assistance! Do not reach out directly to the contractors.

Government Roles and Responsibilities

D. Reporting requirements at the DO Level to NIH

The DO CO must provide a copy of the face page of awards and all modifications to the NIH Parent CO by the 10th of every month for the previous calendar month.

The DO COR must also provide a copy of the face page of awards and all modifications to the NIH Parent COR by the 10th of every month for the previous calendar month.

E. Website

The OLAO (Office of Logistics and Acquisition Operations) website: <https://olao.od.nih.gov>

The webpage covering the PPE Program is under the drop-down menu for Category Management–Strategic Sourcing and Data Analysis. The Terms and Conditions of the contracts and respective prices are also provided.

Category Management – Applicable Memos

- **M 22-11** - *In compliance with OMB, M 22-11, the National Institutes of Health instituted the Category Management, Tier 1, IJJA, IDIQ contract, for the Department of Health and Human Services and its agencies.*
- **M 19-13** - *Ordering under OMB Memorandum M-19-13, Tier 1: spending managed at agency-wide level with supporting mandatory-use policies and strong contract practices, is presumed to be in the Government's best interest.*
- **M 22-03** - *Increasing the number of new and recent entrants.*
- **OMB Memo 1/25/24** - *Increasing Small Business Participation on Multiple-Award Contracts.*
- **Better Contracting Initiative (BCI)** - *Supporting Best Buying Practices outlined in the Better Contracting Initiative.*

Still have Questions? Contact us

Questions about your order?

NIH Supply Center (NIHSC)

Email: NIHSC-CustomerService@od.nih.gov

Website: <https://nihscatalog.od.nih.gov/>

Questions on how the NIH Supply Center serves NIH & HHS?

NIHSC Branch Chief

Erinn Brown
National Institutes of Health
OALM/OLAO/DLS
NIH Supply Center
erinn.brown@nih.gov
240-762-8695

NIHSC Business Operations Supervisor

Angie Hayes
National Institutes of Health
OALM/OLAO/DLS
NIH Supply Center
angie.hayes@nih.gov
301-402-0434

Questions about Contracts, Suppliers, or Funding?

Contracting Officer (CO)

Greg Holliday
National Institutes of Health
OALM/OLAO/NITAAC
Category Management, Strategic Sourcing,
and Data Analysis Branch
Hollidg@od.nih.gov
301-435-2428

Contracting Specialist (CS)

Tednette White
National Institutes of Health
OALM/OLAO
Category Management, Strategic
Sourcing, and Data Analysis Branch
tednette.white@nih.gov
(301) 287-4790

Contracting Officer's Representative (COR)

Gwendolyn Carr
National Institutes of Health
OALM/OLAO
Category Management, Strategic Sourcing,
and Data Analysis Branch
Gwendolyn.carr@nih.gov
(240) 762-1398



NIH SUPPLY CENTER