

December 1, 2003

MEMORANDUM FOR DEPARTMENT CHAIRPERSONS AND ACTIVITY HEADS

SUBJECT: Research and Administrative/Teaching Requirements For Equipment (EURRC Cycle)

This coming February, the Equipment and Unfunded Requirements Review Committee (EURRC) will convene for its annual review and prioritization of unfunded equipment requests. In order for new requirements to be considered for EURRC review, departmental research and administrative/teaching requisitions (RXEs) must be entered into CUFS and have all necessary support documentation (USUHS Unfunded Equipment Request Form, sole source, etc.) completed by close of business on **January 9, 2004**. Requests that were submitted within the last 18 months of this cutoff date, but were not funded/purchased, may also be included in the EURRC review process. **However, special attention should be given to ensure that these old requirements are still valid and that the item specifications are also accurate. Failure to do so has resulted in the procurement of technologically outdated items.**

Requirements will be in two (2) categories:

- (1) Research Equipment - Equipment that costs \$5,000 or more per item/system and is associated with active USUHS "C0", "H0" or "R2" intramural protocols. Items costing less than \$5,000 each will **not** be considered. Any additional questions regarding research equipment may be directed to Dr. Kristin Heitman, Office of Research (REA) 295-3303.

Enter suffix code, **RES**, at the end of the requisition document number to indicate that the requirement is research related.

- (2) Administrative/Teaching - Items costing \$5,000 or more per item to support the administrative/teaching requirements of departments and activities (For guidance on the inclusion of ADP/computer items, see the Computer/IT Equipment Acquisition Guidance section below). Funding for equipment requirements under \$5,000 is typically covered in the department's normal budget process and may also be addressed by the Vice President for Resource Management during the mid-year budget review.

Enter suffix code, **ADM**, at the end of the requisition document number to indicate that the requirement is either administrative or teaching related.

The following information is attached to help expedite the submission process.

Attachment 1 – USUHS Unfunded Equipment Request Form

All new equipment requests must be accompanied by a completed USUHS Unfunded Equipment Request Form (Attachment 1) to be considered for EURRC review. This electronic form is available via the Internet at <http://vpr.usuhs.mil/rmi/EURRCform.doc>. To facilitate collection, please have your department's completed justification forms e-mailed to the Resource Management Information Office at dtrunnell@usuhs.mil.

Attachment 2 – Business Plan Checklist for Equipment in Excess of \$100,000

Unfunded equipment requests in excess of \$100,000 must have a Business Plan Checklist (Attachment 2) completed as part of the EURRC submission package. The checklist form is available via the Internet at http://usuhs.mil/trs/busplan_chklst.html. Completed forms should be emailed to the Resource Management Information Office at dtrunnell@usuhs.mil.

Attachment 3 – Computer/IT Equipment Acquisition Guidance

Guidelines for computer/IT equipment requests are provided in Attachment 3. Dr. Vernon Schinski, Vice President for Teaching and Research Support (TRS), 295-3700, may be contacted for further information and guidance.

Attachment 4 - Sole Source Justification

When the requestor stipulates a specific vendor (or product), a sole source justification that follows the guidelines provided in Attachment 4 is required. Mr. Norman Qualtrough, Chief, Contracting Directorate (CTR), 295-3443, may be contacted for further information and guidance.

Attachment 5 - CUFS Ordering Procedures

CUFS ordering procedures are provided for your assistance in Attachment 5. Ms. Debbie Trunnell, Resource Management Information Office (RMI), 295-9869, may be contacted for further information and guidance.

The following are additional guidelines that should be followed when orders are placed:

- (1) Multiple items should be submitted as one request when they are components of one system.
- (2) Requests for new items that will be under the control of the Biomedical Instrumentation Center (BIC) should include annual operations and maintenance costs.
- (3) All requirements for computers that have identical configurations should be submitted on one request. However, each system will require separate Life Cycle Management Documentation. Requests for computers with nonstandard configurations should be submitted individually.

Following the review and priorities set by the EURRC, purchases will be made throughout the remainder of FY 2004, as funds become available.

Vernon D. Schinski, Ph.D.
Vice President, Teaching & Research Support

Attachments
As stated

ATTACHMENT 1

USUHS UNFUNDED EQUIPMENT REQUEST FORM

ITEM:

COST:

DATE:

RX No. from CUFS

DEPT: 3 letter code

POC:

USE: ADMIN TEACHING RESEARCH COMPUTER

REQUESTED LAST YEAR: YES NO

REQUESTED ELSEWHERE: from pending grant or contract no.

DESCRIPTION: System components, peripheral equipment, etc.

PURPOSE: Describe use, by whom, for what, in what setting. Current deficiencies.

USUHS EQUIPMENT REQUEST FORM cont.

ADDITIONAL JUSTIFICATION: Relation to Strategic Plan, mission, and programs. Value to the University. Impact if denied.

SIMILAR EQUIPMENT: Provide description and location

CAN BE SHARED WITH OTHER ACTIVITIES: YES NO

REPLACEMENT: NO YES List items and tag no's.

LOCATION FOR NEW EQUIPMENT: Room number

INSTALLATION REQUIREMENTS: Electrical, plumbing, space, network, cost?

IMPROVES SAFETY BY:

REDUCES RADIOACTIVE WASTE: YES NO

**IF RESEARCH EQUIPMENT, SUPPORTED BY THE FOLLOWING ACTIVE
RO AND CO PROTOCOLS:**

OUT-YEAR OPERATION OR MAINTENANCE REQUIREMENTS:

USUHS EQUIPMENT REQUEST FORM cont.

Use the following for IT/COMPUTER EQUIPMENT
See guidance in attachment 3

COMPUTER EQUIPMENT: COMPUTER SERVER OTHER

STANDARD DESKTOP SYSTEM SPECIAL IT REQUIREMENT

IF SERVER, APPROVED BY AISPC? YES NO ASPIC will review these requests

NEW Describe new requirement under justification.

REPLACEMENT Provide equipment and tag no.

OPERATOR: Responsible individual for system operations and security

WE PREFER: PURCHASE LEASE

OPERATING SYSTEM: MAC, Windows, Linux, etc.

HARDWARE SPECIFICATIONS: If non-standard, what do you need?

LINKED TO NETWORK: YES NO Link currently available YES

SECURITY REQUIREMENTS: If not behind firewall, justify

MAINTENANCE CONTRACT INCLUDED: YES NO

NON-STANDARD SOFTWARE REQUIRED: please list

Uniformed Services University

Business Plan Checklist

USU Business Plan

**For use with major new proposals including:
POM submissions, Investment Equipment(>100K) purchases,
and proposals for the Board of Regents.**

General Project Information

Project Title:

Submitted By:

Personal and Departmental Information:

Last Name	First Name	Phone #	Email
<input style="width: 95%;" type="text"/>			
Date	Cost Center	Department	Room #
<input style="width: 95%;" type="text"/>			

Project Description:(Summary Comment)

The following types of resources are required and have been considered in my budget:

Personnel Resources

Category	Required	Number Existing	Number Required	New Cost
Military	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>
Civilian	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>
Contractor/HMJ	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>
Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>
Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>
Travel	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>

Total Personnel Cost: <input type="text"/>		Total New Cost: <input type="text"/>	
Resource Requirements Space			
Square Footage: <input type="text"/>	Existing Footage: <input type="text"/>	New Footage: <input type="text"/>	
Rental	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	New Cost Requirement <input type="text"/>	
New Requirements		Number	Cost
Electric	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
Water	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
HVAC	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
Steam	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
Distilled Water	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
Gases	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
Furniture	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
Computers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	\$ <input type="text"/>
Total Cost			<input type="text"/>
Services			
New Requirements		Number	Cost
Security	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
Parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
Phones	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
Computer Drops	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
Fax Lines	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$ <input type="text"/>
Total Cost			<input type="text"/>
Financial Summary			
MOU Existing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	With	<input type="text"/>
Grant/Contract Existing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Amount	<input type="text"/>
Grant/Contract #	<input type="text"/>	Funded By	<input type="text"/>
Cost of New Personnel		Amount	<input type="text"/>
Cost of New Space		Amount	<input type="text"/>
Cost of New Services		Amount	<input type="text"/>
TOTAL FUNDS AVAILABLE		Amount	<input type="text"/>
TOTAL FUNDS REQUIRED		Amount	<input type="text"/>
Email Recipients			
All email addresses separated by commas. (email1.mil,email2.mil)			
<input type="text"/>			

COMPUTERS FOR USUHS

It is recognized that computers are a fundamental requirement for employees in today's workplace. It is the policy of the University to provide a computer and a set of desktop software tools for every eligible employee, within the resources available. Access to shared computers is provided for students. For standard office automation and teaching systems we desire to utilize leased computers whenever possible. This allows for ongoing budget planning, standardization, and automatic technology refreshment every three years. The next lease renewal is due in February 2004.

A request for a **leased computer** can be submitted at any time. These requests will use an automated Leased Computer Request Form that can be found on the Help Desk web page <http://usuhs.mil/uis/telcom/forms/leaserequest.html> . These requests are held for the next leasing contract, expected in July/August for 2004.

For **permission to purchase** a computer, or other major IT equipment, with available funds (departmental, research, or other) a similar request form can be found on the Help Desk web page <http://usuhs.mil/uis/telcom/forms/purchaserequest.html> . These automated forms will replace the Small System Decision Memoranda and will automatically move the request through the approval process. An entry into CUFS will also be necessary.

To obtain a computer, or IT equipment under the Unfunded Requirement Process please utilize attachment 1.

SOLE SOURCE JUSTIFICATION INFORMATION SHEET

In accordance with the Federal Acquisition Regulations (FAR) and as stated in FAR 6.301 (Policy), 41 U.S.C 253 (c), and 10 U.S.C. 2304 (c), contracting without full and open competition is authorized under certain conditions. FAR 6.302 lists seven statutory authorities that permit sole source:

- (1) FAR 6.302-10 “Only one responsible source and no other supplies or services will satisfy agency requirements” i.e., demonstrates a unique and innovative concept or demonstrates a unique capability of the source to provide the particular research services proposed, offers a concept or services not otherwise available to the Government, unacceptable delays in fulfilling the agency’s requirements, unique supplies or services available from only one source or only one supplier with unique capabilities
- (2) FAR 6.302-2 “Unusual and compelling urgency.”
- (3) FAR 6.302-3 “Industrial mobilization; engineering; developmental, or research capability or expert services”
- (4) FAR 6.302-4 “International Agreement”
- (5) FAR 6.302-5 “Authorized or required by Statute”
- (6) FAR 6.302-6 “National Security”
- (7) FAR 6.302-7 “Public Interest”

FAR 6.301 (c) states that contracting without providing for full and open competition shall not be justified on the basis of (1) lack of advance planning by the requiring activity, or (2) concerns related to the amount of funds available (e.g. funds will expire) to the agency or activity for the acquisition of supplies or services. Please note that contracting without full and open competition or competition after exclusion of sources, is a violation of statute, unless permitted by one of the aforementioned exceptions.

1. Description of supplies, equipment or services to be provided.

2. Estimated Value. (All actions over \$25,000 must be advertised in the FEDBIZOPS unless the requirement can be satisfied through a GSA Federal Supply Schedule. This adds 15 to 30 days to the procurement time.)

3. What are the minimum requirements that will satisfy the needs?

- a. Briefly describe the intended use of the item, system or service.
- b. What material is required to accomplish the task? Explain why this is required.
- c. How does this item, system or service interact with other equipment and components? Explain the interdependence.
- d. Has the item or equipment been patented? Confirm this information with the manufacturer or distributor. If a patent does exist, provide the patent number, and determine if the rights to the patent have been sold or transferred to other suppliers.

4. What unique capabilities does the proposed supplier possess which make it the only one capable of satisfying these minimum requirements?

- a. Explain the reason for using this supplier. Why is it absolutely essential to have this particular item, system or service?
- b. If other manufacturers' products or services were found to be unsatisfactory or did not meet expectations, provide information and data supporting such unsatisfactory findings.
- c. An item may have one or more unique features, but unless that feature is required to meet the minimum requirements, it cannot be used as a justification for a sole source acquisition.

5. Has a market survey been conducted? If so, information should be provided to support the assertion that the proposed contractor is the only company meeting the minimum requirements.

- a. State when, and who conducted the market survey.
- b. Is the item on a Government contract? If the item is on a VA schedule or another Government Agencies Contract or Blanket Purchase Agreement, a sole source justification may not be needed.

6. Was the item or service previously procured? If so, when and where?

- a. Yes or no. If yes, state name of company and date of purchase.
- b. Show previous purchase order number(s).

7. Was this an unsolicited proposal? If so, is it a unique or an innovative idea resulting from independent thinking? Who first described the problem to be addressed by the unsolicited proposal? If this is an unsolicited proposal, who is recommending this purchase?

NOTE TO REQUESTOR: This sole source justification must reference one of the required statutory authorities outlined above; describe the unique feature(s) of the equipment, supplies, or services being procured; and explain why those specific features are required to meet the minimum needs of the government.

CERTIFICATION:

Customer Printed Name: _____

Customer's Signature: _____

Date: _____

Department: _____

Phone: _____

Requisition (RX) Number: _____

Vendor:

Contracting Officer

Approved

Disapproved

CUFS ORDERING PROCEDURES

FOR FY2004



RESEARCH AND
ADMINISTRATIVE/TEACHING
EQUIPMENT REQUIREMENTS



PROCEDURAL DIFFERENCES



Transaction Code ⇒ RXE

Document Number Suffix:

RES ⇒ Research

ADM ⇒ Administrative/Teaching

Sequence Number ⇒ Departmental Priority

User: CUFSAD10 Terminal: TNA585: Date: 01/01/04 Time: 10:04:14

VAXC

COLLEGE AND UNIVERSITY FINANCIAL SYSTEM

(CUFS)

USUHS

Services
(Invoke a Service)

Document Processing
(Enter, Review, or Correct)

Mode: E

Transaction Type: **RXE** ← ①

Number: **RMI40001ADM** ← ②

(Press PF2 for help)

① Enter "RXE" for research equipment administrative/teaching requirements.

② End requisition document numbers with "RES" for research items and "ADM" for administration/teaching requirements.

Action: DocID: RXE RMI40001ADM 01/01/04 14:15:01 APL

Status: NEW #lns: 0 BatID: UserID: CUFSAD10

REQUISITION INPUT FORM

ACTION= e BUYER CODE= PR
RESP AREA/ORG= 30 3400 REQUESTED BY= BOB PARKER PHONE= 295-3287
BLDG/ROOM= G 011 VENDOR= VDIGI001
DEL DATE= 03 30 04 NAME:
RXE DATE= 01 01 04 ADDRESS:

SEQUENCE#: 2 ← ①

WHSE:

TOLERANCE:

VEND PHONE:

BUDGET FY:

CONTACT:

ACCTG PD:

CURR CODE:

ATTCH:

ITEM TOTAL:

LN	FUND	AREA	ORG/SUB	OBJ/SUB	FUNC	JOB #	REPT CAT	TOTAL	I/D
01		30	3400	3100	14			5025.00	

① Enter priority sequence number within department.