



**DHS-Wide Medical Supplies  
Blanket Purchase Agreements  
Ordering Guide**

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**Note: The following personal protective equipment (PPE) has been removed from this BPA and is no longer available for ordering, except when such items are included as part of a medical supply kit under Category 3: face shields; garments (coveralls); gloves (nitrile); safety/protective goggles; respirators (N95); and surgical/procedure masks. Additionally, the BPA clauses have been updated to incorporate Special Clause 3025.225-98, Made in America – Personal Protective Equipment, and to incorporate new Buy American Act clauses pursuant to Federal Acquisition Circular 2022-05.” DHS FAR Class Deviation 20-07 clauses have been deleted and the corresponding FAR clauses have been incorporated by reference in FAR clause 52.212-5 with parenthetical instructions on when they apply.**

## 1.0 Background

The objective of the DHS-wide Medical Supplies Blanket Purchase Agreements (BPA) is to provide DHS Components a contract vehicle to purchase medical supplies, including both large and small purchases. DHS Components require medical supplies to train for and perform medical treatments, tests, and operations. Supplies are also used in a pre-hospital, emergency medical services context, and oftentimes in an austere, remote environments.

The BPA includes the following three categories:

### Category 1: General Medical Supplies

- ADS
- Boundtree
- NAR Medical Depot LLC

### Category 2: AED/Heart Monitors

- Boundtree
- Janz\*
- NAR Medical Depot LLC

### Category 3: Kits

- Chinook\*
- Rescue Essentials\*
- Tactical Medical

\*Small business

## 2.0 Scope

There are seven BPAs available to obtain medical supplies used to train for and perform medical treatments, tests, and operations. The supplies are also used in pre-hospital, emergency medical services context, and oftentimes in austere and remote environments. The period of performance for this contract vehicle is as follows:

**Period of Performance (PoP)** 06/25/2015 – 06/24/2020; extended to 07/13/2023

Purchases may be made using DHS Government Purchase Cards or written BPA calls/orders.

## 3.0 BPA Vendors

### ADS

aka Atlantic Diving Supply  
Large Business

Contract No. HSBP1015A00035  
DUNS: 027079776  
**Website:** [www.dhsmed.adsinc.com](http://www.dhsmed.adsinc.com)  
**Vendor Representative:** Ashley Gnilka  
**Vendor Phone Number:** 757-416-6441  
**Vendor Email:** [agnilka@adsinc.com](mailto:agnilka@adsinc.com)  
**Supply Categories:** 1. General Medical Supplies  
**Discount:** 5-40%

## Boundtree

Large Business  
Contract No. HSBP1015A00034  
DUNS: 070556204  
**Website:** [www.boundtree.com](http://www.boundtree.com)  
**Vendor Representative:** Crystal Anderson  
**Vendor Phone Number:** 614-760-5148; Mobile:757-756-8625  
**Vendor Email:** [crystal.anderson@boundtree.com](mailto:crystal.anderson@boundtree.com)  
**Vendor Representative:** Jeff Plumb  
**Vendor Phone Number:** 614-787-7067  
**Vendor Email:** [jpumb@boundtree.com](mailto:jpumb@boundtree.com)  
**Supply Categories:** 1. General Medical Supplies; 2. AED/Heart Monitors  
**Discount:** 28% on Category 1  
30% on Category 2

## Chinook Medical Gear

aka Altitude Technologies  
Small Business  
Contract No. HSBP1015A00041  
DUNS: 621904622  
**Website:** [www.chinookmed.com](http://www.chinookmed.com)  
**Vendor Representative:** Gary Warnock  
**Vendor Phone Number:** 970-403-8859; Office: 800-766-1365  
**Vendor Email:** [gary.warnock@chinookmed.com](mailto:gary.warnock@chinookmed.com)  
**Categories:** 3. Kits  
**Discount:** 31%

## Janz Corporation

Small Business  
Contract No. HSBP1015A00040  
DUNS: 103534595  
**Website:** [www.janzcorporation.com](http://www.janzcorporation.com)  
**Vendor Representative:** Richard Finsterbusch  
**Vendor Phone Number:** 614-759-7700  
**Vendor Email:** [rick.finsterbusch@janzcorporation.com](mailto:rick.finsterbusch@janzcorporation.com) and [info@janzcorporation.com](mailto:info@janzcorporation.com)  
**Categories:** 2. AED/Heart Monitors  
**Discount:** 9.9% - 39.4%

## **Rescue Essentials**

aka Tri-Tech Forensics

Small Business

Contract No. HSBP1015A00042

DUNS: 105878292

**Website:** [www.rescue-essentials.com](http://www.rescue-essentials.com)

**Vendor Representative:** Nicholas Disparti or Amanda Stout

**Vendor Phone number:** 800-438-7884

**Vendor Email:** [info@rescue-essentials.com](mailto:info@rescue-essentials.com)

**Categories:** 3. Kits

**Discount:** 15%

## **Tactical Medical**

Large Business

Contract No. HSBP1015A00043

DUNS: 131480662

**Website:** [www.tacmedsolutions.com](http://www.tacmedsolutions.com) and  
[www.tacmedsolutions.com/category/tac-med-kits](http://www.tacmedsolutions.com/category/tac-med-kits)

**Vendor Representative:** Kristie Herron

**Vendor Phone number:** 1-888-822-6331

**Vendor Email:** [orders@tacmedsolutions.com](mailto:orders@tacmedsolutions.com)

**Categories:** 3. Kits

**Discount:** 45%

## **NAR Medical Depot, LLC**

formerly TQM, LLC dba Two Rivers Medical on 14 December 2020

Large Business

Contract No. HSBP1015A00032

DUNS: 883012874

**Website:** [www.NARMD.com](http://www.NARMD.com)

**Vendor Representative:** Kimberly Vroman

**Vendor Phone Number:** 800-291-0329 (office); 314-226-6308 (mobile)

**Vendor Email:** [kvroman@narmd.com](mailto:kvroman@narmd.com)

**Supply Categories:** 1. General Medical Supplies; 2. AED/Heart Monitors

**Discount:** 12% on Category 1

10% on Category 2

## **4.0 Ordering Guidelines**

Based on the size of your purchase, your ordering guidelines will be as follows:

#### **4.1 Orders at or below the micro-purchase threshold (\$10,000):**

In accordance with FAR 13.2, Purchase Card holders may directly place orders at or below the micro-purchase threshold (\$10,000) with any BPA vendor in accordance with the vendor's ordering instructions in Section 6. Purchases must be made from vendors in the appropriate category (e.g. Category 1, 2, or 3). There are no competition requirements for purchases at or below the micro-purchase threshold but please keep in mind FAR 13.203(a)(1), which states that with all things being equal, micro-purchases should be equitably distributed among all qualified suppliers. With multiple vendors in each category, customers should make an effort to distribute micro-purchases between the vendors when pricing and other circumstances are similar.

#### **4.2 Orders exceeding the micro-purchase threshold (\$10,000):**

**Individual orders are limited to the current simplified acquisition threshold of \$250,000.00. No order shall exceed this threshold.**

Any warranted DHS contracting officer acting within the limits of their delegated procurement authority may place an order exceeding the micro-purchase threshold (\$10,000) with a written BPA call/order. The terms and conditions of the BPA require you to **compete** all orders exceeding the micro-purchase threshold (\$10,000). A purchase requisition (PR) will need to be created and your component's procurement directorate will compete the requirement and issue the BPA call/order.

Solicitations shall be issued in accordance with the component's standard practices. All vendors accept requests for quote via email and all participate in the Unison (formally FedBid) Reverse Auction site (see Section 7.0).

Competition requirements for orders exceeding the micro-purchase threshold are as follows:

Category One and Two Ordering (General Medical Supplies and AED/Heart Monitors): For Categories One (1) and Two (2), requirements will first be set aside for small business BPA holders for all procurements over \$10,000. If no competition is received, or if no quotes are determined to be both technically acceptable and reasonably priced, the requirement will then be opened to all BPA holders in that category. If none of the BPA holders are classified as a small business as the time an RFQ is issued, then no set-aside will be established and all BPA holders under that category will be eligible for award.

Category Three Ordering (Kits): Category Three (3) is established for items reserved for small business set-asides. Only small businesses will be permitted to compete for orders exceeding \$10,000. If no small business responds to an RFQ issued under Category 3 as part of a set-aside, or if no quotes are determined to be both technically acceptable and reasonably priced, the Government reserves the right to reissue the RFQ and compete the requirement among the BPA holders in the other Categories (1 and 2), as well among any large businesses in Category 3. If a BPA holder under this category represents that it is no longer a small business concern, it may continue to receive orders less than \$10,000, but it may only compete for orders exceeding \$10,000 under the aforementioned conditions.

#### **4.3 Brand Name Guidance:**

**There are no BPA-wide J&As for any medical supplies including any supplies that are contained within a kit.** If you have a requirement for which your customer is requesting a specific brand name, it is at the discretion of the order-level contracting officer to approve and sign a J&A that will apply to that order only or to work with the customer on agreeing to a "brand name or equivalent," if at all possible.

In order to always ensure that the product you are purchasing for the customer will meet their needs when doing a brand name or equal purchase, remember to include any applicable salient characteristics (the characteristics of the brand name product that an "or equal" product must possess in order to be acceptable for award) of the product in the Statement of Work.

Be sure to write salient characteristics in a way that actually captures your customer's operational needs. Problems may arise when the salient characteristics are, for example, taken directly from the back of the box of the product the customer wants without regard for whether or not they actually need something that meets all of those specifications. In other words, write for the requirement the customer wants rather than the product they want.

When purchasing kits, remember to include the salient characteristics for products within that kit for which the customer may have specific requirements or needs.

## 5.0 Contract Points of Contact

Each DHS component is responsible for following the ordering guidelines to order their own supplies. The following points of contact are available to answer questions or offer assistance.

Donna McMullen, Supervisory Contract Specialist  
Department of Homeland Security  
U.S. Customs and Border Protection  
Procurement Directorate  
Border Enforcement Contracting Division – Pacific Branch  
**E-mail Address:** [donna.r.mcmullen@cbp.dhs.gov](mailto:donna.r.mcmullen@cbp.dhs.gov)  
**Phone:** 317-339-7189

Eric Neckel, Contract Specialist  
Department of Homeland Security  
U.S. Customs and Border Protection  
Procurement Directorate  
Border Enforcement Contracting Division – Pacific Branch  
**E-mail Address:** [eric.r.neckel@cbp.dhs.gov](mailto:eric.r.neckel@cbp.dhs.gov)  
**Phone:** 520-407-2804

### **DHS Program Manager:**

Gary Porter  
Department of Homeland Security  
Office of the Chief Procurement Officer  
Strategic Solutions Office  
**E-mail:** [gary.porter@hq.dhs.gov](mailto:gary.porter@hq.dhs.gov); [sso\\_industrial-products-services@hq.dhs.gov](mailto:sso_industrial-products-services@hq.dhs.gov)

**Phone:** 202-570-8560

## **Contracting Officer's Representative (COR)**

Chantal Roubachewsky

Department of Homeland Security

U.S. Border Patrol

**E-mail:** [chantal.roubachewsky@cbp.dhs.gov](mailto:chantal.roubachewsky@cbp.dhs.gov)

**Phone:** 202-344-2786

## **6.0 Ordering Guide**

### **6.1 Vendors Discounts**

Be sure to follow the ordering instructions below to ensure you receive the DHS discount. Additional discounts may be obtained for volume purchases by request or through delivery order competition. Vendor discounts are as follows:

- ADS: 5-40%
- Boundtree: 28% on Category 1; 30% on Category 2
- Chinook: 31%
- Janz Corp: 9.9-39.4%
- Rescue Essentials: 15%
- Tactical Medical: 45%
- NAR Medical Depot LLC: 12% on Category 1; 10% on Category 2

### **6.2 Ordering Directly with BPA Vendors**

#### ***6.2.1 Atlantic Diving Supply***

##### *ADS Website Purchases*

1. Customer will go to <http://www.dhsmed.adsinc.com> to **Create an Account**
2. Customer will fill out required fields to **Create an Account**:
3. Once information is submitted, a notification will go to the appropriate representative that will then approve the account
4. Customer will then receive an email letting them know their account has been approved
5. Customers can now browse products and see pricing
6. Products can be added to the '**Shopping Cart**' by updating **Qty**: and clicking **Add to Cart**
7. When ready to check out--- the customer can click 'Proceed to Checkout' to complete the order
8. The **Checkout** process will include entering:
  - **Billing and Shipping Information**
  - **Choosing a Shipping Method**
  - **Enter Payment Information**



9. **Order Review** is of the process---checking this box will verify that the customer agrees to the terms and conditions listed
10. Once the **'Place Order'** button has been clicked—the Order is complete
11. The customer will receive an automated email which will include the order reference number
12. To check on the process of an order online:
  - Customers can click the **'Account'** button at the top left of the screen and be taken to **'My Dashboard'**
  - **My Dashboard** will give customers the ability to view a snapshot of recent account activity and update account information

Also visit [www.dhsmed.adsinc.com](http://www.dhsmed.adsinc.com) to see attached ADS website and ordering instructions slides. Call ADS POC listed above for assistance.

## 6.2.2 Boundtree

**Contact Customer Service at the number above to ensure DHS pricing is properly coded to account upon first order.**

### *Boundtree Website Purchases*

Customers must create or log into their account through My Account/Login area. To create an account, click the Create Account link in the header of any page at [www.boundtreesrd.com](http://www.boundtreesrd.com). You can view your order history, supply list, saved carts and other important information within the **My Account** drop-down menu once logged in. If you already have an existing account, check the box **I have an existing account with Bound Tree Medical** and provide your account number PLUS billing zip code for account verification.

See attached Boundtree Registration and detailed Ordering slides for additional information.

### *Boundtree Phone Purchases*

Call 800-890-3092. Call Rob Boudreau, Julie Conley, or Roberta Davis in customer service with the following information:

1. Account name and number
2. All item specific information needed at time of order

### *Boundtree Fax Purchases*

Send the following information to 800-971-7277:

1. Account name and number
2. All item specific information needed at time of order

### *Boundtree Email Purchases*

Send the following information to [SRD@boundtree.com](mailto:SRD@boundtree.com):

1. Account name and number
2. All item specific information needed at time of order

## 6.2.3 Chinook

### *Chinook Website Purchases*

1. Logon to [www.chinookmed.com](http://www.chinookmed.com)

2. Search for items, add quantity to cart.
3. Proceed to purchase.
4. Users are prompted to login/create an account.
5. They must enter bill to, ship to, and credit card info.
6. Review cart total, discount applied and final total. (Discount is on the order not the items.)
7. Process the order.
8. Receive order confirmation via email.
9. You can also call to set up an account at 800.766.1365.  
Refer to DHS Supplies BPA and use code dhsbpa15x

#### *Chinook Phone Purchases*

Call 800-766-1365 extension 112 or direct line 970-403-1852.

#### *Chinook Email Purchases*

Send requests or delivery orders to sales@chinookmed.com

#### *Chinook Fax Purchases*

970-375-6343 (Email is preferred)

### **6.2.4 Janz Corp.**

#### *Janz Website Purchases*

DHS buyers will go to [www.janzcorporation.com/dhs](http://www.janzcorporation.com/dhs), register their email address and receive a password via email which will give them access to the DHS BPA portal with contracted pricing. The DHS BPA Portal will include detailed product descriptions with pictures and options to access order history. Purchasing will be done similar to our existing commercial site. Credit cards will be accepted, and POs can be entered.

#### *Janz Phone Purchases*

DHS contracting and purchasing representatives will contact the Janz Corporation inside sales team at 614-759-7700. They will identify themselves as a DHS representative and be referred to special BPA price list for the products available on the BPA. Orders can be accepted via government purchasing card and purchase order. If the contracting and purchasing representatives have any questions or require product technical support, they will be transferred to a Janz Corporation government account manager for further assistance.

#### *Janz Fax Purchases*

DHS contracting and purchasing representatives will fax their order to the Janz Corporation at 614 754-5234. Credit card information can be included with the faxed order or the purchasing agent can request that a Janz inside sales representative contact them by phone in order to obtain the credit card payment information. The faxed orders will be immediately processed with an attached purchase order.

### **6.2.5 Rescue Essentials**

#### *Rescue Essentials Website Purchases*

1. Go to [www.rescue-essentials.com](http://www.rescue-essentials.com)
2. Enter DHS in the search field to find products on BPA.
3. Select items and add to cart. Click on View Cart in the upper right-hand corner.

4. Click on Proceed to Check out and go through the checkout steps.
5. Optional: Create a user account log-in (email address) and password. To make future purchases easier with the email log in, and populated customer information. You can create a user account during the checkout process or by clicking the Create an account button in the upper right-hand corner. Or you can check out as a guest.
6. At secure checkout, step 5: Order Confirmation, enter discount code: **USBP-15**, click on Apply.
7. Enter credit card information as payment.
8. Any questions on order call 719-539-4843.

#### *Rescue Essentials Email Purchases (preferred)*

1. Send a Purchase Order to email address [info@rescue-essentials.com](mailto:info@rescue-essentials.com)
2. Put in the subject line: DHS BPA Purchase.
3. Purchase order to include: item description, quantity, shipping address, division name, authorized purchaser name, authorized purchaser phone, authorized purchaser email, billing information, and any other information pertinent to the specific purchase.
4. Final sales order approval needed.

#### *Rescue Essentials Fax Purchases*

1. Fax Purchase Order to 866-710-4356
2. Purchase order to include: item description, quantity, shipping address, division name, authorized purchaser name, authorized purchaser phone, authorized purchaser email, billing information, and any other information pertinent to the specific purchase.
3. Final sales order approval needed.

#### *Rescue Essentials Phone Purchases*

1. Call and identify that this is regarding a DHS BPA Purchase.
2. Ask any questions you may have. The customer service representative will request that you send a purchase order to our email address ([info@rescue-essentials.com](mailto:info@rescue-essentials.com)) or **FAX (866-710-4356)**
3. Final sales order approval needed.

## **6.2.6 Tactical Medical**

#### *Tactical Medical Website Purchases*

1. Visit [www.tacmedsolutions.com/category/tac-med-kits](http://www.tacmedsolutions.com/category/tac-med-kits)
2. DHS BPA kits are labeled under the kit category on the website
3. Enter coupon Check Out Code: 62515. (The code is the same for all the DHS Kits)\*\*\* to receive the discount
4. Discount will be taken off price at check-out

#### *Tactical Medical Phone Purchases*

Calls to 864-224-0081 can be made between 10am and 5pm EST (Monday thru Friday) to Kate Gray, Tacmed DHS Account Representative. Upon verifying the identity of the purchaser as a DHS BPA participant, the purchaser will receive the 45% discount.

### *Tactical Medical Fax Purchases*

Fax purchase orders can be sent to 864-224-0064 with attention Kate Gray/DHS BPA. Identification of the purchaser as a DHS BPA participant should be shown on the fax letterhead to receive the 45% discount.

## **6.2.7 NAR Medical Depot LLC**

### *NAR Medical Depot Website Purchases:*

Visit the vendors' website [www.narmd.com](http://www.narmd.com) and click the hyper link for "one-stop shopping," and follow the rest of the instructions on the attached Power Point slides. When each user registers they will be assigned a password. Their sign on and password will give them direct access to the DHS items on the BPA. The website will show list price, percentage discount, discounted price and total discounted cost and total savings. For any questions, call NAR Medical Depot POC listed above.

### *NAR Medical Depot Phone Purchases:*

800-292-0329

### *NAR Medical Depot Fax Purchases:*

800-890-2344

## **7.0 Conducting Competition via DHS Reverse Auction Marketplace**

### **7.1 Unison (formally FedBid) Reverse Auction:**

1. Log into Unison (formally FedBid) and proceed to create and edit a draft buy.
2. Select the applicable category in the "Seller Community" field when setting up your buy:

DHS Medical BPA - Category 1: General Medical Supplies (ALL)

DHS Medical BPA - Category 2: AEDs/Heart Monitors (SB)

DHS Medical BPA - Category 2: AEDs/Heart Monitors (ALL)

DHS Medical BPA - Category 3: Medical Supply Kits (SB)

DHS Medical BPA - Category 3: Medical Supply Kits (ALL)

If you are using Category 2 or 3, select the seller community with the (SB) to set-aside for a small business. You must then select the "no set-aside restriction" in the "Set-Aside Requirement" drop-down; choosing the (SB) category will automatically include only the small businesses. If no competition or technically acceptable bids have been received when the buy closes, you may repost in same seller community for the category with the (ALL) designation which will include all vendors in that category, regardless of business size. Since all vendors in

Category 1 are currently large businesses, there is only one option for seller community.

For questions about creating a solicitation for medical supplies on Unison, please contact your component's Unison account manager.