# OALM

Office of Acquisition and Logistics Management

*"Your Vision is Our Mission"*

# The Office of Acquisition and Logistics Management Newsletter

**OALM/OAMP**

Div of Acq Policy and Evaluation

Div of Financial Advisory Services

Div of Simplified Acq Policy & Services

Purchase Card Program

Simplified Acquisition Helpline
(301) 496-0400

Purchase Card Helpline
(301) 435-6606

BPA Helpline
(301) 496-5212

**OALM/OLAO**

Div of Logistics Services
(301) 443-7977

Property Management Branch
(301) 496-5712

Supply Management Branch

NIH Supply Center
(301) 435-5036

Self-Service Store—Bldg 10
(301) 496-2051

Self-Service Store—Bldg 31
(301) 496-4430

Transportation Management Branch
(301) 496-4511

NITAAC
(888)-773-6542

**OALM**

DCIS Helpline
(301) 451-2271

## NIH EFFICIENT SPENDING POLICY

On November 09, 2011, the President signed Executive Order 13589 – Promoting Efficient Spending. The Executive Order is aimed at cutting waste across the Federal Government and identifying ways to further promote efficient spending. Each agency was tasked with developing and implementing policies and controls to ensure efficient spending on travel and conference related activities. In support of Executive Order 13589, Executive Order 13576, and OMB Policy Memorandum M-35-11, HHS has developed policies on the use of appropriated funds for conferences and meeting space, food and beverages, extraneous promotional items, and printing and publications. In tandem with the OMB memoranda and HHS policies, the National Institutes of Health (NIH) has released its internal policies for the approval and reporting requirement for use of appropriated funds for conferences and meeting space, food and beverages, promotional items, and printing and publications.

The HHS Efficient Spending Policy was issued January 3, 2012 and the NIH Efficient Spending Policy immediately followed and became effective January 30, 2012. These new policies are in effect at the NIH immediately and specifically prohibit provision of free food or beverages for any NIH sponsored/funded meeting or conference, with a few exceptions such as award ceremonies and non-HHS training events where food is included in the registration. The new policies also put limits on the procurement of meeting space, promotional items, printing and publications. The new guidance addresses both acquisition and grant management requirements at NIH.

NIH shall conduct its meetings and conferences in space controlled by the Federal Government whenever practicable and cost effective. The matrix included in the NIH Efficient Spending Policy summarizes the approval and reporting requirements for conferences and meetings.

NIH shall not use appropriated funds from any appropriation to purchase food for Federal or non-Federal participants unless it can be documented that the provision of food is a necessary expense, and one of the four established exceptions listed in the NIH Efficient Spending Policy is met.

NIH also shall not procure promotional items as they are typically considered an extraneous expense. On rare occasions when an IC wishes to obtain approval to purchase promotional items, they must follow procedures for doing so that are outlined in the NIH Efficient Spending Policy.

ICs are expected to limit the publication and printing of hard copies for internal and external use as well as use other sustainable practices to meet their needs.

The NIH Efficient Spending Policy can be found at NIH Efficient Spending Policy along with the HHS Efficient Spending Policy and the HHS Questions and Answers - Meeting Space. The points of contact regarding the policies and their implementation are addressed in the NIH Efficient Spending Policy.

## INFORMATION SECURITY AND ACQUISITIONS

You may have heard stories of private industry and the government having breaches in information security. There are also instances of information being accidently deleted with no back up in place or information being inaccessible due to events such as a network failure. Whether it is Social Security numbers, health information, or non-public email addresses, the public is concerned about keeping private (i.e. personally identifiable) information out of unauthorized hands and keeping the information that is held accurate and available to those who are authorized to have access to it.

To help ensure the integrity, confidentiality, and availability of federal information and federal information systems, acquisition policies have been created for contracts, purchase orders, and BPA Calls. If a requirement will allow contractor employees:

- Routine physical access to a federal facility,

- Physical access to federal government information systems,

- Access to sensitive federal government information, whether in a federal government-controlled information system or in hard copy, or

- Any combination of the three, acquisition and program officials should be in contact with the program's Information Systems Security Officer (ISSO).

You should work in concert with your ISSO, to make determinations concerning the level of sensitivity, security guidelines, and required clauses for your acquisitions. It is critical to be aware that the requirement to add the necessary information security clauses is not determined by the dollar amount of an award, but rather by the access contractor employees will have to government-owned information and systems.

Working hand-in-hand with your customer and ISSO can help determine the appropriate level of security for the acquisition. In turn, this can help strengthen the protection of government information and systems. For more details, refer to HHS Acquisition Regulation Clauses 352.239-70 and 352.239-72 at http://www.hhs.gov/policies/hhsar/subpart352-30s.html#352.233-70Choiceoflawoverseas and http://oamp.od.nih.gov/DGS/DGS_SAP.html under "Information Security."

## CIO-NEW WANTS TO HEAR FROM YOU!

NITAAC is now seeking comments on CIO-NEW, a GWAC in development for commodity IT and shared services that will become the follow-on to ECS III. This new contract will complement the soon-to-be-awarded CIO-SP3, and feature greater emphasis on:

- Health/Biotechnical Research IT
- Security IT
- General IT
- Commodity IT Services

We are particularly interested in hearing from the NIH community when it comes to products and/or services you would like to see on this new contract, and ideas for making the buying process easier. As part of our market research/industry outreach, NITAAC posted all the currently available background to FedBizOpps under:

Vendor collaboration - CIO-NEW
**Solicitation Number: NIHJT2012005**
Agency: Department of Health and Human Services
Office: National Institutes of Health
Location: NIH Information Technology Acquisition and Assessment Center

While this post is directly targeted to industry, we definitely welcome your perspectives as a current user of ECS III. Please send your comments to CIO.CSS@nih.com.

# INTERIM RULE FOR BPAS AND BPA CALLS UNDER THE MULTIPLE AWARD SCHEDULE (MAS) PROGRAM

The interim rule for FAR Case 2011-024, effective Nov. 2, 2011, provides agencies with the ability to set aside orders and Blanket Purchase Agreements (BPAs) issued under Multiple Award Schedules (MAS) program.

Before this rule, agencies were prohibited from setting aside orders and BPAs under the MAS program.

**Set-Asides:**

Contracting Officers may, _at their discretion_, set aside orders and BPAs for small business and the following small business subcategories:

- 8(a) business development participants
- HUBZone small business
- Service-disabled veteran-owned small business (SDVOBS)
- Economically disadvantaged women-owned small business (EDWOSB)
- Women-owned small business (WOSB) concerns eligible under the Women-Owned Small Business Program

**Specific Set-Aside Eligibility Requirements**

Contracting officers may only set aside certain orders for 8(a), Women-owned small businesses (WOSB) or Economically disadvantaged women-owned small businesses (EDWOSB).

Order limitations:

| To Set Aside Orders For | Orders must |
| --- | --- |
| WOSB/ EDWOSB | Not exceed $6.5 million for manufacturing ($4 million for all other orders) and be within scope of NAICS code |
| 8(a) | Exceed $6.5 million for manufactur- |
| HUBZone/SDVOBS | No limitations. |

**What steps must an Ordering Contracting Officer take to set aside an order or a BPA under the Schedules Program?**

Agencies must take the following four steps:

**Step 1: Perform market research.** Determine if there are small businesses capable of performing the desired work.

# INTERIM RULE FOR BPAS AND BPA CALLS UNDER THE MULTIPLE AWARD SCHEDULE (MAS) PROGRAM

**Step 2: Incorporate clauses into Requests for Quotes (RFQs) (until Schedules are modified).** GSA Federal Acquisition Service (FAS) is in the process of modifying its existing vehicles to include all appropriate set-asides clauses. Contracting Officers can visit Contracts Online (accessed through gsaelibrary.gsa.gov) to view a listing of the Schedule contracts with their current clauses to see which Schedule contracts have been modified. Before all FAS contracts have been modified to incorporate set-aside clauses, Contracting Officers shall incorporate the following FAR clauses, if applicable, in all RFQs:

- 52.219-13 Notice of Set-Aside of Orders (NOV 2011)
- 52.219-3 Notice of Total HUBZone Set-Aside or Sole Source Award (NOV 2011)
- 52.219-6 Notice of Total Small Business Set-Aside (NOV 2011)
- 52.219-14 Limitations on Subcontracting (NOV 2011)
- 52.219-27 Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011)
- 52.219-29 Notice of Total Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (NOV 2011)
- 52.219-30 Notice of Total Set-Aside for Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (NOV 2011)

**Step 3: Include a statement in the RFQ for an order or BPA that will be set aside.** The Contracting Officer should include the following language in the RFQ: This is a notice that this [insert either "order" or "Blanket Purchase Agreement"] is a total set aside for [insert either "small business concerns" or specify a type of small business concern]. Only quotes submitted by [insert either "small business concerns" or specify a type of small business concern] will be accepted by the Government. Any quote that is submitted by a contractor that is not [insert either "a small business concern" or specify a type of small business concern] will not be considered for award.

**Step 4: Use the same competition rules as provided in FAR 8.405, except limit consideration only to small businesses.**

| Size of BPA/Order | Competition Strategy | Any special documentation |
|---|---|---|
| Over the Micro-purchase Threshold (MPT) but not over the Simplified Acquisition Threshold (SAT) | Agency posts a request-for-quote on E-Buy | No |
| | Agency considers reasonably available information about at least 3 small businesses | No |
| Exceeds the SAT | Agency posts a request-for-quote on E-Buy | No |
| | Agency sends request-for-quote out to enough small businesses to receive quotes from at least three small | No |

## NEW SUPPLY CENTER AND SELF-SERVICE STORE INVENTORY ITEMS

The NIH Supply Center is working hard to meet customer demands by bringing in the products that customers are requesting.  Listed in the table below are items that have been brought into the inventory of the NIH Supply Center and its Self Service Stores solely from the requests of you…the customer.  Visit the Self Service Stores in Building 10 and Building 31 and use your CAN card or place your order through NBS after visiting our catalog at http://nihsc.od.nih.gov/  or you can fax your orders to customer service 301-402-8493.

| NSN | Product Description |
| --- | --- |
| Color LaserJet     HEWCC532A | 704500L051165 |
| Color LaserJet     HEWCC533A | 704500L051168 |
| Color LaserJet     HEWCC531A | 704500L051169 |
| Color LaserJet     HEWCC530A | 704500L051170 |
| LASERJET TONER      #Q5945A | 704500L051164 |
| LaserJet Toner Cartridge     (CE255A) | 704500L051166 |
| Black LaserJet Toner  (CE505X) | 704500L051167 |
| COPY PAPER HAMMERMILL FORE DP | 753000L072624 |
| Fetal Bovine Serum, US Qualified | 655000L065084 |
| Fetal Bovine Serum, US Certified | 655000L065085 |
| Fetal Bovine Serum, Qualified non-US | 655000L065086 |
| Lipofectamine RNAiMax | 655000L121999 |
| Rnase Out Recombinant Rnase Inhibitor | 655000L061998 |
| Bottle and Funnel, 250ML, Klari-Flex | 664000L012110 |
| Bottle and Funnel, 500ML, Klari-Flex | 664000L012111 |
| Bottle and Funnel, 1000ML, Klari-Flex | 664000L012113 |

## SMALL BUSINESS GOALS BY THE NUMBERS

The following illustrates the National Institutes of Health's (NIH) progress in comparison to Health and Human Service (HHS), first in percentages, then in dollars, in achieving all socio-economic goals for FY 12.

As of March 2, the number of contracts awarded to small business by NIH contracting far exceeds the small business goals established between HHS and the Small Business Administration (SBA).  More than a third of all NIH contracts (33.89%) went to small business.  It is important to note that NIH is short of meeting their goals for Hubzone and Service-Disabled Veteran-Owned Small Business (SDVOSB).  The agency has a goal to award 3% of all contracts to Hubzone and 3% to SDVOSB respectively.  At the time of this writing, only one percent of all contracts went to Hubzone firms, while SDVOSB earned less than one percent of all NIH awards.

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# SMALL BUSINESS GOALS BY THE NUMBERS

There is still time, and a substantial number of contracts to award between now and the end of the fiscal year. We encourage all acquisition professionals to contact the NIH Small Business Office for assistance in identifying small businesses, especially Hubzone and SDVOSB capable of meeting their procurement requirements.

The following results are from October 1, 2011 to March 2, 2012. Agency wide, HHS has reported $4.2B in total acquisitions, with $864M, or 20.26% awarded to small business.

## OPDIV: NIH Percentage of Goals

| Percentages | Total Eligible Dollars | Small Business (SB) (%) | Small Disadvantaged Business (SDB) (%) | Women-Owned Small Business (WOSB) (%) | Hubzone (HZ) (%) | Service-Disabled Veteran-Owned Small Business (SDVOSB) (%) |
|---|---|---|---|---|---|---|
| Goals | $761,434,670 | 23% | 5% | 5% | 3% | 3% |
| Actual | $377,499,034 | 33.89% | 7.55% | 6.33% | 1% | .78% |

## HHS Agency-Wide Percentage of Goals

| Percentages | Total Eligible Dollars | Small Business (SB) (%) | Small Disadvantaged Business (SDB) (%) | Women-Owned Small Business (WOSB) (%) | Hubzone (HZ) (%) | Service-Disabled Veteran-Owned Small Business (SDVOSB) (%) |
|---|---|---|---|---|---|---|
| Goals | $4,264,533,963 | 20% | 5% | 5% | 3% | 3% |
| Actual | $1,533,447,844 | 20.26% | 8.46% | 5.45% | .80% | .98% |

## OPDIV: NIH Dollars Awarded

| Dollars | Total Eligible Dollars | Small Business (SB) ($) | Small Disadvantaged Business (SDB) ($) | Women-Owned Small Business (WOSB) ($) | Hubzone (HZ) ($) | Service-Disabled Veteran-Owned Small Business (SDVOSB) ($) |
|---|---|---|---|---|---|---|
| Goals | $761,434,670 | $175,129,974 | $38,071,733 | $38,071,733 | $22,843,040 | $22,843,040 |
| Actual | $377,499,034 | $255,043,464 | $57,523,621 | $48,218,601 | $7,743,242 | $5,970,106 |

## HHS Agency-Wide Dollars Awarded

| Dollars | Total Eligible Dollars | Small Business (SB) ($) | Small Disadvantaged Business (SDB) ($) | Women-Owned Small Business (WOSB) ($) | Hubzone (HZ) ($) | Service-Disabled Veteran-Owned Small Business (SDVOSB) ($) |
|---|---|---|---|---|---|---|
| Goals | $4,264,533,963 | $831,584,123 | $213,226,698 | $213,226,698 | $127,936,019 | $127,936,019 |
| Actual | $1,533,447,844 | $864,013,224 | $360,976,065 | $232,569,148 | $33,982,449 | $41,906,956 |

*SOURCE: Department of Health and Human Services' (DHHS) Office of Small and Disadvantaged Business Utilization (OSDBU) Small Business Weekly Report, Fiscal Year (FY) 2012.*

## SMALL BUSINESS GOALS BY THE NUMBERS

To increase the number of competitive bids among qualified small businesses, introduce both the Small Business Office and the public early in the market research process. Contact a small business specialist immediately after receiving a requisition request, before submitting the Small Business Program Review form 653. This is especially true if the procurement appears to be full and open. Small Business Specialists may know vendors capable of meeting the requirement, or they can help point you in the right direction.

**Exceptions**: Use of interagency agreements and task orders/delivery orders off established Blanket Purchase Agreements is an exception.

Market research takes many forms, but SBA Procurement Center Representatives consistently ask, "Did you notify the public of this opportunity?" Place a sources sought notice or a Request for Information (RFI), to gather the most accurate, up to date vendor information. Sources sought notices or RFI encourages participation by small businesses.
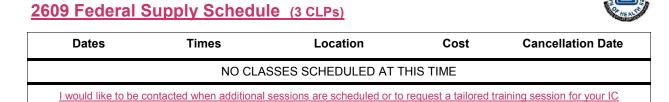
## IT'S ALL COMING TOGETHER IN 2012
## WITH NITAAC GWACS FOR IT PROCUREMENT

Last month, NITAAC hosted all of its contract holders at the Neuroscience Center for a look back at 2011, and to talk about what is coming in 2012. In spite of tough economic times (or maybe even because of them), NITAAC GWACs continue to add new users and demonstrate strong growth. That's because our prices are lower, our processes are easier and our people are more supportive. Whether you need a single smartphone or an enterprise software license, a data entry clerk or a data security engineer, NITAAC GWACs are the fastest, easiest and most cost-efficient way to fulfill your IT requirements.

Let NITAAC Contract and Program specialists show you the "ins and outs" of ECS III for IT products/services and CIO-SP2i for IT services/solutions while you earn two CLPs. Learn about the benefits of FAR 16.505, which governs purchasing under GWACs. Did you know, for example, that there is no requirement to set a Competitive Range according to FAR 16.505? FAR 16.505 also states that "Formal evaluation plans or scoring of quotes or offers are not required," meaning you can use any simple criteria you wish as long as the ultimate selection can be justified. It's all about saving time, money and resources, and NITAAC can show you how to do it.

Discover Market Research Tools that help you document and negotiate better pricing. Find out how easy it is to use NITAAC systems for small business set-asides and learn about our newest contract vehicles, CIO-SP3 and CIO-SP3 small business, that are soon to be awarded. It all comes together in a single session that takes just over an hour.

NITAAC can come to your location, or you can join one of our monthly training sessions. Simply call the NITAAC Customer Support Center at 1-888-773-6542 or visit www.nitaac.nih.gov and click on Training in the navigation bar.

# ACQUISITION TRAINING SCHEDULE

PSAC

## 2609 Federal Supply Schedule  (3 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| NO CLASSES SCHEDULED AT THIS TIME | | | | |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

PSAC

## 2610 Consolidated Purchasing Through Contracts  (3 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| NO CLASSES SCHEDULED AT THIS TIME | | | | |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

PSAC

## 2611 Buying From Businesses on the Open Market (3 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| NO CLASSES SCHEDULED AT THIS TIME | | | | |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

PSAC

## 2617 Price Reasonableness Simplified Acquisition (3.5 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| Jun 11, 2012 | 8:30am—12:00pm | 6130 Executive Plaza North | $315 | May 21, 2012 |
| Aug 8, 2012 | 8:30am—12:00pm | 6120 Executive Plaza South | $315 | Aug 6, 2012 |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

## 2635 NBS P-Card Logs & Reconciliation (Refresher) ( 7 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| Jun 4, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $445 | May 14, 2012 |
| Aug 17, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $445 | Jul 27, 2012 |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

# ACQUISITION TRAINING SCHEDULE

## 5512 Professional Services (7 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| Apr 27, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $445 | Apr 6, 2012 |
| Jun 12, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $445 | May 22, 2012 |
| Aug 16, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $445 | Jul 27, 2012 |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

PSAC

## 5513 Negotiation Strategies for Simplified Acquisition ( 6.5 CLPs )

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| May 30, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $395 | May 9, 2012 |
| Jul 23, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $395 | Jul 2, 2012 |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

## 5515 NBS Buyer Acquisition (Refresher)  (14 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| Jul 19—Jul 20, 2012 | 8:30am—4:00pm | 6120 Executive PlazaSouth | $660 | |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

PSAC

## 5521 Federal Appropriations Law (24 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| Apr 23—Apr 25, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $915 | Apr 2, 2012 |
| Jun 25—Jun 27, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $915 | Jun 4, 2012 |
| Aug 29—Aug 31, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $915 | Aug 8, 2012 |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

## HHS Appropriations Law Course Online (16 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| Ongoing | N/A | ONLINE COURSE | $0 | N/A |

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# ACQUISITION TRAINING SCHEDULE

## 8801 Writing Statements of Work (13 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| May 24—May 25, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $655 | May 3, 2012 |
| Aug 29—Aug 30, 2012 | 9:00am—4:00pm | 6130 Executive Plaza North | $655 | Aug 8, 2012 |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

## 9512 Purchase Card Training (NBS) (Purchase Card Program) (14 CLPs) or (19.5 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| Apr 16—Apr 18, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $2,495 | Mar 26, 2012 |
| Apr 23—Apr 25, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $2,495 | Apr 2, 2012 |
| May 21—May 23, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $2,495 | Apr 30, 2012 |
| Jun 13—Jun 15, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $2,495 | May 23, 2012 |
| Jul 16—Jul 18, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $2,495 | Jun 25, 2012 |
| Jul 23—Jul 25, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $2,495 | Jul 2, 2012 |
| Aug 22—Aug 24, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $2,495 | Aug 1, 2012 |
| Sep 10—Sep 12, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $2,495 | Aug 20, 2012 |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

## 9513 Simplified Acquisition & Delegated Procurement
### Five (5) Day Class!   (40 CLPs)

PSAC

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| Apr 30—May 4, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $4,125 | Apr 9, 2012 |
| Jun 18—Jun 22, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $4,125 | May 28, 2012 |
| Aug 27—Aug 31, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $4,125 | Aug 6, 2012 |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

## 9515 Buyer Contracts (NBS)   (21 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| Apr 10—Apr 12, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $3,265 | Mar 20, 2012 |
| Jun 6—Jun 8, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $3,265 | May 16, 2012 |
| Aug 13—Aug 15, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $3,265 | Jul 23, 2012 |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

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# ACQUISITION TRAINING SCHEDULE

## 9516 Internal & External Requisitioner (NBS) (7 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| Apr 26, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $905 | Apr 5, 2012 |
| Jun 11, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $905 | May 21, 2012 |
| Jul 26, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $905 | Jul 5, 2012 |
| Aug 20, 2012 | 8:30am—4:00pm | 6120 Executive Plaza South | $905 | Jul 30, 2012 |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

## 9519 Simplified Acquisition for Offices of Acquisition*( 7 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| NO CLASSES SCHEDULED AT THIS TIME | | | | |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |
| This class is only for NBS/Prism approvers and buyers in the Offices of Acquisition. This class is not appropriate for NBS/Prism approvers and buyers in Delegated Offices of Acquisition. NBS/Prism approvers and buyers in Delegated Offices of Acquisition should take Course Number 9513 "Simplified Acquisition & Delegated Procurement". | | | | |

## 9530 Basic Simplified Acquisition (40 CLPs)

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| Apr 2—Apr 6, 2012 | 9:00am—4:00pm | 6130 Executive Plaza North | $965 | Mar 12, 2012 |
| Jun 18—Jun 22, 2012 | 9:00am—4:00pm | 6130 Executive Plaza North | $965 | May 28, 2012 |
| Aug 13—Aug 17, 2012 | 9:00am—4:00pm | 6120 Executive Plaza South | $965 | Jul 23, 2012 |
| I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC | | | | |

## CON 237 Simplified Acquisition Procedures Class Available Online

CON 237 online edition is now available at the following link:

http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=32 . In order to enroll, you must first create your profile with the Federal Acquisition Institute Training Application System (FAITAS) at this link: http://www.fai.gov/  Note: Any questions about registering with FAITAS must be directed to FAI at: training@fai.gov or 703-805-2300.

CON 237 may be taken in place of the Basic Simplified Acquisition class.

# ACQUISITION TRAINING SCHEDULE

## AT110 - Creating 508 Compliant Word 2007 Documents

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| NO CLASSES SCHEDULED AT THIS TIME | | | | |

## AT120 - Creating 508 Compliant PowerPoint 2007 Presentations

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| NO CLASSES SCHEDULED AT THIS TIME | | | | |

## AT170 - Section 508 Training for Purchasing Agents: Purchases, VPATS & POTS

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| NO CLASSES SCHEDULED AT THIS TIME | | | | |

## AT180 - Introduction to Making MS Office 2010 Documents 508 Compliant

| Dates | Times | Location | Cost | Cancellation Date |
|---|---|---|---|---|
| April 3 | 9:00am—11:00am | Fernwood—Room 1NW02 | 0 | |
| April 16 | 12:30pm—2:30pm | Building 12A—Room B51 | 0 | |
| May 10 | 1:00pm—3:00pm | Fernwood—Room 1NW02 | 0 | |
| May 30 | 9:30am—11:30am | Building12A—Room B51 | 0 | |
| June 4 | 9:30am—11:30am | Fernwood—Room 1NW02 | 0 | |
| June 18 | 1:00pm—3:00pm | Building 12A– Room B51 | 0 | |

## Green Purchasing Training Update

As a reminder, per HHS policy, all contracting officers, contract specialists, purchase cardholders, card approving officials, COTRs **and** acquisition staff in job series 1102, 1105 and 1106 are required to take Green Purchasing training every two calendar years. The training was recently updated to include online training modules for your convenience.

Please visit the Green Purchasing webpage for further information including an application form and searchable database. It may be accessed at:

**http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingForWebsite.asp**

Questions ? Please send to: **GreenPurchasing@mail.nih.gov**

# ACQUISITION TRAINING SCHEDULE

## The Office of Small and Disadvantaged Business Utilization (OSDBU) Supporting the NIH—Free Training

**Location:  Neurosciences Building, 6001 Executive Blvd., Rooms C and D**

**Morning** (3 CLPs offered for morning session)

9am – 10:15am - Market Research for Small Businesses

10:30am – 12:00pm  - Acquisition Strategy and the Form 653

**Afternoon** (2.5 CLPs offered for afternoon session)

1:30pm– 2:45pm Subcontracting Plan Review

3pm – 4pm Subcontracting Plans and eSRS Reports Review

**Notes:  Participation via video-cast and conference call feature is not available for this event.**

**CLPs are authorized for this event, but you must sign-in to receive credit  for this training.**

Seating is first-come, first-served.  Pre-registration is requested, but not required.

TO PRE-REGISTER, PLEASE SEND AN EMAIL TO THE FOLLOWING ADDRESS: HHSSmallBusinessOAR@od.nih.gov.  Please specify if you are attending the morning session, afternoon session or both.

OSDBU Home Page: www.hhs.gov/smallbusiness/



Please visit the above QR Code to obtain additional information about the U.S. Department of Health and Human Services' Small Business Program

# BPA PROGRAM TRAINING

Need to make a quick equipment purchase?  Looking to create value for your customer?  Not sure what a BPA is?  The Blanket Purchase Agreement Program is here to help.  The NIH Wide BPA Program Office is offering training to those in the Simplified and Delegated Community. Training will include:

- Background on the Program
- Defining a BPA
- Benefits of using the BPA
- BPA Call Competition Requirements
- General BPA Program Information
- Chance to ask questions concerning the Program

Training typically lasts between 45 minutes to an hour including Q&A.  In addition to receiving additional knowledge of the BPA program, those in attendance receive 1 CLP for being a part of the training session.  If interested in training for you and your staff please contact Ms. Christina Vaughan-Best at 301.435.3937 or VaughanC@od.nih.gov to schedule a training session at your location.

# ACQUISITION TRAINING

## DCIS Training

In an effort to support the requirement for DCIS FPDS-NG Data Verification and Validation (DCIS V&V), the Contracts Data Management Program (CDMP) in the Office of Acquisition and Logistics Management (OALM) will offer training to ensure that all acquisition staff involved are in compliance with the Office of Federal Procurement Policy (OFPP) March 9, 2007 Memorandum *Federal Procurement Data Verification and Validation* http://www.whitehouse.gov/omb/assets/omb/procurement/pro_data/fpds_030907.pdf requiring accurate and timely input of contract information.

### Each training session will include the following:

New Reporting Requirements Including TAS Code Requirements;

Top 12 FPDS-NG "Critical Field" errors;

DCIS Version 1.4 changes

Each training session will be customized to support the needs of the individual Office of Acquisition or Delegated Acquisition Office. As part of the training, the CDMP trainer will cover all problem areas and fields identified in a sample review by HHS. In order to facilitate this training, your office must provide the training location and ensure that it is equipped with a computer and the appropriate Internet access to allow the live entry of DCIS data. Additionally, the live data entry portion of the training session will require that official actions be brought to the training session. DCIS training will count towards an attendee's skills currency training requirement. As with all training, attendees are responsible for tracking and reporting their CLPs according to instructions from the Acquisition Career Program:

http://oamp.od.nih.gov/Division/acp/acp.asp

The Offices of Acquisition and Delegated Acquisition Offices should submit their Request for training to the Contracts Data Management Program (CDMP), via email to List NIH-DCIS-HELP.

Training will be provided in Building 6100 in conference room 6D01.

**FY2012 DCIS Training:**

| May 8, 2012 | 1:00pm—4:00pm |
|---|---|
| May 15, 2012 | 9:30a, - 12:30pm |
| July 17, 2012 | 1:00pm—4:00pm |
| July 24, 2012 | 9:30am—12:30pm |

# NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS AVAILABLE ONLINE!

Lists of all NIH Blanket Purchase Agreements (BPA's) can be found at the following URL:

http://oamp.od.nih.gov/Division/SAPS/Acq/PCard/BPAProgram.asp

This location contains three BPA lists:

1) Complete vendor alphabetical list;
2) Vendor list sorted by commodity; and
3) A listing of the preferred HHS Strategic Sourcing vendors.

If you have questions or need further clarification, please contact the BPA helpline at (301) 496-5212 or e-mail BPAProgramBranch@od.nih.gov

# آپ کا شکریہ

## "Thank You" in Urdu

**SPECIAL THANKS**
**We'd like to thank all those who contributed to this and future editions of the OALM Newsletter.**

The OALM Newsletter will be published six (6) times in 2012. OALM invites your comments and suggestions for future articles. We encourage staff to submit articles that would be of
interest to our readers. We will do our best to include such articles in future editions of the OALM Newsletter.

Please address all correspondence to the editors: Alfreda Mire, MireA@od.nih.gov, Milton Nicholas, NicholaM@od.nih.gov, Annette Romanesk,  RomanesA@od.nih.gov  or Barry Solomon, SolomonBJ@od.nih.gov.

If you have any questions or comments regarding the information, policy and/or procedures published in *this* issue, you may contact Milton Nicholas at the email address above. For future issues please contact the Simplified Acquisitions Helpline on (301) 496-0400 or via email at SimplifiedAcquisitionHelp@od.nih.gov and you will be referred to the appropriate editor.