

The Office of Acquisition and Logistics Management Newsletter

OALM/OAMP

[Div of Acq Policy and Evaluation](#)

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[Div of Simplified Acq Policy & Services](#)

[Purchase Card Program](#)

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301-496-0400

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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

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Transportation Management Branch

301-496-4511

[NITAAC](#)

888-773-6542

OALM

[DCIS Helpline](#)

301-451-2271

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Public Posting Requirements for Awards Between \$15,000 and \$25,000

When using Simplified Acquisition Procedures to issue awards with an estimated value between \$15,000 and \$25,000 public posting is required in accordance with Federal Acquisition Regulation Subpart 13.105, FAR 5.101 and 5.203.

The requirement states that any proposed contract action using Simplified Acquisition Procedures (Open Market) expected to exceed \$15,000, but not exceed \$25,000, must be displayed in a public place generally at the site of the contracting or acquisition office, or by appropriate electronic means, an unclassified notice of the solicitation or a copy of the solicitation. The solicitation should include a clear description of what supplies or services are to be purchased.

This public posting requirement is required regardless of whether the anticipated award vehicle is a purchase order or the whether the Government Purchase Card will be used as a

payment mechanism. The following is also required as a part of this regulation:

- The notice must include a statement that all responsible sources may submit a response, which if timely received, must be considered by NIH.
- The information must be posted no later than the date the solicitation is issued, and must remain posted for at least 10 days or until after quotations have been opened, whichever is later.

As part of the purchasing file, contracting officers (or purchase cardholders) must show evidence that the requirement was publically posted. A copy of solicitation with the date annotated on the solicitation when it was posted is sufficient.

For additional information please reference the Federal Acquisition Regulations at:

[FAR Part 13](#)

[FAR Part 5](#)

OFFICE FURNITURE AND RELATED SERVICE HHS STRATEGIC SOURCING BLANKET PURCHASE AGREEMENTS

HHS has awarded fourteen Blanket Purchase Agreements (BPAs) for Office Furniture and Related Services. These new BPAs will enable HHS and its OpDivs to quickly respond to furniture needs more expeditiously as the need arises.

All HHS OpDivs are authorized to place orders against the new BPAs. However, it is the responsibility of the Contracting Officer to ensure that all applicable statutes, FAR and HHSAR regulations and policies are followed.

For the complete list of the 14 new HHS Strategic Sourcing furniture BPAs and ordering information, please click [here](#).

PRIORITY SOURCES OF SUPPLIES AND SERVICES

There are many federal regulations and policies that must be followed by the cardholder or contracting officer when fulfilling the governments' needs for supplies and services.

One of these is the Federal Acquisition Regulation (FAR) Part 8, "Required Sources of Supplies and Services." This FAR Subpart requires agencies to purchase supplies and services from required sources if the source is capable of providing the required supplies or services. Required sources must be checked in descending order of priority before soliciting commercial sources. The supplies and services offered by the respective sources are negotiated by the government to support various training, employment and socioeconomic programs. Only if the supplies or services cannot be obtained from one of the required sources, in descending order of priority, can supplies or services be obtained from a lower priority source.

Agencies should also make use of the Federal Strategic Sourcing Initiative (FSSI), HHS Strategic Sourcing Initiative (HHSSSI) and NIH BPAs. GSA has leveraged its purchasing power to obtain additional government discounts over current pricing from many vendors. Both GSA and HHS have established Strategic Sourcing BPAs that offer substantial

savings in the area of Wireless Services, Office Supplies, Print Management, Domestic Delivery Services, Office Furniture, Temporary Administrative Professional Services (TAPS), and Conference Administrative & Travel Services (NIHCATS II).

The NIH Purchase Card Program routinely monitors purchase card transactions to assess compliance with laws and regulations and the adequacy of internal controls to prevent fraud, waste, and abuse. Based on periodic reviews conducted, the Program has observed a rising number of open market micro-purchases. In many of these cases, similar or identical products were found to be available from required sources, FSSI, HHS Strategic Sourcing and NIH BPA vendors that were available at a lower cost yet the purchase was made from a commercial source. If an item is available from a required source, FSSI, HHS Strategic Sourcing or NIH BPA vendor and those sources are not used - proper documentation must be provided in the purchase card file to support the purchase of the item or service from the commercial source. Failure to comply with this requirement violates FAR Part 8 and precludes NIH from the benefits of using required sources, FSSI, HHS Strategic Sourcing, and NIH BPAs.

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PRIORITY SOURCES OF SUPPLIES AND SERVICES

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Benefits of required sources, FSSI, HHS Strategic Sourcing, and NIH BPAs include simplified ordering procedures; reduced prices through volume discounts; and reduced administrative costs. The most commonly purchased commodities at the NIH are: office supplies, lab supplies, computer hardware/software/accessories, office furniture, and hardware tools.

Both the requestor and the cardholder play a large role in selecting vendors. Required sources, FSSI, HHS Strategic Sourcing and NIH BPA vendors need to be considered. In some cases, although an exact item may not be available from one of these sources, a similar item may be available that also meets the stated purchase requirements or needs of the government. It is the requestor's responsibility to clearly document the programmatic need for the product or service. In many cases, a requester has cited a specific brand name item that retails at a higher price and is only available from a commercial source, when a similar item that would meet the requirement is available from a required source, FSSI, HHS Strategic Sourcing or NIH BPA at a lower price. As a consumer, you can significantly help the purchase cardholder or contracting officer in your office by looking at required sources first and then FSSI, HHS Strategic Sourcing and NIH BPA vendors before going to a commercial source. The list of required sources for supplies and services as well as the FSSI website is provided below. These must be checked in the listed order before a purchase is made:

Required sources for **supplies** that must be satisfied in descending order before purchasing from a commercial source:

Agency Inventories:

- NIH Surplus
- [NIH Stock Catalog](#)

- Self Service Stores (Self Service Store card is required in lieu of purchase card)
- [Service Supply Center \(Perry Point\)](#)

- [Excess from other agencies](#)
- [Federal Prison Industries \(UNICOR\)](#) (Not required for micro-purchases)
- [AbilityOne Programs](#)
- [Government Wholesale Supply Source](#)
- [Federal Strategic Sourcing Initiative \(FSSI\) \(Recommended\)](#)

Currently offering:

- Wireless Services
- Office Supplies
- Print Management
- Domestic Delivery
- [HHS Strategic Sourcing Blanket Purchase Agreement \(BPAs\) \(Recommended\)](#)
- [NIH FSS BPAs \(Recommended\)](#)
- [Federal Supply Schedules](#)
- NIH Indefinite Delivery Indefinite Quantity contracts (IDIQs)
- [NIH Open Market BPAs](#)
- Commercial Sources (open market)

Required sources for **services** that must be satisfied in descending order before purchasing from a commercial source:

- [HHS Strategic Sourcing Blanket Purchase Agreement \(BPAs\)](#)
- [Federal Strategic Sourcing Initiative \(FSSI\):](#)
- [AbilityOne Programs](#)
- [NIH Federal Supply Schedule BPAs](#)
- [Federal Supply Schedules](#)
- [Federal Prison Industries \(UNICOR\)](#)
- NIH Indefinite Delivery Indefinite Quantity contracts (IDIQs)
- [NIH Open Market BPAs](#)

Commercial Sources (open market)

If you have questions, please contact the Purchase Card Help Desk at 301-435-6606 or Creditcard@od.nih.gov.

NIH INFORMATION SYSTEMS DISTRIBUTION AND PROCUREMENT PROGRAM (ISDP)

In the market to purchase software? NIH has a program that saves you time and money. The Center for Information Technology (CIT) offers a service that helps NIH purchase software products from major vendors at discounted prices - up to 60% off already low General Services Administration (GSA) negotiated prices.

This acquisition program, commonly referred to as ISDP (formal name: the Information Systems Distribution & Procurement Program), negotiates volume purchasing agreements to obtain discounted prices for a variety of software products used daily at the NIH. Between FY09 and FY11, ISDP saved NIH customers approximately \$27.7 million. In order to achieve these cost savings, ISDP sends customers quarterly data calls to collect Institute and Center (IC) specific software needs and determine appropriate purchase quantities.

ISDP offers many products and benefits—a few highlights include:

- productivity tools such as Microsoft and Adobe (up to 57% off GSA pricing)
- statistical tools such as SAS and Mathematica (up to 60% off GSA pricing)
- PC/Mac tools such as FileMaker and Thursby
- anti-virus products such as Symantec and McAfee
- customized AppleCare Agreements that offers onsite hardware warranty and OS support services; and
- administrative management of all software licensing and contracts.

To get started, first visit the [ISDP Web site](#) to browse through products and pricing. Then, refer to the [IC/Agency Contacts page](#) and reach out to your designated contact to request a quote. Also, designated users can access the new My ISDP module, which provides updated details about purchases, billing statements and other related licensing information. For information about the ISDP program, including products, pricing and access to the My ISDP module, contact NIHISDP@mail.nih.gov.

HOW TO RECONCILE PARTIAL CHARGES ON YOUR PURCHASE CARD

Partial invoicing may occur when there is a delivery of one order in two or more shipments. Sometimes a vendor will bill for each shipment resulting in multiple billings that total the entire order that was originally placed. These charges may even show up in different billing statements.

For example: A cardholder places an order for \$2,000 of antibiotics and then creates a purchase log for this amount. The vendor ships the order but instead of shipping the entire order, the vendor sends two partial shipments because the antibiotics cannot all be manufactured at the same time. The vendor bills for each batch of antibiotics separately, \$1,000 for the first shipment and \$1,000 for the second shipment. Using the same example,

the manufacturer may have shipped the antibiotics on the same day and they arrive at the same time; however, because they were shipped from different warehouses, the charges may come in separately. The issue now becomes how should the cardholder match the \$2000 log to the two individual transactions of \$1000 each and how should this be documented?

The purchase card log should have been created with the total amount of the order (or an estimate). Once the first shipment or partial charge appears on the cardholder statement, the cardholder should partially match the charges to the one log. A separate log for each charge is not necessary since there was one purchase request for the vendor.

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HOW TO RECONCILE PARTIAL CHARGES ON YOUR PURCHASE CARD

Continued from page 4

IMPORTANT: Cardholders shall not create one large log solely for the purpose of holding funds. **This is a violation of appropriation law.** The log created should represent the total requirement. Furthermore, a log cannot exceed the cardholder's single purchase limit.

As part of the cardholder's file, the cardholder should ensure that the partial shipments are documented and if the final invoice shows the entire amount paid, simply annotate that separate shipments were received, the date each was received, and the amount. The total of the separate shipments, however, should equal the total amount on the invoice. If not, an explanation must be annotated. All of the invoices should match exactly what the merchant has charged. If the merchant is unable to provide invoices showing the partial charges, annotate the file.

In NBS, the cardholder should do the following:

1. Identify the log entry and the partial invoice to be matched.
2. Check the Invoice lines and log lines at the left end of each line to match the respective log and invoice entries.

3. Select the **Partial** on the right end of the invoice line. Do not alter the log's remaining amount to match that charge until you match the final charge to that log
4. Select the **Process** button. The transactions will be moved to the Matched tab. Additional information on how to match partial charges can be found on the NBS Acquisition portal page under Job Aides.

Note: Do not dispute partial charges unless the merchant billed incorrectly. Also be sure to check your files to ensure that you do not have any outstanding orders that have not been billed prior to filing a dispute.

For additional information on the NBS Navigational Aid on Matching a Partial Invoice to a P-Card Log Entry, click [here](#).

If you have additional questions, please contact NBS at (301) 496-4357 or the Purchase Card Help Desk at (301) 435-6606.

ALL SYSTEMS GO FOR NITAAC'S CIO

NITAAC is pleased to announce the final category of awards for CIO-SP3 Small Business, with HUBZone contracts going to Computer World Services and The St. John Group. That brings the total number of small business awards to:

- 89 Small Businesses
- 38 8(a)
- 10 Service Disabled Veteran Owned (SDVOSB)
- 24 Women Owned
- 2 HUBZone

The complete listing of contract holders can be found on the [NITAAC website](#).

“We are extremely pleased that Customers can now choose between all of the socioeconomic categories on CIO-SP3 with confidence,” said Robert Coen, Acting Program Director, “and start using this GWAC to meet their small business goals as originally intended.”

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ALL SYSTEMS GO FOR NITAAC'S CIO

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The \$20 Billion CIO-SP3 Small Business GWAC is the first contract of its kind ever awarded and was developed to provide more meaningful opportunities for Small Businesses to compete in the Federal Acquisition arena. Nine task orders have been competed and awarded by Other Agencies including the DOD and State Department.

“There is significant interest in this vehicle throughout government, media and industry, and we have been approached by numerous organizations to detail its benefits including (HIMMS) Healthcare Information and Management Systems Society, National Contract Management Agency (NCMA), (ACT-IAC) American Council for Technology – Industry Advisory Council, Government Executive, FedScoop, Federal Computer Week, Fed News Radio, On The Frontlines and the Coalition for Government Procurement among others,” said Coen. “Our training team is ready to go on-site at any Federal agency to help them get up to speed.”

NITAAC offers free training on its GWAC program, which covers everything from the basics about GWAC vehicles to specifics on how to use NITAAC's secure, web-based ordering systems to save time, money and resources. All attendees who complete the 2 hour course earn 2 continuous learning points (CLPs). Currently, federal employees can access NITAAC training in three ways: 1) On-Site at their location; 2) Via monthly webinar; and 3) At regularly scheduled monthly sessions at NIH. To submit a request for training or sign up, visit NITAAC at the following link <http://www.nitaac.nih.gov> and click on Training in the navigation bar.

Coen continued, “This year, we have set a goal of training every acquisition professional at NIH on how to use NITAAC GWACs to meet their business objectives and mission goals. Together, we can use these GWACs to leverage the benefits of strategic sourcing; delivering best value to the taxpayer and superior information technology capability to each and every operating division within HHS.”

For more information on CIO SP, please email the Customer Support Center at NITAACsupport@nih.gov or on 1-888-773-6542.

NIH SUPPLY CENTER NEWS

The NIH Supply Center is working to improve its online catalog; They have created a link to a PDF formatted catalog on the home page at <http://nihsc.od.nih.gov/>. The PDF formatted catalog is updated on a weekly basis. They are also updating prices in their on-line catalog on a daily basis to ensure the most accurate data is available to the community and continue to update the catalog with pictures, categories and other data changes as they occur. NIH SC is really excited about acquiring and incorporating an upgraded search engine for the NIH SC On-line catalog and expects to have it incorporated as soon as possible. For more information, please email William.byrd@nih.gov.

The NIH Supply Center will be sponsoring its

third Product Showcase on December 13, 2012 in Building 10 South Lobby from 9:30-2:00. This Product Showcase will be unlike any other held on the NIH campus. Bring your CAN cards so your order can be processed the same day. For more information, please email Gwendolyn.carr@nih.gov or Alicia.boglin@nih.gov.

Visit the Self Service Stores: Building 10 (B2B41) and Building 31 (B1A47), open Monday through Friday from 8:00AM until 4:15PM. Email us at nihsupplycenter@od.nih.gov or call the Customer Service Representative at (301) 496-3517. The NIH Supply Center is an ISO-9001: 2008 Certified Organization.

NITAAC RECEIVES 2012 EXCELLENCE IN PARTNERSHIP AWARD FROM THE COALITION FOR GOVERNMENT PROCUREMENT

On October 24, 2012, NITAAC was honored by the Coalition for Government Procurement with a Myth-Busters Award at the 2012 Excellence in Partnership Awards luncheon held during their Annual Fall Training Conference at the Crystal City Marriot in Arlington, VA.

The Coalition selected NITAAC for facilitating open communication between government and industry during the acquisition process, and effectively breaking down communication barriers to create a collaborative procurement environment. NITAAC Acting Program Director Robert Coen accepted the award on behalf of the NIH saying, “I am very proud of the initiatives NITAAC has undertaken to enhance communications between our customers and industry and I am honored that the Program has been recognized in this fashion. We are gratified to be able to support the Office of Management and Budget in their efforts to break down barriers in communications between these groups and look forward to continuing to achieve such positive outcomes.” The Coalition for Government Procurement is a national trade association representing commercial contractors in the Federal market. For more than 30 years, they have advocated for common sense policies that improve the acquisition environment for government, industry and ultimately, the American taxpayer.

“The NITAAC Team has tirelessly revolutionized the Program in the past two years, developing and implementing a comprehensive marketing campaign to raise awareness in the government community of the value of NITAAC GWACs,” said Mike Pullen of Deloitte Consulting, the Coalition member who submitted the winning nomination. “With budget constraints on one hand and IT reform on the other, NITAAC GWACs have never been more relevant... enabling requirements to be processed with a speed, ease and flexibility not found in other types of contracting vehicles.”

Coen was also a panelist at the Fall Training Conference, this year titled “Continuing the Dialogue – Understanding Acquisition Policy; Understanding the Federal Market; Recognizing Excellence in Partnership,” where he addressed the latest purchasing trends for GWAC vehicles and key features driving usage. To learn more about [NITAAC GWACs](#)

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
Jan 24, 2013	9:00am—12:00pm	6120 Executive Plaza South	\$270	Jan 3, 2013
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
Mar 21, 2013	8:30am—4:00pm	6120 Executive Plaza South	\$460	Feb 28, 2013
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

5512 Professional Services (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jan 28, 2013	8:30am—4:00pm	6120 Executive Plaza South	\$470	Dec 11, 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

PSAC



5513 Negotiation Strategies for Simplified Acquisition (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jan 23, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$350	Jan 2, 2013
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
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



5521 Federal Appropriations Law (24 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Feb 25—Feb 27, 2013	9:00am—4:00pm	6130 Executive Plaza North	\$910	Feb 4, 2013
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

8801 Writing Statements of Work (13 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				

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

Dates	Times	Location	Cost	Cancellation Date
Jan 30—Feb 1, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$1,120	Jan 9, 2013
Feb 20—Feb 22, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$1,120	Jan 30, 2013
Mar 12—Mar 14, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$1,120	Feb 19, 2013
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

ACQUISITION TRAINING SCHEDULE

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

PSAC



Dates	Times	Location	Cost	Cancellation Date
Feb 4—Feb 8, 2013	8:30am—4:00pm	6120 Executive Plaza South	\$1,860	Jan 14, 2013
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
Jan 14—Jan 16, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$930	Dec 24, 2012
Mar 18—Mar 20, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$930	Feb 25, 2013
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

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



Dates	Times	Location	Cost	Cancellation Date
Jan 29, 2013	8:30am—4:00pm	6120 Executive Plaza South	\$480	Jan 8, 2013
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
Jan 14—Jan 18, 2013	9:00am—4:00pm	6130 Executive Plaza North	\$990	Dec 24, 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

9532 Advanced Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Feb 4—Feb 8, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$990	Jan 14, 2013
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

For information on the *above* courses including complete descriptions, prerequisites, and registration information, contact the Human Resource Development Division at (301) 496-6211 or visit their training website at <http://trainingcenter.nih.gov/>

9566 CON100 - Shaping Smart Business Arrangements (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Mar 25—Mar 29, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$1,240	Mar 4, 2013
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

9568 CON110 - Mission Support Planning (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Feb 25—Mar 1, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$1,100	Feb 4, 2013
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

CON237 - 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

AT100 Section 508 Electronic & IT Training—Phase II (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				

This seminar is focused on a broad overview of Section 508 of the Rehabilitation Act and will provide more than sufficient information to ensure that all electronic and information Technology developed, procured, maintained, or used meets accessibility standards. This course is recommend for anyone whose work is IT or procurement-related. The following are some of the technologies required to be accessible: Software applications and operating systems; Web applications; Telecommunication products; Video and multimedia products; Self-contained and closed products; Computers. [Click here to register for Phase II](#)

Prerequisite: HHS Section 508 Training - Phase I:

In order to attend this Phase II course, Phase I must be completed. This introductory course may be accessed online at <http://lms.learning.hhs.gov>.

- Name: HHS Section 508 Training - Phase I
- Course ID: HHS508; ID: 00009629

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				

AT180 - Introduction to Making MS Office 2010 Documents 508 Compliant

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				

GREEN PURCHASING TRAINING

As a reminder, per HHS policy, all contracting officers, contract specialists, purchase cardholders, card approving officials, CORs and acquisition staff in job series 1102, 1105 and 1106 are required to take Green Purchasing training every two calendar years. The training includes 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

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/sites/default/files/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.

FY2013 DCIS Training:

NO CLASSES SCHEDULED AT THIS TIME

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

Takk skal du ha

“Thank You” in Norwegian

SPECIAL THANKS

We'd like to thank all those who contributed to this issue
and to 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.

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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.