



The Office of Acquisition and Logistics Management Newsletter

"Your Vision is Our Mission"

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NITAAC MAKES THE FIRST IN A SERIES OF AWARDS UNDER THE CIO-SP3 SMALL BUSINESS GWAC

If you need to meet socio-economic goals, you can begin using NITAAC's CIO-SP3 Small Business GWAC, which announced the first in a series of small business awards to ten Service Disabled Veteran Owned Small Businesses (SDVOSBs).

The 10 winners are:

- Cambridge International Systems
- DV United
- Evoke Research & Consulting LLC
- Focused Management Inc.
- HMS Technologies Inc.
- LongView International Technology Solutions Inc.
- Strategic Collaborative Solutions LLC Joint Venture
- Systems Made Simple
- Technatomy Corp.
- TISTA Science and Technology Corp.

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ACQUISITIONS TRAINING: TOP THINGS YOU NEED TO KNOW IN JUNE

Are you ready to Learn, Discover and Grow? We can help! Here are the top things you need to know in June about Acquisition Classes offered by the NIH Training Center:

For more information, please visit: <http://trainingcenter.nih.gov/list.aspx?catId=1>

1. The very first CON100 (#9566 June 4-8) and CON110 (#9568 July 9th - 13th, 2012) classes will be hosted by the Training Center.

Both courses are available for registration directly in NIHITS right now. Contact the person responsible for your office's NIHITS registration and have them enter the course number of your choice to register.

2. The one day Professional Services course (#5512 June 12th) is open for enrollment—don't delay! This class introduces purchasing procedures for procuring Professional Services and identifies policy and procedure to request and procure Professional Services.

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NITAAC MAKES THE FIRST IN A SERIES OF AWARDS UNDER THE CIO-SP3 SMALL BUSINESS GWAC

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NITAAC intends to issue additional awards under the HUBZone, 8(a) and general Small Business socio-economic categories of the Government-Wide Acquisition Contract (GWAC), which has a ceiling of \$20 Billion. Additionally, awards will be forthcoming under the Full and Open CIO-SP3 GWAC, which also has a \$20 Billion ceiling.

Together, the CIO-SP3 GWACs are designed to support the Federal Enterprise Architecture, the Federal Health Architecture and the Department of Defense Enterprise Architecture, providing a full range of information technology services and solutions to the Federal Government.

To learn how to use CIO-SP3 Small Business to meet your socio-economic goals, visit www.nitaac.nih.gov and click on training, email NITAACsupport@nih.gov, or call 1-888-773-6542 today.

ACQUISITIONS TRAINING: TOP THINGS YOU NEED TO KNOW IN JUNE

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3. Finally, there is a Buyer Contracts (NBS)'s class on June 6th that's right around the corner. This course is mandatory for acquisition staff who use the Buyer Contract portion of NBS/Prism to create and approve contracts and task orders and delivery orders in NBS/Prism.

Please note that the NIH Training Center cannot currently accept non-NIH students in our fee-for-service courses.

Contact Ebony Scurry, Program manager, NIHTC, at 301-496-3090 or e-mail at ebony.scurry@nih.gov if you have any questions about this training.

For more information on Professional Services or Buyer Contracts (NBS), please visit:

<http://trainingcenter.nih.gov/list.aspx?catId=1>

NIH SMALL BUSINESS PROGRAM EVENTS

Did you know NIH is the only Operating Division (OpDiv) within the Department of Health and Human Services to regularly conduct small business outreach events? This event, known as the NIH Vendor Café, provides an overview of the institutes and centers within NIH. The presentation includes the NIH mission, the goods and services we buy, and how they are purchased. Representatives from small and other than small business attend the NIH Vendor Café.

After the presentation, these companies meet representatives from the various acquisitions centers and program officials, where they discuss core capabilities, contracting experience and past performance.

This is an opportunity for the NIH community to begin conducting market research for an upcoming project while giving the vendors the opportunity to meet with key technical decision makers at the NIH. All program managers and acquisitions professionals with upcoming procurements are welcome to attend and participate.

The next NIH Vendor Café will be June 21 from 9 am to 1 pm at the Neuroscience Center Building is located at 6001 Executive Boulevard, Rockville, MD. Vendors may register by e-mail, emir.ali@nih.hhs.gov. NIH employees interested in meeting with vendors may call Emir Ali at (301) 496-9639.

PREPARE FOR eVIP EXPANSION

The NIH is currently preparing to expand the Electronic Vendor Invoicing Program (eVIP) for **view-only** capabilities to a limited number of vendors in FY12. eVIP is NIH's electronic invoicing solution, enabled by Oracle iSupplier, designed to provide a shared, real-time view of payment status and vendor information for OFM, ICs, and vendors.

The goal of the program is to eventually expand participation to the entire NIH vendor community. This expansion will have several impacts on the way the NIH community communicates with vendors. See below for details.

View Only – FY12/13

- The NIH will first invite six vendors into a **view-only** capability in iSupplier this summer. After registering for eVIP, vendors will have the ability to **view** the status of open orders, funding, invoices, and payments. A broader deployment for **view-only** to additional vendors will be planned for FY13.

Training Materials

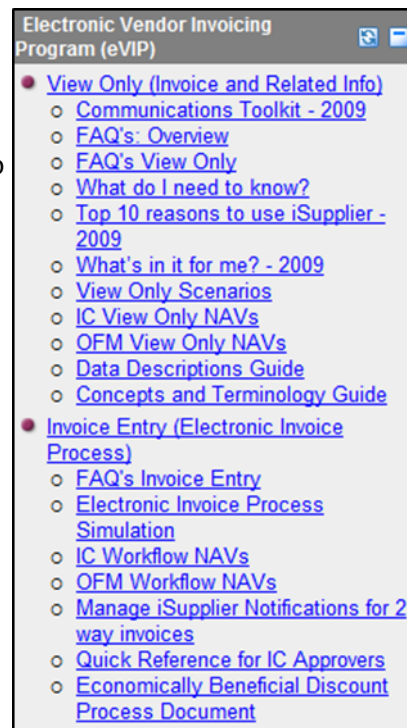
- The OFM Program Management Office (PMO) will be setting up training workshops in the near future for the users across the NIH who will be affected by the six new vendors.
- Access the eVIP Portlet located on the [NBS Budget/Finance](#) and [NBS Acquisition Community](#) pages. The eVIP Portlet contains several iSupplier navigation aids, web-based interactive exercises, and additional eVIP communications:

For questions or inquiries about the program, contact:

John Ogle: John.Ogle@nih.gov

OFM PMO: OFMprogrammanagementoffice@od.nih.gov

PPMB mailbox: PPMB@mail.nih.gov



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

NITAAC PROGRAM DIRECTOR RECEIVES 2012 AFCEA AWARD FOR ACQUISITION EXCELLENCE

On May 10, 2012, Mary Armstead, NITAAC Program Director, received an award for Acquisition Excellence from the AFCEA Bethesda Chapter at a ceremony celebrating their Government-Wide Initiatives Excellence Awards 2012. These prestigious awards recognize individuals or groups whose contributions in Information Technology (IT) have significance beyond their organization. Nominated by both Lockheed Martin and the NITAAC Program, Ms. Armstead was cited for achievements that advance business and citizen interaction, leading to improved effectiveness, cost-savings and leadership that meet national priorities and serve as a model of excellence government-wide.

The awards ceremony was held at the Willard Intercontinental Hotel in Washington, D.C. In announcing her award, the Master of Ceremonies had the following to say, “Mary Armstead has exemplified outstanding leadership in her role as Program Director of the National Institutes of Health (NIH) Information Technology Acquisition and Assessment Center (NITAAC). Through the use of sound project management principles, she expertly guided the organization through the source evaluation and selection process for

NITAAC’s new Government-Wide Acquisition Contracts (GWACs): *Chief Information Officer – Solutions and Partners 3 (CIO-SP3)* and, *Chief Information Officer – Solutions and Partners 3 Small Business (CIO-SP3 Small Business)*. These GWACs are intended to further Administrative directives for effectively utilizing strategic sourcing in order to leverage the buying power of federal agencies when acquiring new and emerging IT services and solutions. Valued at \$40 billion, and specifically authorized by the Office of Management and Budget, these GWAC solicitations have proven to be highly visible, generating tremendous interest throughout industry. Ms. Armstead has been the catalyst in motivating a team, consisting of federal employees and private sector consultants, as they transitioned through complex stages in the acquisition cycle leading to award. Her unwavering dedication and commitment to excellence will enable delivery of two GWACs that will prove vital to helping the federal government reach its IT and socio-economic goals over the next decade.”

For more information, email NITAACsupport@nih.gov or call 1-888-773-6542.

NEWS FOR NIH SUPPLY CENTER CUSTOMERS

The NIH Supply Center would like to thank everyone for continuing to support our cost savings efforts by purchasing their supplies through our entity. We would also like to make sure that everyone is aware that they can personally suggest that we carry specific items in our stock. We want to make your shopping experience as easy as possible and if that means carrying more products that you order on a regular basis, then that’s what we’ll do! In order to do that we just need you, our customers, to communicate which products that you are regularly *not* currently ordering from us by filling out a form that has been created just for

that purpose. If those products demonstrate to have a significant demand, we will research getting the lowest price possible and bring the products into the NIH Supply Center stock in either our warehouse, the self service stores, or both. To obtain a copy of the “New Item Customer Request form,” please send an email to either Gwendolyn Carr at carrgg@mail.nih.gov or Alicia Boglin at boglinar@mail.nih.gov and one will promptly be emailed to you. By taking personal requests, we will be able to continue to give you the excellent and convenient service that the NIH Supply Center always strives to achieve!

GSA SMARTPAY WEBSITE: A SOURCE OF USEFUL INFORMATION

The NIH purchase cards are provided under what is known as the GSA SmartPay 2 contract. The General Service Administration (GSA) has a SmartPay website at www.smartpay.gsa.gov that contains a wealth of information. Did you know that the GSA SmartPay Program was established in 1998 and serves more than 350 federal agencies and organizations? In FY 2010, approximately \$98.9 million in transactions were made using GSA SmartPay charge cards (purchase, travel, fleet and integrated), resulting in transaction volume of \$30.2 billion and creating \$325.9 million in refunds for cardholders and their respective agencies.

One of the major responsibilities of the GSA SmartPay Program is to manage a set of master contracts through which federal agencies like NIH can issue a task order to obtain charge cards for employees which help to accomplish the agency or organization's mission. Agencies issue a task order under these master contracts, and award to one of the GSA SmartPay 2 contractor banks (JP Morgan who NIH is currently using, US Bank or Citibank). Participating in the GSA SmartPay2 program is beneficial to federal agencies because

each agency can maximize its ability to capture government sales, program statistics, transactions and Cardholder data, and also receive GSA SmartPay Program Refunds from the banks.

The GSA SmartPay website has other useful information for purchase cardholders, CAOs and IC Purchase Card Coordinators. There are answers to commonly asked questions, information on taxes, dispute forms, protecting one's card from fraud and abuse, SmartPay Bulletins about issues that impact the program, and also online GSA SmartPay training. This online training can be used to supplement the required training that cardholders and CAOs take at NIH. Other links on the website also allow users to access important policies and regulations, including: OMB Circular No. A-123 Appendix B; Federal Acquisition Regulations (FAR); Federal Travel Regulations; Per Diem Rates; and Public Law. Please look at the GSA SmartPay website because it has a lot to offer anyone involved in the purchase card program, whether you are a cardholder, CAO or an IC Coordinator.

For more information, please email Creditcard@od.nih.gov or call 301-435-6606.

SMALL BUSINESS GOALS BY THE NUMBERS

The following illustrates National Institute of Health's (NIH) progress versus the Department as a whole in achieving all socio-economic goals for FY 12.

With less than four months remaining in Fiscal Year 2012, the National Institutes of Health (NIH) continues to exceed their small business goals in all but two categories.

As of May 18, NIH has awarded over \$457M to small business. Total small business awards by the Department total \$1.4B.

NIH continues to struggle with Hubzone and Service-Disabled Veteran-Owned Small Business (SDVOSB) goals. At the time of this writing, less than one percent of all NIH contracts went to

Hubzone firms. NIH's goal for contracts awarded to Hubzone is 3%, or \$127,020,310. To keep pace with the Hubzone and SDVOSB goals, NIH would need to award \$37,313,409 to each socioeconomic groups by this time in the FY; currently only \$17,385,527 has been awarded to Hubzone firms, and \$11,102,307 to SDVOSB.

We encourage all acquisitions 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 May 18, 2012. Agency wide, HHS reported 18.66% of total acquisition dollars were awarded to small business.

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SMALL BUSINESS GOALS BY THE NUMBERS

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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	\$4,234,010,346	23%	5%	5%	3%	3%
Actual	\$1,424,957,071	32.08%	7.68%	8.91%	1.22%	.78%

OPDIV: NIH Dollars Awarded

Dollars	Total Eligible Dollars	SB (\$)	SDB (\$)	WOSB (\$)	HZ (\$)	SDVOSB (\$)
Goals	\$4,234,010,346	\$973,822,380	\$211,700,517	\$211,700,517	\$127,020,310	\$127,020,310
Actual	\$1,424,957,071	\$457,059,427	\$109,396,926	\$127,018,657	\$17,385,572	\$11,102,307

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	\$18,580,484,001	20.5%	5%	5%	3%	3%
Actual	\$ 7,589,074,517	18.66%	7.40%	5.01%	.75%	.84%

HHS Agency-Wide Dollars Awarded

Dollars	Total Eligible Dollars	SB (\$)	SDB (\$)	WOSB (\$)	HZ (\$)	SDVOSB (\$)
Goals	\$18,580,484,001	\$3,808,999,220	\$929,024,200	\$929,024,200	\$557,414,520	\$557,414,520
Actual	\$ 6,180,458,319	\$1,416,229,139	\$561,513,576	\$379,849,910	\$ 57,010,272	\$ 63,601,965

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

For additional information regarding the small business goals, market research best practices, or any other small business issue, please contact the NIH Small Business Office at (301) 496-9639, or by e-mail, HHSSMALLBUSINESSOAR@mail.nih.gov.

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				

5512 Professional Services (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
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				

ACQUISITION TRAINING SCHEDULE

PSAC



5513 Negotiation Strategies for Simplified Acquisition (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
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 Plaza South	\$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
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

8801 Writing Statements of Work (13 CLPs)

Dates	Times	Location	Cost	Cancellation Date
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
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				

ACQUISITION TRAINING SCHEDULE

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

PSAC



Dates	Times	Location	Cost	Cancellation Date
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
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](#)

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



Dates	Times	Location	Cost	Cancellation Date
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
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](#)

ACQUISITION TRAINING SCHEDULE

9532 Advanced Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jul 23—Jul 27, 2012	9:00am—4:00pm	6130 Executive Plaza North	\$965	Jul 2, 2012
Sep 10—Sep 14, 2012	9:00am—4:00pm	6120 Executive Plaza South	\$965	Aug 20, 2012

[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
June 4—June 8, 2012	8:30am—4:00pm	6120 Executive Plaza South (EPS)	\$1130	Jun 4, 2012

[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
July 9—July 13, 2012	8:30am—4:00pm	6120 Executive Plaza South (EPS)	\$1340	July 13, 2012

[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
June 4	9:30am—11:30am	Fernwood—Room 1NW02	\$0	
June 18	1:00pm—3:00pm	Building 12A— Room B51	\$0	

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, 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

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.

FY2012 DCIS Training:

July 17, 2012	1:00pm—4:00pm
July 24, 2012	9:30am—12:30pm

BPA PROGRAM TRAINING

BPA Program Training

Need to make a quick equipment purchase?

Looking to create value for your customer?

Not sure what a BPA is?

The NIH Blanket Purchase Agreement Program (BPA) is here to help. The NIH BPA Program 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 will be held on **June 14, 2012 at Natcher Conference Center Balcony C from 1-2:30pm** (this includes Q&A). In addition to the knowledge gained during the session, you will receive 1 CLP for being a part of the training session. If interested in training please log into the LMS website located at <https://lms.learning.hhs.gov/Saba/Web/Main>. Once logged into LMS, go to <https://lms.learning.hhs.gov/Saba/Web/Main/goto/GuestOfferingDetails?offeringId=class00000000041587> to register for class. Registration closes on June 8, 2012. Space is limited, so sign up as soon as possible.

Sign language interpreters and other reasonable accommodations will be provided. If you require such accommodations please contact the BPA Program at 301-496-5212 or via email at BPAProgramBranch@od.nih.gov by **June 5, 2012**. You may also contact the BPA Program if you have general questions about the training session.

благодаря

“Thank You” in Bulgarian

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 Barry Solomon 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.