

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](#)

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(301) 496-0400

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(301) 435-6606

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OALM/OLAO

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(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

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(888)-773-6542

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(301) 451-2271

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OLAO AWARDS THE NIH CONFERENCE, ADMINISTRATIVE, AND TRAVEL SERVICES II (NIHCATSII) CONTRACT

In mid-November 2011, the National Institutes of Health (NIH) Office of Logistics and Acquisition Operations (OLAO) awarded the highly anticipated NIH Conference, Administrative, and Travel Services II (NIHCATS II) contract to a combination of 20 small and large-sized businesses. Dedicated to the acquisition of a wide range of conference support services in the United States and abroad to include meeting, travel, administrative, documentation, and website services, NIHCATS II will be available NIH-wide and to other Federal agencies on a task order basis.

The NIHCATS II contract vehicle aligns with NIH's strategic objectives to both consolidate contracts and meet small business contracting goals. NIHCATS II is the HHS's Strategic Sourcing vehicle for conference support, increasing department-wide efficiencies and leveraging overall spending.

An NIHCATS II Program Support Team within OLAO is available to assist NIH ICs and other Federal agencies throughout the task ordering process. A user-friendly website has been established by the Support Team to provide customers easy access to ordering procedures, points of contact,

answer to frequently asked questions, and other useful information. Please visit the NIHCATS II Website at <http://NIHCATSII.olao.od.nih.gov> or send questions to NIHCATSII@mail.nih.gov.

An electronic Government Ordering System (eGOS), presently used by the NITAAC Chief Information Officer Solutions and Partners II (CIOSP2) contract and the Long-Term Administrative Support Contract (LTASC) vehicle, is currently being developed for future use by NIHCATS II customers. This system, expected to be available in the coming months, will assist customers in task order initiation, proposal submission, and the overall selection process.

The NIHCATS II Program Support Team will be presenting awareness and training presentations in the near future. If customers would like to place orders prior to these trainings, please contact the NIHCATS II Program Support Team to initiate a task order.

The Point of Contact for this contract is Lisa Adams, Contracting Officer, OA, OLAO (301-496-7792) or Jeff Klein, Project Officer, FAC-COTR, OA APSB (301-402-5262).

THE AUTHORITY TO ISSUE SOLICITATIONS UNDER FAR SUBPART 13.5

Test program for Certain Commercial Items expired on January 1, 2012. The statutory authority for the test program was not extended. However, awards may be issued for solicitations that were issued under this authority prior to December 31, 2011.

INCREASING OPPORTUNITIES FOR SMALL BUSINESSES IN PURCHASE CARD PURCHASES

Increasing opportunities for small businesses is a top priority for HHS and NIH. The Office of Management and Budget (OMB), along with the Small Business Administration (SBA), is working with agencies to improve access by small businesses to the Federal Marketplace and to increase communication to small businesses about Federal business opportunities. As part of these efforts, we want to remind NIH purchase cardholders that purchases above \$3,000 are required to be set-aside for small businesses and although purchases below \$3,000 are not subject to small business set-aside requirements, NIH purchase cardholders should still consider small businesses to the maximum extent practicable when making micro-purchases (purchases under \$3,000).

There are many sources that can be used to find small business vendors for purchasing. These include:

1. NIH-Wide BPA and Federal Strategic Sourcing initiatives. Small businesses are listed on these:
<http://oamp.od.nih.gov/Division/SAPS/Acq/PCard/BPAProgram.asp>
<http://intranet.hhs.gov/administrative/ssc/index.html> and then click on individual contracts that you are researching
2. GSA Advantage! (www.gsaadvantage.gov) which include capabilities to search for small business
3. GSA eLibrary - www.gsaelibrary.gsa.gov
4. NIH Small Business website – called [NIH e-PIC](#). This website allows for the search of small businesses by NAICS. Some vendors that show on the search also include a capability statement.
5. Small Business Administration’s Dynamic Small Business Search
http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

The Small Business Jobs Act of 2010 also requires OMB to measure the level of small business participation using the government-wide purchase card for micro-purchases. The NIH Purchase Card Program will begin generating reports for ICs to help identify current small business spend and establish goals for increasing utilization. Future cardholder training will also emphasize the need for cardholders to continue to place a reasonable proportion of micro-purchases with small businesses that are consistent with NIH mission support needs.

SIMPLIFIED ACQUISITIONS AND THE SERVICE CONTRACT ACT

The Service Contract Act (SCA) was established in 1965 and requires the payment of a minimum wage rate and fringe benefits for employees working on service contracts and subcontracts with the federal government. The Service Contract Act, affects acquisitions for services that are above \$2,500 which includes purchase orders and open market BPA Calls. For an acquisition to be subject to the SCA it must be any government contract, the principal purpose of which is to furnish services in the United States through the use of service employees, except as exempted under section 7 of the Act, or any subcontract at any tier. A service employee is any person engaged in the performance of a service contract other than any person employed in a bona fide executive, administrative, or professional capacity, as those terms are defined in 29 CFR Part 541. For example, the SCA covers wages and fringe benefits for many varied occupations including but not limited to: accounting, janitorial, maintenance, and secretarial services. A complete list of covered occupations can be found

in the [Director of Occupations](#) on the Department of Labor website. The minimum wage and fringe benefit information is incorporated into an acquisition via a wage determination for a specific area where the service contract will be performed. The wage determination varies per service employee due to their labor category and the location of where the work takes place. Wage Determinations can be found on the [Department of Labor](#) website.

Therefore, if you are buying a service over \$2,500, be sure to check FAR 22.10 to see if it is SCA applicable. And if so, be sure to Incorporate a wage determination to your purchase order or open market BPA Call. More information concerning the Service Contract Act can be found at [FAR Part 22.10](#), the [Department of Labor website](#) and [Wage Determination Online](#).

PURCHASE CARD BILLING DISCREPANCIES VS. FRAUD

It is critical for cardholders to regularly review their account activity for erroneous charges. If a cardholder does not recognize a charge, they need to determine if it is a billing discrepancy that should be disputed or if it is a fraudulent charge.

What is a Billing Discrepancy?

- A transaction that the cardholder cancelled, but was processed by the merchant anyway
- A transaction that is not recognized, but is from a merchant with whom the cardholder or agency regularly conducts business with
- A transaction for which the cardholder has a receipt, but the amount on the receipt and the amount posted to the card account do not match
- Duplicate transactions (i.e., same merchant, amount and date)
- Returned merchandise

What are Fraudulent Charges?

- A transaction that is not recognized, and is from a merchant with whom the cardholder does not conduct business
- A transaction on a card that was physically lost or stolen
- A transaction that may seem suspicious

How to handle Fraudulent Charges:

1. The Cardholder should

contact JP Morgan to let them know that they believe their account has been compromised. The bank will then close the account and issue a new card.

2. If the Cardholder writes convenience checks, they must notify the bank so that checks may be reordered to correspond to the new account. NOTE: Any outstanding checks that did not post to the Cardholder's account prior to it being closed must be reissued as they will no longer be honored by the bank.
3. Notify the Purchase Card Program office by sending an email to Creditcard@od.nih.gov that card was compromised. The P-card office will ensure that the new card information is updated accordingly.
4. Ensure that associating fraud credits are issued by the bank. Once the credits appear in the Cardholder's statement, they should be matched to the disputed charge(s) in NBS.

How to handle Billing Discrepancies that need to be Disputed:

1. Cardholder should contact the merchant directly and attempt to resolve the matter by determining if the questionable charge is a result of a billing error. Most billing discrepancies can be easily and quickly resolved by the cardholder contacting the merchant directly.

2. If the Cardholder is not able to resolve the issue with the merchant, the cardholder should immediately complete a dispute form and submit it to JPMorgan via email at ccscolumbusdisputes@chase.com or by fax to 1- 866-491-9432. Also copy the Purchase Card Help Desk. The dispute form must be filed with the bank within 90 days of the transaction post date. Card Approving Officials (CAOs) can initiate a dispute in cases where they have knowledge of the dispute and can provide the necessary supporting documentation or the transaction is not being claimed as fraudulent or unauthorized.
3. Once the dispute form is received by the bank, Cardholders should expect to see a temporary credit on their reconciliation statement within 3- 5 business days. The credit should then be matched against the disputed charge and processed in NBS.
4. Throughout the dispute process the JP Morgan dispute analyst assigned to the case may require additional information from the Cardholder to pursue the claim. Failure to respond to these inquiries or provide requisite information may result in the bank's decision to close the case and reverse the temporary credit leaving NIH to pay for an unauthorized charge.

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PURCHASE CARD BILLING DISCREPANCIES AND DISPUTES

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5. Once the bank makes a final decision, Cardholders will receive written communication stating the resolution of the dispute (i.e., resolved in favor of the merchant or cardholder). **IMPORTANT:** If the Cardholder does not agree with the bank's decision, they must respond immediately by contacting the bank.
 - the charge was disputed and how it was resolved (include name of company representative)
3. NBS reconciliation statement indicating that proper credit was received and reconciled by the Cardholder.
4. Documentation to support that proper credit was received.

Cardholder documentation to retain in the Purchase Card File:

1. If a dispute is initiated with the bank, Cardholders should keep a copy of the Dispute form that was sent to the bank with proof of email or fax confirmation.
2. If the dispute is resolved directly with the merchant, documentation should describe why

IMPORTANT: Once a dispute is resolved with either the bank or directly with the merchant, it should be cleared from the dispute/credit tab in NBS.

For more information on disputes or fraud, please contact the Purchase Card Help Desk at Creditcard@od.nih.gov or via telephone at (301) 435-6606.

PRICE REDUCTION AT THE NIH SUPPLY CENTER

The temperature is dropping... and so are the prices at the NIH Supply Center! That's right, the price of dry ice pellets (NSN 6830-01-164-7430) has been reduced by over 20% to \$8.48 and Slabs (NSN6830-01-165-6174) has been reduced by over 32% to \$8.48. When you place your orders, the delivery will be directly from the vendor to the dock of your building... So place your orders today. The Point of Contact (POC) for orders is Don Coulter at (301) 594-0804 or email to Donald.Coulter@nih.gov.

NEWS FROM THE NIH SUPPLY CENTER

The NIH Supply Center is making extra strides to provide customers with needed supplies and saving valuable dollars amid any possible budget cuts. The OALM Administrative Officers have teamed with the NIH Supply Center (NIHSC) in an effort to increase spending for routine office supplies through the NIH's internal source. The overall goal is to leverage volume buying directly through the Center and ultimately reduce the surcharge for the entire NIH community. This partnership began with the OALM Administrative Officers providing a listing of the top 50 items used on a continual basis and it is being evaluated to determine how it matches items currently stocked. It is anticipated that this project will provide a significant cost savings for OALM, and hopefully all of NIH. If you are interested in becoming a member of the newly formed Administrative Advisory Council, please contact Ms. Gwendolyn Carr at 301-402-0677 or Ms Joyce Starks at 301-402-6068.

The NIH Supply Center Staff is also in the process of establishing a Product Commodity Council for Laboratory products and some representatives from various ICs have already been identified. If you are interested in becoming a member of this council, please contact Mr. Nathaniel Johnson at 301-402-3518. Remember, the NIH Supply Center is the FAR approved first source for supplies. Customers benefit as there are no delivery charges and, in most cases, you receive your supplies the next business day. Please do not hesitate to contact the NIH Supply Center with any questions or concerns at nihsupplycenter@nih.gov and you can place an order by fax at (301) 480-1625 or on-line at our [website](#) through I-Procurement.

OMB AUTHORIZED CIO-SP2i GWAC HAS BEEN EXTENDED FOR 6 MONTHS TO ALLOW FOR A BRIDGE TO CIO-SP3

Procurement Professionals can still use the NITAAC CIO-SP2i GWAC for fast, easy procurement of IT Services/Solutions through June 20, 2012, and run periods of performance on orders for up to 5 years after the expiration date. According to Mary Armstead, NITAAC Program Director, “We want to assure our customers can continue to access mission critical IT solutions while the impending CIO-SP3 award is finalized. By creating a bridge with the CIO-SP2i extension, we are able to provide continuity of operations to customers in need of CIO-SP solutions.”

New task orders can have a period of performance of up to 5 years, taking customers into June of 2017, even after the master contract expires at the

end of six months. NITAAC’s team of Contract, Program and IT Specialists are available to assist customers from pre-award to closeout, with requirements for solutions including Cloud Computing and Data Center Consolidation to meet Administrative directives.

NITAAC offers free, comprehensive assessments of SOWs/SOOs/PWSs with a 24-hour turnaround, as well as free training on NITAAC GWACs and our online ordering systems. Potential customers are invited to contact the Customer Support Center at NITAACsupport@nih.gov, or 1.888.773.6542 for more information.

HHS STRATEGIC SOURCING GWAC NOW SUPPORTS SMALL BUSINESS SET-ASIDES

In support of Public Law 95.507, as well as new White House directives on increasing contracting opportunities for small business, NITAAC has strengthened its commitment to administration of this vital authority by providing for small business set-asides on its ECS III IT Products/Services GWAC. This new option is available through our online Request For Quote (RFQ) system, which is easily accessed from NITAAC’s home page at <http://www.nitaac.nih.gov>. This new feature will enable our customers to more easily meet their socioeconomic goals.

Once in the system, users who choose to create an RFQ will see a new prompt, “Would you like to set-aside this requirement for a small business?” Simply select yes, and choose either “All Small Business” or a sub-category such as HUBZone or Woman Owned. The system features a prompt for “Small Business Set-Aside Details,” which outlines FAR regulations; as well as an “ECS III Small Business Chart,” featuring company names, the lots they qualify for, and their small business categorizations. NITAAC is also building this capability into the e-GOS system as it is readied for support of CIO-SP3, which includes a \$20 Billion set-aside GWAC specifically for Small Business.

To learn more about this new capability, contact the Customer Support Center at NITAACsupport@nih.gov, or 1.888.773.6542.

OLAO'S LEAN SIX SIGMA GREEN BELT COURSE OFFERING

A LSS Green Belt level training will be offered by OLAO to provide participants with advanced process improvement knowledge to address and solve difficult organizational challenges. The Green Belt level training is a 5 day interactive course. Students must attend all 5 days of classes to receive credit towards their Lean Six Sigma Green Belt certification. Our next Lean Six Sigma Green Belt training series will be held through **February 13, 15-17, 22**. Please remember that you must attend all five days of classes.

Lean Six Sigma (LSS) is a Business Process Improvement (BPI) methodology currently being employed at NIH to reduce cycle time and improve the output quality of administrative and service-oriented processes. The implementation of LSS

techniques will provide the NIH community with the training, resources, infrastructure, and culture that are critical to its continued success.

LSS Green Belts are high-performing NIH staff trained in the process improvement methodology that are empowered to systematically identify and eliminate wastes and defects in organizational processes and operations. Get your Green Belt this year by signing up for the upcoming course and completing a fun and rewarding project to improve your organization!

Space is limited so please contact Brian Sparvieri at sparvieribm@mail.nih.gov to RSVP your seat. For questions about our Lean Six Sigma program, please contact Yvette Porter at 301-443-1999, or email at portery@od.nih.gov.

PRISM 7.1 is Coming Soon

NBS is in the process of implementing an upgrade to the PRISM system to release the latest version 7.1 in March 2012. The PRISM 7.1 Upgrade provides a new look and feel as well as other enhancements and new features. The Upgrade will also provide a vendor-supported software version that is compatible with other NBS components (Oracle and Departmental Contracts Information System (DCIS)).

This new PRISM version will present three primary changes that include navigational and functional aspects related to:

- “**Welcome Screen**” – enhanced with a different look, features, and starting point for routine tasks.
- “**Cancellation of Requisition Line(s)**” - allows buyers to cancel a single line (or lines) on a requisition that contains multiple line items in PRISM. The enhancement ensures that such cancellations of a line item (or line items) would be transferred to iProcurement and the financial system accordingly.
- “**Set Invoice Matching at Header Level**” - allows users to set the “matching option” (2-way/3-way) at the header level of the document rather than “drilling down” and selecting this for each line. The enhancement supports this matching option at either the document or line level using only one screen.
- “**Task/Delivery Order Mask Improvement**” – will prevent document errors when attempting to select an incorrect contract type, an error message is displayed if External Contract field is checked in error. Internal order masks (templates) will only be visible to the users when the external contract field is not selected and a valid internal contract number in PRISM is selected.

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PRISM 7.1 is Coming Soon

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PRISM Help

To streamline the transition of impacted staff to the new features of PRISM, NBS has reinstated the Help Point of Contact (HPOC) Program. The Acquisition and Contract HPOCs will be the subject matter experts (SMEs) and front-line sources for user help for the Upgrade. They will facilitate PRISM-related communications within your IC/OD areas and reduce response times for answers to questions or addressing specific issues.

The PRISM 7.1 HPOC list has been updated and is located under the center section of the NBS Acquisition Portal in the NBS Acquisition Support Resources portlet, Acquisition Help Point of Contact (HPOCs):

[List of Buyer – Acquisition HPOCs](#)

[List of Buyer - Contract HPOCs](#)

PRISM 7.1 Training

Training is also planned for HPOCs and PRISM users. HPOCs will be given the opportunity to learn the new PRISM 7.1 enhancement functionality in order to serve as SMEs to their respective acquisition communities of IC/OD users. Users will also have access to online training materials in the form of updated NAVs and user scenario-driven Computer Based Training (CBT) modules. All of this information will be available on the NBS Acquisitions Portal. A dedicated area will provide links to aids and simulations (currently for the new Welcome Page) and content will be added as it is available. Click https://my.nih.gov/portal/server.pt/community/nbs_acquisition/1057?autorefresh=1 to access this PRISM 7.1 portlet.

The following image shows the navigation on the new PRISM 7.1 portlet, with content available to coincide with the release of the new system.



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PRISM 7.1 is Coming Soon

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- The ***PRISM HPOC Kick Off Presentation*** will provide you with an overview of the role of your HPOC as well as an overview of PRISM 7.1 Upgrade schedule and changes.
- For familiarization of the differences in PRISM versions, the ***PRISM As Is vs. To Be*** link provides a condensed version of the changes from the current PRISM 6.2 version to the new PRISM 7.1 version.
- Clicking on the ***Navigate the PRISM Welcome Page*** link under “Navigation Aids” will open access to the navigation documents that are instructional step-by-step guides, these documents can be printed for hard copy desk top reference.
- For a short online orientation of how to work with the Interactive Scenarios click on the ***Introduction to Training Simulations Using User Productivity Kite (UPK)***.
- A simulation of the new PRISM Welcome Page is available under the “Interactive Scenarios” by clicking the ***Navigate the PRISM Welcome Page*** link. Clicking the *Try It* mode initiates the scenario.

Thank you for your continued support as we transition to the NBS PRISM 7.1 Upgrade. The planning and revision of the materials related to the upgrade is a collaborative effort and we are open to your ideas, questions, and concerns. Please send your feedback to your IC/OD HPOC, if you do not know who that is please open the HPOC link above to locate your IC/OD and HPOC. The enhanced features will streamline tasks and reduce overall effort so NBS hopes you have a positive and productive experience with the new PRISM 7.1. We will continue to keep you informed as we move through this process and get closer to the go live date in March of 2012.

Should you have any questions, please contact your HPOC.

The NBS Change Management Team

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
Mar 5, 2012	8:30am–12:00pm	6130 Executive Plaza North	\$315	Feb 20, 2012
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				

PSAC



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

Dates	Times	Location	Cost	Cancellation Date
Mar 5, 2012	8:30am–4:00pm	6120 Executive Plaza South	\$445	Feb 13, 2012
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
Mar 26, 2012	9:00am–4:00pm	6120 Executive Plaza South	\$395	Mar 5, 2012
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
Mar 28–Mar 29, 2012	8:30am–4:00pm	6120 Executive Plaza South	\$660	
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
Feb 22–Feb 24, 2012	9:00am–4:00pm	6120 Executive Plaza South	\$915	Feb 1, 2012
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](#)

ACQUISITION TRAINING SCHEDULE

HHS Appropriations Law Course Online (16 CLPs)

8801 Writing Statements of Work (13 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Feb 8–Feb 9, 2012	9:00am–4:00pm	6130 Executive Plaza South	\$655	Jan 18, 2012
Apr 2–Apr3, 2012	9:00am–4:00pm	6120 Executive Plaza South	\$655	Mar 12, 2012
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
Feb 6–Feb 8, 2012	9:00am–4:00pm	6120 Executive Plaza South	\$2,495	Jan 16, 2012
Feb 13–Feb 15, 2012	9:00am–4:00pm	6120 Executive Plaza South	\$2,495	Jan 23, 2012
Mar 14–Mar 16, 2012	9:00am–4:00pm	6120 Executive Plaza South	\$2,495	Feb 22, 2012
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
Mar 19–Mar 23, 2012	8:30am–4:00pm	6120 Executive Plaza South	\$4,125	Feb 27, 2012
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

ACQUISITION TRAINING SCHEDULE



9515 Buyer Contracts (NBS) (21 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Mar 7–Mar 9, 2012	9:00am–4:00pm	6120 Executive Plaza South	\$3,265	Feb 22, 2012
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](#)



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

Dates	Times	Location	Cost	Cancellation Date
Mar 12, 2012	8:30am–4:00pm	6120 Executive Plaza South	\$905	Feb 20, 2012
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”.

ACQUISITION TRAINING SCHEDULE

9530 Basic Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Feb 27–Mar 2, 2012	9:00am–4:00pm	6130 Executive Plaza North	\$965	Feb 6, 2012
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: [train-
ing@fai.gov](mailto:training@fai.gov) or 703-805-2300.

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

9532 Advanced Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Mar 19–Mar 23, 2012	9:00am–4:00pm	6120 Executive Plaza South	\$965	Feb 27, 2012
May 21–May 25, 2012	9:00am–4:00pm	6130 Executive Plaza North	\$965	Apr 30, 2012
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/>

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 at <http://lms.learning.hhs.gov>. Specific course information is provided below:
- The training is provided 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				

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 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

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:

March 13, 2012	1:00pm–4:00pm
March 20, 2012	9:30am–12:30pm
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



diolch yn fawr

“Thank You” in Welsh

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 Annette Romanesk 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.