

The Office of Acquisition and Logistics Management Newsletter

OALM/OAMP

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301-496-0400

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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

[NITAAC](#)

888-773-6542

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301-451-2271

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COMMERCIAL ITEM TEST PROGRAM EXTENDED

Previously, the "Test Program for Certain Commercial Items" under FAR Subpart 13.5 expired on January 1, 2012. Section 822 of the National Defense Authorization Act (NDAA) for Fiscal Year 2013, Public Law 112-239 extends this test program until January 1, 2015. A Department-wide class deviation from FAR 13.500(d) has been granted to extend the test program's expiration date to January 1, 2015. This class deviation remains in effect until implemented in the FAR.

FAR 1.404, "Class Deviation," requires that HHS and other civilian agencies to consult with the Chairman of the Civilian Agency Acquisition Council (CAAC) regarding class deviations. The CAAC Chairman has

issued a memorandum that satisfies the consultation requirement, and states that an expedited FAR case is being processed to change the date of expiration for the test program in FAR 13.500(d) to January 1, 2015.

As a result of this class deviation, HHS contracting officers may issue solicitations and award contracts using the test program procedures under FAR Subpart 13.500(d), pending issuance of the FAR rule that will change the test program's expiration date from January 1, 2012 to January 1, 2015.

If you have any questions on this class deviation, please contact Cheryl Howe at cheryl.howe@hhs.gov.

ECS III EXTENDED FOR ONE YEAR

NITAAC is pleased to announce the extension of the ECS III GWAC for one year through November 25, 2013. That means NIH Contracting Officers and Purchase Card Holders can continue to order IT products and related fixed-price services as we work to develop a new follow-on products/services GWAC. New delivery orders issued under ECS III will offer you the same options as before, up to and including a 5-year period of performance.

The ECS III GWAC is the HHS Strategic Source for IT products and related services, and can be used to make purchases for the lab and/or office, including but not limited to:

- Apple Products
- Cloud Computing: SaaS, IaaS, PaaS
- Data Warehousing/Data Storage
- Enterprise Software Licenses
- Warranty and Maintenance
- Servers Built to Order (BTO)
- Desktops, Laptops, Smartphones, Tablets, Networking and Peripherals
- Lease Printers with Maintenance and Tech Support
- Citrix Support

ECS III EXTENDED FOR ONE YEAR

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- VMware Maintenance Renewal Software Maintenance Updates such as Oracle's "My Oracle Support" or Microsoft's "Windows Update

When using the pre-competed and pre-negotiated ECS III GWAC, competition is governed by FAR 16.505(b)(1)(i), fair opportunity, which states that the buyer "must provide each awardee a fair opportunity to be considered for each order exceeding \$3,000." This is an easier, more efficient process than that of FAR 8.405-1(c)(1), which states that the buyer must survey "at least three schedule contractors" (3 quotes).

By using the secure, online ECS III automated Request For Quote (RFQ) System, your requirement goes out to all of the eligible vendors on the contract. What this means is that even if only one quote is received, you will have done your due diligence in terms of competition and can proceed with your purchase. However, typically you will receive an average of 3-5 quotes per RFQ.

Purchasing agents and program offices can

easily work together through the RFQ system simply by listing their colleagues as the alternate Point-of-Contact when requirements are submitted. This gives both parties access to all activity in the system, from competition through selection of awardees. To complete the process, purchases can be made either with an NIH Purchase Card or with award documents prepared through NBS/Prism.

If you find a lower price elsewhere, you are encouraged to negotiate directly with ECS III Contract Holders for the lowest possible price. This GWAC is designed to offer prices less than or equal to Federal Supply Schedules, and you are encouraged to ask Contract Holders to match or beat market prices.

The average ECS III award takes 3-5 days. The fee is .5% with a \$10,000 cap per delivery order, modification or exercise of option.

We appreciate your doing business with NITAAC, and look forward to continuing to serve you in the future. As always, if you have any questions, please feel free to contact NITAACsupport@nih.gov.

EPA ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) SURVEY LAUNCHED

The U.S. Environmental Protection Agency's (EPA) Environmentally Preferable Purchasing (EPP) Program survey is open until February 6, 2013.

The EPP survey is aimed at the Federal acquisition workforce to better understand the role that environmental considerations and other factors play in Federal purchasing decisions - specifically the purchase of environmentally preferable or "green" products. The survey is being administered on the FAI.gov website.

The EPP Program is designed to reduce the environmental impacts of federal purchasing and make the overall consumer marketplace more sustainable through federal leadership. Executive Order 13423 defines environmentally preferable as "products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose." In everyday language, we use the term "green" interchangeably with environmentally preferable.

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EPA ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) SURVEY LAUNCHED

Continued from page 2

The survey results will help EPA to better understand the perspectives and experiences of Federal purchasers in terms of attitudes and changes in federal spending on environmentally preferable, or "greener", products, and the influence and utility of EPP Program activities and services. Federal acquisition personnel (contractors and industry personnel are excluded) across the Federal government are encouraged to participate in this survey. You do not need to have any knowledge of EPA's EPP Program to take the survey. The survey will take between 15-30

minutes to complete. Please click [here](#) to access the survey. Completion of the survey is eligible for one (1) Continuous Learning Point (CLP).

If you have questions regarding the EPP Survey, please submit your inquiry to EPA's survey mailbox:

FederalPurchasingSurvey@epa.gov. To learn more about EPA's EPP Program visit their website <http://www.epa.gov/epp/>.

We appreciate your participation!

FY 2012 SMALL BUSINESS GOALING REPORT

Congratulations to the National Institutes of Health Acquisition Community on a successful Small Business Goaling Report for FY'12. Below is the anticipated final small business dollars, actions and achieved percentages for FY'12.

NIH not only met but exceeded the HHS OSDBU assigned 23% small business goal to achieve 28% in the total small business area. Additionally, you continue to meet and exceed the Small Disadvantaged Business (7.6%), Women-Owned (7.6%), and Veteran-Owned Small Business (3.1%) Percentages.

Therefore, to continue our successful trend in the small business area, we must continue to make every effort to improve the percentages in the statutory prescribed goals for the Service Disabled Veteran and the HUBZone areas.

The key to your continued small business achievements are:

- Early Acquisition Planning
- Adequate Market Research
- Receiving Small Business Review Recommendations and
- Collaborating with your (great) NIH Small Business Specialists

	Actions	Dollars	Percentage
Small Business	12,681	\$1,160,424,936.92	28.0556%
Small Disadvantaged Business	2,726	\$317,894,411.29	7.6857%
8(a) Procedure	964	\$161,836,268.68	3.9127%
Veteran Owned Small Business	1,267	\$129,249,280.77	3.1249%
Service Disabled Veteran Owned Small Business	449	\$44,009,780.03	1.0640%
Women Owned Small Business	3,041	\$316,521,013.02	7.6525%
Certified HUBZone Small Business	475	\$31,670,728.90	0.7657%
Total Small Business Eligible	31,314	\$4,136,158.453.93	n/a

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
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				



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
May 24, 2013	8:30am—4:00pm	6120 Executive Plaza South	\$470	May 10, 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

PSAC



5513 Negotiation Strategies for Simplified Acquisition (6.5 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				

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
May 28—May 30, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$910	May 14, 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
Feb 20—Feb 21, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$660	Feb 7, 2013
May 1—May 2, 2013	9:00am—4:00pm	6130 Executive Plaza North	\$660	Apr 23, 2013
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 11—Feb 13, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$1,120	Feb 11, 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
May 20—May 22, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$1,120	May 6, 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
Apr 15—Apr 19, 2013	8:30am—4:00pm	6120 Executive Plaza South	\$1,860	Apr 1, 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
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
Apr 12, 2013	8:30am—4:00pm	6120 Executive Plaza South	\$480	Apr 4, 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
Apr 15—Apr 19, 2013	9:00am—4:00pm	6130 Executive Plaza North	\$990	Apr 1, 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

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
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

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
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

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
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

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				

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
Feb 6, 2013	9:00am—12:00pm	6116 Executive Blvd. Rm 4075		
Feb 25, 2013	9:30am—12:30pm	Bldg 12A—Rm B51		
Mar 13, 2013	9:30am—12:30pm	Bldg 12A—Rm B51		
Mar 18, 2013	9:30am—12:30pm	Baltimore—Biomedical Research Center Rm 04A315		
Mar 28, 2013	9:30am—12:30pm	Bldg 12A—Rm B51		

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

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

ACQUISITION TRAINING SCHEDULE

AT171 - Acquisition Process - Making Sure You Are in Compliance with Section 508

Dates	Times	Location	Cost	Cancellation Date
Feb 26, 2013	9:00am—12:00pm	Bldg 12A—Rm B51		
May 29, 2013	1:30pm—4:30pm	Fernwood Bldg—Rm 1NW02		

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

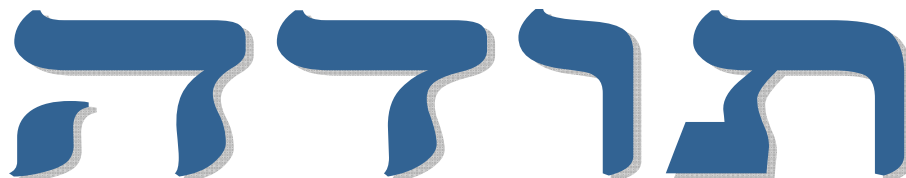
NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS AVAILABLE ONLINE!

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



“Thank You” in Hebrew

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.

Please address all correspondence to the editors: Michele McDermott, McdermottMI@od.nih.gov, 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 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.