JANUARY/FEBRUARY 2009

OALM

Office of Acquisition and Logistics Management

"Your Vision is Our Mission"

The Office of Acquisition and Logistics Management (OALM)

http://olao.od.nih.gov

Simplified Acquisition Helpline
(301) 496-0400
SimplifiedAcquisition-Help@od.nih.gov

Purchase Card Helpline
(301) 435-6606
Creditcard@od.nih.gov

BPA Helpline
(301) 496-5212

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CLOSEOUT - ACQUISITION MODULE OF THE ADB !

In June 2007 when the NBS deployed there were over 40,000 transactions in the ADB It was not practical to focus on closing out the ADB's Acquisition Module while at the same time implementing NBS. Today, transactions continue to be processed in both systems. Running these two systems creates inefficiencies in the payment process by promoting confusion to both the vendor community and NIH staff. For these reasons the ADB Acquisition Module must close. In order to facilitate and expedite this initiative, the Head of the Contracting Activity, Director, Office of Acquisition and Logistics Management, OM, and NIH, Director, Office of Financial Management, and Deputy Chief Financial Officer, NIH have approved and had the following actions taken and will continue to execute the actions below in order to attain the target closeout goal of June 30, 2009. We ask that each acquisition office work with their staff so together we can accomplish this goal. The following actions were approved and have been executed. We will provide you with a report displaying the records affected.

- For all records in 2004, 2005, and 2006 where the difference between the obligated amount and the received amount was less than $10,000, the following actions have been taken:

  - The obligated amount was made equal to the received amount.
  - The unobligated balances were returned to the appropriations.
  - (This means that no further Receiving will be allowed on these records.)

Any further required authorization or receiving transactions for the record must be created through PRISM in the NBS.

The following actions need to/will occur over the next months:

- Any record identified above that still remains open on March 31, 2009, will be closed in the ADB and the balances returned to the appropriations. Any future activity required on these records will need to be processed through the NBS as a prior year obligation upon authorization of prior year funds availability by the IC Budget Officer.

- On March 31, 2009, for all records in 2004, 2005, and 2006 where the difference between the obligated amount and the received amount is greater than $10,000, as well as **all** open 2007 and 2008 records the following actions will be taken:

  - The obligated amount will be made equal to the received amount.
  - The unobligated balances will be returned to the appropriations.
  - (This means that no further Receiving will be allowed on these records.)

- **For all records with balances greater than $10,000,** a report will be generated for each IC and will be distributed with the notification that the process as stated above will be performed on these records on March 31, 2009. This report will be provided to each IC's EO no later than January 30, 2009. **Remember: ALL records, regardless of size, will be closed on June 30, 2009.**

- Each IC will need to work with their vendors to invoice the records pertaining to 2007 and 2008 as well as the still open records (over $10,000) from Fiscal years 2004, 2005, and 2006 in order to process disbursements and close the record in the "normal" manner.

(continued)

- For the present time, the processing of FedEx orders through the ADB will remain unchanged . Due to the manner by which these orders are currently paid by the OFM a customized end to end process must be developed before they can be incorporated into the NBS environment. Additional guidance will be made available once a solution has been developed.

- As of COB June 30, 2009, the ADB Acquisitions modules (DELPRO and Central Procurement) will be closed (except for FedEx processing) and the View Star invoicing system will be closed in OFM/Commercial Accounts.

- The future solution for FedEx processing will be discussed with NBS Management for inclusion in the NBS environment and a termination date for FedEx processing in the ADB will be determined.

- Guidance regarding the re-creation of ADB awards in the NBS PRISM module will be provided shortly.

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REVERSE AUCTION TO BE IMPLEMENTED FOR ECS III PURCHASES

Tom Keith, (Acting) Associate Director for the Office of Logistics and Acquisition Operations (OLAO), announced today that NIH will implement a six month reverse auction pilot for their ECS III Government-wide Acquisition Contracts, starting February 2nd, 2009. Going forward, all solicitations posted on the ECS III Quoting System will be conducted through an online competitive reverse auction process. Contract holders may submit single bids or multiple decreasing bids during the specified period of time for the reverse auction. NIH is taking this action in an effort to increase ECS III contract holder access to and awareness of requirements and improve the efficiency and effectiveness of the competitive process. Other key benefits of the ECS III System include:

- Improving buyers' compliance with Federal Acquisition Regulations

- Helping to ensure the consistent use of fair and open competition

- Reducing the cost of goods purchased with reverse auction bidding

- Decreasing buyer workload by streamlining the bidding process

- Enabling sellers to submit multiple bids with real-time competitive ranking

- Improving small and minority business utilization

To date, this online acquisition process has saved government buyers an average of more than 12% as compared to independent government cost estimates. "With an ever-increasing workload and fewer resources, federal government buyers are looking for tools that can help them do their jobs more efficiently and more effectively", Mr. Keith said. "Although the use of the process will be transparent to the ECS III end users, the new online reverse auction services through the ECS III Quoting System at http://nitaac.nih.gov/ecs3home.asp, will continue to provide benefits for all stakeholders, including the government, the contract holders and the U.S taxpayer."

"As an approved process for NIH procurement offices, the ECS III Quoting System is a valuable resource for the agency's acquisition processes and the ECS III customers," said Millicent M. Manning, Senior Contracting Officer for the ECS III contract "As NIH proceeds with this pilot, the reverse auction will be one of the strategic initiatives that will help maximize savings and process efficiencies while improving competition, documentation and procedural transparency." In addition to increasing competition and reducing costs, NIH recognizes a number of process efficiencies by using the ECS III Quoting system, including automated notification and enhanced documentation for the contract file. "It's great that we can assist ECS III customers in meeting their operational goals" said Tim Warrington, NITAAC IT Director.

Division of Logistics Services

Gaither Distribution Center and Self-Service Stores

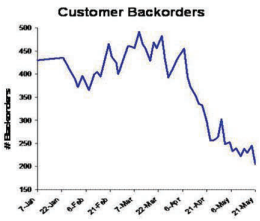
The Division of Logistics Services (DLS) is responsible for operating the NIH Central Stockroom function that serves as the first source for NIH material and supply needs. The Gaither Distribution Center (GDC) is the NIH warehouse that fulfills all internal orders for materials and supplies across a wide range of categories including laboratory, photographic, hospital, and office supplies, as well as animal food and bedding, and chemicals.

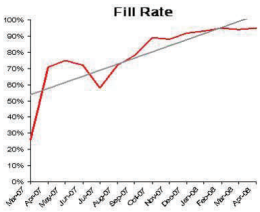
DLS also operates two Self-Service Stores on the main campus. These stores offer NIH employees walk-in shopping for quality stocks of laboratory, medical, and office supplies in a fast, efficient, and economical manner. Delivery of products stocked in the stores is also offered for a nominal fee. The stores are located in Buildings 10 (main store) and 31 (auxiliary store).

In response to the procurement process changes that resulted from the NBS implementation in March 2007, the DLS staff recognized that it needed to improve its operations to better serve the NIH community. Here are a few examples of some DLS initiatives that have improved customer service and operational performance:

- **Inventory Management Process** - GDC invested in new inventory management processes to reduce the cost of excess stock and to "right-size" the inventory for maximum customer service. These efforts resulted in an initial reduction of inventory by 1.5 million. A second phase of adjustments in late 2008 has already resulted in an additional cost reduction of over $420 thousand.

- **Lead-time Reduction** - GDC has worked with its suppliers to reduce lead times by 60%. Coupled with the adjustments to better align inventory to customer requirements, GDC has reduced backorders (97% reduction in backorder lines; 92% reduction in items on backorder) and improved its ability to satisfy customer requirements. The GDC Staff is extremely proud of the fact that the fill rate for customer orders is now 97%





- **On-line Catalog** - The previous on-line catalog consisted of scanned copies of item listings dating back as far as 2006. Many listed items were no longer carried, while carried items were not listed. DLS developed a new catalog that is easier for customers to use with color pictures and product descriptions, including vendor numbers, as well as the National Stock Number (NSN) and the stock location. The catalog also identifies certified "GREEN" items carried in the Self-Service Store and GDC. The catalog is now available online (see link below).

- **New Self-Service Store** - At the end of 2000,planning began to relocate the Self-Service Store in building 10. In October 2008, this store relocated to a new location at B2B41 in Building 10. The new location provided a 50% increase in shelf space, doubled the refrigerator capacity, and added bulk products available all on one level. The store has also expanded hours on Wednesdays and Fridays, closing at 5:45 p.m. to better serve researchers working later in the evening.

To find out more about the **GDC**, select the following link: http://olao.od.nih.gov/Acquisitions/TypeOfAcquisitions/SuppliesAndEquipment/FindingASource/DistributionCenter.htm

To find out more about the **Self-Service Stores**, select the following link: http://olao.od.nih.gov/Acquisitions/TypeOfAcquisitions/SuppliesAndEquipment/FindingASource/SelfServiceStores.htm

To access the **2009 NIH Supply Catalog**, select the following link: http://olao.od.nih.gov/Acquisitions/TypeOfAcquisitions/SuppliesAndEquipment/FindingASource/SupplyCatalog.htm

"SIMPLIFIED ACQUISITION PATHWAY TO KNOWLEDGE"

2009 LECTURE SERIES

The Office of Acquisition and Logistics Management

Division of Simplified Acquisition Policy and Services (DSAPS)

PRESENTS:

KNOWLEDGE IS POWER!!!

Mark your calendar with the following dates and join us for the 2009 Simplified Acquisition Lecture Series. This year lectures will focus on Business, Professional and Custom development in Acquisition.

March 25, 2009

June 24, 2009

September 23, 2009

October 28, 2009

All attendees will receive credit for attending the full session. The lectures will count for two hours each toward an individual's Continuous Learning Points (CLPs) requirement. Your attendance is strongly encouraged. For additional information you may contact Alfreda Mire via email at mirea@od.nih.gov. Registration will be required two weeks prior to each session.

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THE NEW DELEGATED ACQUISITION REVIEW CHECKLIST HAS BEEN IMPLEMENTED FOR FUTURE REVIEWS/AUDITS THAT WILL BE CONDUCTED FOR ACQUISITIONS EXCEEDING $3,000.00.

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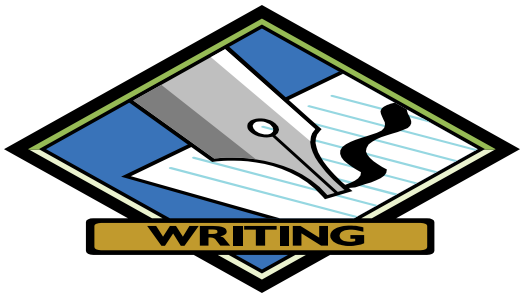
IF YOU ARE A APPROVER OR BUYER, APPROVING OR PLACING ORDERS AGAINST BPA CALLS, TASK ORDERS/ DELIVERY ORDERS AND PROFESSIONAL SERVICE ORDERS YOU WILL BE REVIEWED. THE FOLLOWING URL ADDRESS WILL LINK YOU TO THE RECENT UPDATED CHECKLIST (**Simplified Acquisition Regulatory and Policy and Procedural Checklist)** THAT SHOULD BE HELPFUL AS A GUIDE TO MAKING PURCHASES GREATER THAN (>) $3,000.00. http://olao.od.nih.gov/Acquisitions/References/



Writing a Clear Task Order Statement of Work

NIH Information Technology Acquisition and Assessment Center Government-Wide Acquisition Contract

A great philosopher once remarked that "Clarity of writing equates to clarity of thought." The following "tips" are suggestions aimed at helping you focus on the clarity of your statement of work (SOW) when placing a task order under a NITAAC contract.

1. Read and use the most current NITAAC SOW template. The PDF and MS Word templates can be downloaded at http://nitaac.nih.gov/downloads/ciosp2/ciosp2_SOW_forms.pdf and http://nitaac.nih.gov/downloads/ciosp2/ciosp2_SOW_forms.doc Every section has useful guidance information in boxed text. Many of the following tips relate to those template sections, and are noted like this: [template xx], where "xx" is the template section number.

2. Stick to the subject of each section. For example, only discuss background in the background section—don't discuss task requirements, period of performance, or other subjects.

3. State your objectives briefly. For the objectives section, give the highest-level statement of what you want the task order to accomplish. For example, "Operate the help desk," "Collect requirements for the next generation system," "Redesign our website." This is not the requirements, and it should be fairly brief. [template 3]

4. State your requirements in the specific tasks section. [template 5]

    - Say *what* you want, not *how* you want it done. This will give offerors a chance to show you in their proposals that they understand your problem and what their proposed solution is. If you tell them how you want things done, the door is open for them to "parrot" back your requirements. Then you won't know if they understand your requirements, nor be able to distinguish one proposal from another.

    - Be specific about deliverables in the requirements. If you expect a product, specify what it is. Forethought here avoids disagreements later on. You can specify activities, like maintenance, as products. "Install manufacturer's updates within two business days of receipt" makes your requirements clear. All deliverables should be explicitly described in the text, and also listed in the deliverables section, with a one-to-one correspondence.

    - Support fair competition. Requiring offerors to have prior knowledge of your agency, office, or mission may be anti-competitive. Over-specifying technical skills may unnecessarily limit the pool of potential offerors. Specifying vague requirements or providing too little supporting information may result in only the incumbent being able to make an intelligent offer. Avoid these practices and try to give a fair opportunity to all offerors.

5. Make an earnest effort to state specific acceptance criteria for all deliverables. It is not sufficient to say "Inspected by the COTR." This is the time for forethought to avoid problems later on. You do not want to receive a deliverable that makes you say, "This is not what I wanted at all," and, worse, hear the contractor say, "But I thought that was exactly what you wanted." If you can say on delivery what you wanted, then give the matter some serious fore thought and let the contractor know in advance what you want a deliverable to look like. [template 13]

6. Include all relevant proposal evaluation criteria. You won't have a second chance on this. Make sure you evaluate all the factors that matter to you, and keep in mind that evaluation of proposal attributes not identified in the evaluation criteria can be problematic if the award is protested. Do not neglect the following evaluation criteria: understanding of the problem, the proposed solution, corporate technical qualifications, management plan, past performance on similar tasks, key personnel qualifications and commitments, cost. Let the offerors know what factors you will evaluate and the relative weights. Use of an adjectival rating system should be considered, as quantitative ratings suggest a level of precision that does not exist. [template 17]

(**continued**)

Writing a Clear Task Order Statement of Work

NIH Information Technology Acquisition and Assessment Center

Government-Wide Acquisition Contract (Cont.)

7. Prepare a Quality Assurance Surveillance Plan (QASP). It is your plan for how you will oversee and evaluate the contractor's work. It also contributes to letting the contractor know exactly what you want, which was discussed in Item 5 above, above. The FAR permits you to solicit a proposed QASP from offerors as part of their proposals. The NITAAC SOW template includes a QASP template. [template attachments A and B]

- Performance Standard and Acceptable Quality Level. You may specify performance standards as well as acceptable quality levels in your SOW or QASP. For example, a performance standard might be "Return not working desktop computer to working status within one business day." The corresponding acceptable quality level might be "Meets the performance standard 90% of the time in a calendar month." This information in your SOW or QASP will give the offerors critical information to use for developing their proposed solutions to your problem. Both the performance standards and acceptable quality levels should be objective and measurable.
- Incentives and Penalties. If you have stated performance standards and acceptable quality levels in your SOW or QASP, you can include cash incentives and penalties for exceeding or failing to reach them. Take this approach on key deliverables. Keep in mind that the total approach of performance standards, acceptable quality levels, and incentives/penalties is intended to encourage and reward good performance.

8. Performance-Based SOW. You can make your SOW performance-based by including the following elements in you SOW, all of which have been discussed above:

   a. Describe the work in terms of the required results, not how the work is to be performed.

   b. Use objective and measurable performance standards and acceptable quality levels.

   c. Use incentives and penalties on key deliverables to encourage good performance.

   d. Prepare and use a Quality Assurance Surveillance Plan.

More guidance on performance-based acquisition is available on the NITAAC website at http://nitaac.nih.gov/.

TRAINING AVAILABLE

TRAINING AVAILABLE

The upcoming classes listed below are now available from the NIH Training Center

To sign up for any of these classes, obtain the supervisor's approval and apply through the NIHITS system.

These classes can also be applied towards the 40 CLPs that are required every 2 years to obtain Level 1 certification, which is now called **SAC-A**.

MANDATORY TRAINING CLASSES REQUIRED FOR APPROVERS AND BUYERS

NIH Simplified Acquisition Delegated Procurement (5 days)

Federal Supply Schedules (1/2 day)

Consolidated Purchasing through Contracts (1/2 day)

Buying from Businesses on the Open Market (1/2 day)

Price Reasonableness in Simplified Acquisitions (1/2 day)

NEW TRAINING CLASSES MANDATORY REQUIRED FOR APPROVERS AND BUYERS

Appropriation Law for Simplified Acquisition (1 day)

Negotiation Techniques for Simplified Acquisition (1 day)

ATTENTION TO ALL APPROVERS AND BUYERS

If it has been more than 5 years since you have taken the above-mentioned (1/2 day) classes, you must retake them.

The following training classes are required for Simplified Acquisition Certification A

Basic Simplified Acquisition or CON 237 (an online class)

Advanced Simplified Acquisition

Green Purchasing

ACQUISITION TRAINING SCHEDULE

For Additional information on courses details and descriptions, and to register, please contact the Human Resource Development Division on 496-6211 or visit the website http://trainingcenter.nih.gov/

2609 Federal Supply Schedules

Date	Times	Location	Cost	Cancellation Date
Mar 17, 2009	9:00am-12:00pm	6120 EPS	$295	Feb 19, 2009
May 19, 2009	9:00am-12:00pm	6120 EPS	$295	Apr 19, 2009
Jul 14, 2009	9:00am-12:00pm	6120 EPS	$295	Jun 09, 2009
Sep 10, 2009	9:00am–12:00pm	6120 EPS	$295	Aug 26, 2009

2611 Buying from Businesses On The Open Market

Mar 16, 2009	9:00am-12:00pm	6120 EPS	$295	Feb 19, 2008
May 18, 2009	9:00am-12:00pm	6120 EPS	$295	Apr 19, 2009
Jul 13, 2009	9:00am-12:00pm	6120 EPS	$295	Jun 28, 2009
Sep 9, 2009	9:00am-12:00pm	6120 EPS	$295	Aug 25, 2009

2617 Price Reasonableness in Simplified Acquisitions

May 11, 2009	8:30am-12:00pm	6120 EPS	$325	Apr 26, 2009
Aug 17, 2009	8:30am-12:00pm	6120 EPS	$325	Aug 2, 2009

2610 Consolidated Purchasing Through Contracts

Mar 16, 2009	1:00pm-4:00pm	6120 EPS	$295	Feb 19, 2009
May 18, 2009	1:00pm-4:00pm	6120 EPS	$295	Apr 19, 2008
Jul 16, 2009	1:00am-4:00pm	6120 EPS	$295	Jun 28, 2009
Sep 9, 2009	1:00pm-4:00pm	6120EPS	$295	Aug 25, 2009

9513 NIH Simplified Acquisitions & Delegated Procurement (NBS)

Date	Times	Location	Cost	Cancellation Date
Mar 16, 2009 Day 1	8:30am-4:00pm	6120 EPS	$1595	Feb 15, 2009
Mar 17, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Feb 15, 2009
Mar 18, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	Feb 15, 2009
Mar 19, 2009 Day 4	8:30am-4:00pm	6120 EPS	"	Feb 15, 2009
Mar 20, 2009 Day 5	8:30am-4:00pm	6120 EPS	"	Feb 15,2009

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Apr 13, 2009 Day 1	8:30am-4:00pm	6120 EPS	$1595	Mar 12, 2009
Apr 14, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Mar 13, 2009
Apr 15, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	Mar 14, 2009
Apr 16, 2009 Day 4	8:30am-4:00pm	6120 EPS	"	Mar 15, 2009
Apr 17, 2009 Day 5	8:30am-4:00pm	6120 EPS	"	Mar 16, 2009

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May 11, 2009 Day 1	8:30am-4:00pm	6120 EPS	$1595	Apr 10, 2009
May 12, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Apr 10, 2009
May 13, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	Apr 10, 2009
May 14, 2009 Day 4	8:30am-4:00pm	6120 EPS	"	Apr 10, 2009
May 15, 2009 Day 5	8:30am-4:00pm	6120 EPS	"	Apr 10, 2009

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9513 NIH Simplified Acquisitions & Delegated Procurement (NBS) continued

Date	Times	Location	Cost	Cancellation Date
Jun 15, 2009 Day 1	8:30am-4:00pm	6120 EPS	$1595	May 14, 2009
Jun 16, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	May 14, 2009
Jun 17, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	May 14, 2009
Jun 18, 2009 Day 4	8:30am-4:00pm	6120 EPS	"	May 14, 2009
Jun 19, 2009 Day 5	8:30am-4:00pm	6120 EPS	"	May 14, 2009
Jul 13, 2009 Day 1	8:30am-4:00pm	6120 EPS	"	Jun 12, 2009
Jul 14, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Jun 12, 2009
Jul 15, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	Jun 12, 2009
Jul 16, 2009 Day 4	8:30am-4:00pm	6120 EPS	"	Jun 12, 2009
Jul 17, 2009 Day 5	8:30am-4:00pm	6120 EPS	"	Jun 12, 2009
Aug 3, 2009 Day 1	8:30am-4:00pm	6120 EPS	"	Jul 2, 2009
Aug 4, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Jul 2, 2009
Aug 5, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	Jul 2, 2009
Aug 6, 2009 Day 4	8:30am-4:00pm	6120 EPS	"	Jul 2, 2009
Aug 7, 2009 Day 5	8:30am-4:00pm	6120 EPS	"	Jul 2, 2009

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9512 NIH Purchase Card Training (NBS)

Date	Times	Location	Cost	Cancellation Date
Mar 12, 2009 Day 1	8:30am-4:30pm	6120 EPS	$775	Feb 11, 2009
Mar 13, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Feb 11, 2009
Mar 23, 2009 Day 1	8:30am-4:30pm	6120 EPS	$775	Feb 22, 2009
Mar 24, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Feb 22, 2009
Apr 20,. 2009 Day 1	8:30am-4:30pm	6120 EPS	$775	Mar 19, 2009
Apr 21, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Mar 19, 2009
Apr 22, 2009 Day 1	8:30am-4:30pm	6120 EPS	$775	Mar 21, 2009
Apr 23, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Mar 21, 2009
May 18, 2009 Day 1	8:30am-4:30pm	6120 EPS	$775	Apr 17, 2009
May 19, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Apr 17, 2009
May 21, 2009 Day 1	8:30am-4:30pm	6120 EPS	$775	Apr 20, 2009
May 22, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Apr 20, 2009

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9512 NIH Purchase Card Training (NBS)

Date	Times	Location	Cost	Cancellation Date
Jun 22, 2009 Day 1	8:30am-4:30pm	6120 EPS	$775	May 21, 2009
Jun 23, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	May 21, 2009
Jun 24, 2009 Day 1	8:30am-4:30pm	6120 EPS	$775	May 23, 2009
Jun 25, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	May 23, 2009
Jul 20, 2009 Day 1	8:30am-4:30pm	6120 EPS	$775	Jun 19, 2009
Jul 21, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Jun 19, 2009
Aug 10, 2009 Day 1	8:30am-4:30pm	6120 EPS	$775	Jul 9, 2009
Aug 11, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Jul 9, 2009
Aug 12, 2009 Day 1	8:30am-4:30pm	6120 EPS	$775	Jul 11, 2009
Aug 13, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Jul 11, 2009

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5513 Negotiation Techniques for Simplified Acquisitions

(New Class)

Date	Times	Location	Cost	Cancellation Date
Apr 14, 2009	9:00am-4:00pm	6120 EPS	$375	Mar 30, 2009
May 7, 2009	9:00am-4:00pm	6120 EPS	$375	Apr 6, 2009
Jun 9, 2009	9:00am-4:00pm	6120 EPS	$375	May 25, 2009
Jul 15, 2009	9:00am-4:00pm	6120 EPS	$375	Jun 14, 2009
Aug 4, 2009	9:00am-4:00pm	6130 EPN	$375	Jul 20, 2009
Aug 26, 2009	9:00am-4:00pm	6120 EPS	$375	Aug 12, 2009

5514 Appropriations Law for Simplified Acquisitions

(New Class)

Date	Times	Location	Cost	Cancellation Date_____
Apr 15, 2009	9:00am-4:00pm	6120 EPS	$375	Mar 30, 2008
Jun 10, 2009	9:00am-4:00pm	6120 EPS	$375	May 26, 2009
Aug 5, 2009	9:00am-4:00pm	6130 EPN	$375	Jul 21, 2009
Aug 27, 2009	9:00am-4:00pm	6120 EPN	$375	Aug 12, 2009

5512 Purchase Orders for Professional Services (Refresher)

Date	Times	Location	Cost	Cancellation Date
May 20, 2009	8:30am-4:00pm	6120 EPS	$350	Apr 19, 2009
Aug 14, 2009	8:30am-4:00pm	6120 EPS	$350	Jul 13, 2009

2635 Purchase Card Logs & Reconciliation (Refresher)

Date	Times	Location	Cost	Cancellation Date_____
Mar 11, 2009	8:30am-4:00pm	6120 EPS	$350	Feb 10, 2009
Jul 22, 2009	8:30am-4:00pm	6120 EPS	$350	Jun 21, 2009

5511 Introduction to NBS Buyer Acquisitions

Date	Times	Location	Cost	Cancellation Date_____
Mar 9, 2009 Day 1	8:30am-4:00pm	6120 EPS	$610	Feb 8, 2009
Mar 10. 2009 Day 2	8:30am-4:00pm	6120 EPS	“	Feb 8, 2009
Jul 23, 2009 Day 1	8:30am-400pm	6120 EPS	$610	Jun 22, 2009
Jul 24, 2009 Day 2	8:30am-4:00pm	6120 EPS	“	Jun 22, 2009

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5510 Intermediate NBS Buyer Acquisitions (Refresher)

Date	Times	Location	Cost	Cancellation Date_____
Apr 24, 2009	8:30am-4:00pm	6120 EPS	$350	Mar 23, 2009

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9515 NIH Buyer Contracts (NBS)

Date	Times	Location	Cost	Cancellation Date_____
Mar 24, 2009 Day 1	8:30am-400pm	6120 EPS	$815	Feb 23, 2009
Mar 25, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Feb 23, 2009
Mar 26, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	Feb 23, 2009

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May 27, 2009 Day 1	8:30am-4:00pm	6120 EPS	$815	Apr 26, 2009
May 28, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Apr 26, 2009
May 29, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	Apr 26, 2009

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Jul 15, 2009 Day 1	8:30am-4:00pm	6120 EPS	$815	Jun 14, 2009
Jul 16, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Jun 14, 2009
Jul 17, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	Jun 14, 2009

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Aug 26, 2009 Day 1	8:30am-4:00pm	6120 EPS	$815	Jul 25, 2009
Aug 27, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Jul 25, 2009
Aug 28, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	Jul 25, 2009

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ALL CURRENT BPA'S CAN BE IDENTIFIED ON THE COMMODITY LIST LOCATED AT THE FOLLOWING URL. http://olao.od.nih.gov/Acquisitions/References/. IF YOU HAVE QUESTIONS OR NEED FURTHER CLARIFICATION, PLEASE CONTACT THE BPA HELPLINE AT (301) 496-5212.

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SPECIAL THANKS!!!!!!

We'd like to send special thanks to Carol Marcotte (NITAAC), Tim Warrington (NITAAC) and the representative from the Division of Logistics Services for their contribution to this edition of the OALM Newsletter.

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The OALM Acquisition Newsletter will be published six (6) times in 2009. We encourage the ICs to submit any articles that are related to acquisition. We will do our best to include your articles in future Newsletter.

OALM invites your comments and suggestion for future articles. Please address all correspondence to the editors: Nic D'Ascoli, DAscoli@od.nih.gov, Cynthia Henderson, HendersonCY@od.nih.gov, Alfreda Mire, MireA@od.nih.gov, Milton Nicholas, NicholaM@od.nih.gov, or Annette Romanesk, RomanesA@od.nih.gov.

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

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