



The Office of Acquisition and Logistics Management (OALM) Newsletter

<http://olao.od.nih.gov>

Simplified Acquisition Helpline

(301) 496-0400

SimplifiedAcquisitionelp@od.nih.gov

Purchase Card Helpline

(301) 435-6606

Creditcard@od.nih.gov

BPA Helpline (301) 496-5212

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PROFESSIONAL SIMPLIFIED ACQUISITION CERTIFICATION

The new NIH Professional Simplified Acquisition Certification (PSAC) was unveiled at this year's Simplified Acquisition Symposium. The new certification program is geared towards individuals in delegated areas. However, all are welcome to take the courses below and apply for their certification. The certification program is comprised of 7 courses for those that process orders using simplified acquisition procedures. All are available through the NIH Training Center website <http://trainingcenter.nih.gov> under Procurement Management.

For more information on the new PSAC program please call the Simplified Acquisition Helpline on (301) 496-0400

- Simplified Acquisition Delegated Training Program Course (5 days)
- Price Reasonableness in Simplified Acquisition (1/2 day)
- Federal Supply Schedule (1/2 day)
- Consolidated Purchasing Through Contracts (1/2 day)
- Buying From Businesses on the Open Market (1/2 day)
- Appropriation Law (1 day)
- Simplified Acquisition Negotiation Strategies (1 day)

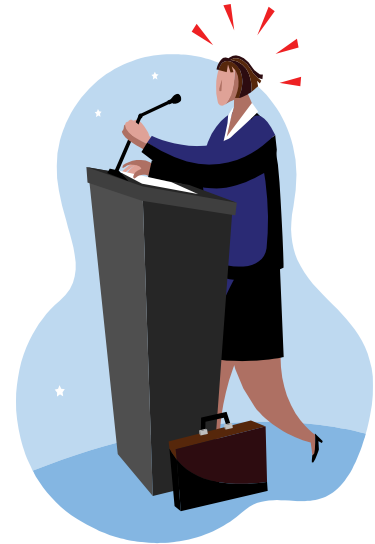


SIMPLIFIED ACQUISITION TRAINING SYMPOSIUM HIGHLIGHTS

2009 Simplified Acquisition Training Symposium Success Once Again!!!

The 2009 Simplified Acquisition Symposium was held on Wednesday April 22nd with over 400 registrants and over 2500 continuous learning points (CLPs) awarded.

The Simplified Acquisition Symposium plenary (morning) session is available via video archive from your desktop at: <http://videocast.nih.gov/Summary.asp?File=15047>



The Plenary Session included:

Welcome:

Ed Wilgus, Acting Director, Division of Simplified Acquisition Policy & Services

Open Remarks and Administrative Professional Recognition:

Dr. Lawrence Tabak, Acting NIH Deputy Director & Director NIDCR

Green Purchasing:

Dana Arnold, Federal Environmental Executive (Acting)

Awards Ceremony:

Laurie Weker, Acting Deputy Director Office of Acquisition & Logistics Management

American Recovery and Reinvestment Act:

Nancy Gunderson, Acting Deputy Assistant Secretary for Acquisition Management & Policy, and Acting Senior Procurement Executive

Purchase Card Update:

Ronda Boatright, Acting Chief NIH Purchase Card Program Coordinator

Afternoon Workshop Presentations Available

All workshop presentations are now updated and available on our homepage:

<http://olao.od.nih.gov/Training/AcquisitionTraining/>

2009 SIMPLIFIED ACQUISITION SYMPOSIUM HIGHLIGHTS (CONTINUED)

Symposium Evaluation

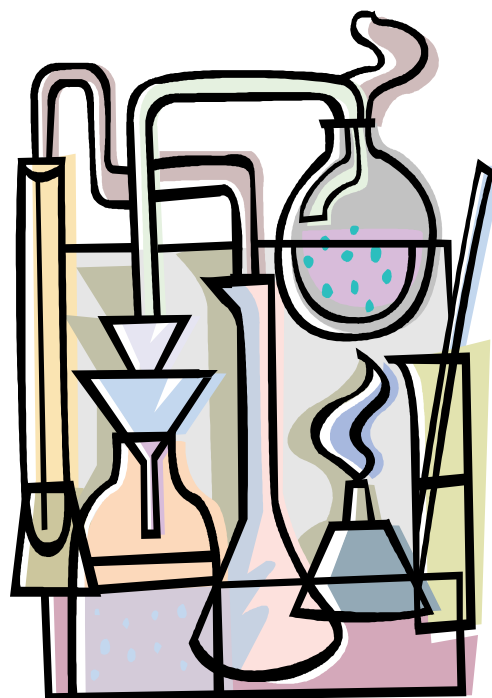
We want to hear from you! If you were not able to complete your Simplified Acquisition Symposium evaluation, you may do so by printing, completing and Faxing the evaluation form to 301/402-2145. The Symposium evaluation form can also be found on our homepage.

Self Service Store NEWLY ADDED ITEMS

In our efforts to accommodate the ever-changing needs of the NIH community, we have recently introduced 94 new items at the Building 10 Self Service Store.

A detailed list of items and pricing is available on the OLAO website at the following link:

<http://olao.od.nih.gov/ImportantLinks.htm>



GREEN PRODUCTS AND SERVICES

We've recently updated our website with a tool/spreadsheet to facilitate the procurement of green products and services. The designated green products are separated into 18 spreadsheets: Building Construction; Traffic Control; Landscaping; Roadway Construction; Building Interior; Building Finishes; Paper Office Products; Printing; Non-Paper Office Products; Office Electronics; Refrigeration & AC; Renewable Energy; Vehicle Products; Park and Recreation; Cleaning Products; Cafeteria Services; Lubricants, Oils, Hydraulic Fluids and Greases; and Miscellaneous. The products listed are those for which the U.S. Environmental Protection Agency, U.S. Department Energy, or U.S. Department of Agriculture have issued designations or otherwise provided guidance for green environmental or energy attributes.

Each product is designated as recycled content (R), biobased content/BioPreferred (BP), ENERGY STAR (ES), FEMP-designated (FEMP), WaterSense (WS), alternative fuel (AF), or SNAP. The columns provide information on product types and, where appropriate, recommended recycled content or biobased content levels. Some key points to note about individual spreadsheets:

- The Building Construction spreadsheet lists products that can be used in building construction, renovation, or maintenance.
- The Vehicle spreadsheet is divided into vehicle maintenance products and alternative fuels.
- The Lubricants, Oils, Hydraulic Fluid, and Grease spreadsheet is divided into oils, lubricants and grease, and hydraulic fluids.
- The renewable energy sources listed in the Renewable Energy spreadsheet are those identified in the Energy Policy Act of 2005.

Some items are pertinent to several different categories and, therefore, will be listed in multiple categories or cross-referenced. For example, the types of paper used for printing are found in the Paper Office Products category and are cross-referenced from the Printing spreadsheet.

FOR THE FULL LIST OF SPREADSHEETS CLICK THE GREEN PRODUCTS AND SERVICES TAB ON OUR WEBSITE AT <http://olao.od.nih.gov/Acquisitions/References/>



For more information about the products listed in this tool, please visit the following online resources:

ENERGY STAR

<http://www.energystar.gov>

EPA's Comprehensive Procurement Guidelines

<http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm>

USDA's BioPreferred Designated Products

<http://www.biopreferred.gov>

EPA's WaterSense

<http://epa.gov/watersense/>

The Federal Energy Management Program

http://www1.eere.energy.gov/femp/pdfs/eep_productfactsheet.pdf

Electronic Product Environmental Assessment Tool

<http://www.epeat.net/>

DOE's Alternative Fuels and Advanced Vehicles Data Center

<http://www.biopreferred.gov/DesignationItemList.aspx>

National Renewable Energy Laboratory

<http://www.nrel.gov/learning/>

Significant New Alternatives Policy (SNAP) Program

<http://www.epa.gov/ozone/snap/lists/index.html>



NIH BLANKET PURCHASE AGREEMENTS (BPAs)

ALL NIH BPA'S CAN BE IDENTIFIED ON THE COMMODITY LIST LOCATED AT THE FOLLOWING URL.

<http://olao.od.nih.gov/Acquisitions/References/>. THE NIH BPA LISTING ONLINE ALSO CONTAINS A VENDOR 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.



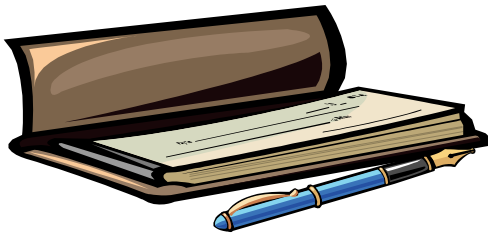
CONVENIENCE CHECKS

The NIH Purchase Card Program Office is pleased to announce that we **have** a partnership with the NIH Credit Union to honor JPMorgan convenience checks issued by the community for both professional services and for individuals participating in medical/patient related studies. Checks will be honored at the NIHFCU Clinical Center Branch Building 10 location **ONLY**.

The check writer should follow the procedures listed below in order to assist convenience check recipients in negotiating checks at the Credit Union:

- Check amounts not to exceed \$3,000.00 (if the amount is higher, please contact Kelly Childress - Branch Operations Manager at NIHFCU before attempting to negotiate check (kchildress@nihfcu.org).
- Vendors/Individuals must present a valid form of photo identification (for example, passports are considered an acceptable form of identification).

An email should be sent by the purchase cardholder **PRIOR** to the check recipient presenting the check at the Credit Union. Address the email to the attention of the Branch Manager and Assistant Branch Manager at the NIHFCU Clinical Center Branch Building 10 location (please make sure to email both in case one is out of the office).



- Branch Manager, Michael Lum mlum@nihfcu.org
- Assistant Branch Manager, Patricia Vannoy pvannoy@nihfcu.org

Established NIH policy and procedures **MUST** continue to be adhered to regarding the issuance of all convenience checks.

The Office of Acquisition and Logistics Management
Division of Simplified Acquisition Policy and Services (DSAPS)

PRESENTS:

KNOWLEDGE IS POWER!!!

Mark your calendars. There are only three more Simplified Acquisition Lecture Series workshops for this year. Lectures will focus on Business, Professional and Custom development in Acquisition.

June 24, 2009

September 23, 2009

October 28, 2009

The lectures will count toward an individual's certification training requirement. All attendees will receive credit for attending the **full** session. 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.



PROCUREMENT INTEGRITY RULES

SUMMARY OF PROCUREMENT INTEGRITY RULES

This document provides a brief summary of the procurement integrity provisions of the Federal Acquisition Reform Act of 1996. Employees should consult the implementing regulations at 48 C.F.R. § 3.104 and contact their Deputy Ethics Counselor (DEC) for further information and assistance in specific situations.

Disclosure of Information

41 U.S.C. §§ 423(a) and 423(b)

An employee or former employee may not knowingly disclose contractor bid or proposal information, or source selection information, before the award of a Government contract. There is also a prohibition on improperly obtaining such procurement information before the award of a contract.

Actions Required When Contacted About Non-Federal Employment

41 U.S.C. § 423(c)

Any employee who personally and substantially participates in an agency procurement over \$100,000 must report in writing to his supervisor and the Designated Agency Ethics Official any contacts with or by a bidder or offeror regarding possible non-Federal employment. The employee making the report must either reject the possibility of non-Federal employment, or disqualify himself

from further personal and substantial participation in the procurement until the agency authorizes the employee to resume participation. The contact reports must be maintained by the agency for two years after submission and must be

made publicly available unless otherwise exempted from disclosure by law. (For contracts under \$100,000, employees also must disqualify themselves from participation in the procurement while seeking employment with any entity that may be affected by the procurement but the reporting obligation specified by this statute is not applicable.)

Post-Employment Restrictions

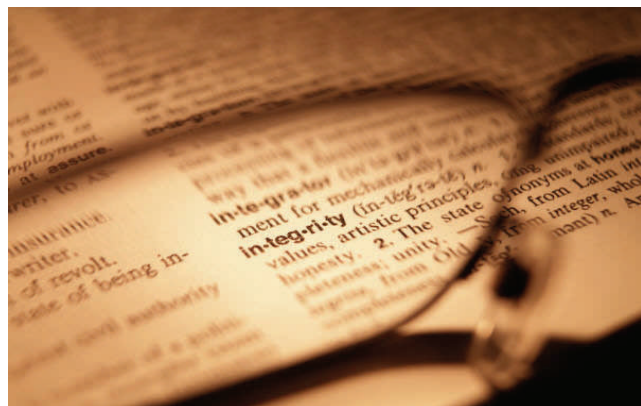
41 U.S.C. § 423(d)

Employees who worked on a contract in excess of \$10 million cannot receive compensation from that contractor for one year after the employee: (1) served as a contracting officer, member of a source selection board, or chief of a technical evaluation team; (2) served as a program manager, deputy program manager, or administrative contracting officer; or (3) personally made certain decisions such as approving an award, modification, task or delivery order, establishing overhead, or settling a claim. (Other post-employment provisions in 18 U.S.C. § 207 bar representational communications or appearances before the

Government on behalf of a new employer or others, if the representational activity involves specific party matters, such as grants or contracts, in which the employee worked or supervised. Senior officials and political appointees are subject to additional prohibitions.)

Office of the General Counsel, Ethics Division

Department of Health and Human Services March 2009



ACQUISITION TRAINING SCHEDULE

9513 NIH Simplified Acquisitions & Delegated Procurement (NBS)

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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
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	1595	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

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ACQUISITION TRAINING SCHEDULE

9513 NIH Simplified Acquisitions & Delegated Procurement (NBS) continued

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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

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

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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

ACQUISITION TRAINING SCHEDULE

2617 Price Reasonableness in Simplified Acquisitions

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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

9512 NIH Purchase Card Training (NBS)

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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
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

ACQUISITION TRAINING SCHEDULE

9512 NIH Purchase Card Training (NBS) CONTINUED

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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
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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)

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
May 7, 2009	9:00am-4:00pm	6120 EPS	\$375	Apr 6, 2009
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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

ACQUISITION TRAINING SCHEDULE

5514 Appropriations Law for Simplified Acquisitions (New Class)

Date	Times	Location	Cost	Cancellation Date
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
Jul 22, 2009	8:30am-4:00pm	6120 EPS	\$350	Jun 21, 2009

ACQUISITION TRAINING SCHEDULE

5511 Introduction to NBS Buyer Acquisitions

Jul 23, 2009 Day 1	8:30am-4:00pm	6120 EPS	\$610	Jun 22, 2009
Jul 24, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Jun 22, 2009

9515 NIH Buyer Contracts (NBS)

Date	Times	Location	Cost	Cancellation Date
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

ACQUISITION TRAINING SCHEDULE

(CONTINUED)

9515 NIH Buyer Contracts (NBS) (continued)

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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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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<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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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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SPECIAL THANKS!!!!!!

We'd like to thank all those who contributed to this and future editions of the OALM Newsletter.

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 a 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 Milton Nicholas at the email address above, For future issues, comments and suggestions 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.
