MARCH / APRIL 2010

OALM
Office of Acquisition and Logistics Management
"Your Vision is Our Mission"

The Office of Acquisition and Logistics Management Newsletter

http://oalm.od.nih.gov

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

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

BPA Helpline (301) 496-5212

INSIDE THIS ISSUE:

HONORARIA RATE INCREASED FOR GUEST SPEAKERS AND LECTURERS

Effective March 19, 2010, **Acquisition Delegation of Authority No. 05, Rates of Compensation (Honoraria) for Professional Services** was revised to increase the maximum honorarium rate for guest speakers and lecturers *only* to a maximum of $400 per day. The current rate of up to $200 per day will remain unchanged for nongovernment attendees of workshops or meetings that are held primarily to exchange scientific information, and services provided by nongovernment members of review groups or advisory committees. The updated version of this manual chapter is now posted to the OMA website and is available in the Delegations of Authority (DoA) database at:

http://www.delegations.nih.gov/nBrowse.aspx

Any Honoraria request above the new $400 limit must be recommended and approved in advance. *Recommendations* to request a rate above $400 per day for a specific guest speaker or lecturer must be obtained from the applicable IC Director or from the NIH Deputy Director for offices within the Office of the Director (OD). *Approval* of the recommendation must come from the Deputy Director for Intramural Research (intramural community) or the Deputy Director for Extramural Research (extramural community), or the Deputy Director, NIH for offices within the Office of the Director. The requested rate cannot exceed the current daily rate of Executive Level III (currently $619.52/day).

NIH AWARD FOR OUTSTANDING SERVICE IN SIMPLIFIED ACQUISITIONS CALENDAR YEAR 2009

Nominate your outstanding Simplified Acquisition Staff member(s)

The nominations package for Outstanding Service in Simplified Acquisition for calendar year 2009 is being revised and will be released soon. The finalized package will be sent electronically to Executive Officers, Administrative Officers and Simplified Acquisitions community. If you would like to have the final nomination package sent directly to you, please send an email request to SimplifiedAcquisitionHelp@od.nih.gov .

Awardees will be recognized at the Simplified Acquisition Training Symposium, June 2nd, at the Natcher Conference Center.

What is new at NITAAC? Everything… except our name!

NITAAC
YOUR IT SOLUTIONS PARTNER

5-year period of performance on new CIO-SP2i awards — April 27th webinar to detail.

Since the new period of performance on CIO-S2*i* was first announced at the December 11th symposium, orders have skyrocketed. Customers are telling NITAAC that they were holding back because of the deadline, so it's important for all staff to spread the word.

NITAAC is having a webinar on April 27th at 10 a.m. detailing the changes to CIO-SP2*i*. Robert Coen, Deputy program director of NITAAC, will be hosting the program. In addition to CIO-SP2i, he'll be speaking about the changes that have recently come on line.

First is the ability for customers to submit Requests for Information (RFIs) through the CIO-SP2*i* e-ordering system. Our customers were asking to get information prior to submitting RFPs to keep up with evolving technology relevant to agency-specific needs. By adding RFI functionality to our online suite of tools, we can expedite their fact-finding missions and facilitate more accurate Statements of Work.

NITAAC's customer outreach program has been a big success, not only for selling our contracts, but also for gaining valuable customer insights. Many don't realize the benefits of the NITAAC GWACs as compared to the GSA GWACs, so it's important to tell your customers.

When people hear that ordering IT products on ECS III does not require a delegation of procurement authority, they're anxious to give us a try. Equally important is letting customers know that we are *the strategic source for all of HHS*, specifically chosen for our ability to provide more competitive pricing.

Our training program is another important avenue for letting customers know about the benefits of buying their IT products and services through NITAAC. If your customers are interested in a customized, on-site presentation, just have them call the NITAAC Helpdesk at 1.888.773.5642 or visit NITAAChelpesk@mail.nih.gov.

To register for the April 27th Webinar, look for the link on our homepage: www.nitaac.gov. You may want to check out the homepage even if you can't make the Webinar – it's undergoing a huge transformation that includes more interactivity and multimedia. Take a look at the video, and keep an eye out for more changes as we work to make the site easier to use.

DSAPS AND DFAS HAVE MOVED

The new address for Division of Simplified Acquisition Policy & Services (DSAPS):

United States Postal Service	FedEx or UPS
Division of Simplified Acquisition Policy and Services OAMP, OALM, National Institutes of Health 6100 Executive Boulevard, Room 6B05 MSC-7540 **Bethesda, Maryland 20892**	Division of Simplified Acquisition Policy and Services OAMP, OALM, National Institutes of Health 6100 Executive Boulevard, Room 6B05 MSC-7540 **Rockville, Maryland 20852**

The new address for Division of Financial Advisory Services (DFAS):

United States Postal Service	FedEx or UPS
Division of Financial Advisory Services OAMP, OALM, National Institutes of Health 6011 Executive Boulevard, Room 549C, MSC-7663 **Bethesda, Maryland 20892**	Division of Financial Advisory Services OAMP, OALM, National Institutes of Health 6011 Executive Boulevard, Room 549C MSC-7663 **Rockville, Maryland 20852**

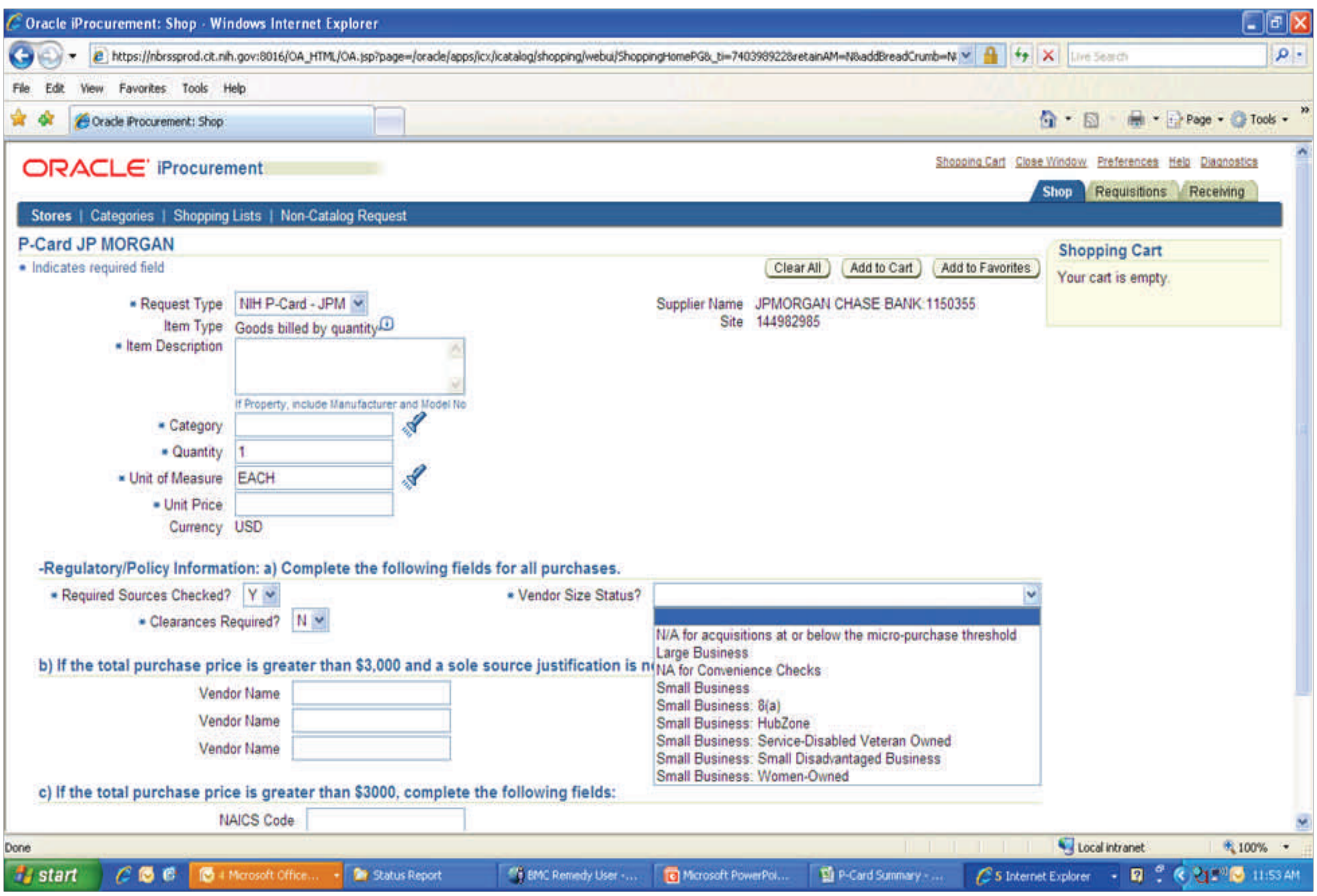
New Field for the Purchase Card Log

Additional Classification Code Defined for Vendor Size Field

In February 2009, NBS added 12 fields to capture statutory/regulatory information during Purchase Card log entry. One of the additional mandatory fields was Vendor Size. Effective March 10, 2010, NBS added to the Vendor Size dropdown list a value called “N/A for acquisitions at or below the micro-purchase threshold”. In the case of micro purchases, Purchase Card users are advised to choose this value to categorize the Vendor Size associated with a Purchase Card log.

If you have questions please contact the NIH Service Desk: http://ithelpdesk.nih.gov/support/

Value “N/A for acquisitions at or below the micro-purchase threshold” was added to **Vendor Size Status** field



WHAT'S NEW WITH DCIS?

DCIS is HHS's Departmental Contracts Information System which feeds contract data into the Federal Procurement Data System – Next Generation or FPDS-NG. All contract actions above the micro-purchase threshold must be reported into DCIS. At NIH DCIS can be accessed through NBS/Prism.

Recently, a new version of DCIS was rolled out which has created problems for some acquisition staff. The Contract Data Management Program (CDMP) in OALM is aware of the problems and is working as quickly as possible to resolve those issues.

The new version has also made changes to the following data elements, which are now required fields.

> **4C.** Program/Funding Agency Code – enter 7529 for contract actions funded by NIH. If another agency is funding your action, select the agency code for the agency funding your action from the drop-down menu.
>
> **4D**. Program/funding Office Code – enter your appropriate office code for the funding agency code that identifies the office (or other organizational entity) that provided the preponderance of funds. If the Funding Agency is a DOD agency, the code is the DOD Activity Address Code (DODAAC).
>
> **6M**. Description of Requirement – up until now, only actions using Recovery Act funds required a Treasury Account Symbol (TAS) before the project title. **You are now required to enter a TAS code for all actions.** A list of TAS codes for FY09 and FY10 has been posted on the NIH NBS Portal under the NBS Acquisitions/Community Links and Resources.

A notice was sent to all Buyers to inform them of these recent changes and a follow-up notice will be sent in the near future. A list of office codes for Field 4D above will be provided in the follow-up email to Buyers.

Should you have questions please send an email to: NIH-DCIS-HELP@LIST.NIH.GOV

PURCHASE CARDHOLDERS – FIGHT FRAUD BY REPORTING TRANSACTION DISPUTES!

On occasion, a Purchase Cardholder may have a dispute with a merchant regarding a card transaction. In some instances, merchants may have made a mistake but in a few cases there may have been fraudulent activity that needs to be investigated. There is a correct procedure that Purchase Cardholders need to follow to report these disputes. Following dispute procedures is important because it assists with preventing fraud, it ensures that the NIH is being charged properly for services and items, and it allows the NIH to correct contradictions between the merchant and the Government. In addition, cardholders may be held personally liable for failure to dispute incorrect or improper charges.

First, what are valid disputes? Valid disputes include:

- ***Products/services ordered but never received;***
- ***defective items not replaced;***
- ***incorrect or altered transaction amounts;***
- ***cancelled transactions;***
- ***product returned to merchant (other than in person);***
- ***cancelled recurring transaction;***
- ***credits never received;***
- ***invalid transactions;***
- ***unrecognized charges; and***
- ***vendors shipping one item but billing for another.***

Visa regulations require that the Purchase Cardholder attempt to resolve any dispute with the merchant before beginning the dispute process. If the merchant refuses to resolve the problem, the Purchase Cardholder has 90 calendar days from the time the transaction was processed to notify the servicing bank. So, don't wait too long to dispute a transaction.

The Purchase Cardholder's **first step** in the dispute reporting procedure is to enter the dispute details into NBS.
The **second step** is to fully complete a "SmartPay 2 Dispute Form" (This form is found at the following website: http://oamp.od.nih.gov/Division/SAPS/Acq/PCard/DisputesForm.pdf) and submit it to JPMorgan Chase.
Third, the completed dispute form should be e-mailed to JPMorgan Chase at CCS-Disputes@jpmchase.com.
Fourth, the Purchase Cardholder is responsible for following up with JPMorgan Chase to ensure that the dispute is being processed. (The telephone number to reach JPMorgan Chase disputes is 866-491-9432.)
Fifth, a copy of the SmartPay 2 Dispute Form must be maintained within the Purchase Cardholders monthly purchase card file.

JPMorgan will issue a temporary credit for the transaction while the dispute is being processed. It will also provide a written statement regarding whether the dispute was resolved in favor of the Cardholder or the merchant.

The Purchase Cardholder cannot dispute the following through JPMorgan Chase: shipping charges; taxes; exchange rates; or convenience check purchases. These items must be resolved directly with the merchant.

If you need help with a specific dispute, please email the Purchase Card Program Office at creditcard@od.nih.gov or call 301-435-6606. Any written correspondence with the Purchase Card Program Office should be included in the Purchase Cardholder's monthly purchase card file.

ACQUISITION TRAINING SCHEDULE

2609 NIH Federal Supply Schedule (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 13, 2010	1:00 PM—4:00 PM	6120 Executive Plaza South	$315	March 22, 2010
May 10, 2010	1:00 PM—4:00 PM	6120 Executive Plaza South	$315	April 18, 2010
June 08, 2010	1:00 PM—4:00 PM	6120 Executive Plaza South	$315	May 20, 2010

2610 NIH Consolidated Purchasing Through Contracts (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 13, 2010	9:00 AM —12:00 PM	6120 Executive Plaza South	$315	March 22, 2010
May 10, 2010	9:00 AM —12:00 PM	6120 Executive Plaza South	$315	April 18, 2010
June 08, 2010	9:00 AM —12:00 PM	6120 Executive Plaza South	$315	May 17, 2010

2611 NIH Buying From Businesses on the Open Market (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 12, 2010	9:00 AM —12:00 PM	6120 Executive Plaza South	$315	March 21, 2010
May 11, 2010	9:00 AM —12:00 PM	6120 Executive Plaza South	$315	April 19, 2010
June 07, 2010	9:00 AM —12:00 PM	6120 Executive Plaza South	$315	May 16, 2010

ACQUISITION TRAINING SCHEDULE

2617 NIH Price Reasonableness Simplified Acquisition (3.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 12, 2010	1:00 PM—4:30 PM	6120 Executive Plaza South	$325	March 21, 2010
May 11, 2010	1:00 PM—4:30 PM	6120 Executive Plaza South	$325	April 19, 2010
June 07, 2010	1:00 PM—4:30 PM	6120 Executive Plaza South	$325	May 15, 2010

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

Dates	Times	Location	Cost	Cancellation Date
May 05, 2010	8:30 AM —4:00 PM	6120 Executive Plaza South	$365	April 13, 2010

5512 NIH Professional Services (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 07, 2010	8:30 AM —4:00 PM	6120 Executive Plaza South	$365	March 16, 2010
June 23, 2010	8:30 AM —4:00 PM	6120 Executive Plaza South	$365	June 01, 2010

5513 Negotiation Techniques for Simplified Acquisition (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 14, 2010	9:00 AM —4:00 PM	6120 Executive Plaza South	$390	March 23, 2010
May 12, 2010	9:00 AM —4:00 PM	6120 Executive Plaza South	$390	April 20, 2010
June 09, 2010	9:00 AM —4:00 PM	6120 Executive Plaza South	$390	May 19, 2010

5514 Appropriations Law for Simplified Acquisitions (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 15, 2010	9:00 AM— 4:00 PM	6120 Executive Plaza South	$390	March 24, 2010
May 13, 2010	9:00 AM— 4:00 PM	6120 Executive Plaza South	$390	April 21, 2010
June 10, 2010	9:00 AM— 4:00 PM	6120 Executive Plaza South	$390	May 19, 2010

5515 Buyer Acquisition (Refresher) (14 CLPs)

Dates	Times	Location	Cost	Cancellation Date
June 21 & 22, 2010	8:30 AM— 4:00 PM	6120 Executive Plaza South	$640	May 30, 2010

8801 Writing Statements of Work (15 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 13 & 14, 2010	8:30 AM— 4:30 PM	6120 Executive Plaza South	$610	March 22, 2010
July 27 & 28, 2010	8:30 AM— 4:30 PM	6120 Executive Plaza South	$610	July 05, 2010

9512 Purchase Card Training (Purchase Card Program) (13 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 5 & 6, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	March 14 , 2010
April 8 & 9, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	March 17, 2010
May 6 & 7, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	April 14, 2010
June 14 & 15, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	May 23, 2010
June 17 & 18, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	May 26, 2010

9513 Simplified Acquisition & Delegated Procurement

Five (5) Day Class! (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
May 10 Thru May 14, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$1610	April 18 , 2010

ACQUISITION TRAINING SCHEDULE

9515 Buyer Contracts (21 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 28 Thru April 30, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$985	April 13, 2010
June 07 Thru June 9, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$985	May 31, 2010

9516 Internal & External Requisitioner (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 12, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$475	April 06 , 2010
May 17, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$475	May 09, 2010
June 25, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$475	June 10, 2010

9519 Simplified Acquisition for Offices of Acquisition * (7 CLPs)

*** 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".**

Dates	Times	Location	Cost	Cancellation Date
June 24, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$795	June 02, 2010

For information on courses descriptions and other details, and to register, please contact the Human Resource Development Division on (301) 496-6211 or visit their training website at http://trainingcenter.nih.gov/

NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS AVAILABLE ONLINE!

Lists of all NIH Blanket Purchase Agreements (BPA's)

can be found at the following URL:

http://oamp.od.nih.gov/Division/SAPS/Acq/PlanningSupport.asp#BPA

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

("Thank You Very Much" in French)

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 2010. 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: 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 Nic D'Ascoli at the email address above. For future issues please 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.