



## The Office of Acquisition and Logistics Management (OALM)

### Newsletter

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

#### NITAAC SYMPOSIUM

#### **“INFORMATION TECHNOLOGY SOLUTIONS PARTNER”**

The NIH Information Technology Acquisition and Assessment Center (NITAAC) invites you to attend the 1st Annual NITAAC Symposium on December 11, 2009 at Natcher Conference Center. The NITAAC Symposium brings together government IT acquisition and procurement professionals with premier IT industry contractors for a half-day of learning and information exchange.

This year’s theme: “Keeping up with the Changing Federal Acquisition Marketplace.” will feature high level acquisition and logistics speakers who face the challenges set forth by the Office of Management and Budget (OMB).

Attendees will learn how to streamline the acquisition of IT product and service requirements through cost effective government-wide acquisition contracts (GWACs), reduce administrative duties in IT purchasing, how to more effectively control the IT procurement process, and differentiating MAC’s and GWAC’s. The Symposium will be held:

#### **DATE:**

Friday, December 11, 2009—8:30 AM – 1:00 PM

#### **LOCATION:**

NIH Main Campus, Natcher Hall  
45 Center Drive  
Bethesda, MD 20892

#### **RSVP BY:**

Wednesday, December 9, 2009

#### **For more information please call:**

1.888.773.6542 or via e-mail at [NITAAChelpdesk@mail.nih.gov](mailto:NITAAChelpdesk@mail.nih.gov)

#### **REGISTRATION:**

<http://quest.cvent.com/EVENTS/Info/Summary.aspx?e=9e21653c-d797-49bf-8f38-975264426370>

Simplified Acquisition Helpline

(301) 496-0400

Simplified

[AcquisitionHelp@od.nih.gov](mailto:AcquisitionHelp@od.nih.gov)

Purchase Card Helpline

(301) 435-6606

[Creditcard@od.nih.gov](mailto:Creditcard@od.nih.gov)

BPA Helpline (301) 496-5212

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## **June 2, 2010 Simplified Acquisition Symposium**

### **Call for Volunteers**

Mark your calendars now for the 2010 Simplified Acquisition Symposium to be held on June 2<sup>nd</sup> at the Natcher Conference Center on the NIH campus! This annual Symposium will provide valuable information and Continuous Learning Points (CLPs) for Contracting Officers, NBS/Prism Approving Officials, NBS/Prism Buyers and other interested staff.

We are in the early planning stages and are seeking energetic and talented people from each IC and Office of Acquisition to help coordinate this event. We would like volunteers with any level of Symposium planning experience. If you are interested in volunteering, please send an email to co-coordinators Nic D'Ascoli (DAscoli@od.nih.gov) or Vanessa Palacios (PalaciosV@od.nih.gov). In your email please state your experience with planning and executing a large event. Also, it would be helpful to know if you have a preference as to which sub-committee you are most interested in helping. The Subcommittees include the Plenary Session; Workshops; Logistics; Facilities; Catering; Registration; and Communications.

We have found that attendees are split between the GS-1100 and GS-300 Series in addition to some other job series. To maximize communication to our target audience at the Symposium, it would be helpful to have volunteers from various backgrounds.

Your assistance in volunteering is greatly appreciated. If you have any questions, please contact Nic or Vanessa.

## **DEPARTMENTAL CONTRACTS INFORMATION SYSTEM (DCIS)**



### **IF YOU HAVE NOT ALREADY COMPLETED ENTERING YOUR FY2009 ORDERS INTO DCIS/FPDS CONTINUE ENTERING THEM UNTIL FINISHED**

Emails have been going out with a spreadsheet attached showing you orders that needed to be entered into DCIS. The orders listed on the spreadsheets are orders that had been entered in draft mode but had not been finalized. If you still have orders on that spreadsheet, please finalize them.

Also, you should run your nVision ACQ-38 report. Although that report shows all orders, even those below \$3,000, you only need to report those orders above \$3,000 into DCIS. Also, the ACQ-38 report may be showing some orders that have already been finalized in DCIS.

Please continue entering all FY2009 orders into DCIS until completed.



## YOUR BPA NEWS

### COLE STATHES RETIRED!!

After a very long and successful career, Cole Stathes has retired. For many years Mr. Stathes served at the National Institutes of Health as the Chief, NIH Blanket Purchase Agreement Branch, Division of Simplified Acquisition Policy and Services, OALM. We all wish Cole a wonderful retirement!

In the interim, Nancy Davis will be the Acting Chief of the NIH BPA Program. For BPA information, please call the BPA Helpline at 301-496-5212.

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### **NIH BLANKET PURCHASE AGREEMENTS**

#### **(BPA) LISTS AVAILABLE ONLINE!**

List of all NIH Blanket Purchase Agreements (BPA's) can be found at the following URL:

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

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.

## **JANUARY SIMPLIFIED ACQUISITION CERTIFICATION BOARD**

There should be a Board meeting to review requests for Simplified Acquisition Certification (SAC-A) some time at the end of January, 2010. Please send your packages to

Annette Romanesk by January 15<sup>th</sup>. You can send them to her as an email attachment or fax to her at 301-496-8422.

The following must be provided in your SAC-A package:

1. A "Simplified Acquisition Certification Application Form", Appendix N-2. See: [http://oamp.od.nih.gov/Division/acp/AcqCertification/SAC\\_ApplicationForm.pdf](http://oamp.od.nih.gov/Division/acp/AcqCertification/SAC_ApplicationForm.pdf)
2. If you are also requesting a warrant as a Purchase Card Holder or Card Approving Official with authority over \$3,000 or delegated authority for BPA Calls and TODOs up to \$500,000 and Purchase Order authority up to \$3,000, then also submit the "Contracting Officer's Warrant Application Form", Appendix P1 See: <http://oamp.od.nih.gov/Division/acp/Warrants/WarrantApplication.pdf>.
3. A current resume identifying buyer or approver duties
4. Copy of the certificate from either "Basic Simplified Acquisition" or the on-line class "CON-237" and a copy of the certificate from "Advanced Simplified Acquisition" class
5. A copy of the cover page of your last performance appraisal with the final rating
6. Proof that you have completed Green Purchasing within the last two years



## Green Purchasing Training Update



As a reminder, per HHS policy, all contracting officers, contract specialists, purchase card holders, card approving officials, project officers/COTRs and acquisition staff in job series 1102, 1105 and 1106 are required to take Green Purchasing training every two calendar years. There are now four possible ways to obtain your training:

1. Take CLC 046 Green Purchasing from the Federal Acquisition Institute
2. Review the Federal Environmental Stewardship Webpage
3. Review HHS's Affirmative Procurement Plan for Purchasing Environmentally Preferable Products

Attend the Federal Environmental Symposium, held at NIH once a year, usually in Spring/Summer (date not announced yet for 2010).

**Documentation:** After training is completed, confirmation must be submitted to the Acquisition Career Program office by sending an e-mail to Kim Doherty ([kimberly.doherty@NIH.GOV](mailto:kimberly.doherty@NIH.GOV)). The e-mail must also cc your supervisor and verify the date of your training. Your training will then be updated in our database.

**Please go to our website for more information:** <http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingForWebsite.asp>

***Article submitted by Kim Doherty, NIH/OD/OALM***

# TRAINING AVAILABLE

## TRAINING AVAILABLE

40 HOURS REFRESHER TRAINING CLASSES  
REQUIRED FOR SIMPLIFIED ACQUISITION  
AND DELEGATED APPROVERS AND BUYERS  
STAFF...

The upcoming classes listed below are now  
available from the NIH Training  
Center. These classes can be applied  
towards the 40 CLPs that are required every  
2 years.

## 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)

Appropriation Law for Simplified  
Acquisition (1 day)

Price Reasonableness in Simplified  
Acquisitions (1/2 day)

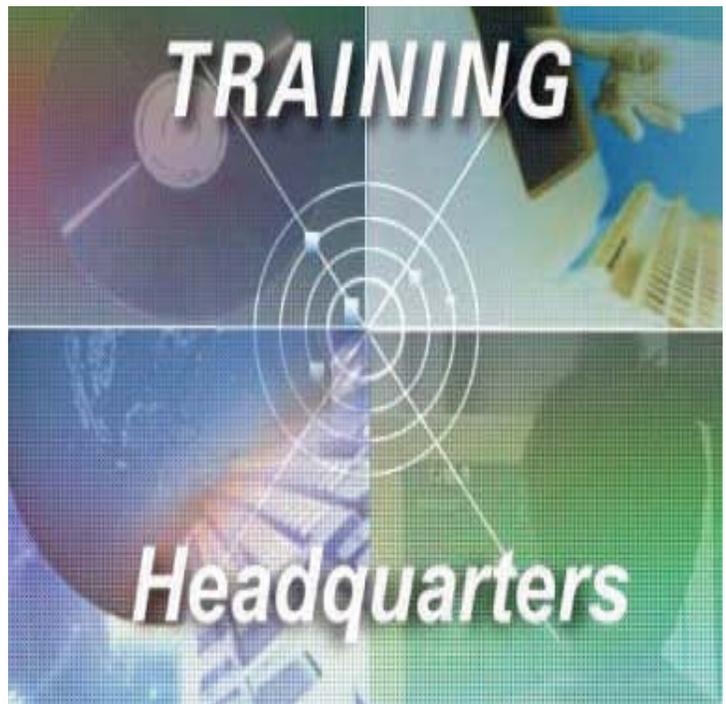
Negotiation Techniques for Simplified  
Acquisition (1 day)

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

## TRAINING CLASSES REQUIRED FOR Simplified Acquisition Certification A (SAC-A)

Basic Simplified Acquisition or CON 237  
(an on-line class)

Advanced Simplified Acquisition



Green Purchasing

## **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.**

## ACQUISITION TRAINING SCHEDULE

### 2609 Federal Supply Schedules (3 CLPS)

| <u>Date</u>  | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|--------------|---------------|-----------------|-------------|--------------------------|
| Jan 04, 2010 | 1:00pm-4:00pm | 6120 EPS        | \$315       | Dec 13, 2009             |
| Feb 02, 2010 | 1:00pm-4:00pm | 6120 EPS        | \$315       | Jan 11, 2010             |
| Mar 08, 2010 | 1:00pm-4:00pm | 6120 EPS        | \$315       | Feb 31, 2010             |

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### 2610 Consolidated Purchasing Through Contracts (3 CLPS)

|              |                |          |       |              |
|--------------|----------------|----------|-------|--------------|
| Jan 04, 2010 | 9:00am-12:00pm | 6120 EPS | \$315 | Dec 20, 2009 |
| Feb 02, 2010 | 9:00am-12:00pm | 6120 EPS | \$315 | Jan 18, 2010 |
| Mar 08, 2010 | 9:00pm-12:00pm | 6120 EPS | \$315 | Feb 21, 2010 |

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### 2611 Buying from Businesses On The Open Market (3 CLPS)

|              |                |          |       |              |
|--------------|----------------|----------|-------|--------------|
| Jan 05, 2010 | 9:00am-12:00pm | 6120 EPS | \$315 | Dec 14, 2009 |
| Feb 01, 2010 | 9:00am-12:00pm | 6120 EPS | \$315 | Jan 10, 2010 |
| Mar 08, 2010 | 9:00am-12:00pm | 6120 EPS | \$315 | Feb 15, 2010 |

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### 2617 Price Reasonableness in Simplified Acquisitions (3.5 CLPS)

|              |               |          |       |              |
|--------------|---------------|----------|-------|--------------|
| Jan 05, 2010 | 1:00pm-4:30pm | 6120 EPS | \$325 | Dec 14, 2009 |
| Feb 01, 2010 | 1:00pm-4:30pm | 6120 EPS | \$325 | Jan 10, 2010 |
| Mar 09, 2010 | 1:00pm-4:30pm | 6120 EPS | \$325 | Feb 15, 2010 |

# ACQUISITION TRAINING SCHEDULE

CONTINUED

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

| <u>Date</u>       | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|-------------------|---------------|-----------------|-------------|--------------------------|
| February 19, 2010 | 8:30am-4:00pm | 6120 EPS        | \$365       | Jan 28, 2010             |

## 5512 NIH Professional Services (7 CLPS)

| <u>Date</u>      | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|------------------|---------------|-----------------|-------------|--------------------------|
| February 3, 2010 | 8:30am-4:00pm | 6120 EPS        | \$365       | Jan 12, 2010             |

## 5513 Negotiation Techniques for Simplified Acquisition (6.5 CLPS)

| <u>Date</u>      | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|------------------|---------------|-----------------|-------------|--------------------------|
| January 08, 2010 | 9:00am-4:00pm | 6120 EPS        | \$390       | Dec 17, 2009             |
| February 3, 2010 | 9:00am-4:00pm | 6120EPS         | \$390       | January 12, 2010         |
| March 10, 2010   | 9:00am-4:00pm | 6120EPS         | \$390       | February 16, 2010        |

## 5514 Appropriations Law for Simplified Acquisitions (6.5 CLPS)

| <u>Date</u>      | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|------------------|---------------|-----------------|-------------|--------------------------|
| January 22, 2010 | 9:00am-4:00pm | 6120 EPS        | \$390       | Dec 31, 2009             |
| February 4, 2010 | 9:00am-4:00pm | 6120EPS         | \$390       | January 13, 2010         |
| March 11, 2010   | 9:00am-4:00pm | 6120EPS         | \$390       | February 17, 2010        |

# ACQUISITION TRAINING SCHEDULE

**CONTINUED**

## 5515 Buyer Acquisition Two (2) Days Class (14 CLPs)

| <u>Date</u>       | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|-------------------|---------------|-----------------|-------------|--------------------------|
| Mar 25 & 26, 2010 | 8:30am-4:00pm | 6120 EPS        | \$640       | Mar 3, 2010              |

## 8801 Writing Statements of Work Two (2) Days Class (15 CLPs)

| <u>Date</u>       | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|-------------------|---------------|-----------------|-------------|--------------------------|
| Jan 13 & 14, 2010 | 8:30am-4:30pm | 6120 EPS        | \$610       | Dec 22, 2010             |
| Apr 13 & 14, 2010 | 8:30am-4:30pm | 6120 EPS        | \$610       | Mar 22, 2010             |
| Jul 27 & 28, 2010 | 8:30am-4:30pm | 6120 EPS        | \$610       | Jul 05, 2010             |

## 9512 Purchase Card Training (Purchase Card Program) Two (2) Days Class (13 CLPs)

| <u>Date</u>       | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|-------------------|---------------|-----------------|-------------|--------------------------|
| Jan 19 & 20, 2010 | 8:30am-4:00pm | 6120 EPS        | \$800       | Dec 28, 2010             |
| Jan 21 & 22, 2010 | 8:30am-4:00pm | 6120 EPS        | \$800       | Dec 30, 2010             |
| Feb 01 & 02, 2010 | 8:30am-4:00pm | 6120 EPS        | \$800       | Jan 10, 2010             |
| Feb 04 & 05, 2010 | 8:30am-4:00pm | 6120 EPS        | \$800       | Jan 13, 2010             |
| Mar 01 & 02, 2010 | 8:30am-4:00pm | 6120 EPS        | \$800       | Feb 07, 2010             |
| Mar 04 & 05, 2010 | 8:30am-4:00pm | 6120 EPS        | \$800       | Feb 07, 2010             |

## 9513 Simplified Acquisition & Delegated Procurement - Five (5) Day Class (40 CLPs)

| <u>Date</u>              | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|--------------------------|---------------|-----------------|-------------|--------------------------|
| Jan 25 thru Jan 29, 2010 | 8:30am-4:00pm | 6120 EPS        | \$1610      | Jan 03, 2010             |
| Feb 20 thru Feb 26, 2010 | 8:30am-4:00pm | 6120 EPS        | \$1610      | Jan 21, 2010             |
| Mar 29 thru Apr 02, 2010 | 8:30am-4:00pm | 6120 EPS        | \$1610      | Mar 07, 2010             |

## ACQUISITION TRAINING SCHEDULE

CONTINUED

### 9515 Buyer Contracts NBS (21 CLPs)

| <u>Date</u>          | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|----------------------|---------------|-----------------|-------------|--------------------------|
| Feb 24 thru 26, 2010 | 8:30am-4:00pm | 6120 EPS        | \$935       | Feb 9, 2010              |

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

| <u>Date</u>  | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|--------------|---------------|-----------------|-------------|--------------------------|
| Jan 15, 2010 | 8:30am-4:00pm | 6120 EPS        | \$405       | Dec 30, 2010             |
| Feb 05, 2010 | 8:30am-4:00pm | 6120 EPS        | \$405       | Jan 21, 2010             |
| Mar 08, 2010 | 8:30am-4:00pm | 6120 EPS        | \$405       | Feb 21, 2010             |
| Apr 21, 2010 | 8:30am-4:00pm | 6120 EPS        | \$405       | Apr 6, 2010              |
| May 24, 2010 | 8:30am-4:00pm | 6120 EPS        | \$405       | May 9, 2010              |

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

| <u>Date</u>  | <u>Times</u>  | <u>Location</u> | <u>Cost</u> | <u>Cancellation Date</u> |
|--------------|---------------|-----------------|-------------|--------------------------|
| Feb 18, 2010 | 8:30am-4:00pm | 6120 EPS        | \$795       | Jan 17, 2010             |
| Jun 24, 2010 | 8:30am-4:00pm | 6120 EPS        | \$795       | Jun 02, 2010             |

For Additional information on any of the courses listed here, or to register, please contact the Human Resource Development Division on 496-6211 or visit the website for full course details and descriptions. <http://trainingcenter.nih.gov/>



**We'd like to send special thanks to all those who contributed to this and future editions 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 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](mailto:DAscoli@od.nih.gov), Cynthia Henderson, [HendersonCY@od.nih.gov](mailto:HendersonCY@od.nih.gov), Alfreda Mire, [MireA@od.nih.gov](mailto:MireA@od.nih.gov), Milton Nicholas, [NicholaM@od.nih.gov](mailto:NicholaM@od.nih.gov), or Annette Romanesk, [RomanesA@od.nih.gov](mailto:RomanesA@od.nih.gov).

If you have any questions or comments regarding the information, policy and/or procedures published in this issue, contact the Simplified Acquisitions Helpline on (301) 496-0400 or via email at [SimplifiedAcquisitionHelp@od.nih.gov](mailto:SimplifiedAcquisitionHelp@od.nih.gov) and you will be referred to the appropriate editor.