

The Office of Acquisition and Logistics Management Newsletter

Seasons Greetings

OALM/OAMP

[Division of Acq Policy and Evaluation](#)

[Division of Financial Advisory Services](#)

[Division of Simplified Acq Policy & Services](#)

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[Purchase Card Helpline](#)

(301) 435-6606

[BPA Helpline](#)

(301) 496-5212

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[Division of Logistics Services](#)

(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

OALM

[DCIS Helpline](#)

(301) 451-2271

FREE WEBINAR FOR GREEN PURCHASING TOMORROW, DECEMBER 2ND

Complete this free webinar & earn 1 CLP for Green Purchasing:

The Government Business Council invites you to participate in a complimentary webinar:

“Buying Green for Government: Purchasing Sustainable Goods at Federal Agencies,” on Thursday, December 2, 2010 at 2:00 PM ET
Click here to register:

<http://gove-media.com/portal/wts/cemcfOa9qwqbaAv-De0juTa9wvjira>

Throughout every federal purchasing decision, careful consideration must be given to several factors: the cost of the product, the corporate responsibility of the supplier, and the ease of purchase, to name a few. But where does sustainability fall on this list? With the administration’s new mandate promoting sustainable procurement, has sustainability become a major consideration for agency purchasing managers? Or is it still an afterthought to be addressed after other criteria are met? Hear how other agencies are meeting the mandate.

The Government Business Council (GBC), the research division of Government Executive, recently launched a survey on sustainable procurement at federal agencies. Please join us for a webinar on December 2 at 2:00 PM ET to hear the results of this study. Gain key insights from federal managers, including:

Moderated by:

Bryan Klopach, Director of Research, Government Business Council

Register Now:

<http://gove-media.com/portal/wts/cemcfOa9qwqbaAv-De0juUa9wvjira>

Busy that day? Register anyway! GBC will send you a link so you can view the archived webinar at your convenience.



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ADDITIONAL THRESHOLD CHANGES

As a result of the Ronald W. Reagan National Defense Authorization Act, on October 1, 2010 a variety of acquisition related thresholds were increased (See OALM Newsletter September/October 2010 edition). Additional thresholds affected by this adjustment include:

The threshold for local posting of requirements up to \$25,000 (FAR 5.101) has increased from \$10,000 to \$15,000. Contract actions above \$25,000 must still be synopsisized at the GPE, FedBizOpps.gov (<https://www.fbo.gov/>).

In addition, the posting requirement for contracts subject to the Walsh-Healy Public Contracts Act (FAR 22.6) which include or incorporate by reference the stipulations of the Act pertaining to matters such as minimum wages, maximum hours, child labor, convict labor, and safe and sanitary working conditions has increased from \$10,000 to \$15,000.

Finally, the threshold for applicability of Section 503 of the Rehabilitation act of 1973, Employment of Workers with Disabilities (FAR 22.14) was raised from \$10,000 to \$15,000.

NEW CLASS OFFERINGS

The two courses formerly offered by HHS University needed for certification and warrants are now offered by the NIH Training Center. HHS University is no longer offering Basic Simplified Acquisition and Advanced Simplified Acquisitions. However, the classes are now being offered at NIH for its employees. Please see the list of scheduled Acquisition training classes starting on page 6 for the available dates.



LEVERAGE YOUR BUYING POWER THROUGH CONSOLIDATED PROCUREMENTS NEW ON ECS III

NITAAC is pleased to announce *Consolidated Procurements* – A new process offered on ECS III that enables customers to anticipate and fulfill recurring IT needs without competing each individual requirement. That means you can better take advantage of quantity discounts, and save time by doing away with repetitive individual purchases. As the strategic source for HHS, NITAAC is continually looking for ways to help reduce acquisition costs.

Let's say you need 100 computers over the next six months, but only have funding for 10. You can go into the ECS III e-ordering system, create a requirement and obtain quotes for the 100 computers, but indicate that only an initial quantity of 10 will be immediately required.

From that point on, whenever there's a need for additional computers, you simply modify the original requirement.

The ECS III e-ordering system automatically calculates and track quantities for you. You'll always know exactly how many pieces of IT equipment you've purchased, and how many you have left to purchase within the specified time frame.

As long as your requirement is within the scope of ECS III, and the time period does not exceed one year, your agency can take advantage of Consolidated Procurements. It's a great alternative for purchasing Smartcard Readers as the deadline for implementation approaches.

LEVERAGE YOUR BUYING POWER THROUGH CONSOLIDATED PROCUREMENTS NEW ON ECS III

(Continued)

Here's how it works:

1. Enter the ECS III e-ordering system as you normally would and click on **Create New Consolidated Procurements**.



2. Create the RFQ as you normally would, selecting a period of performance and identifying individual line items with an *Initial Quantity* and a *Not-to-Exceed Quantity*.

* Period of Performance? (Select number of months)

Enter Line Items:

Line Item #	Item Description	Initial Quantity	Not to Exceed Quantity	Comments
1	Computers	10	100	

3. Conduct the Fair Opportunity process for the consolidated requirement in the system, allowing all eligible vendors to respond.
4. Evaluate your vendor quotes and select the winning vendor.
5. Create your award and funding documents according to your agency's business processes, and send directly to the vendor.

The next time you need to place an order, simply go back into the ECS III e-ordering system, click on **Manage My Consolidated Procurements**, enter the new quantity needed, and then modify your original delivery order in your agency's business system. There's no need to go through the Fair Opportunity process again. Discover the benefits of Consolidated Procurements on ECS III:

- Save money by leveraging quantity discounts on recurring requirements
 - Save time by doing away with repetitive individual purchases
 - Increase efficiency by reducing administrative time and paperwork
- Get even faster turnaround on orders

For **free training** on Consolidated Procurements, contact NITAAC's Customer Support Center today.

1.888.773.6542

NITAACsupport@nih.gov

NEW NIH ACQUISITION CAREER MANAGER

Ms. Kimberly Doherty was recently selected as the new Acquisition Career Manager (ACM)/Team Leader for the Acquisitions Career Program (ACP) within the Deputy Director's Office, Office of Acquisition and Logistics Management. In addition to her two years of service to the ACP, Ms. Doherty has acquisitions experience in service to the National Cancer Institute as both a Contract Specialist and Purchasing Agent. She also has extensive experience as a Senior GS-13 Contract Specialist with the Department of Treasury. Ms. Doherty earned a Bachelor of Science Degree in

Management from the University of Maryland, College Park prior to beginning her career.

Since the tragic loss of Mr. Carl Henn, Ms. Doherty has fulfilled many duties that will be under her purview as the ACM. Most recently, Kim was instrumental in setting up the NIH Acquisitions Symposium and Co-Chairing the committee. Ms. Doherty will effectively begin serving as the ACM on December 5th, and she will work closely with the NIH Acquisitions and Project Officer Communities in her new capacity.

JANUARY SIMPLIFIED ACQUISITION CERTIFICATION BOARD



There will be a Board meeting to review requests for Simplified Acquisition Certification (SAC-A) on January 20, 2011.

Please send your packages to Annette Romanesk by January 6, 2011.

You can send them to her by 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
2. If you are also requesting a warrant as a Purchase Card Holder or Card Approving Official with authority over \$3,000 or delegated Approver 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 P-1. 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

SMALL BUSINESS PROGRAM TRAINING

SAVE THE DATE!



Who: PO/COTRs and Contracting Officers/Contract Specialists

What: Small Business Program Training -- Collaboration Early in the Acquisition Process among PO/COTRs, Contracting Officers/Contract Specialists, and Small Business Specialists for NIH Acquisitions;

Why: To learn the required actions when beginning the acquisition process; and

To earn up to 3 Continuous Learning Points (CLPs) for attending the presentation and taking the online test after the presentation.

When: Tuesday, December 7, from 1pm – 3:30pm

Where: Building 10, Masur Auditorium

The Masur Auditorium will accommodate up to 400 individuals, and seating will be on a “first come, first served” basis.

There will be sign-in sheets to ensure all attendees receive credit (CLPs) for this training.

To Register, Please Send an Email to the Following Address:

HHSSmallBusinessOAR@od.nih.gov. **(If you have attended this training in the last 12 months, you do not need to attend this session)**

ACQUISITION TRAINING SCHEDULE

PSAC



2609 NIH Federal Supply Schedule (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
December 14, 2010	1:00 PM–4:00 PM	6120 Executive Plaza South	\$315	November 22, 2010
February 8, 2011	1:00 PM–4:00 PM	6120 Executive Plaza South	\$315	January 17, 2011
April 20, 2011	1:00 PM–4:00 PM	6120 Executive Plaza South	\$315	March 29, 2011
June 14, 2011	1:00 PM–4:00 PM	6120 Executive Plaza South	\$315	May 23, 2011
August 17, 2011	1:00 PM–4:00 PM	6120 Executive Plaza South	\$315	July 26, 2011
I would like to receive email notification of next available course date				

PSAC



2610 NIH Consolidated Purchasing Through Contracts (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
December 14, 2010	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	November 22, 2010
February 8, 2011	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	January 17, 2011
April 20, 2011	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	March 29, 2011
June 14, 2011	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	May 23, 2011
August 17, 2011	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	July 26, 2011
I would like to receive email notification of next available course date				

PSAC



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

Dates	Times	Location	Cost	Cancellation Date
December 13, 2010	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	November 21, 2010
February 7, 2011	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	January 16, 2011
April 19, 2011	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	March 28, 2011
June 13, 2011	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	May 22, 2011
August 16, 2011	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	July 25, 2011
I would like to receive email notification of next available course date				

PSAC



2617 NIH Price Reasonableness Simplified Acquisition (3.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
December 13, 2010	1:00 PM– 4:00 PM	6120 Executive Plaza South	\$325	November 21, 2010
February 7, 2011	1:00 PM– 4:00 PM	6120 Executive Plaza South	\$325	January 16, 2011
April 19, 2011	1:00 PM– 4:00 PM	6120 Executive Plaza South	\$325	March 28, 2011
June 13, 2011	1:00 PM– 4:00 PM	6120 Executive Plaza South	\$325	May 22, 2011
August 16, 2011	1:00 PM– 4:00 PM	6120 Executive Plaza South	\$325	July 25, 2011
I would like to receive email notification of next available course date				

ACQUISITION TRAINING SCHEDULE



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

Dates	Times	Location	Cost	Cancellation Date
January 19, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South		December 28, 2010
April 21, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South		March 30, 2011
July 19, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South		June 27, 2011
I would like to receive email notification of next available course date				

5512 NIH Professional Services (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
January 18, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South		December 27, 2010
April 20, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South		March 29, 2011
July 18, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South		June 26, 2011
I would like to receive email notification of next available course date				

PSAC



5513 Negotiation Strategies for Simplified Acquisition (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
December 15, 2010	9:00 AM– 4:00 PM	6120 Executive Plaza South	\$395	November 23, 2010
February 9, 2011	9:00 AM– 4:00 PM	6120 Executive Plaza South	\$395	January 18, 2011
April 4, 2011	9:00 AM– 4:00 PM	6120 Executive Plaza South	\$395	March 23, 2011
June 7, 2011	9:00 AM– 4:00 PM	6120 Executive Plaza South	\$395	May 17, 2011
August 18, 2011	9:00 AM– 4:00 PM	6120 Executive Plaza South	\$395	July 27, 2011
I would like to receive email notification of next available course date				

PSAC



5514 NIH Appropriations Law for Simplified Acquisitions

(6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
December 16, 2010	9:00 AM– 4:00 PM	6120 Executive Plaza South	\$395	November 24, 2010
February 10, 2011	9:00 AM– 4:00 PM	6120 Executive Plaza South	\$395	January 19, 2011
April 15, 2011	9:00 AM– 4:00 PM	6120 Executive Plaza South	\$395	March 24, 2011
June 8, 2011	9:00 AM– 4:00 PM	6120 Executive Plaza South	\$395	May 17, 2011
August 19, 2011	9:00 AM– 4:00 PM	6120 Executive Plaza South	\$395	July 27, 2011
I would like to receive email notification of next available course date				

ACQUISITION TRAINING SCHEDULE

5515 NBS Buyer Acquisition (Refresher) (14 CLPs)



Dates	Times	Location	Cost	Cancellation Date
January 20 and 21, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$660	December 30, 2010
April 18 and 19, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$660	April 3, 2011
July 20 and 21, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$660	July 5, 2011

[I would like to receive email notification of next available course date](#)

8801 NIH Writing Statements of Work (15 CLPs)

Dates	Times	Location	Cost	Cancellation Date
December 8 and 9, 2010	9:00 AM–4:00 PM	6130 Executive Plaza North	\$655	November 16, 2010
March 16 and 17, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$655	February 22, 2011
June 15 and 16, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$655	May 24, 2011
Sept 14 and 15, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$655	August 23, 2011

[I would like to receive email notification of next available course date](#)

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

Dates	Times	Location	Cost	Cancellation Date
Jan 24 thru Jan 26, 2011	9:00 AM–4:00 PM	6120 Executive Plaza South	\$820	January 9, 2011

[I would like to receive email notification of next available course date](#)

9513 NIH Simplified Acquisition & Delegated Procurement

PSAC



Five (5) Day Class! (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jan 10 Thru Jan 14, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$1765	January 9, 2011
Mar 7 Thru Mar 11, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$1765	March 10, 2011
May 16 Thru May 20, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$1765	May 1, 2011
Jul 25 Thru Jul 29, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$1765	July 10, 2011
Aug 22 Thru Aug 26, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$1765	August 7, 2011

[I would like to receive email notification of next available course date](#)

ACQUISITION TRAINING SCHEDULE

9515 NIH Buyer Contracts (NBS) (21 CLPs)



Dates	Times	Location	Cost	Cancellation Date
Dec 13 <u>Thru</u> Dec 15, 2010	9:00 AM–4:00 PM	6120 Executive Plaza South	\$1,280	November 28, 2010
Fev 14 <u>Thru</u> Feb 16, 2011	9:00 AM–4:00 PM	6120 Executive Plaza South	\$1,280	January 30, 2011
Apr 11 <u>Thru</u> Apr 13, 2011	9:00 AM–4:00 PM	6120 Executive Plaza South	\$1,280	March 27, 2011
Jun 6 <u>Thru</u> Jun 8, 2011	9:00 AM–4:00 PM	6120 Executive Plaza South	\$1,280	May 22, 2011
Aug 29 <u>Thru</u> Aug 31, 2011	9:00 AM–4:00 PM	6120 Executive Plaza South	\$1,280	August 14, 2011

[I would like to receive email notification of next available course date](#)

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



Dates	Times	Location	Cost	Cancellation Date
December 6, 2010	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	November 28, 2010
January 27, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	December 29, 2010
January 31, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	January 16, 2011
February 10, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	January 26, 2011
February 28, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	February 13, 2011
March 17, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	March 2, 2011
April 7, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	March 23, 2011
May 12, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	April 27, 2011
May 23, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	May 8, 2011
June 13, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	May 29, 2011
July 14, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	June 29, 2011
August 11, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	July 27, 2011
August 15, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	July 31, 2011
September 15, 2011	8:30 AM–4:00 PM	6120 Executive Plaza South	\$450	August 31, 2011

[I would like to receive email notification of next available course date](#)

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

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to receive email notification of next available course date				
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				

ACQUISITION TRAINING SCHEDULE

9530 NIH-Basic Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Mar 28 <u>Thru</u> Apr 1, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$955	March 13, 2011
Jun 13 <u>Thru</u> Jun 17, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$955	May 29, 2011
Jul 25 <u>Thru</u> Jul 29, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$955	July 10, 2011
Jun 6 <u>Thru</u> Jun 8, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$955	May 22, 2011
Aug 29 <u>Thru</u> Aug 31, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$955	August 14, 2011
I would like to receive email notification of next available course date				

9532 NIH-Advanced Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Feb 7 <u>Thru</u> Feb 11, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$955	March 13, 2011
Apr 4 <u>Thru</u> Apr 8, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$955	May 29, 2011
Jun 20 <u>Thru</u> Jun 24, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$955	July 10, 2011
Aug 1 <u>Thru</u> Aug 5, 2011	9:00 AM–4:00 PM	6130 Executive Plaza North	\$955	May 22, 2011
I would like to receive email notification of next available course date				

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/>

ACQUISITION TRAINING

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/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.

GREEN PURCHASING TRAINING

This is a reminder that all 1102s and 1105s are required to take Green Purchasing Training every two years. The Office of Acquisition Career Management must report on the percentage of staff that have completed this training, and a database to track information is maintained. The database is web-accessible at <http://oampintranet.od.nih.gov/GreenPurchasing/GPSearch.asp> and is set up so that expired training doesn’t show up. So, if you can’t find yourself in the database, you need to take the training again.

There are currently three options for getting the training – an online class through the Federal Acquisition Institute – CLC 046 Green Procurement, by reviewing the Federal Environmental Stewardship webpage, or by reviewing the Affirmative Procurement Plan for purchasing Environmentally Preferable Products (APP-EPP). In order to confirm your completion you need to report back to the Acquisition Career Management office so you can be added to the database. After completing the training, you need to send an e-mail to Kimberly Doherty at

(kimberly.doherty@NIH.GOV) either forwarding a completion certificate (for CLC 046) or with a cc to your supervisor (if using the other two sources).

For more detail on how to access this training, see <http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingForWebsite.asp>. If interested in doing the FAI version, see the note at <http://oamp.od.nih.gov/Division/acp/AcqTraining/AccessingDAU-FAISiteNote.asp>.

This training counts as 2 hours towards the 80 hours of refresher training that 1102s must complete between Jan. 1, 2010 and Dec. 31, 2011, and as part of the 40 hours that people with SAC or old HHS Level I certification are required to complete every two years to keep the certification valid.

If you need to check on the status of your green purchasing training or need to print a copy of your training certificate, go to: <http://odwww3.od.nih.gov/oampintranet/GreenPurchasing/PGPCert.asp?id=4070>

ACQUISITION TRAINING

AT100—SECTION 508 ELECTRONIC & IT Training—Phase II (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to receive email notification of next available course date				

This seminar will be 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 highly appropriate and 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

Register for Phase II at <http://training.cit.nih.gov/coursedescription.aspx?courseID=CS0000000000852>

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 at <http://lms.learning.hhs.gov>. Specific course information is provided below:
- The training is provided online at <http://lms.learning.hhs.gov>
- Name: HHS Section 508 Training - Phase I
 - Course ID: HHS508; ID: 00009629

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 or e-mail

BPAProgramBranch@od.nih.gov



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: 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 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.