

SEPTEMBER/OCTOBER 2008



**The Office of Acquisition and
Logistics
Management (OALM)
Newsletter**

<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

**THE NEW PURCHASE CARD
CONTRACT HAS BEEN AWARDED**

HHS TASK ORDER AWARD - SMARTPAY® 2

JPMorgan (JPM) has been selected to provide card services for HHS under the GSA SmartPay® 2 program which provides purchase, travel and fleet cards to agencies and departments throughout the U.S. government both domestic and international. The Program Support Center (PSC) will lead the transition and implementation of the project on behalf of the Department.

As part of the continuing initiative to improve charge card performance and functionality, all HHS purchase and travel cardholders, and agency-owned fleet vehicles, will be issued new charge cards from JPMorgan between October 17-31.

The new GSA SmartPay® 2 program will offer:

- New products and services
 - Enhanced Customer Service
 - Security of Systems and Data
 - Enhanced Data Capture
 - Tax Reclamation

Electronic Access Functionality

Current NIH government cards will not work after November 29. Therefore, Cardholders must begin using the new JPMorgan cards on November 30. Cardholder communications have been sent to the appropriate NIH card communities regarding disposal of current cards and activation of new cards to ensure a smooth transition. Efforts are already underway to ensure that affected systems are integrated and that the switchover to the new bank is a seamless effort.

If you have additional questions regarding the GSA SmartPay® 2 program through the Global Listing please email "Help, Creditcard" or creditcard@od.nih.gov or telephone 301-435-6606.



INSIDE THIS ISSUE:

**NEW SMARTPAY
CONTRACT
AWARDED 1**

**NIH SELF-
SERVICE SUPPLY
STORE 2-3**

**ACQUISITION
PLANNING &
SPECIFICATIONS 3**

GREEN IS GOOD 4

NITAAC NEWS 5

SF-44'S 6

**2009 SIMPLIFIED
ACQUISITION
SYMPOSIUM 6**

New NIH Self-Service Supply Stores

The Division of Logistic Services is excited about the opening of the new NIH Self-Service Store. In addition to our new location (Building 10, Room B2B41) and modern look, several improvements were made for your convenience and to better serve you.

We invite your comments on how we can continue to improve our service to you.

What's New Inside?

- Modern design and layout
- Entire store on one-level
- Over 5900 sq.ft. of floor space
- Clear signage for quick location
- Separate area for bulk stock/case lots; Easy access
- Added freezers & refrigerators; Increased storage capacity
- New enzyme products and shelf items
- "Green" office products



Our Self-Service Stores are located in Building 10, Room B2B41 and Building 31, Room B1A47. The stores are open from 8:00am- 4:15pm. We accept fax orders for stock items (excluding refrigerated or freezer products) and provide next day delivery service for a nominal fee.

You can obtain a Self-Service Store Charge Card by sending a memorandum of request signed by your IC Executive Officer to:

Division of Logistics Services
Supply Services Branch
Gaither Distribution Center
16050 Industrial Drive
Gaithersburg, Maryland

The memorandum must include:

- Name and phone number of requesting IC Executive Officer
- Name and address of designated charge card custodian (usually the AO)
- CAN to be assigned to the charge card
- Number of cards to be issued (justification is required for multiple cards assigned with the same CAN)
- Certification of safeguard provisions for the charge card IAW NIH Manual Chapter 26101-41-E

(Continued)

New NIH Self-Service Supply Stores

(Continued)

All charge cards are issued to the IC Executive Officer for distribution to designated charge card custodians. If you need further information, contact Mr. Gilbert Scott on (301) 435-3668.

How to Fax Orders

NIH Form 1861-1 Purchase Request must include; CAN, charge card number, requestors name & number, NSN, quantity, delivery location (if delivery required), and AO signature.

Fax to respective store location:

Building 10, Fax (301) 402-8493

Building 31, Fax (301) 496-4312

For fax order inquiries, call - Building 10, (301) 496-2051

Building 31, (301) 496-4430

Points of Contact

Building 10 Self-Service Store	(301) 496-2051
Building 31 Self-Service Store	(301) 496-4430
GDC Customer Assistance Ctr.	(301) 496-3517/3395
Mr. Eric Jones, Store Manager	(301) 496-2051
Mr. Charles Harris, Acting Chief, Supply Services Branch	(301) 435-6562
Mr. Lonnie Winley, Acting Director, Division of Logistics Services	(301) 496-4548



Come visit us soon !

We appreciate your continued patronage of the NIH Self-Service Stores.

WE'RE HERE TO HELP!!

The Acquisition Planning and Specifications Branch (APSB) is here to assist all ICs with acquisition planning and market research services. They'll help develop performance-based and functional specifications for contracts, conduct reverse auctions for ICs; develops commodity specifications; provide Project Officer (PO) and Contracting Officers Technical Representative (COTR) services; provide technical assistance to NIH ordering offices, bidders and contractors on the acquisition of equipment, supplies and technical services. Upon request, they will evaluate bids/proposals to verify compliance with the specifications. They're also available for technical evaluation panels as well. If you need assistance with any of the above services please call William Brown on 301-435-3916 or via email at BrownW@od.nih.gov.

GREEN IS GOOD

So your favorite color isn't green you say? Well, neither is it mine, however, I have taken note lately of someone in OLAO who does seem to like the color green. In fact, Mr. Mark Minnick, Chief of the Transportation Fleet Services Section here at NIH, has been promoting "Green" (as in Green Initiatives) for almost a decade now! As the responsible manager of NIH's large fleet of vehicles, Mark has been given the unenviable task of implementing Executive Order 13149, 13423 and Energy Policy Act 2005; all mandating the "greening of the fleet."

In 1999 EO 13149 mandated we reduce annual petroleum consumption fleet-wide at least 20 % by the end of FY 2005. NIH has reduced its consumption by 37.4%! The EO also mandated 75% of all vehicle acquisitions be Alternative Fuel Vehicles (AFV). Over 50% of our fleet of 281 vehicles are currently AFV, including 100% of the vehicles we purchased in FY08.

In 2005 EO 13423 mandated that by the end of FY2015 we reduce the fleet's total consumption of petroleum products by 2 percent annually; in just the past three years we have reduced total consumption by over 35%. The EO also mandated that we increase total fuel consumption that is non-petroleum-based by 10% annually. We have in fact increased it by some 32% in the past three years, once again exceeding the mandate.

And our efforts do not stop with the mandates ... we are looking at several initiatives for the future to include continuing the recycling of motor oil, rightsizing of the fleet, bi-annual emission inspections, improved vehicle maintenance, use of vapor recovery dispensers, purchase of AFV hybrid vehicles, and the implementation of a GPS tracking system for over-all fleet analysis.

So you can see why our Fleet Vehicle Section feels "Green is Good", for their efforts have truly made a difference in a significant way, to the point where NIH sets the standard for all other fleets within HHS.



NITAAC NEWS

NITAAC is pleased to announce the implementation of NITAAC's HelpDesk

In a continuing effort to provide better customer service The National Institutes of Health Technology Acquisition and Assessment Center (NITAAC), is pleased to announce the opening of NITAAC's Help Desk.

The Help Desk staff will be available to answer any questions you may have about NITAAC's procedures, operations, policies, and requirements. If the staff cannot answer your question immediately, it will forward your call to another member of the staff who can.

NITAAC invites you to call the Help Desk staff at any time during regular business hours with your questions or concerns. The help desk number is 1-888-773-6542.

Improved customer service by allowing a NITAAC's Customer Service Agent (NCSA) and customer to jointly navigate websites; both agent and customer browsers are synchronized (i.e., an agent can fill out a form while the customer observes). Improve likelihood of first contact resolution because the contact is routed directly to most qualified agent

Through NITAAC's Help Desk tools, NITAAC's Customer Service Agents (NCSAs) are better equipped to serve customers. NCSAs have at their fingertips scripts and Frequently Asked Questions (FAQs), as well as customized customer information. NCSAs can guide customers through the company's website using Web Collaboration tools or send the customer URLs and pertinent information in real-time. NITAAC's HelpDesk routes callers to the best skilled NCSA available at the time of the customers call. NITAAC's HelpDesk allows NCSAs to directly interact with customers and direct their browsers to online forms, URLs, or general information

NITAAC's HelpDesk allows a customer or vendor to choose the method of contact most convenient to them. Customers can "call in" to NITAAC's HelpDesk via phone, fax, e-mail, or the company's website. They can leave a voice e-mail, wait in queue for the next available customer service agent, or they can request a call back from an agent. Customers can be flagged according to a preset priority level and treated accordingly.

Scheduled Web Call Backs-When a caller selects the Web Call Back option, they will be prompted for the best time to receive the call back. This option can be immediate or some time in the future allowing the caller to choose the time that best meets their needs.

NITAAC's HelpDesk provides Institutes and Centers a hosted call center solution. There is no costly hardware, software, or infrastructure to manage because the entire solution is based on SaaS, or Software as a Service. NITAAC's Help-Desk Operation's has partnered with Verizon to provide a robust solution that highlights the following features:

- Call Recording
- Call Monitoring
- Call Routing
- Call Reports

Multi-channel support- Voice, E-mail, Chat, Fax, Web Callback



In addition to the comprehensive feature set, NITAAC's HelpDesk is a web-based platform and therefore can be accessed remotely by customers and vendors.

SF-44's

Comprehensive Review of SF-44 Procurement Mechanism Underway

Do you use the SF-44 Purchase Order, Invoice, Voucher procurement mechanism? If so, in the near future, you will receive an email requesting information about your use of this procurement mechanism.

SF-44 Notes: Did you know...

- The SF-44 may only be used if all of the following conditions are satisfied:
 - (1) The amount of the purchase is at or below your delegated authority (this is \$1,500 for most SF-44 issuers with some having authority NTE \$2,500).
 - (2) The supplies or services are immediately available.
 - (3) One delivery and one payment will be made.
 - (4) Its use is determined to be more economical and efficient than use of other simplified acquisition procedures.

The SF-44 is never to be used to reimburse an employee. The SF-44 is a procurement mechanism subject to the Federal Acquisition Regulations (FAR); the Department of Health and Human Services Acquisition Regulations (HHSAR); and local NIH policies and procedures. *Use of the SF-44 to reimburse an employee is an illegal ratification of an unauthorized commitment.*

- SF-44 Books must be kept under lock and key at all times!

Should you have any questions please call the Simplified Acquisition Help Line at 301.496.0400 or send an email to SimplifiedAcquisitionHelp@od.nih.gov



IT'S THAT TIME AGAIN!!!

2009 Simplified Acquisition Symposium Planning is Underway!!

Save the Date!! The next Simplified Acquisition Symposium is scheduled for April 22, 2009!

We are looking for volunteers to plan and execute next years' symposium. If you are interested in planning or helping out on the day of the event, please let us know by sending an email to SimplifiedAcquisition-Help@od.nih.gov



CHANGES IN THE DIVISION OF FINANCIAL ADVISORY SERVICES

The Division of Financial Advisory Services (DFAS) is pleased to announce that it has permanently filled its three vacant management positions. Dan Milstead has accepted the position of Deputy Division Director; Craig Herndon has accepted the position of Special Review Branch Chief; and Ray Woodruff has accepted the position of Indirect Cost Branch Chief. Combined, the new managers have 47 years of audit experience in DFAS. The new managers would like to share with you their excitement and desire to provide timely and quality services to the acquisition community. Please visit DFAS's web page at <http://oamp.od.nih.gov/dfas/dfas.asp> to learn more about the services provided by DFAS.



A JOB WELL DONE

NIH'S Head of the Contracting Activity (HCA) Sends Thanks and Wishes!!

Happy New Year to All—Once again it's that time for you to congratulate yourselves for a job extremely well done. Once again you've come through for the NIH by demonstrating your expertise, commitment and professionalism. Every FY you're faced with what may seem insurmountable challenges—but each year you come through with flying colors. This year was no exception. Thank you for all of your efforts and I'm wishing you the best in FY09.

Diane J. Frasier

Head of the Contracting Activity and
Director, Office of Acquisition and Logistics Management, OM, NIH



ACQUISITION TRAINING SCHEDULE

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.](#)

2609 Federal Supply Schedules

Date	Times	Location	Cost	Cancellation Date
Jan 13, 2009	9:00am-12:00pm	6120 EPS	\$295	Dec 19, 2008
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

2611 Buying from Businesses On The Open Market

Jan 12, 2009	9:00am-12:00pm	6120 EPS	\$295	Dec 19, 2008
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

2617 Price Reasonableness in Simplified Acquisitions

Dec 8, 2008	8:30am-12:00pm	6120 EPS	\$325	Nov 16, 2008
Feb 9, 2009	8:30am-12:00pm	6120 EPS	\$325	Jan 25, 2009
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

Jan 12, 2009	1:00pm-4:00pm	6120 EPS	\$295	Dec 19, 2008
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

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>
Nov 17, 2008 Day 1	8:30am-4:00pm	6120 EPS	\$1595	Oct 26, 2008
Nov 18, 2008 Day 2	8:30am-4:00pm	6120 EPS	"	Oct 26, 2008
Nov 19, 2008 Day 3	8:30am-4:00pm	6120 EPS	"	Oct 26, 2008
Nov 20, 2008 Day 4	8:30am-4:00pm	6120 EPS	"	Oct 26, 2008
Nov 21, 2008 Day 5	8:30am-4:00pm	6120 EPS	"	Oct 26, 2008
=====				
Dec 15, 2008 Day 1	8:30am-4:00pm	6120 EPS	\$1595	Nov 23, 2008
Dec 16, 2008 Day 2	8:30am-4:00pm	6120 EPS	"	Nov 23, 2008
Dec 17, 2008 Day 3	8:30am-4:00pm	6120 EPS	"	Nov 23, 2008
Dec 18, 2008 Day 4	8:30am-4:00pm	6120 EPS	"	Nov 23, 2008
Dec 19, 2008 Day 5	8:30am-4:00pm	6120 EPS	"	Nov 23, 2008
=====				
Jan 12, 2009 Day 1	8:30am-4:00pm	6120 EPS	\$1595	Dec 21, 2009
Jan 13, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Dec 21, 2009
Jan 14, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	Dec 21, 2009
Jan 15, 2009 Day 4	8:30am-4:00pm	6120 EPS	"	Dec 21, 2009
Jan 16, 2009 Day 5	8:30am-4:00pm	6120 EPS	"	Dec 21, 2009

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>
Feb 9, 2009 Day 1	8:30am-4:00pm	6120 EPS	\$1595	Jan 8, 2009
Feb 10, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Jan 8, 2009
Feb 11, 2009 Day 3	8:30am-4:00pm	6120 EPS	"	Jan 8, 2009
Feb 12, 2009 Day 4	8:30am-4:00pm	6120 EPS	"	Jan 8, 2009
Feb 13, 2009 Day 5	8:30am-4:00pm	6120 EPS	"	Jan 8, 2009
=====				
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
=====				
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
=====				
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

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>
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

ACQUISITION TRAINING SCHEDULE

9512 NIH Purchase Card Training (NBS)

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Dec 11, 2008 Day 1	8:30am-4:30pm	6120 EPS	\$775	Nov 19, 2008
Dec 12, 2008 Day 2	8:30am-4:30pm	6120 EPS	"	Nov 19, 2008
=====				
Jan 20, 2009 Day 1	8:30am-4:30pm	6120 EPS	\$775	Dec 29, 2008
Jan 21, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Dec 29, 2008
=====				
Feb 17, 2009 Day 1	8:30am-4:30pm	6120 EPS	\$775	Jan 16, 2009
Feb 18, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Jan 16, 2009
=====				
Feb 19, 2009 Day 1	8:30am-4:30pm	6120 EPS	\$775	Jan 18, 2009
Feb 20, 2009 Day 2	8:30am-4:30pm	6120 EPS	"	Jan 18, 2009
=====				
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

(continued)

ACQUISITION TRAINING SCHEDULE

(CONTINUED)

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
=====				
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
=====				

)

ACQUISITION TRAINING SCHEDULE

(CONTINUED)

5513 Negotiation Techniques for Simplified Acquisitions

(New Class)

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Jan 15, 2009	9:00am-4:00pm	6120 EPS	\$375	Dec 24, 2008
Mar 4, 2009	9:00am-4:00pm	6120 EPS	\$375	Feb 3, 2009
May 7, 2009	9:00am-4:00pm	6120 EPS	\$375	Apr 6, 2009
Jul 15, 2009	9:00am-4:00pm	6120 EPS	\$375	Jun 14, 2009

5514 Appropriations Law for Simplified Acquisitions

(New Class)

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Jan 16, 2009	8:30am-12:00pm	6120 EPS	\$250	Dec 25, 2008
Mar 5, 2009	8:30am-12:00pm	6120 EPS	\$250	Feb 4, 2009
May 8, 2009	8:30am-12:00pm	6120 EPS	\$250	Apr 7, 2009
Jul 16, 2009	8:30am-12:00pm	6120 EPS	\$250	Jun 15, 2009

ACQUISITION TRAINING SCHEDULE

(CONTINUED)

5512 Purchase Orders for Professional Services (Refresher)

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Jan 22, 2009	8:30am-4:00pm	6120 EPS	\$350	Dec 31, 2008
=====				
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)

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

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Dec 4, 2008 Day 1	8:30am-4:00pm	6120 EPS	\$610	Nov 12, 2008
Dec 5, 2008 Day 2	8:30am-4:00pm	6120 EPS	"	Nov 12, 2008
=====				
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

(continued)

ACQUISITION TRAINING SCHEDULE

(CONTINUED)

5511 Introduction to NBS Buyer Acquisitions (continued)

Date	Times	Location	Cost	Cancellation Date
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

5510 Intermediate NBS Buyer Acquisitions (Refresher)

Date	Times	Location	Cost	Cancellation Date
Dec 8, 2008	8:30am-4:00pm	6120 EPS	\$350	Nov 16, 2008
Apr 24, 2009	8:30am-4:00pm	6120 EPS	\$350	Mar 23, 2009

9515 NIH Buyer Contracts (NBS)

Date	Times	Location	Cost	Cancellation Date
Nov 19, 2008 Day 1	8:30am-400pm	6120 EPS	\$815	Oct 28, 2008
Nov 20, 2008 Day 2	8:30am-4:00pm	6120 EPS	"	Oct 28, 2008
Nov 21, 2008 Day 3	8:30am-4:00pm	6120 EPS	"	Oct 28, 2008
Jan 26, 2009 Day 1	8:30am-4:00pm	6120 EPS	\$815	Jan 4, 2009
Jan 27, 2009 Day 2	8:30am-4:00pm	6120 EPS	"	Jan 4, 2009
Jan 28, 2009 Day 4	8:30am-4:00pm	6120 EPS	"	Jan 4, 2009

(continued)

ACQUISITION TRAINING SCHEDULE

(CONTINUED)

9515 NIH Buyer Contracts (NBS) (continued)

Date	Times	Location	Cost	Cancellation Date
Mar 24, 2009 Day 1	8:30am-4:00pm	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
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
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
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

The OALM Acquisition Newsletter will be published six (6) times in 2008. 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 Cynthia Henderson at the email address above, For future issues, 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