SEPTEMBER / OCTOBER 2009

The Office of Acquisition and Logistics Management (OALM) Newsletter

http://olao.od.nih.gov

Simplified Acquisition Helpline

(301) 496-0400

Simplified

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Creditcard@od.nih.gov

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NITAAC DELIVERS PERSONALIZED CUSTOMIZED TRAINING SESSIONS FOR IT SOLUTIONS

Acquisition officers and professionals who purchase IT products and services can now learn about a new more streamlined acquisition process through training sessions now being offered by the NIH Information Technology Acquisition & Assessment Center (NITAAC).

The training sessions reach out to customers and provide them with the critical information they need to utilize the organization's three Government-Wide Acquisition Contracts (GWACs).

The training is customized and delivered at the customer's request for large or small groups. The NITAAC team will walk contract officers, contract specialists, administrative officers, purchase agents and others through the entire ordering process answer questions or address any issues they may have.

"We feel that working one-on-one with contract professionals and users is the best way for them to see first-hand the program features, ease of use and overall system functionality," says NITAAC Deputy Program Director Rob Coen.

The training sessions are part of NITAAC's plan to adopt a new business model that is more customer-focused and offers solutions to meet all IT product and services needs.

NITAAC is the only agency that offers three GWACs that can satisfy all IT hardware, software and services areas.

The GWACS are:

The IT Products Contract (ECS III)
The contract is for delivery orders that focus on hardware, software, maintenance and support services. The 10 year IDIQ contract is valued at $6 billion with firm fixed pricing. The pre-competed contract prices are below GSA's. The customer can also choose to add additional terms and conditions at the delivery order level and include warranty and maintenance.

The IT Services Contract (CIO-SP2*i*)
The contract is for task orders that provide services in support of IT solutions. Its task order durations range from three months to five years, and the awards range from $10,000 to $10 million. The task orders are awarded in 30 days or less and features an end-to-end ordering process. The source selection process is already completed with pre-negotiated labor rates that can possibly go even lower.

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NITAAC DELIVERS PERSONALIZED CUSTOMIZED TRAINING SESSIONS FOR IT SOLUTIONS (CONTINUED)

The IT Imaging Contract (IW2*nd*)
The contract is highly specialized for imaging products and services. The 10-year IDIQ contract is valued at $15 billion and utilizes delivery and task orders. It helps customers implement the imaging technology requirements in three areas: business, medical sciences and geographical information system/scientific technology.

There are several benefits to using NITAAC's GWACS:

It is quick. Request for Quotes (RFQ) can be turned around in as few as three days.

It is easy to use with a streamlined, end-to-end electronic ordering process.

It gets the best pricing. Vendors compete to offer the lowest prices.

It stays within Federal regulations because the GWACS are FAR part 16 compliant.

It provides access to pre-qualified vendors with guaranteed competition.

Orders that are less than $10 million can't be protested.

If you would like to request a training session on one or more of the NITAAC GWACs, please contact NITAAC organizer Lisa Griffin (email: lisa.griffin@nih.gov).

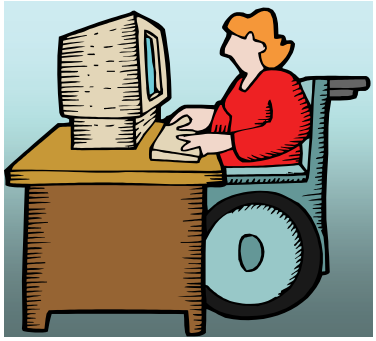
Once customers go through the training, they will see how simple and effective NITAAC's ordering system is to use. They will also learn that they get what they want quickly and without complications through NITAAC's revised and improved RFQ and Request for Proposal systems.

The training will make users aware of how the more customer-focused approach will improve each user's experience. Customers can call the Customer Support Center at 1-888-773-6542 or email the center at NITAAChelpdesk@mail.nih.gov 24 hours a day to get specialized attention to their own needs.

Through these new training sessions, customers will learn how simple NITAAC's process is to use and that it offers an array of services that can be used seamlessly through its three GWACS.

ENTERING ARRA AWARDS INTO DCIS

Requirements for Entering ARRA Awards into DCIS



- ICs must ensure that all reporting related to the Recovery Act is complete and accurate.
- Use of all ARRA funding must be reported through DCIS/ FPDS. **ICs are encouraged to use PRISM to access DCIS**.

Treasury Account Symbol (TAS)

- When entering data in DCIS on any action (including modifications) funded by the Recovery Act, ICs must enter the Treasury Account Symbol (TAS) in the Description of Requirement field (DCIS Item 6M). The TAS code should be entered with TAS::preceding the code and ::TAS following the code. The code itself should have spaces between the segments, i.e., Agency code (2 characters) would be entered followed by a space then the Account code (4 characters). The entry would appear as follows: TAS::XX XXXX::TAS
- Add the words: "**Recovery Act**" to the Description of Requirements field immediately following the TAS.

Please see Attachment G on the OAMP-DAPE website under the "Recovery Act" Guidance located at http://oamp.od.nih.gov/Division/DAPE/dape_links.asp

NIH BLANKET PURCHASE AGREEMENTS (BPA) LISTS AVAILABLE ONLINE!

Lists 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.

THE ELECTRONIC INVOICING ERA HAS ARRIVED AT NIH!

On Wednesday, October 7 NIH took a huge step towards streamlining the vendor pay process. On that morning Technical Resources, Inc. (1107821) submitted five invoices—the first invoices to be submitted electronically to NIH using the Oracle iSupplier Portal as part of the Electronic Vendor Invoicing Program (eVIP).

This accomplishment is the result of the hard work from dozens of individuals. Key to this effort was the NIH Vendor Points of Contact (POCs), who continue to act as the primary bridge between the pilot group of vendors and the eVIP Extended Project Team, assisting with vendor on-boarding, trouble shooting, and coordination. The esteemed group of NIH Vendor POCs includes Phyllis Exum and Susan Windsor from NIA, Monica Gibson and George Kennedy from NCI, Darlene Lee and Barbara Wilson from NEI, and Max Kimpson from NLM.

While only two vendors, Technical Resources, Inc. (1107821) and Emergint Technologies, Inc. (1109275) are currently provisioned to invoice electronically, in the coming months and years the goal is to on-board the majority of vendors that do business with the agency. The transparency and efficiencies created with the iSupplier should significantly enhance communication and the business relationship between NIH and its vendors.

Stay tuned for more information in the coming weeks and months about the long term vendor rollout. For more information on eVIP please visit the Acquisitions Community Page.

GREEN PURCHASE TRAINING REQUIRED EVERY TWO (2) YEARS

This is a reminder that all 1102s and 1105s are required to take Green Purchasing Training every two years. Because we must report on the percent of such staff that have completed this training, my office maintains a database to track this. The database is web-accessible at http://oampintranet.od.nih.gov/GreenPurchasing/GPSearch.asp. We now have the database 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 two options for getting the training – an online class through the Federal Acquisition Institute – CLC 046 Green Procurement, or by reviewing the Federal Environmental Stewardship web-page. In either case, in order to confirm your completion you need to report back to our office so that we can add you 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 Federal Environmental Stewardship webpage). Also note that attending the Federal Environmental Symposium counts as Green Purchasing Refresher training. If you attended but aren't in the database, you can get credit by e-mailing Kim with a cc to your supervisor stating your dates of attendance.

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, 2008 and Dec. 31, 2009, 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.

Carl Henn

NIH Acquisition Career Manager

REPORTING REQUIREMENTS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT

There are specific reporting requirements for the Government Contracting Officer who obligates and the Contractors who receive ARRA funded awards. Below is a summary which explains the reporting requirements of ARRA awards for both the contracting officer (or Approving Official) and the contractor.

Registration in www.FederalReporting.gov is required.

Reporting Cycle: for each of the four quarters, the initial reporting dates are as follows:

- Oct. 10
- Jan. 10
- April 10
- July 10

Who must register?

- Contracting Officers (COs) awarding contract actions (contracts, orders, modifications, etc.) funded wholly or in part with ARRA funds
  - Necessary to monitor submission of reports and conduct review
- Contractors (Prime Recipients) in accordance with FAR 52.204-11
  - Must be registered in Central Contractor Registration (CCR) database
  - Contractors are also responsible for reporting for first-tier subcontractors
- Registration prior to Oct. 1 recommended for contractors and COs

Reporting Process/Data Quality Review

Days 1 – 10

* Contractors submit reports
* Deadline is midnight Pacific Time on the 10th
* Report must be entered as an Initial Submission otherwise contractor considered non-compliant (only Draft Submission submitted)
* After Day 10, new initial reports require a justification for lateness (online) – only in rare instances
* No new initial reports accepted after Day 21

(Continued)

ARRA REPORTING REQUIREMENTS (CONTINUED)

Days 11-21

* Contractors may make corrections
* COs shall review database to validate that report was submitted
  * CO may review report for significant errors and material missions. If identified, CO shall notify the contractor offline of any significant errors and/or material omissions. The CO must document the nature of the significant error and/or material omission and retain this document in the contract file.
* Upon completion of Day 21, reports become locked and transitioned to Final Submission Status Phase

Days 22-26

* COs shall document their review of the contractors report on the Checklist for Contractor Reports (available at: http://oamp.od.nih.gov/ContractToolBox/ARRA/ARRA.asp).
* CO shall review report for significant errors and material omissions. If the CO identifies significant errors and/or material omissions, the CO must include his/her comments on the nature of the significant error(s) and/or material omission(s) on the Checklist for Contractor Reports.
* The CO's comment(s) on the contractor's report shall not be submitted in www.FederalReporting.gov until approval has been received on the Checklist for Contractor Reports at least one level above the CO.
* CO must comment on report to unlock report for contractor edits
  * If no comment, CO shall indicate that the report was reviewed with no comments
* Comments are made at the report level not on individual data elements
  * Comments should be as specific as possible
* System will notify contractor of comment(s) received and will trigger a notification to the original comment submitter
  * Notification is sent from DoNotReply@FederalReporting.gov to the User's email address
* Although COs may submit comments through Day 29, COs are encouraged to submit comments by the 26th to allow time for Contractor edits
* System does not require the contractor to make corrections or for the CO to approve of the report before system finalizes it
* Notational status of review available to public:
  - Reviewed with No Comments
  - Reviewed with Comments,
  - Not Reviewed, or
  - Reviewed and Resubmitted

Days 27-29

* Contractor may make corrections to report

Day 30

* System posts all reports as final and makes information available to public at www.Recovery.gov – Report considered Published

(Continued)

Contractors may not change a report after Day 29 but may update and revise information in the next quarterly report since the reports are cumulative.

Significant error - data that is not reported accurately and where such erroneous reporting results in significant risk that the public will be misled or confused by the contractor's report. Examples of significant errors include, **but are not limited to:**

- The cumulative invoiced amount reported is in excess of the obligation;
- The contractor incorrectly selects *fully complete*, to describe an incomplete project; or;
- The contract award/obligation amount was for a relatively small dollar amount, such as $100,000, and the contractor reports the number of jobs created and retained cumulatively as 100,000.

Material omission is defined as data that is not responsive to a specific data element. When reviewing for material omissions, the agency reviewer should do so with the goals of transparency in mind. For instance, where the contractor is required to provide a narrative description, it must be sufficiently clear to facilitate understanding by the general public.

Note: www.FederalReporting.gov will provide the entire report, including comments, responses, and report revisions to the Recovery Accountability and Transparency Board who will determine how report information will be publicly displayed.

Helpful links: https://www.federalreporting.gov/federalreporting/downloads.do#docs
http://www.whitehouse.gov/omb/recovery_faqs_contractors/
http://www.whitehouse.gov/omb/recovery_faqs/

*** See Office of Federal Procurement Policy (OFPP) Memorandum titled "Interim Guidance on Reviewing Contractor Reports on the Use of Recovery Act Funds in Accordance with FAR Clause 52.204-11" dated Sept. 30, 2009 for more details.**

ARRA Oversight

The Office of Acquisitions and Logistics Management (OALM) has developed a spreadsheet titled "IC Review of Contractor Reports Summary Sheet" to document the review of contractor reports.

Guidance on Completing the IC Review of Contractor Reports Summary Sheet

- OALM will pre-populate this spreadsheet with the ARRA Contract Number/Order Number, Contractor Name, Requirement Title and Buyer/CO for all ARRA contracts and orders funded in whole or in part with ARRA funds.
- Within three (3) business days after the close of each quarterly reporting process (i.e. after Oct. 30, 2009), the pre-populated spreadsheet shall be e-mailed to each OA Director with copies to the respective IC Point-of-Contacts and the IC Executive Officers.
- Each OA Director and/or their IC Points-of-Contact shall coordinate with their IC Executive Officer or his/her designee to complete the spreadsheet.
- The IC Executive Officer or his/her designee and OA Director shall certify on the spreadsheet that all buyers and contracting officers who have awarded ARRA contract actions validated in www.FederalReporting.gov that the contractor submitted their report and, if so, identified whether or not there were any significant errors and or material omissions.
- The completed, certified spreadsheet shall be due to OALM within ten (10) days of the request for information.

40 HOURS REFRESHER TRAINING REQUIRED FOR SIMPLIFIED ACQUISITION STAFF

Got a Purchase Card with authority over $3,000 or some other Simplified Acquisition warrant? Are you a GS-1105 or 1106? Are you an Approver in a Delegated office? Then you need to get 40 hours (40 continuous learning points or CLPs) of skills currency between January 1, 2008, and December 31, 2009. If you don't get your 40 hours, then your acquisition certification expires and you will need to reapply. Further, any warrant based on that certification will be revoked.

The rules are posted at: http://oamp.od.nih.gov/Division/acp/SkillsCurrency/ContinuousLearning.asp.

All work related training counts, as does certain other activities such as approved self directed study and on-the-job experiential assignments.

Our old guidance said that you should be tracking your hours in ACMIS. But ACMIS doesn't have a function designed for tracking the simplified acquisition training requirement, so we are substituting a different mechanism. When you have completed 40 CLPs of training, send an e-mail to RefresherTraining@mail.nih.gov with a cc to your supervisor listing the training, date and hours.

This *sample* e-mail shows how easy this documentation process is:

From: Joe Turner [Employee]

To: RefresherTraining@mail.nih.gov

Cc: Sam Malone [Supervisor]

Subject: Mandatory Refresher Training

I am e-mailing you with a cc to my supervisor to document completion of 40 CLPs of training for 2008-2009 for staff with simplified acquisition responsibilities. My training was comprised of the following:

Title	Date	Hours
Green Purchasing	1/3/2008	2
Security Training	2/9/2008	1
Ethics Training	4/22/2008	1
Section 508 Training	5/13/2008	1
Change Management	1/7/2009	8
Intro to Excel	8/9/2009	8
Federal Supply Schedules	11/3/2009	3
Consolidated Purchasing Through Contracts	7/13/2009	3
Appropriations Law for Simplified Acquisitions	4/4/2009	6 ½
Price Reasonableness in Simplified Acquisition	3/14/2009	3
Negotiation Techniques for Simplified Acquisition	8/4/2009	6 ½
Buying from Businesses on the Open Market	9/9/2009	3
Simplified Acquisition Pathways to Knowledge Lecture Series	6/24/2009	2

Joe Turner

ACQUISITION TRAINING SCHEDULE

2609 NIH Federal Supply Schedule (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
November 03, 2009	1:00 PM—-4:00 PM	6120 Executive Plaza South	$315	October 18, 2009
January 04, 2010	1:00 PM—-4:00 PM	6120 Executive Plaza South	$315	December 13, 2009
February 02, 2010	1:00 PM—-4:00 PM	6120 Executive Plaza South	$315	January 11, 2010
March 08, 2010	1:00 PM—-4:00 PM	6120 Executive Plaza South	$315	February 21, 2010

2610 NIH Consolidated Purchasing Through Contracts (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
November 03, 2009	9:00 AM —-12:00 PM	6120 Executive Plaza South	$315	October 18, 2009
January 04, 2010	9:00 AM —-12:00 PM	6120 Executive Plaza South	$315	December 20, 2009
February 02, 2010	9:00 AM —-12:00 PM	6120 Executive Plaza South	$315	January 18, 2010
March 08, 2010	9:00 AM —-12:00 PM	6120 Executive Plaza South	$315	February 21, 2010

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

Dates	Times	Location	Cost	Cancellation Date
November 02, 2009	9:00 AM —- 12:00 PM	6120 Executive Plaza South	$315	October 11, 2009
January 05, 2010	9:00 AM —-12:00 PM	6120 Executive Plaza South	$315	December 14, 2009
February 01, 2010	9:00 AM —-12:00 PM	6120 Executive Plaza South	$315	January 10, 2010
March 09, 2010	9:00 AM —-12:00 PM	6120 Executive Plaza South	$315	February 15, 2010

ACQUISITION TRAINING SCHEDULE

2617 NIH Price Reasonableness Simplified Acquisition (3.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
November 02, 2009	1:00 PM—-4:30 PM	6120 Executive Plaza South	$325	October 18, 2009
January 05, 2010	1:00 PM—-4:30 PM	6120 Executive Plaza South	$325	December 14, 2009
February 01, 2010	1:00 PM—-4:30 PM	6120 Executive Plaza South	$325	January 10, 2010
March 09, 2010	1:00 PM—-4:30 PM	6120 Executive Plaza South	$325	February 15, 2010

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

Dates	Times	Location	Cost	Cancellation Date
December 11, 2009	8:30 AM —-4:00 PM	6120 Executive Plaza South	$365	November 19, 2009
February 19, 2010	8:30 AM —-4:00 PM	6120 Executive Plaza South	$365	January 28, 2010

5512 NIH Professional Services (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
February 03, 2010	8:30 AM —-4:00 PM	6120 Executive Plaza South	$365	January 12, 2010

5513 Negotiation Techniques for Simplified Acquisition (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
November 04, 2009	9:00 AM —-4:00 PM	6120 Executive Plaza South	$390	October 13, 2009
December 17, 2009	9:00 AM —-4:00 PM	6120 Executive Plaza South	$390	December 02, 2009
January 08, 2010	9:00 AM —-4:00 PM	6120 Executive Plaza South	$390	December 17, 2009
February 03, 2010	9:00 AM —-4:00 PM	6120 Executive Plaza South	$390	January 12, 2010
March 10, 2010	9:00 AM —-4:00 PM	6120 Executive Plaza South	$390	February 16, 2010

ACQUISITION TRAINING SCHEDULE

5514 Appropriations Law for Simplified Acquisitions (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
November 05, 2009	9:00 AM— 4:00 PM	6120 Executive Plaza South	$390	October 21, 2009
December 18, 2009	9:00 AM— 4:00 PM	6120 Executive Plaza South	$390	December 03, 2009
January 22, 2010	9:00 AM— 4:00 PM	6120 Executive Plaza South	$390	December 31, 2009
February 04, 2010	9:00 AM— 4:00 PM	6120 Executive Plaza South	$390	January 13, 2010
March 11, 2010	9:00 AM— 4:00 PM	6120 Executive Plaza South	$390	February 17, 2010

5515 Buyer Acquisition (Refresher) (14 CLPs)

Dates	Times	Location	Cost	Cancellation Date
December 17 & 18, 2009	8:30 AM— 4:00 PM	6120 Executive Plaza South	$640	November 25, 2009
March 25 & 26 2009	8:30 AM— 4:00 PM	6120 Executive Plaza South	$640	March 03, 2010

8801 Writing Statements of Work (15 CLPs)

Dates	Times	Location	Cost	Cancellation Date
November 09 & 10, 2009	8:30 AM— 4:30 PM	6120 Executive Plaza South	$610	October 25, 2009
January 13 & 14, 2010	8:30 AM— 4:30 PM	6120 Executive Plaza South	$610	December 22, 2009

ACQUISITION TRAINING SCHEDULE

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

Dates	Times	Location	Cost	Cancellation Date
October 28 & 29, 2009	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	October 13, 2009
November 9 & 10, 2009	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	October 18, 2009
December 14 & 15, 2009	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	November 22 , 2009
January 19 & 20, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	December 28, 2009
January 21 & 22, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	December 30, 2009
February 01 & 02, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	January 10, 2010
February 04 & 05, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	January 13, 2010
March 01 & 02, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	February 07, 2010
March 04 & 05, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$800	February 10, 2010

9513 Simplified Acquisition & Delegated Procurement

Five (5) Day Class! (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Nov 02 Thru Nov 06, 2009	8:30 AM—4:00 PM	6120 Executive Plaza South	$1610	October 11, 2009
Jan 25 Thru Jan 29, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$1610	January 03, 2010
Feb 20 Thru Feb 26, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$1610	January 21, 2010
Mar 29 Thru Apr 02, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$1610	March 07, 2010

ACQUISITION TRAINING SCHEDULE

9515 Buyer Contracts (21 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Dec 14 Thru Dec 16, 2009	8:30 AM—4:00 PM	6120 Executive Plaza South	$935	November 29, 2009

9516 Internal & External Requisitioner (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
November 06, 2009	8:30 AM—4:00 PM	6120 Executive Plaza South	$405	October 22, 2009
January 15, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$405	December 30, 2009
February 05, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$405	January 21, 2010
March 08, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$405	February 21, 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. NBS/Prism approvers and buyers in Delegated offices should take Course Number 9513 "Simplified Acquisition & Delegated Procurement".**

Dates	Times	Location	Cost	Cancellation Date
February 18, 2010	8:30 AM—4:00 PM	6120 Executive Plaza South	$795	January 17, 2010
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/

Simplified Acquisition Training Symposium to be Convened June 2, 2010

Mark your calendars now for the 2010 Simplified Acquisition Symposium! This 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. If you are interested in volunteering please send an email to co-coordinators Nic D'Ascoli or Vanessa Palacios. In your email please state your experience with planning and executing a large event. Also, let us know on which subcommittee you would like to serve.

The Subcommittees include: Plenary Session; Workshops; Logistics; Facilities; Catering; Registration; and Communications.

有り難う
ありがとう

("Thank you" in Japanese)

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 articles that are related to acquisition. We will do our best to include such articles in future editions of the OALM Newsletter.

OALM invites your comments and suggestion for future articles. Please address all correspondence to the editors (in alphabetical order): 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 Annette Romanesk 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.