



The Office of Acquisition and Logistics Management Newsletter



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Purchase Card Program

[Simplified Acquisition Helpline](#)
 (301) 496-0400
[Purchase Card Helpline](#)
 (301) 435-6606
[BPA Helpline](#)
 (301) 496-5212

OALM/OLAO
[Div 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

REMINDER OF PURCHASE CARDHOLDER AND CAO RESPONSIBILITIES

An NIH Purchase Cardholder recently pleaded guilty to theft of over \$100,000 in government funds. This individual used their NIH Purchase Card for more than 250 unauthorized purchases between 2009-2010. The majority of the items purchased were shipped to a personal residence.

Annually, NIH completes over 480,000 purchase card transactions and spends over \$320,000,000. The majority of our purchase card transactions are legitimate purchases and support the NIH mission, however, this case illustrates the importance of the responsibilities of all NIH Purchase Cardholders and Card Approving Officials (CAOs). Purchase Cardholders and CAOs are responsible for ensuring that all transactions processed on the government issued purchase card are legal, proper, mission essential and in accordance with both HHS and NIH Purchase Card policies. Failure to do so shall result in disciplinary actions for card misuse as well as criminal and/or civil penalties.

CAOs that may be in doubt about any purchases made by their respective Cardholder should question the transaction

with the Cardholder and follow up with their IC Purchase Card Coordinator or the Purchase Card Program Office as they deem necessary. The CAO must report any fraud, waste, abuse, or any unauthorized purchases. In addition, if a Cardholder disputes a transaction, the CAO must follow up to ensure that the dispute was resolved and the proper dispute paperwork is filed with the bank. Cardholders who fail to submit the dispute within the 90-day time frame may be held personally liable for the charge.

For more information regarding the key responsibilities of a Cardholder or Card Approving Official (CAO), please reference Section III in the NIH Purchase Card Supplement, Version 5.0 http://oamp.od.nih.gov/Division/SAPS/Acq/PCard/NIH_Purchase_Card_Supplement_V5-Dec2010.pdf. Please also see Section VII in the HHS Purchase Card Guide, Version 6.0 <http://oamp.od.nih.gov/Division/SAPS/Acq/PCard/HHSPCardGuideV6-Jul10.pdf> for guidance on fraud and misuse.

If you have any additional questions, please contact our office via email or by phone at (301) 435-6606.

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HHS APPROPRIATIONS LAW TOOL AVAILABLE

Department of Health and Human Services (HHS) has created a reference tool that is intended to assist HHS staff members — program, budget/finance, contracting, and legal — in developing and interpreting contractual requirements, whether

during initial formation and funding or when preparing and funding certain contract modifications. It will help HHS comply with federal appropriations law and pertinent Federal Acquisition Regulation (FAR) and HHS Acquisition Regulation

(HHSAR) requirements by providing access to source documents and other resources.

This reference tool is available at: <http://www.hhs.gov/asfr/ogapa/acquisition/contractfunding/index.html>

PURCHASING AND REPORTING PROPERTY USING THE PURCHASE CARD

When purchasing accountable and or sensitive property, purchase card holders must select an Expenditure Type (formally known as OC Code) that begins with 31**. This allows the items to be recorded and formally transferred into the NBS Property System

where the Property Custodial Officer can review and decal the item as accountable property if applicable. The following are acceptable forms of documentation to demonstrate that the cardholder reported the purchased property to their IC Property Custodian:

- The NBS P-Card Statement of Account with the 31 Expenditure type code (This is the monthly NBS NIH Purchase Card Report)
- The NBS property section on the log screen. (See **Entering Property Items using P-card Log in references**)
- If using POTS to transmit orders to NBS, the finalized 1861-9 Requisition Worksheet from POTS. The requisition must include the OC Code, Custodial Code, and Category Number to be acceptable.
- Written documentation (e.g., e-mail, memo etc.) from the property manager verifying that the property has been entered into the system.

*The cardholder must print out any of the above mentioned and include it in their monthly file.

Microscopes etc.) have the correct expenditure type beginning with 31**.

In addition, the Cardholder and the CAO should regularly review purchase transactions in NBS to ensure that items logged and described as property (such as computers, iPads, Kindles, LCD displays,

If you have any questions on whether an item is considered sensitive and/or accountable property, please consult with your IC Property Custodian.

Other References:

HHS Purchase Card Program Guide Version 6.0, Section V, Paragraph I “Property Accountability” for a partial list of Sensitive Items.

<http://oamp.od.nih.gov/Division/SAPS/Acq/PCard/HHSPCardGuideV6-Jul10.pdf>

Property Standard Descriptions available in the NIH Portal – Acquisition Community under NBS Acquisition Support Resources

https://my.nih.gov/portal/server.pt/community/nbs_acquisition/1057

Entering Property Items using P-card Log

https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/Job_Aids/P-Card/NBS%20Job%20Aid%20-%20Entering%20Property%20Items%20using%20P-card%20Logs.pdf

Personal Property management Guide – NIH Manual Chapter 26101-25-2

<http://oma.od.nih.gov/manualchapters/acquisitions/26101-25-2-2/>

WARRANTS ISSUED AGAINST SIMPLIFIED ACQUISITION CERTIFICATIONS A AND B ARE CHANGING

In October 2010, the Department undertook a review of the Simplified Acquisition Certification (SAC) program and temporarily put a hold on the issuance of all Simplified Acquisition Certifications. After many months of discussions and drafts, the Department issued new guidelines for the SAC program

within the July 2011 “Contracting Workforce Training and Certification Handbook.” [http://oamp.od.nih.gov/Division/acp/AcqCertification/ContractingWorkforceHandbookJuly2011\(ver3_2\).doc](http://oamp.od.nih.gov/Division/acp/AcqCertification/ContractingWorkforceHandbookJuly2011(ver3_2).doc)

So what does this mean to the Simplified Acquisition Community?

Article Continued on Pg. 3

Article Continued from Pg. 2

New Training Requirements for Simplified Acquisition Certifications:

There are a few minor changes for both SAC-A & B training requirements. In the past, Advanced Simplified Acquisition Procedures training *or* Appropriations Law training were acceptable for the issuance of a SAC-A. Going forward both Advanced Simplified Acquisition Procedures training *and* Appropriations Law training are required. The Appropriations Law training is the 16 CLP training course (classroom or on-line) made mandatory by the Department earlier this year. Also, evidence must now be provided that the NIH Simplified Acquisition & Delegated Procurement course is completed.

SAC Application Requirements:

The SAC application process and requirements have mostly remained unchanged. The SAC Application, Appendix N-2, found at the following URL: <http://oamp.od.nih.gov/Division/acp/AcqCertification/SAC.Form.August29th.doc.pdf> is to be completed and submitted to the following address: Simplified@mail.nih.gov for consideration. After review, those that meet the minimum standards will be forwarded to the next SAC Board. The next quarterly SAC Board will convene in early December 2011 (Date TBA). All applications will be due approximately one week prior.

Changes to Warrants issued against a SAC-A or SAC-B:

The major changes to the program affect the warrants that can be issued against SAC-A and SAC-B certifications. Note: the award of a Simplified Acquisition Certification does not guarantee issuance of a warrant. Warrants are issued where need is demonstrated and in accordance with FAR 1.603 and HHSAR 301.603. The warrant request process and Warrant application forms can be found at the following link: <http://oamp.od.nih.gov/Division/acp/Warrants/warrants.asp>

New Warrants issued against the new SAC standards will not exceed the levels identified below.

SAC-A:

- Delegation of Contracting Officer authority up to \$25,000 per transaction on the Open Market
- Delegation of Contracting Officer authority to place Task Orders for services against pre-

negotiated instruments (i.e. GSA and VA Schedules, GWACs, & IDCs) up to \$25,000 per transaction.

- Delegation of Contracting Officer authority to place Delivery Orders for products and equipment (no services/task orders) against pre-negotiated instruments (i.e. GSA and VA Schedules, GWACs, & IDCs), up to the limits stated within the vehicles or \$500,000 per transaction, whichever is less.

SAC -B:

- Delegation of Contracting Officer authority up to \$25,000 per transaction on the Open Market
- Delegation of Contracting Officer authority to place Task Orders for services against pre-negotiated instruments (i.e. GSA and VA Schedules, GWACs, & IDCs) and Open Market purchases up to \$150,000 per transaction.
- Delegation of Contracting Officer authority to place Delivery Orders for products and equipment (no services/task orders) against pre-negotiated instruments (i.e. GSA and VA Schedules, GWACs, & IDCs), up to the limits stated within the vehicles or \$500,000 per transaction, whichever is less.

Implementation:

The Acquisition Career Program Office will be conducting a review of all Warrants issued against Simplified Acquisition Certifications. Warrants that exceed the new SAC standards will be rescinded and replaced with Warrants that comply with the new standards.

Those Warrant holders affected by this review will be notified by the Acquisition Career Management Program, but unless and until your warrant is rescinded, your delegation of authority remains valid. Affected Warrant holders will be notified and asked to submit a short request form. The process of rescinding and replacing warrants will not start until after October 1st, 2011 and will be widely announced through the Delegated Acquisition Points of Contact for the Simplified Acquisition Community, the Offices of Acquisition as well as other channels. The Acquisition Career Management Program website will be updated soon with this process and additional information. For more information, please visit our website: (<http://oamp.od.nih.gov/Division/acp/AcqCertification/SimplifiedAcquisitionCertification.asp>)

GAO DIGEST

California E-Waste Recycling Fee is determined to be a tax for which appropriated funds are not available.

File: B-320998

Date: May 4, 2011

DIGEST

Appropriated funds are not available to pay the e-waste recycling fee assessed by the State of California against the Administrative Office of the United States Courts because the fee constitutes a tax, the legal incidence of which falls on the federal government as a vendee. While section 6001(a) of the Resource Recovery and Conservation Act of 1976 (RCRA), 42 U.S.C. § 6961(a), waives sovereign immunity from state and local requirements respecting hazardous waste disposal and management, including reasonable service charges such as permit fees, it does not waive immunity from taxation. Such a waiver must clearly and expressly confer the privilege of taxing the federal government. *Domenech v. National City Bank of New York*, 294 U.S. 199, 205 (1935). The e-waste recycling fee is not a regulatory fee constituting a “reasonable service charge” within the scope of section 6001(a) of RCRA, but is, instead, a vendee tax. Other states that have enacted e-waste recycling legislation impose the financial burden of e-waste recycling on manufacturers (vendors) of electronic products who then pass on this business cost to consumers through an increased purchase price for the products.

Q: What does this decision mean to me?

A: Should an invoice including such a tax be presented for payment, the tax amount shall be disallowed.

The full GAO decision may be viewed at: <http://www.gao.gov/decisions/appro/320998.htm>

BROWN BAG KNOWLEDGE SHARING SESSIONS

While there are a number of ways to promote knowledge sharing among an audience, one of the most commonly used forums are Brown Bag Sessions. OLAO's Lean Six Sigma Program Office has held several Brown Bag sessions to increase awareness surrounding performance improvement topics to the NIH community. The most recent Brown Bag session was delivered by PricewaterhouseCoopers (PwC) on

August 25th and focused on change management, namely how to manage organizational transformations and associated risks. The next Brown Bag session will spotlight on the Lean Six Sigma tool called "5S", an approach to creating efficiency around the workplace by building an organized environment.

Brown Bag sessions are highly engaging and interactive, and normally run an hour during the

lunch hour to minimize productivity impact. The sessions are intended to be informal and relaxed, as participants are encouraged to bring their lunch. These sessions will be offered on a monthly basis with a variety of topics in Lean Six Sigma and performance improvement. To learn more about the next available series of Brown Bag sessions, please contact Yvette Porter at 301-443-1999, or via email at portery@od.nih.gov.

COMPLETE YOUR FAR-REQUIRED MARKET RESEARCH IN LESS TIME THAN IT TAKES TO READ THIS ARTICLE

NITAAC is pleased to introduce a new tool for contracting professionals, now available through the ECS III online RFQ system. The Market Research Tool was developed by NITAAC to help customers easily search our database for products and/or stand-alone fixed-price services, and make comparisons without making those tiresome vendor calls.

Contracting Officers can search items by descriptive keyword(s), manufacturer part #, specifications and more, and sort results by Vendor, Manufacturer, CLIN # and other values. Market research lists can then be titled and saved online, updated at any time, or printed out for placement in the official delivery order file. While our

dynamic database has millions of listings, it's never complete because our vendors add new products and services everyday. If you don't see what you're looking for, just give us a call and we'll make sure your items are added, usually within hours.

To try NITAAC's new Market Research Tool, simply go to nitaac.nih.gov, click on "Compete and Manage Requirements Here," in the upper right hand corner of the homepage, log into the RFQ system, and select the Market Research Tool button.

If you need help or have questions, remember to contact the NITAAC Customer Support Center, 1.888.773.6542 or NITAACSupport@nih.gov.

FAITAS V.2.0

For all those who plan to take training through the Federal Acquisition Institute (FAI) or use the continuous learning modules under DAU, you will need to establish a new FAITAS profile as soon as possible.

Establish Your FAITAS v2.0 Profile

FAITAS v.2.0 was rolled out by FAI in June, 2011. Migration of old ACMIS data will take place on October 1, 2011 so it is important that everyone update their profile in order for the old data to be migrated and for individuals to be able to register for any new training. As many of you are aware, the continuous learning modules offered through DAU (which is linked with FAI), has been down for several weeks now. DAU is working to get the system back up, but at this time, still no word on when that will take place. **Having DAU down, however will not preclude you from establishing your FAITAS v2.0 profile.**

To establish your profile, go to: www.fai.gov and click-on FAITAS v.2.0 – remember you will get a warning message, but it's safe to proceed.

As with any new IT system, initial problems have come to our attention. Here are some common issues you may encounter and what is recommended:

- **Warning message accessing the system:** Many people from NIH will get an initial warning message saying that the site is **unsafe**. We are aware of this problem and it has been reported. The site is safe and you should choose: Continue to this website. FAITAS is part of an accredited system which safeguards all information using a 128-bit Secure Socket Layer (SSL) connection. When you use FAITAS to apply for training, you are using the Army training management system that is fully accredited as required by the Federal Information Security Management Act. FAITAS is hosted on the Pentagon unclassified backbone. ATRRS secure socket layer (SSL) certificates are issued using the DOD PKI infrastructure and are compliant with Federal Information Processing Standard (FIPS) Publication 140-2. ATRRS use of PII is approved and sanctioned via a System of Records Notice [(AO351 DAPE), http://www.defenselink.mil/privacy/notices/army/A0351_DAPE.shtml, U.S.C.301, Departmental Regulations; 10 U.S.C 3013, Secretary of the Army and 4301 E.O. 9397 (SSN)].
- **Social Security Number:** If you are a government employee and would like to apply for Federal Acquisition Institute (FAI) or Defense Acquisition University (DAU) training, you will have to provide your Social Security Number (SSN) and date of birth to log into FAITAS. One of the key reasons you must use your SSN is because FAI uses the SSN to authenticate you with the Office of Personnel Management Enterprise Human Resources Integration (EHRI) Data Warehouse and to transfer your training records to EHRI. Also, the SSN is required to migrate your user data from ACMIS and the FAI Continuous Learning (CL) tracking system to FAITAS.
- **Are you a member of the acquisition workforce?** If you are in the 1102,1105, 1106 series or function as a COTR or Program/Project Manager, the answer is **yes**.
- **Choose Job Series:** The choice for 1102s is actually the first choice on the list rather than located numerically further down.
- **Country of Residence:** USA is the first choice on the list rather than listed alphabetically further down.
- **Supervisory Approval:** To complete the setup of your FAITAS v2.0 profile, **your supervisor will need to create a profile** so that you will be able to select her or him in the system. If your supervisor has not created a profile, she or he will not appear as a system option. However, by hitting the '**Update Profile**' button, any information you entered up to that point will be saved. Once your supervisor has created an account, please log back into the registration site using the user name and password you created (upon initial registration), and select your supervisor using the search fields -- which will appear after left-clicking in the 'Supervisor' field. When your supervisor creates a profile and if she or he intends to take training, your supervisor will also need to select a supervisor. If your supervisor does not intend to take training, she or he should leave the field blank. The registration process is the same for a student, supervisor, or training manager. The system will recognize the role of each individual and send training requests to the appropriate party.

Questions? Please send all FAITAS questions specific to NIH to: faitraining@mail.nih.gov

Technical Questions? All questions outside of NIH specific to the system, send to the FAI Help Desk as follows: training@fai.gov or call 703-805-2300

ITS TIME TO GIVE “FAIR OPPORTUNITY” A FAIR OPPORTUNITY

Learn about OFPP recommended GWACs and earn 2 CLPs from NITAAC.

Last year brought a sea of change to contracting professionals in the Government, including the far-reaching *25-Point Implementation Plan to Reform Information Technology Management* (see a copy at nih.nitaac.gov). Program managers throughout the federal government are looking for ways to implement “Cloud First,” modular contracting and other directives in the *Plan*, while Contracting Officers are looking for faster, more economical ways to compete and award IT requirements.

In the rush to accommodate the new, let’s not forget the tried and true – NITAAC’s Government-Wide Acquisition Contracts (GWACs).

These OFPP-recommended vehicles provide you with access to qualified contractors, rapid response, rapid provisioning, and best pricing while delivering best-in-class technology. That’s the reason HHS designated ECS III as a strategic source, and why Daniel Gordon, OFPP administrator, called CIO-SP2i, “a role model for the federal government.”

If you haven’t realized the full benefits of using a GWAC, we’d like to show you how to do so in an on-site training for your agency, program or office. Let our Contract and Program Specialists come to you and show you how NITAAC can help you award task orders in 30 days or less, and delivery orders in 1-3 days. Learn how NITAAC’s

built-in system guidance assures that

you are in compliance with the FAR. Find out why NITAAC GWACs are faster and more cost-effective than other contracting vehicles. Ask questions specific to your pending procurements.

With the rush of year-end behind us, and the budgeting and resource challenges that lie ahead, it’s a great time to arm yourself with free training from NITAAC. The session only lasts about an hour and a half, and every attendee will earn 2 CLPs.

Visit our website at nitaac.nih.gov to hear why Daniel Gordon, OFPP Administrator, recommends GWACs first. Then, get in touch with NITAAC’s Customer Support Center to schedule your free on-site training at **1.888.773.6542** or NITAACSupport@nih.gov.

Increase in Mandatory NBS Training Tuition

As you may be aware, NIH’s NBS training classes use a staged training environment. This training environment is a clone of live production, including Oracle, PRISM and Sunflower applications, and provides class participants with a high-quality, realistic training experience. Due to budgetary challenges across NIH, no central funding has been allocated to support this training environment in FY12 and forward.

What does this mean to you?

The student tuition for mandatory NBS classes will be increased to cover expenses. The total cost will be prorated across all mandatory NBS training offerings for the following titles: *NIH Purchase Card Training (9512)*, *NIH Internal & External Requisitioner (9516)*, *NIH Simplified Acquisition & Delegated Procurement Training (9513)*, *NIH Buyer Contracts (9515)*, and *Introduction to NIH Property Management (9517)*. (Non-mandatory NBS courses will not be affected.)

The collaborative goal of the NIHTC, OALM, and the NBS over the next FY is to seek out and implement a cost-saving solution for future years, while continuing to deliver valuable training to our community. During this time of fiscal challenges, we recognize that you may have concerns regarding this tuition increase, so we greatly appreciate your understanding, flexibility, and continued support. – NIH Training Center

ACQUISITION TRAINING SCHEDULE

PSAC



2609 Federal Supply Schedule (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				

PSAC



2610 Consolidated Purchasing Through Contracts (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				

PSAC



2611 Buying From Businesses on the Open Market (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				

PSAC



2617 Price Reasonableness Simplified Acquisition (3.5 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				



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

5512 Professional Services (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				

ACQUISITION TRAINING SCHEDULE

PSAC



5513 Negotiation Strategies for Simplified Acquisition (6.5 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				

5515 NBS Buyer Acquisition (Refresher) (14 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				

PSAC



5521 HHS Federal Appropriations Law (24 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Oct 24–Oct 26, 2011	9:00am–4:00pm	6120 Executive Plaza South	\$915	Oct 2, 2011
I would like to receive email notification of next available course date				

8801 NIH Writing Statements of Work (13 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				

9512 Purchase Card Training (NBS) (Purchase Card Program) (14 CLPs) or (19.5 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				

9513 Simplified Acquisition & Delegated Procurement

PSAC



Five (5) Day Class! (40 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				

ACQUISITION TRAINING SCHEDULE

9515 Buyer Contracts (NBS) (21 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				

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



Dates	Times	Location	Cost	Cancellation Date
Jan 10, 2012	8:30 AM–4:00 PM	6120 Executive Plaza South	\$905	Dec 19, 2011
I would like to receive email notification of next available course date				

9519 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				

9530 Basic Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Dec 12–Dec 16, 2011	9:00am–4:00pm	6120 Executive Plaza South	\$965	Nov 20, 2011
I would like to receive email notification of next available course date				

9532 Advanced Simplified Acquisition (40 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				

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 SCHEDULE

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 is 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 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. [Click here to register for Phase II](#)

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

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](#).

Training will be provided in Building 6100 in conference room 6D01.

FY2012 DCIS Training:

November 8, 2011	1:00pm–4:00pm
November 15, 2011	9:30am–12:30pm
January 10, 2012	1:00pm–4:00pm
January 17, 2012	9:30am–12:30pm
March 13, 2012	1:00pm–4:00pm
March 20, 2012	9:30am–12:30pm
May 8, 2012	1:00pm–4:00pm
May 15, 2012	9:30a - 12:30pm
July 17, 2012	1:00pm–4:00pm
July 24, 2012	9:30am–12:30pm

ACQUISITION TRAINING

Green Purchasing Training Update



As a reminder, per HHS policy, all contracting officers, contract specialists, purchase card holders, card approving officials, COTRs **and** acquisition staff in job series 1102, 1105 and 1106 are required to take Green Purchasing training every two calendar years. The training was recently updated to include online training modules for your convenience.

Please visit the Green Purchasing webpage for further information including an application form and searchable database. It may be accessed at:

<http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingForWebsite.asp>

Questions ? Please send to:

GreenPurchasing@mail.nih.gov

NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS AVAILABLE ONLINE!

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

<http://oamp.od.nih.gov/Division/SAPS/Acq/PCard/BPAProgram.asp>

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



Faleminderit

“Thank You” in Albanian

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 2011. 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.

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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.