THE
OLAO ACQUISITION
NEWSLETTER

HOMEPAGE: http://www.nih.gov/od/olao/oa

(DELPRO HELPLINE 301-496-0400 & PURCHASE CARD HELPLINE 301-435-6606)   **CY2005/Q4**

Happy New Year!

SIMPLIFIED ACQUISITION MINI SYMPOSIUM

The Division of Acquisition Programs, Office of Logistics and Operations, invites all NIH Purchasing Officials and others that are interested, to attend the "Simplified Acquisition Mini Symposium" on Thursday, April 27, 2006 in the Natcher Conference Center from 8:30 a.m. to 12:30 p.m. There is no charge for the symposium. On-line registration is required and will be available starting February 2006, via our homepage (http://www.olao.od.nih.gov/) Acquisition training credit will be provided to all who register and attend. The half-day session will consist of speakers, presentations and the 2005 Purchasing Agent Awards Ceremony. For more information, you may contact Alfreda Mire via email (mirea@od.nih.gov) Or call 301-435-3904.

Tentative topis for discussion include:

- New Business System (NBS)

- Simplified Acquisition Interface (SAI)

- Online Representation and Certification Application (ORCA)

- FedSource

- Strategic Sourcing Initiatives

Get ready to join us for a great half day of news and information!

HIGHLIGHTS

OF THE MONTH

NOMINATIONS FOR OUTSTANDING SERVICE IN PURCHASING

The packages and instructions for nominations for Outstanding Service in Purchasing will be released soon. The tentative deadline date for submitting nominations will be February 10, 2006. Please be sure to be as specific as possible when writing up the nominee's accomplishments.

This is a great opportunity to recognize one another for what we've achieved. Please consider writing up a peer so they can be acknowledged for their efforts.

REMINDER FOR PROGRAM AND ACQUISITION STAFF

Please remember that contracts, such as the one in place with the Integrated Concepts and Research Corporation (ICRC)/Medical Equipment Group (MEG) which is owned by an Alaska Native Corporation (ANC), are carefully contemplated and awarded to help you fulfill your requirements in a reasonably convenient manner. Their use is not mandatory. Please also remember that business-

teaming arrangements developed and conducted between various companies are done at their sole discretion.

HHS DEPARTMENTAL STRATEGIC SOURCING BPAs

In addition to NIH Blanket Purchase Agreements (BPAs), HHS has established BPAs for the following commodities: Custodial Products, Events Management, IT Peripherals, Lab Supplies, Office Equipment, Office Furniture, Office Supplies, Temporary Administrative and Professional Staffing Services, and Temporary Professional and Medical Staffing Services. HHS has also established a Departmental BPA for a Document Management Pilot. However, at this time it's only available to the Office of the Secretary and PSC employees. The Departmental BPAs can be utilized through the NIH BPA listing. Please see the complete listing of HHS BPAs on Page 5 of this Newsletter, which can now be accessed on NIH's BPA Listing.

SIMPLIFIED ACQUISITION INTERFACE (SAI)

Effective October 1, 2004, GSA required that all awarded acquisitions valued between $2,501 and $25,000 must be reported into the Federal Procurement Data Systems (FPDS). HHS collects and submits this information through the Departmental Contracts Information System (DCIS). Existing DCIS, ADB and other systems do NOT capture this data. NIH in conjunction with Peace Technologies has launched the Simplified Acquisition Interface (SAI) Module for reporting these transactions. SAI will collect various action types at the $2,501 - $25,000 threshold. SAI will collect Purchase Orders, Orders Against FSS/GSA/VA Contracts, Reprint orders, Professional Service orders over $2,500, BPA Records of Call (ROCs) for actions over

$2,500 as well as Blanket Purchase Agreements (BPAs) Master Agreements regardless of the dollar amount (to be entered by DAP only). The SAI became available for use the latter part of fiscal year 2005. All areas are responsible for entering their information into SAI. You are strongly encouraged to enter data as awards are made and not wait until the end of the year. The website for SAI can be found at http://sai.nic.nih.gov/sai/main.jsp. Further information regarding SAI can be found on the OLAO homepage at http://www.olao.od.nih.gov/Acquisitions/References/.

NEW TEAM LEADER FOR THE OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

HHS recently appointed Annette Owens-Scarboro as the new Team Leader for the Office of Small and Disadvantaged Business Utilization. Mr. Joeseph Bowe retired on January 3, 2006. Ms. Owens-Scarboro brings a wealth of knowledge, epertise and capability to her new duties. As such, the Small Business Specialists from CMS, IHS and SAMHSA/AHRQ will work with Annette. The Team Leader is a day-to-day problem solver, trouble shooter, and resolution specialist that can step in and support the Small Business Specialists on her team.

Please join in congratulating Annette Owens-Scarboro and giving her your full support

NIH ACQUISITIONS CONSOLIDATION - OGRANIZATIONAL CHANGE

Effective October 31, 2005, NIHs streamlining efforts to improve acquisition services and efficiency while maintaining current high levels of service and customer satisfaction went into effect. The existing 15 acquisition offices were consolidated into 10 service centers, or Offices of Acquisitions. All but one (the facilities center hosted by ORF) will be full-service, managing R&D and station support contracts as well as simplified acquisitions. For customers, this means they will receive all non-facilities acquisition support from a single acquisition office. Service Level Agreements will define service levels and performance measures. Each acquisition office will have a Customer Service Board to assess performance and expectations, and deal with any issues. If you have any thoughts on how this new structure is working that you'd like to share, please submit them to one of the editors (see information at the end of the Newsletter). We will consider summarizing any input we receive and publishing it in the next issue.

KNOWLEDGE IS POWER

1. Purchase Card Log annotation is not necessary unless the order exceeds $2,500.
     TRUE   FALSE

2. Each Purchase Card Log can be destroyed after the Cardholder and Card Approving Official reconciles.
     TRUE   FALSE

3. The Simplified Acquisition Mini Symposium can count towards the required yearly acquisition training that is needed.
     TRUE   FALSE

4. Once you dispute a charge in the ADB you've done all you need to do as a cardholder.
     TRUE   FALSE

5. Purchases made with the NIH Purchase Card that exceed $2,500 are required to have (3) sources.
     TRUE   FALSE

Answers may be found at the end of the newsletter

THE FOLLOWING BPAs HAVE RECENTLY BEEN ESTABLISHED:

#62638 - Leica Microsystems - for scientific supplies and instruments

#62732 – Shamrock Scientific – for tags and labels

#62744 – Spring Promotions Inc – for imprinted items

#62717 – Suburban Propane – for propane gas

#61516 – Amaxa Biosystems – for scientific equipment

#61504 – Five by Five Communications – for audiovisual supplies and repair

#61610 – Digital INfuzion – for IT services

#61622 – Looper Service Center – for auto repair and parts

#61646 – Quality Technology Inc – for IT services

#61567 – Central Electric Supply – for electrical supplies

THE FOLLOWING BPAs HAVE RECENTLY BEEN DISCONTINUED:

#58248 – Your Recruiting Company

#56185 – Strine Printing

#49456 – Abbott Laboratories

#47200 – Leica Inc

#60678 – PVI Office Furniture Plus

#45382 – Shamrock Scientific

#52657 – United Office Machines

#58081 – Bamboo Solutions

#58224 – K&R Industries

#56931 – Kingdomware Technologies

#60666 – Laser Printers Plus

#60563 - Lawson Carpet Company

#60575 – Monster Laboratories

#59243 – New Directions LLC

#58303 – Precision Infrastructure

#50385 – WT Weaver Inc

#48216 – Advanced Equipment Co

#60875 – Atlantech Distribution

#58381 – Courier Solutions

#358263 – Dynex Technologies

#58563 – Scidynamics LLC

#50622 – Perpetual Systems

THE FOLLOWING HHS STRATEGIC SOURCING BPAs HAVE RECENTLY BEEN ESTABLISHED:

#63163 - Staples (Office Supplies)

#63148 - Westwood (IT Peripherals)

#62365 - Ricoh (Office Equipment)

#63190 - SPACE (Office Furniture)

#63124 - Lewis Alan Office Furniture (Office Furniture)

#53301 - National Associates, Inc (Temporary Administrative & Professional Services)

#62432 - Konica Minolta Business Solutions (Office Equipment)

#63318 - Consolidated Safety Services, Inc (Event Planning)

#63306 - BL Seamon Corp (Event Planning)

#63281 Planning Professionals (Event Planning)

#63293 - Professional & Scientific Associates (Event Planning)

#63333 - Fisher Scientific Co, LLC (Lab Supplies/Instruments/Chemicals)

AVAILABLE TRAINING AND SEMINARS

2635
Purchase Card Processing System
The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB. This training is for current NIH Purchase Card holders who wish to create and reconcile electronic purchase logs using the ADB.

Course Date	Times	Location	Cost	Cancellation Deadline
Feb 2, 2006	8:30am - 12:30pm	EPS	$286	Dec 29, 2005
Apr 3, 2006	8:30am - 12:30pm	EPS	$286	Mar 7, 2006
Jun 8, 2006	8:30am - 12:30pm	EPS	$286	May 8, 2006
Jul 31, 2006	8:30am - 12:30pm	EPS	$286	Jul 3, 2006

2607
Simplified Acquisitions Refresher
This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the role and responsibilities of the Purchasers and Approving Officials. The Delegated Acquisition (DELPRO) Reference Guide will be used. The audience is Administrative Officers, Approving Officials and Ordering Officials who have successfully completed the mandatory 4 day Delegated Acquisition Training course more than 2 years ago or anyone else that feels they could benefit from an update course specifically designed to emphasize Approving Official's responsibilities.

Course Date	Times	Location	Cost	Cancellation Deadline
Jan 30, 2006	8:30am - 12:30pm	EPS	$286	Dec 27, 2005
Apr 6, 2006	8:30am - 12:30pm	EPS	$286	Mar 7, 2006
Jun 5, 2006	8:30am - 12:30pm	EPS	$286	May 8, 2006
Aug 1, 2006	8:30am - 12:30pm	EPS	$286	Jul 3, 2006

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2636
Mandatory Purchase Card Training
This course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of the ADB Purchase Card will be

explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

For more information, or to register, please contact the Human Resource Development Division on 496-6211 or visit the website http://learningsource.od.nih.gov

Course Date	Times	Location	Cost	Cancellation Deadline
Apr 5, 2006	8:30am - 4:30pm	EPS	$300	Mar 4, 2006
May 1, 2006	8:30am - 4:30pm	EPS	$300	Mar 31, 2006
Jun 7, 2006	8:30am - 4:30pm	EPS	$300	May 6, 2006
Jul 17, 2006	8:30am - 4:30pm	EPS	$300	Jun 15, 2006
Aug 2, 2006	8:30am - 4:30pm	EPS	$300	Jul 2, 2006

Mandatory DELPRO Procurement Training
The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing

2609
Federal Supply Schedules

Course Date	Times	Location	Cost	Cancellation Deadline
Feb 6, 2006	9:00am - 12:00pm	EPS	$287	Jan 5, 2006

2610
Consolidated Purchasing Through Contracts

Course Date	Times	Location	Cost	Cancellation

Feb 6, 2006	1:00pm - 4:00pm	EPS	$287	Jan 5, 2006

2611
Buying from Businesses on the Open Market

Course Date	Times	Location	Cost	Cancellation Deadline
Feb 7, 2006	9:00am - 12:00pm	EPS	$287	Jan 8, 2006

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2617
Price Reasonableness in Simplified Acquisition

Course Date	Times	Location	Cost	Cancellation Deadline
Jan 19, 2006	8:30am - 12:00pm	EPS	$299	Dec 8, 2005

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2612
Professional Service Orders

Course Date	Times	Location	Cost	Cancellation Deadline
Jan 31, 2006	8:30am - 12:00pm	EPS	$277	Jan 3, 2006
Apr 4, 2006	8:30am - 12:00pm	EPS	$277	Feb 28, 2006
Jun 6, 2006	8:30am - 12:00pm	EPS	$277	May 2, 2006
Aug 3, 2006	8:30am - 12:00pm	EPS	$277	Jul 4, 2006

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2603
Delegated Acquisition Training Program

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a "hands-on" segment in which students actually access the ADB.

Course Date	Times	Location	Cost	Cancellation Deadline
May 2, 2006	8:30am - 4:00pm	EPS	$837	Apr 2, 2006
May 3, 2006	8:30am - 4:00pm			
May 4, 2006	8:30am - 4:00pm			
May 5, 2006	8:30am - 4:00pm			
Jul 18, 2006	8:30am - 4:00pm	EPS	$837	Jun 15, 2006
Jul 19, 2006	8:30am - 4:00pm			
Jul 20, 2006	8:30am - 4:00pm			
Jul 21, 2006	8:30am - 4:00pm			

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NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS in case an opening occurs. For further information, please contact the Human Resource Development Division on 301-496-6211 or visit website: http://learningsource.od.nih.gov

ANSWERS TO KNOWLEDGE IS POWER

• FALSE - NIH POLICY MANUAL 6013-2

• FALSE - NIH POLICY MANUAL 6013-2 AND OFFICE OF MANAGEMENT ASSESSMENT REGULATIONS REGARDING RECORD RETENTION

• TRUE - THIS NEWSLETTER PG 1, SIMPLIFIED ACQUISITION MINI SYMPOSIUM ARTICLE

• FALSE - NIH POLICY MANUAL 6013-2

• TRUE - NIH POLICY MANUAL 6013-2 AND VARIOUS PROCUREMENT REGULATIONS

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may be related to acquisition. We will do our best to include your articles in future newsletters.

OLAO invites your comments and suggestion for future articles. Please address all correspondence to the editors Annette Romanesk, RomanesA@od.nih.gov, Milton Nicholas, NicholaM@od.nih.gov, Alfreda Mire MireA@od.nih.gov or Cynthia Henderson HendersonCy@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 listed. Future issues, contact the DELPRO Helpline on 301-496-0400 and you will be referred to the appropriate area.