



THE OLAO ACQUISITION NEWSLETTER

<http://olao.od.nih.gov>

MAR / APR 2007

**SIMPLIFIED
ACQUISITION
HELPLINE**
(301) 496-0400

**PURCHASE
CARD
HELPLINE**
(301) 435-6606

BPA HELPLINE
(301) 496-5212

INSIDE THIS ISSUE:

New and Upcoming Lecture Series	1-2
NIH Business System (NBS)	2-3
Simplified Acquisition Symposium	4
SAI Interface & Product and Service Codes (PSC)	5
Simplified Acquisition Certification Board Cover Forms	6
Basic Simplified Acquisition /CON 237 & Green Purchasing	7
NITAAC News & Maintenance Contracts	8
BPA's Coming and Going	9

ACQUISITION CHANGES UNDERWAY

NEW AND UPCOMING!!!!

Simplified Acquisition (SA) Pathways to Knowledge Lecture Series

The Division of Acquisition Programs, OLAO is sponsoring a series of lectures, the Simplified Acquisition Pathway to Knowledge on various facets of acquisition. Through this lecture series, our main focus is to the Simplified Acquisition Community; however, NIH Contracting Officers/Specialist, Project Officers and other interested parties are welcome to attend those sessions of interest. The lectures are planned to occur every quarter. Subject matter expert speakers will introduce the acquisition community to new concepts and approaches in acquisition, as well as reinforce and update existing purchasing knowledge. Further, these lectures will count toward an individual's certification maintenance and warrant maintenance training requirement. Your attendance at these lectures is strongly encouraged. We urge you to come and gain the most current knowledge to best serve your customers.

Important Notice: Session being held to discuss the required DCIS data fields via the NBS

Ms. Paulette Smith, Program Analyst, Office of Acquisitions Management, Contract Data Management Program, overseeing the Departmental Contract Information System (DCIS), will kick off the first series:

Lecture I The Departmental Contracts Information System (DCIS)

DCIS will replace the Simplified Acquisition Interface (SAI) beginning June 4, 2007. DCIS' mission is to provide the data collection and reporting capabilities needed to enable the Department of Health and Human Services to comply with the reporting requirements mandated by Public Law 93-400 for the reporting of procurement actions.

“The Department Contracts Information System (DCIS)” session is scheduled to be held on May 30th and May 31st, 9:30 - 11:30 am at the Neuroscience Center, Building 6001 Executive Blvd., Room C, Rockville, MD 20852. Registration is not required and you may attend either session”

Interpreters will be available upon request. If you require this or other reasonable accommodations to participate in this session, please contact Ms. Alfreda Mire at least 10 days prior to the event at 301-435-3904.



NEW AND UPCOMING (continued)

WHO SHOULD ATTEND:

- All SAI Users
- Individuals who will be issuing orders in the NBS
- Individuals who will be entering data entry into DCIS
- All who are interested



TOPICS TO BE DISCUSSED:

- Accessing DCIS via the NBS
- You will learn the required data fields in DCIS for:
 - BPA Calls
 - POs
 - TO/DOs

Note: All DCIS technical questions should be referred to the DCIS Helpline at 301-451-2771

NIH BUSINESS SYSTEM (NBS)

NEWS FROM THE NIH BUSINESS SYSTEM

The ADB and NBS will be unavailable from COB Thursday, 5/31, to go-live, Monday 6/4.

Simplified Acquisitions in ADB After Cutover

- Existing Simplified Acquisition documents will remain in ADB where users will continue to process them until they are eventually received against, paid and closed.
- At the end of the calendar year, any remaining open Simplified Acquisitions in ADB will likely be converted to NBS.
- Users should work in the ADB to facilitate closing of ADB documents after NBS cutover by...
 - Receiving against existing Simplified Acquisition documents in the ADB, including property receipts.
 - Supporting payments that need to be made in OFM Payables against existing Simplified Acquisitions in the ADB through:
 - Closing existing Simplified Acquisition documents.
 - Canceling existing Simplified Acquisition documents, if necessary.
 - Changing the unit price, if necessary.
 - Changing administrative data on orders, e.g., delivery-to address, if necessary.
 - Changing attributes of commercial vendors, e.g., address, bank information, if necessary.
 - Adding lines to accommodate shipping/handling/freight/installation (OC code 2241, limited to \$500 or less).
- After cutover, users in ADB cannot...
 - Create new Simplified Acquisition documents.
 - Add new lines to existing Simplified Acquisition documents (except as noted above).
 - Increase quantity on lines of existing Simplified Acquisition documents.
 - Request creation of new commercial vendors.

NIH BUSINESS SYSTEM (Continued)

NBS “Sandbox” Usage

- Working in the NBS Sandbox is encouraged. It provides users with practical experience in the live NBS system, enable users to see the flow of transactions from Requisitioning through to the Property module, and creates “real world” data for nVision testing.
- The NBS project will be providing guidelines and exercises for effective Sandbox usage. The exercises will include key NBS functions and the guidelines will outline suggestions for working collaboratively with coworkers in order to see the process flow between requisitions, award and property.

PLEASE NOTE: Exercises for P-Card Holders will be available but exercise for P-Card Approvers will not be available as bank data for reconciliation cannot be provided.

- Training Sandbox for Oracle and Prism
 - Access the NIH Portal at <http://my.nih.gov>
 - Log on using your User Name and Password
 - Select the Log in button
 - The Training Sandbox is located in My Communities under NBS Training and Communications
 - Once you select either Oracle or Prism, you will be asked to type in your password again.

NOTE: Users must be role-mapped to an NBS role to access the Sandbox

NBS Purchase Card Instructor-Led Lab Sessions

- Attend one or more of the sessions
- No registration required...just show up!
- Practice hands-on simulated exercises.
- Receive guidance from an instructor.

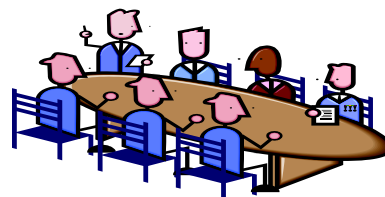
Remaining training dates:

- Wednesday, 5/9/2007, 8:30AM - 12:00PM - NBS - 6707 Democracy Blvd., Rm. 1035, Bethesda, MD
- Wednesday, 5/9/2007, 1:00PM - 4:30PM - NBS - 6707 Democracy Blvd., Rm. 1035, Bethesda, MD
- Thursday, 5/10/2007, 8:30 AM—12:00PM - NBS 6707 Democracy Blvd, Rm. 1035, Bethesda, MD
- Thursday, 5/10/2007, 1:00 PM - 4: 30PM - NBS 6707 Democracy Blvd, Rm. 1035, Bethesda, MD
- Friday, 5/11/2007, 1:00PM - 4:30PM - NBS - 6707 Democracy Blvd., Rm. 1035, Bethesda, MD



SIMPLIFIED ACQUISITION SYMPOSIUM

2007 SIMPLIFIED ACQUISITION SYMPOSIUM



The Division of Acquisition Programs, OLAO hosted the symposium held on April 17-18, 2007 at the National 4H Conference Center. It was attended by purchasing staff from the various ICs. Workshops included Blanket Purchase Agreement (BPAs), Purchase Card, Workplace Relationships, Stress Management, Financial Management and Retirement, HHS/NIH Small Business Updates and Alternative Medicine. The motivational speaker was Robert Wallace, a high energy and widely successful entrepreneur. Since “Acquisitions for the Health of It” was this years theme, everyone enjoyed exercising led by Michael Edwards, a personal trainer and fitness instructor, and several had a great time line dancing with Dennis Askwith who founded the NIH Country Western Line Dance Club. Carl Henn (OAMP) presented a training and certification update, and Paulette Smith (OAMP) presented a DCIS overview. Many thanks to the symposium committee members who made all of this possible: Theresa Arnold, Chairperson, Jim Mitchell, Assistant Chair, Tonia Alexander, Inez Demery, Deborah Hawkins, Sandra Hemp, Karri Mares, Andrea McGee, Pam Robbins, Donna Simon, Dianna Snowden, Terry Voorhies, Monese Weeks, Lesley Williams, Nieshia Blocker, Courtney Carter, Victor Kranwinkel, Sharonn Starks.

The following purchasing staff received awards recognizing outstanding service accomplished during the period of January 1, 2006 through December 31, 2006:

Outstanding Service

Tonia Alexander, NIAID
Shirlene Smith, NIAID

Special Recognition Awards

Lori Braswell, NCI
Verne L. Griffin, NIDDK
Steve Gunn, NIAID
Malinda L. Holdcraft, NCI
Betzy Perez, NHLBI
Arlene White, NIAID
Sheila Watterson, NIAID
Jim Kish, NIAID



Honorable Mention Awards

Joan Coulter, NLM
Juareatha Greer, NIAID
Iris Johnson, NIAID
Andrea McGee, CC
Patricia L. Meise, NIA
Deborah M. Moore, NCI
Uyen H. Phuong, NLM
Stacey Polk, CC
Harriett Roberts, ORF
Jemal Williams, NIAID

SIMPLIFIED ACQUISITION INTERFACE (SAI)

SIMPLIFIED ACQUISITION INTERFACE

The Simplified Acquisition Interface is still operational and will be available until NBS is deployed. The DCIS requirement reporting requirement is mandatory for all actions except purchase card transactions. For FY2007 orders, you must enter all Records of Call against Blanket Purchase Agreements (BPAs) above \$3,000, Reprint Orders above \$3,000 to \$10,000 and Purchase Orders and Delivery Orders above \$3,000 to \$25,000.

When the remainder of the NBS Acquisition modules deploy on June 4, 2007, you will then be required to use DCIS.

Please be sure to take care of your outstanding SAI orders prior to June 4th.

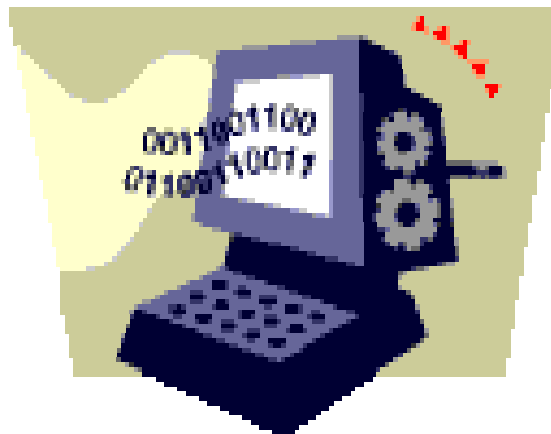


PRODUCT SERVICE CODES (PSC)

HOW TO LOCATE PRODUCT SERVICE CODES

The listing of Product or Service Codes is available on the OLAO website at <http://www.olao.nih.gov/>

Go to the following URL:
<http://olao.od.nih.gov/Acquisitions/References/>
 And Click on Product Service Codes



SIMPLIFIED ACQUISITION CERTIFICATION PACKAGE-COVER FORMS



NEW COVER FORMS WILL BE REQUIRED FOR SIMPLIFIED ACQUISITION CERTIFICATION PACKAGES

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Beginning with the packages that you submit for the July, 2007 Board meeting, you will no longer use the K-2 form.

There will be two new forms to submit in place of the K-2 form.

These two forms are:

- (1) "Simplified Acquisition Certificate Application Form" and
- (2) "Contracting Officer's Warrant Application Form"

The new forms will be found in the upcoming 2007 version of the Acquisition Workforce Training and Certification Handbook. They will be

included as Appendix N-2 and Appendix P-1. These forms will be posted on OAMP's website before the July Board meeting. OLAO, DAP will be notifying your IC Simplified Acquisition Coordinators on how to obtain these forms when they are available.

Also, effective January 1, 2008, 40 hours skills currency training will be required every two years for anyone who presently has Level I Certification in order to maintain that certification. It will also be required every two years for anyone obtaining Simplified Acquisition Certification or maintaining that certification.

SIMPLIFIED ACQUISITION CERTIFICATION BOARD DEADLINE

SIMPLIFIED ACQUISITION CERTIFICATION BOARD

The next Board will meet toward the end of July 2007. Please send packages to your IC Coordinator so that they can forward the packages to Annette Romanesk, 6011 Executive Boulevard, Room 547H by July 16, 2007.



BASIC SIMPLIFIED ACQUISITION OR CON 237

BASIC SIMPLIFIED ACQUISITION OR CON 237 TRAINING

Basic Simplified Acquisition is one of the classes required to obtain Simplified Acquisition Certification. This is to advise you that if you prefer not to take this class that there is an on-line class, CON 237, that you can take instead.

CON 237 can be used as a substitute for the Basis Simplified Acquisition. It's available free of charge through the Federal Acquisition Institute (FAI) at:
<https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1>.



GREEN PURCHASING TRAINING

GREEN PURCHASING TRAINING REQUIREMENT

Green Purchasing refers to federal requirements to purchase recycled content products, energy-efficient products and renewable energy technologies, alternative fuel vehicles and alternative fuels, bio-based products, environmentally preferable products and services, and non-ozone depleting substances.

All purchase cardholders, card approving officials, project officers and acquisition staff in job series 1102, 1105, and 1106 and approving officials are required to take Green Purchasing training every two years in order to maintain acquisition and/or project Officer certification. If your job title is not listed below, attend the class that most closely relates to your function.

On-site in-person lectures are being provided free of charge and there is no advance registration needed to attend this training.

There will be a sign-in sheet and you must attend the entire session in order to receive credit. If you have any questions, please call Kelly Jackson at 301-496-7092.

- **Purchase Card, Card Approving Officials and Approving Officials:**
May 9 1:30 to 2:30 at 6130 Executive Blvd. (Executive Plaza North), Room CDEF
- **Contract Specialists and Project Officers:**
May 9 2:45 to 4:15 at 6130 Executive Blvd. (Executive Plaza North), Room CDEF

As an alternative to the above sessions:

- There will be a Green Purchasing training session within the Green Purchasing Symposium on June 5th 1:00 to 3:00 at Natcher Center Auditorium: Dana Arnold's break out session "What is Green Purchasing Anyway?"

You must register on line to attend this break out session:

<http://www.fedcenter.gov/calendar/conferences/symposium2007/greentraining/>

After attendance at the break out session, In order to get credit for this training you must e-mail Kelly Jackson (kj5s@nih.gov) with a cc to your supervisor, and she will enter you in the database.

Simplified Acquisition Challenge

Below are ten (10) Simplified Acquisition questions pertaining to the work of DELPRO Acquisition Officials, purchasing agents, contract specialists and others working in the acquisition community. The First COAC, office or individual(s) that correctly answers all ten questions will be prominently mentioned in the next newsletter! Quickly, email your ten (10) correct answers to: SimplifiedAcquisitionHelp@od.nih.gov

1. The new Simplified Acquisition Help email address:

SimplifiedAcquisitionHelp@od.nih.gov

Can be used to:

- A. Order a pizza
- B. Resolve IT problems with ADB (or NBS)
- C. Obtain help with a simplified acquisition policy question

2. The first priority source for the acquisition of office furniture is:

- A. Federal Prison Industries (FPI) or UNICOR
- B. NIH Surplus
- C. GSA Federal Supply Schedules

3. At what dollar threshold should a purchasing agent seek a discount?

- A. \$2,500
- B. \$3,000
- C. All Orders

4. Orders not exceeding the micro-purchase threshold

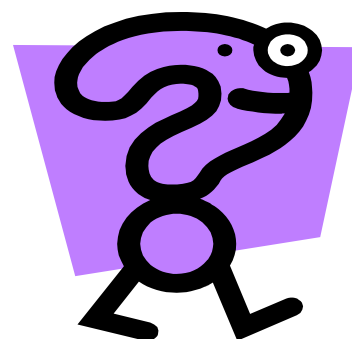
- A. can be placed without documentation or review
- B. must still be determined fair and reasonable
- C. can only be placed using the Purchase Card

5. EPAs Comprehensive Procurement Guidelines (CPG) and Recovered Materials Advisory Notices (RMANs) include the following categories of items, which must have specific levels of recycled content *except*

- A. Non-paper office products
- B. Food served in the Building 10 Cafeteria
- C. Park and Recreation Products

6. Each acquisition of supplies or services that has an anticipated dollar value exceeding \$3,000..., but not over \$_____, is automatically reserved exclusively for small business concerns (FAR 19.502-2)

- A. \$25,000
- B. \$50,000
- C. \$100,000



Simplified Acquisition Challenge

(continued)

7. The micro-purchase threshold for acquisitions subject to the Service Contract Act is
- A. \$2,000
 - B. \$2,500
 - C. \$3,000
8. When NBS deploys in June the Simplified Acquisition Interface (SAI) will be replaced by:
- A. Federal Procurement Data System (FPDS)
 - B. Departmental Contracts Information System (DCIS) (FPDS-NG)
 - C. Simplified Acquisition Interface - Next Generation (SAI - NG)
9. P.A.L.T. is
- A. Purchasing all the time
 - B. Procurement Altimeter Longitudinal Training
 - C. Procurement Administrative Lead Time
10. The current daily limit on honorarium for a guest speaker, lecturer or participant for a seminar, workshop or meeting primarily to exchange scientific information (Professional Service) is:
- A. \$150
 - B. \$200
 - C. \$250



Simplified Acquisition Questions

NEED HELP WITH SIMPLIFIED ACQUISITION POLICY?

You can now contact the Office of Logistics and Acquisition Operations (OLAO), Division of Acquisition Programs (DAP), Acquisition Services and Review Branch (ASRB) "DELPRO" and Simplified Acquisition Help Line at 301-496-0400 or via email at: SimplifiedAcquisitionHelp@od.nih.gov.



NITAAC NEWS

THE ELECTRONIC COMMODITIES STORE III “SHOPPING AT ITS BEST”

The Electronic Commodities Store (ECS III) program is “shopping at its best” for NIH and other Federal Government agencies seeking fast, flexible and efficient procurement of Commercial-Off-The-Shelf (COTS) IT equipment. ECS III is the component of the NITAAC Government Wide Acquisition Contract (GWAC) that provides a means to execute a “Request for Quote” using your desktop computer. This expedited ordering process can usually be executed in one to three work days. ECS III is a 10 year contract that began on November 27, 2002, and runs through November 28, 2012. The ECS III team recently made several updates to the ECSIII system.

There are 65 prime contractors included on the contract. The contractors have been prescreened and each of them maintains an electronic commodities store catalog via the internet. The catalogs provide contractors with an opportunity to showcase their products and prices and provide customers with a means to compare prices, delivery terms and warranty provisions across the entire contractor spectrum.



The ECS III contracts are structured as Indefinite Delivery/Indefinite Quantity (IDIQ) contracts utilizing Fixed Price (FP) delivery orders. There is no lengthy proposal process, and customer service support on how to use ECS III is available by calling 1-888-773-6574. In addition to the customer service support, NITAAC offers step-by-step instructions and will be launching an online training program on the NITAAC Web site at <http://nitaac.nih.gov>.

More questions? Check out their Frequently Asked Questions at <http://nitaac.nih.gov/ECS3FAQ.asp>

MAINTENANCE CONTRACTS

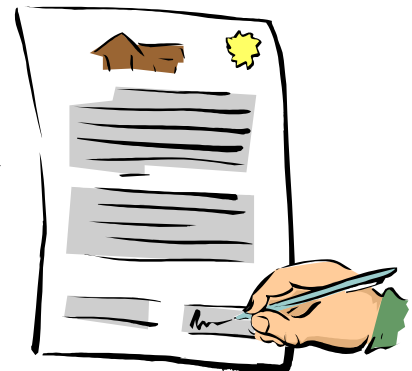
BECKMAN COULTER MAINTENANCE

A contract has been signed for full service maintenance for appropriate Beckman Coulter equipment. The contract number for ADB purposes is D0700016.

The full contract number is 263-2007-D-00016.

This is a requirements type contract, thus any NIH requirements for full service maintenance agreements on applicable Beckman Coulter equipment must utilize this mechanism. Use of other vendors for full service maintenance agreements on included Beckman Coulter equipment is not appropriate.

The contact telephone number for Beckman Coulter is 800.248.8764. Further questions may be answered by the NIH Project Officer, Joe Fessler, at telephone number 301.435.3922.



Blanket Purchase Agreements (BPAs) Coming and Going

The following BPA have recently been established:

- #64794 – AA Temps Inc – for administrative and clerical support services
- #64273 – Tocris Cookson Inc – for chemicals
- #63203 – Christine Theisen – for writing and editing services
- #63278 – En Pointe Technologies – for IT hardware, software and supplies
- #63321 – Elite Systems – for IT services
- #63357 – Turningpoint Global Solutions – for IT services
- #63384 – Suntech Inc – for IT services



The following BPAs have recently been discontinued:

- #46086 – AA Temps Inc
- #51602 – Adams-Burch Inc
- #50910 – CBS Scientific Inc
- #61413 – Fedvar
- #61504 – Five by Five Communications
- #48488 – Gem Laser Express
- #61488 – Lanier Worldwide Inc
- #57074 – Microcosm Inc
- #58760 – Proligo LLC
- #47457 – Tocris Cookson Inc
- #59125 – Trans Expresss
- #62977 – Better Medical
- #61358 – Choice Batteries
- #59204 – Grassmere Scientific
- #61307 – Patti Lowery
- #56928 – Webster & Associates
- #61697 – Bioneer Life Science
- #62183 – Computer World Services
- #51598 – EY Laboratories
- #62508 – Fastenal Company
- #61661 – Medical Connection
- #63878 – Stressgen Bioreagents
- #63215 – GT&S Inc



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 <http://learningsource.od.nih.gov>

Government Purchase Card Training

2635 Electronic Purchase Logs & Reconciliation Procedures

All Purchase Card classes originally scheduled in May-September, 2007 have been cancelled, as we are revamping the existing Purchase Card training program. The course will be updated to accommodate policy changes and hands-on system exercises using the new NBS. These changes will affect the course content, duration, and tuition. As a result of these changes, you will have to re-register for this class, however, since you were previously confirmed to attend this class you will receive priority consideration and will be notified when this class is available prior to the rest of the NIH administrative community. We appreciate your patience during this transition phase. Beginning this summer, the NIH Training Center will be your exclusive source for obtaining NBS training and our goal is to provide you with an unparalleled training experience. If you have any questions, please free to contact the NIH Training Center at (301) 496-6211

2636 Purchase Card Training (Mandatory)

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 approving officials or cardholders.

All Purchase Card classes originally scheduled in May-September, 2007 have been cancelled, as we are revamping the existing Purchase Card training program. The course will be updated to accommodate policy changes and hands-on system exercises using the new NBS. These changes will affect the course content, duration, and tuition. As a result of these changes, you will have to re-register for this class, however, since you were previously confirmed to attend this class you will receive priority consideration and will be notified when this class is available prior to the rest of the NIH administrative community. We appreciate your patience during this transition phase. Beginning this summer, the NIH Training Center will be your exclusive source for obtaining NBS training and our goal is to provide you with an unparalleled training experience. If you have any questions, please free to contact the NIH Training Center at (301) 496-6211

Mandatory DELPRO Procurement Training

The Delegated Procurement (DELPRO) 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

2603 Delegated Acquisition Training Program

***Please stay tuned for the New Delegated Acquisition Training Program Class. The name will change along with the format when NBS deploys. We expect to have the new class structure in place prior to NBS deployment on June 4, 2007*

<u>Course Dates</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
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CANCELLED

2612 Professional Service Orders

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

2617 Price Reasonableness in Simplified Acquisitions

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
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Sep 6, 2007	8:30pm - 12:00pm	EPS	\$313	Aug 15, 2007
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2609 Federal Supply Schedules

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
Jul 24, 2007	1:00pm - 4:00	EPS	\$305	Jul 2, 2007

2610 Consolidated Purchasing Through Contracts

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Jul 24, 2007	9:00am - 12:00pm	EPS	\$305	Jul 23, 2007

2611 Buying From Businesses On The Open Market

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
Jul 25, 2007	9:00am - 12:00pm	EPS	\$305	Jul 3, 2007

*NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS to be placed on a wait list. For further information, please contact the Human Resource Development Division on (301) 496-6211 or visit their website: <http://learningsource.od.nih.gov>

The OLAO Acquisition Newsletter

The OLAO Acquisition Newsletter will be published six (6) times in 2007. We encourage the ICs to submit any articles that are 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: John Best, BestJ@od.nih.gov , 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/or procedures published in [this](#) issue, you may contact Annette Romanesk 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.