



THE OLAO ACQUISITION NEWSLETTER

HOME PAGE: <http://www.olao.od.nih.gov/>

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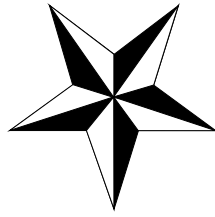
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OLAO ACQUISITION NEWSLETTER DISTRIBUTION

The OLAO Acquisition Newsletter will no longer be mailed out to subscribers. The entire NIH community will be able to access the current newsletter as well as archived newsletters no matter where they are located. Individuals registered in the purchasing list serve will be prompted via email each time a newsletter is issued. (If you need to get registered, contact Annette Romanesk through the Global listing). Newsletters will be accessed and maintained on OLAO's web site, <http://www.olao.od.nih.gov/>, under Acquisitions, Newsletters. While you're there, check out the rest of the site. There's a lot of useful information.

HIGHLIGHT(S)
OF THE MONTH



***DELPRO NOTES AND
SIMPLIFIED ACQUISITION NEWS***

Section 508 Update

Provided by Gary Morin, Office of Equal Opportunity and Diversity Management. An article was originally published in *The OLAO Acquisition Newsletter, December 2002*. It has been updated to provide the latest news and interpretations.

This newsletter spotlights Section 508 of the Rehabilitation Act of 1973, as amended in 1998.

This important legislation impacts the acquisition process. The following article provides vital information regarding Section 508, its background and implementation.

Also, provided at the end of this article is a list of Section 508 Coordinators or contact Persons, by institute or center. Please keep this list as a reference.

Section 508: Procuring Electronic & Information Technology that is Accessible to Persons with (or without) Disabilities

Background to Section 508:

On August 7, 1998, Public Law 105;220 enacted the Rehabilitation Act Amendments of 1998. This significantly expanded and strengthened the technology access

requirements of Section 508 of the Rehabilitation Act of 1973 (Section 508).

Section 508 now requires that when Federal agencies develop, procure, maintain, or use electronic and information technology (E&IT), they must ensure that the electronic and information technology is accessible to people with disabilities, with few exceptions. It then required that the Architectural and Transportation Barriers Compliance Board (the "Access Board") create new Federal standards for electronic and information technology (E&IT) products to make them more accessible by individuals with disabilities. The Access Board is an independent Federal agency established by Section 502 of the Rehabilitation Act (29 U.S.C. 792) whose primary mission is to promote accessibility for individuals with disabilities.

Federal employees and members of the public who have disabilities must have access to and use of information and services that is comparable to the same available to non-disabled Federal employees and members of the public.

Under Section 508, the scope of electronic and information technology is expansively defined. It includes computers (such as hardware, software, and accessible data such as web pages), facsimile machines, copiers, information transaction machines or kiosks, telephones, and other equipment used for transmitting, receiving, using, or storing information. In plain English, Section 508 aims to provide Federal employees with disabilities access to office systems and information equal to their non-disabled colleagues. It is also meant to assure that people in the general public, who have disabilities, have equal access to Government information.

The final Section 508 standards were issued on December 21, 2000 by the Access Board. Organizations were required to implement any necessary changes by June 21, 2001, when the six month grace period established by the mandate expired. The standards seek to insure that: Federal employees with disabilities have

access to and the use of information and data, comparable to employees without disabilities, and that members of the public seeking employment or simply seeking information have equal access to Federal opportunities/information. The standards apply to E&IT equipment and E&IT related equipment, such as computer hardware and software and office equipment such as fax and copier machines, telecommunication equipment and all government websites. It doesn't mean that all such equipment must be fully operational for disabled users, but it does mean that the equipment must be easily adaptable with simple modifications or compatible with commonly used assistive technology (e.g., screen readers, TTYs, etc.). Self-contained, closed systems are an exception for the allowance of AT compatible design. Kiosks, for example, need to have the solution built-in, since the architecture is not open.)

In more detail, the purpose of this legislation is the following:

“Section 508 requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency (Emphasis added)

“Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.” (Emphasis added)

As such, Section 508 benefits both Federal employees and members of the public. Compliance with Section 508 is enforceable through the EEO or Civil Rights complaint

processes already in place. GSA and the Access Board want vendors to be responsible for providing equipment that is 508 compatible. Equally, Section 508 supporters want the industry to design accessibly. Ultimately, however, it is the Federal government's responsibility to make sure that it is buying equipment that is Section 508 compliant. It is the Government's responsibility to maintain 508 compliant web sites. All electronic and information technology developed, maintained or used by the Federal Government must be accessible to disabled persons. Comparable access to and use of does not mean separate but equal. Legislative intent is that one product is provided that is or can be readily accessible to all, often through compatibility with software, hardware or other assistive technology that the employee or consumer would already have (e.g., JAWS, a screen reader for a person with a vision impairment).

These requirements must be met unless it would pose an undue burden to do so or under a limited set of other conditions. This is consistent with language used in the Americans with Disability Act (ADA) and other civil rights legislation, where the term undue burden has been defined as “significant difficulty or expense. However, the agency must document and explain why meeting the standards would pose an undue burden for a given procurement action, and must still provide individuals with disabilities access to the information or data that is affected in an alternative method. There may be no excuse that this simply places an undue burden on the Agency.

An undue burden is financial and it applies to the Department budget. Does the Department have the budget to provide accessibility? In almost all cases, the answer is yes. Requests for Exceptions should be submitted through the NIH Office of Equal Opportunity & Diversity Management for review and consideration by the Department of Health and Human Services, Office for Civil Rights.

What are the Exceptions or areas of 'flexibility?'

Micro-Purchase Exception:

Micro-purchases under \$2,500 using government purchase cards. It should be noted that this exception will expire on April 1, 2005. Requirements for procurement that fall below the micro-purchase threshold (currently \$2,500) are exempt, pending the implementation of the sunset date.

Regardless of purchase price, the HHS agency ("OpDiv") is still required to provide accessibility for individuals with disabilities under Section 504 of the Rehabilitation Act of 1973. Each Division Head should, in accordance with their Implementation Plan, decide what exception documentation, if any, is required for micro-purchases made by that agency's government personnel who are not warranted contracting officers using Government-wide commercial purchase cards. Each HHS agency's Section 508 exception documentation requirements, if any, for micro-purchases should be provided in that agency's Government-wide Commercial Purchase Card Program guidelines. This exception is for a one-time purchase that totals \$2,500 or less, made on the open market as opposed to under an existing contract. A software package that costs under \$1,800 is not a micro-purchase if it is part of a \$3,000 purchase or a \$3,000,000 purchase.

National Security Exception: Systems used for national security, military command, weaponry, intelligence, and cryptologic activities, but not routine business and administrative systems used for other defense-related purposes or by defense agencies or personnel, are exceptions. (See FAR39.002)

Back Office Exception: E&IT located in spaces frequented only by service personnel for maintenance, repair or

occasional monitoring of equipment (e.g., network switches and routers located in wiring closets) is an exception.

Incidental to a Contract Exception: E&IT acquired by a contractor that is incidental to the contract is an exception. Section 508 only applies to products and services being procured by Federal agencies (i.e., the deliverables). Section 508 does not apply to a contractor's own internal workplace E&IT. Of course, that vendor would still be required, as a contractor with the Federal government, to provide reasonable accommodations for its own employees with disabilities.

Undue Burden Exception: Undue burden is defined as "a significant difficulty or expense," considering all agency resources available to the program or component for which the product is being procured. This definition is consistent with the use of "undue burden" and "undue hardship" in the Americans with Disabilities Act (ADA) and other Sections of the Rehabilitation Act. Section 508 provides that if a Federal agency determines that meeting the applicable technical provisions would impose an undue burden, documentation by the agency supporting procurement shall explain why procuring an item that meets all of the applicable Access Board technical provisions would impose an undue burden. Additionally, when the undue burden exception is invoked, the Federal agency shall provide individuals with disabilities with the information and data involved by an alternative means of access.

Fundamental Alteration Exception: An agency isn't required to alter its acquisition requirements in order to comply with Section 508 if the alteration would be so fundamental that the agency would no longer be procuring E&IT that met its needs.

Non-availability: An agency may conclude that E&IT meeting the applicable technical

provisions of the Access Board's standards is not available (and purchase E&IT that does not meet those provisions) when it cannot find a commercial item that both meets applicable Access Board's technical provisions and can be furnished in time to satisfy the agency's delivery requirements. If products are available that meet some, but not all, applicable provisions, agencies cannot claim a product as a whole is non-available just because it does not meet all of the applicable provisions. Agency acquisitions must comply with those applicable technical provisions that can be met with supplies or services that are available in the commercial marketplace in time to meet the agency's delivery requirements. Non-availability determinations must be documented.

Equivalent Facilitation

The Access Board's regulations provide that agencies may accept E&IT offered by vendors which uses designs or technologies that do not meet the applicable technical provisions in Subpart B but provide substantially equivalent or greater access to and use of a product for people with disabilities. (See 36 CFR 1194.5.) This is referred to as "equivalent facilitation."

Equivalent facilitation is not an exception or variance from the requirement to provide comparable access. Rather, it is a recognition that technologies may be either developed or used in ways not envisioned by the technical provisions in Subpart B but still result in the same or better functional access as would be provided by strictly meeting the provisions in Subpart B. Functional outcome - not form - is key to evaluating whether a technology results in "substantially equivalent or greater access." In effect, meeting the functional performance criteria in Subpart C of the Board's provisions is the test for equivalent facilitation.

For example, an information kiosk which is not accessible to a person who is blind might be made accessible by incorporating a telephone handset connected to a computer that responds to touchtone commands and delivers the same information audibly that is provided on the screen.

In short, the concept of equivalent facilitation is designed to allow the marketplace to offer innovative solutions. For this reason, agencies must draft their solicitations for E&IT so that products offering equivalent facilitation are considered along with those that strictly meet the technical provisions of Subpart B of the provisions.

Although Section 508 is typically considered in terms of webpage accessibility, it is really much more than that. The six categories of Electronic & Information Technology that must be accessible are:

- Software applications and operating systems (Standard 1194.21)
- Web-based intranet and internet information and applications (Standard 1194.22)
- Telecommunications products (Standard 1194.23)
- Video and multimedia products (Standard 1194.24)
- Self contained, closed products (Standard 1194.25)
- Desktop and portable computers (Standard 1194.26)

The Section 508 Standards are detailed at <http://www.Section508.gov>.

Tools for Requesting Officials and Procurement Officials

In 2001, the Information Technology Industry Council (ITI) (www.itic.org/) partnered with the U.S. General Services Administration (GSA) to create a simple, Internet based tool to assist Federal contracting and procurement officials in fulfilling the new market research requirements contained in the Section 508 implementing regulations. The result: the Voluntary Product Accessibility Template, or VPAT. Today, a number of electronic & information technology (E&IT) companies now routinely produce VPATs, post them on their company web sites, and link them to GSA's "Buy Accessible" web site.

Buy Accessible is federal government database designed specifically for government procurement. It is intended to assist in meeting Section 508 requirements, specifically, performing market research on the accessibility of electronic and information technology products. The Buy Accessible database is a repository of Voluntary Product Accessibility Templates.

Procurement officials should routinely check Section508.gov's Buy Accessible databases to determine if a prospective vendor has already completed a product evaluation and submitted it to GSA.

The expected benefits of Section 508 are: enhanced access for all users to government web sites; easier ability for Federal agencies to meet their existing obligations to disabled employees; increased productivity and job retention of employees who are currently disabled or who may develop a disability; and increased use of Federal government resources by disabled Americans.

The Office of Equal Opportunity and Diversity Management and CIT continues in partnership to educate and lead NIH to compliance with Section 508. O. Marcella Haynes is NIH's Section 508 Coordinator

(see below for contact information). Training is available through the Office of Equal Opportunity & Diversity Management.

Section 508 Training

When it comes to finding information on Section 508, the first place to look is GSA's <http://www.Section508.gov>. There, you'll find government regulations, guidance, and training courses. The 508 Universe serves as a central hub for GSA's section 508 training and information resources. In it you can access each of the topic-specific courses that address Section 508 implementation as well as explore Web links and a glossary of 508-related terms.

Their latest offering is a course entitled "Acquiring Technology: What Every Federal Employee Needs to Know About Section 508," now being offered to local (Washington, DC and surrounding metro areas) and to federal agency field/regional offices (with a minimum of 30 students per class). More information is available at <http://www.section508.gov/index.cfm?FuseAction=AcqTech>. This Acquiring Technology training is a 3.5 hour course that provides and overview of the Requiring Official's role in the acquisition planning and preparation as it relates to Section 508 of the Rehabilitation Act and explains how to determine requirements and prepare a solicitation using Market Research. The course content is grouped into the following sections:

Part 1: Procurement from the Section 508 Perspective

Part 2: Determining Requirements

Part 3: Conducting Market Research

Part 4: Developing and Completing the Solicitation

For other Federal agencies providing Section 508-related information, please see:

- US Department of Justice: <http://www.usdoj.gov/crt/508/>
- Access Board: <http://www.access-board.gov/>
- National Institutes of Health Section 508 information: <http://508.nih.gov>
- Department of Health and Human Services Section 508 information: <http://intranet.hhs.gov/iimc/access/>
<http://intranet.hhs.gov/iimc/access>

For further information on Section 508 at the NIH, please contact:

O. Marcella Haynes, Chief
 Division of Diversity Policy, Planning and Evaluation
 Office of Equal Opportunity and Diversity Management
 National Institutes of Health/DHHS
 2 Center Drive, 3rd Floor Suite
 Bethesda MD 20892

(301) 496-2689 phone
 (301) 480-3122 TTY
 (301) 402-0994 fax

HaynesO@od.nih.gov

Attached to this article are resources for finding training and further information on Section 508. Finally, below you will find a listing of NIH Institute and Center Section 508 Coordinators who are available to assist you with any IC-level implementation issues. Attached to this article are resources for finding training and further information on Section 508. Finally, below you will find a listing of NIH Institute and Center Section 508 Coordinators who are available to assist you with any IC-level implementation issues.

Section 508 Coordinator, by Institute or Center
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IC	NAME
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CC	Walter Jones
CC	Aurelia Vasquez
CIT	Pat Ashburn
CIT	Leslie Barden
CIT	Charles W. Colbert
CIT	Gloria R. Myles
CSR	Richard McKay
ECA*	Virginia Crocker
ECA*	Jerry Garmany
ECA*	Sue Smith
FIC	Julie Burke
FIC	Marcia Smith
NCCAM	Mike Chew
NCCAM	Kathleen Stephan
NCI	Sandra Thomas
NCMHD	John Ruffin

NCRR	Robert Schneider
NEI	Joan Lee
NHGRI	Mike Philippi
NHLBI	Mishyelle Croom
NIA	Michael Lockard
NIAAA	Toni Calzone
NIAAA	Frank Shevock
NIAID	Robert Bosworth
NIAID - VRC	Brain Conelley
NIAMS	Susan Bettendorf
NIBIB	Chip Groth
NICHD	Thomas Hoovan
NICHD	Heather Nicholas
NIDA	Pam Oliver
NIDA	Rosemary Pettis
NIDCD	Kay Johnson
NIDCR	Sharrell Butler
NIDCR	Christen Geiler
NIDDK	Rebecca Tudisco
NIEHS	Nancy Stegman
NIGMS	Karen Basnight
NIGMS	Daniel Hogan
NIMH	John Miers
NIMH	Michael Regardie
NINDS	Jim Angus
NINR	Kay Johnson
NLM	Helen Garton
NLM	Simon Liu
NLM	Kevin Spruill

OD	Charles Best
OD OEO DM	O. Marcella Haynes
OD OEO DM	Gary Morin
OD OEO DM	Shaletia Williams
OD OIT	David Wiszneaukas
ORS	June Johnson

* Employees Council on disabilities, an NIH employee group advocating on behalf of persons with disabilities

PURCHASE CARD NEWS

CAO's...You Asked For It!

Due to popular demand, the Purchase Card Program will be implementing a Card Approving Official Review course, but we need your feedback! Let us know if you are interested in the course and if you would like to be selected to attend the pilot training to provide your input, suggestions, comments, etc. Based on your responses in the pilot course, the class will be tailored to meet your needs. The one-half day hands-on course will focus on ADB review procedures and monthly file documentation and requirements. The class will be a combination of lecture, hands-on exercises and case studies to reinforce student understanding. Don't Delay...contact us today to request participation in the pilot, or let us know if you would be interested in attending this course if it is offered to the NIH Card Approving Official community. Pilot attendees must be current Card Approving Officials. Contact John D. Best, Division of Acquisition Programs, OLAO at (301) 496-4595 or email BestJ@od.nih.gov to register for the pilot.

NIH Purchase Card Training vs. HHS Purchase Card Training

There has been some confusion regarding Purchase Card Training classes offered by the NIH Training Center and by HHS University. Currently, the Purchase Card Training course #2636 offered by the NIH Training Center is the only Purchase Card Training class recognized by NIH to meet the mandatory requirement for Purchase Cardholders and Card Approving Officials. Registration for the NIH Purchase Card Training course is available through NIHTS. Students that attend the HHS Purchase Card Training course will not meet the

mandatory training requirements to obtain Cardholder or Approving Official status. Visit the NIH Training Center website at learningsource.od.nih.gov (click on courses, then Financial and Procurement Management) to register or review course topics.

Frequently Asked Questions

The OLAO Homepage has added a new section to its menu, Frequently Asked Questions (FAQ). This section is dedicated to addressing questions repetitively asked of the Purchase card and Delpro helplines. Visitors to the OLAO website will have access to a wealth of information pertaining to many areas of procurement as well as guidance on acquisition policies and procedures. The OLAO Homepage address is <http://www.olao.od.nih.gov/>.

BPA NEWS

The following BPAs have recently been established:

#60287 – CMA Microdialysis – for laboratory equipment and supplies

#60290 – Medstaff – for temporary support services

#60303 – Polysciences Inc – for chemicals

#60433 - International Bonded Courier – for shipping/courier services

#60512 – Affinity Bioreagents – for blood products and biological materials

#60536 – Aireco Supply – for HVAC supplies

#60615 – Anaspec Inc – for chemicals and laboratory services

#60500 – Crist Instrument – for animal and laboratory supplies

#60524 – Harlan Bloproducts – for tissue materials, biologicals, animal services

#60630 – Roche Applied Sciences – for media, chemicals, laboratory supplies and blood products

#60757 – So-Low Environmental – for laboratory supplies and equipment

#60966 – Thermo Forma – for laboratory supplies and equipment

#60812 - Trice Talent Services – for media services

#59137 – Altum Inc – for IT services

#59440 – Hunters Professional Services – for staffing services

#159437 – I3Solutions Inc – for IT services

#59516 – Digital Copier Associates – for copier/printer supplies and equipment

#59282 – Exeter Government Services – for IT services

#59531 – Arrington Dixon & Associates – for IT services

#59567 – Idox Solutions – for IT services

#59570 – Discovery Logic – for IT services

#59594 – Estco Medical – for IT services and software

#59607 – SPS/Studley Professional – for office support services

#59610 – Capital Lighting & Supply – for electrical supplies

#59697 – IDI Multimedia – for video/film services

#59737 – CKC Consulting – for IT software, hardware and supplies

#59725 – Argosy Omnimedia – for IT services

#59764 – Neo Technologies – for IT hardware, supplies and repair

#59740 – Applications Alternatives – for IT services

#59791 – Patriot Technologies – for IT hardware, software and repair

#59804 – Open System Science – for IT services, repair and software

#59843 – Chromate Industrial – for chemicals, metals and electrical supplies

#59831 – Data Management Technologies – for IT services

#59855 – Virginia Fox – for translation services

#59882 – NPC Inc – for document production/conversion services

#59907 – Enviro-zyme International – for plumbing and housekeeping supplies

#59894 – Aquilent – for IT services

#59910 – Midtown Personnel – for temporary support services

#59973 – Bren Communications – for advertising and graphic arts services

#59985 – Hutch Staffing – for temporary office support services

#59997 – Seegene – for laboratory supplies and biologicals

#60015 – Cell Signaling Technology – for blood products

#60003 – Washington Express – for courier services

#60066 – RM Thornton Inc – for general purpose hardware, plumbing supplies

#60078 – Onsite/Aerotek – for professional engineering services

#60093 – Open Biosystems – for blood products, biological materials

#60081 – The Printing Network – for printing services

The following BPAs have recently been discontinued:

#49495 – Abbott Laboratories

#44430 – Amersham Biosciences

#56082 – Bitplane

#54368 – Calibration Pipette Repair

#45252 – CMA Microdialysis

#47993 – ICN Biomedical

#55742 – Medstaff

#44103 – Polysciences Inc

#55806 – Virginia Lab Supply

#59658 – B&L Skynet

#56158 – Fotodyne Inc

#51850 – Gem Laser Express

#50322 – Mar Cor Services

#55975 – Moravek Biochemicals

#52581 – Powers Associates

#57974 – AAA Service Laboratory

#57962 – Bradley Enterprises

#58406 – Charrette LLC

#55963 – Standard Technology

#58003 – Venturi Staffing Partners

#43226 – Affinity Bioreagents

#52827 – Aireco Supply

#43632 – Anaspec

#43238 – Crist Instrument

#41266 – Harlan Bioproducts

#58378 – Kirkegaard & Perry

#42925 – Roche Applied Sciences

#39645 – So-Low Environmental

#38117 – Thermo Forma

#56225 – Cine-Med Inc

#45497 – Corporate Network Services

#57232 – Digital System Resources

#54541 – Interstate Express

#58066 – Management Assistance Corp

#58172 – Nustar Products

#51341 – Werres Corporation

The following BPA has recently been reestablished:

#55872 – Mimotopes Ltd – for biological materials

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	Time	Location	Cost	Cancellation Deadline
Dec 9, 2004	1:00pm - 4:00pm	EPS	\$265	Nov 9, 2004
Feb 10, 2005	1:00pm - 4:00pm	EPS	\$265	Jan 10, 2005
Apr 7, 2005	1:00pm - 4:00pm	EPS	\$265	Mar 7, 2005

2607

Simplified Acquisitions Refresher for AO's

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

Course Date	Time	Location	Cost	Cancellation Deadline
Dec 6, 2004	1:00pm - 4:00pm	EPS	\$265	Nov 6, 2004
Feb 9, 2005	1:00pm - 4:00pm	EPS	\$265	Jan 7, 2005
Apr 4, 2005	1:00pm - 4:00pm	EPS	\$265	Mar 4, 2005

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 NIH Training and Development Branch on 496-6211 or visit the website: <http://learningsource.od.nih.gov/>

Course Date	Time	Location	Cost	Cancellation Deadline
Dec 7 2004	8:30am - 4:30pm	EPS	\$292	Nov 7, 2004

2607

Simplified Acquisitions Refresher for AO's

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

Course Date	Time	Location	Cost	Cancellation Deadline
Dec 6, 2004	1:00pm - 4:00pm	EPS	\$265	Nov 6, 2004
Feb 9, 2005	1:00pm - 4:00pm	EPS	\$265	Jan 7, 2005
Apr 4, 2005	1:00pm - 4:00pm	EPS	\$265	Mar 4, 2005

Federal Supply Schedules

**NOTE: At this time no classes are scheduled. For further information, please contact the Training and Development Branch on 496-6211 or visit the website:
<http://learningsource.od.nih.gov>**

Course Date	Time	Location	Cost	Cancellation Deadline

2610

Consolidated Purchasing Through Contracts

**NOTE: At this time no classes are scheduled. For further information, please contact the Training and Development Branch on 496-6211 or visit the website:
<http://learningsource.od.nih.gov>**

Course Date	Time	Location	Cost	Cancellation Deadline

2611

Buying from Businesses on the Open Market

**NOTE: At this time no classes are scheduled. For further information, please contact the Training and Development Branch on 496-6211 or visit the website:
<http://learningsource.od.nih.gov>**

Course Date	Time	Location	Cost	Cancellation Deadline

2617

Price Reasonableness in Simplified Acquisitions

**NOTE: At this time no classes are scheduled. For further information, please contact the Training and Development Branch on 496-6211 or visit the website:
<http://learningsource.od.nih.gov>**

Course Date	Time	Location	Cost	Cancellation Deadline

2612

Professional Service Orders

NOTE: At this time no classes are scheduled. For further information, please contact the Training and Development Branch on 496-6211 or visit the website: <http://learningsource.od.nih.gov>

Course Date	Time	Location	Cost	Cancellation Deadline
Dec 8, 2004	8:30am - 11:30am	EPS	\$245	Jul 3, 2004

2603

Delegated Acquisition Training Program

NOTE: At this time no classes are scheduled. For further information, please contact the Training and Development Branch on 496-6211 or visit the website: <http://learningsource.od.nih.gov>

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	Time	Location	Cost	Cancellation Deadline
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THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may have related to acquisition so that we can include your articles in future newsletters.

The OLAO Acquisition Newsletter is published by the Office Of Logistics and Acquisition Operations (OLAO), OA, OD. This issue and prior issues are available through the OLAO homepage: <http://www.nih.gov/od/olao/oa>

OLAO invites your comments and suggestions for future articles. Please address all correspondence to the co-editors, Annette Romanesk, romanesa@od.nih.gov, or John Best, bestj@od.nih.gov. If you have any questions or comments regarding the information, policy and/or procedures published in the News, contact the DELPRO Helpline on 496-0400 and you will be referred to the appropriate area.

