



# THE OLAO ACQUISITION NEWSLETTER

**DELPRO HELPLINE (301) 496-0400**

**PURCHASE CARD HELPLINE**

**(301) 435-6606**

**SPECIAL POINTS OF INTEREST:**

- **Training Classes Required For Simplified Acquisition Certification**

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<b>Simplified Acquisition Certification</b>	

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

CY 2006 / QUARTER 4

## NEW NEWS FOR THE NEW YEAR

### TRAINING CLASSES REQUIRED FOR SIMPLIFIED ACQUISITION CERTIFICATION

The classes required for Simplified Acquisition Certification A (previously Level I) are Basic Simplified Acquisition or CON 237 (an online class) and Advanced Simplified Acquisition.

The classes required for Simplified Acquisition Certification B (this certification can only be granted to Acquisition Offices (COACs) are Basic Simplified Acquisition or CON 237 (an online class), Advanced Simplified Acquisition, CON 100 (Shaping Smart Business Arrangements), and CON 110 (Mission Support Planning).

The CON237 online class can be found at the following Federal Acquisition Institute (FAI) link information:

Federal Acquisition Institute:  
<http://www.fai.gov/>

Register for Courses:  
<https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1>

Scroll to bottom and log in with SSN and DOB.

Note: Beginning with the January 2007 certification board meeting, you no longer are required to submit a K-2 form with your certification package. You will be advised as to the form you will need to submit.

### APPROPRIATED FUNDS MAY NOT BE USED TO PAY FOR INDIVIDUALS' MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

It remains the rule that agencies cannot pay for individuals' memberships in professional organizations, pursuant to 5 U.S.C. 5946. If you explain the restriction against the Government purchasing membership for individuals, some professional organizations may allow the Government to purchase its own membership at the lower, individual rate.

### SF-44's



Even though the micro-purchase threshold increased from \$2,500 to \$3,000 for most supplies/services, the increased threshold does not extend to SF-44's. Therefore, the limits of \$2,500 for warranted contracting officers with a signature card on file with OFM and \$1,500 for DELPRO Approving Officials will not change. Some ICs have lower limits.

# CHANGES IN ACQUISITION

## JANUARY SIMPLIFIED ACQUISITION CERTIFICATION BOARD

The next meeting to review packages for Simplified Acquisition Certification (the old Level I) will most likely meet toward the end of January, 2007. Please submit your packages to your IC Simplified Acquisition Coordinator so that they can submit the packages to Annette Romanesk, 6011 Executive Blvd., Room 547H by January 15, 2007.



## UPDATE ON DEPARTMENTAL STRATEGIC SOURCING CONTRACT PORTFOLIO

The Department has recently added another supplier to its Strategic Sourcing Portfolio for the Office Equipment commodity. Canon USA, Inc., was included to provide system purchases, lease and maintenance for office equipment.

## CHANGES TO FEDERAL SOURCING CONTRACT PORTFOLIO

Federal Express was recently awarded a BPA under the Federal Strategic Sourcing Initiative (FSSI). The FSSI, similar to the HHS Departmental Strategic Sourcing Contract Portfolio, was established to provide a common procurement vehicle so that participating government agencies could procure and utilize items/services through discounted methods. HHS was re-

sponsible for awarding the BPA to Federal Express under the FSSI. The BPA was awarded for "Domestic Delivery Services". The BPA covers express and ground delivery services only. The FSSI BPA with Federal Express was based on the current GSA Schedule with FedEx but offers some added benefits such as:

- Waived fuel surcharges
- Increased discounts through tiered pricing
- Money back guarantee offers
- Competitive pricing

The NIH BPA Program intends to include the Federal Express BPA that was awarded under the FSSI to its list of NIH BPA vendors. HHS has added it to their Contract Portfolio. However, NIH currently has a BPA with FedEx, against their GSA schedule which is available for usage now.

If you have any questions regarding the NIH BPA Program please call (301) 496-5212.



**When in  
Doubt call the  
NIH BPA  
Program on  
(301) 496-5212**

# JWOD NAME CHANGE TO ABILITY ONE PROGRAM

The Javits-Wagner-O'Day (JWOD) Program provides employment opportunities for more than 45,000 Americans who are blind or have other severe disabilities by orchestrating Government purchases of products and services provided by non-profit agencies employing such individuals throughout the country. The procurement of these items/services is a mandatory source to be checked regarding Acquisition.

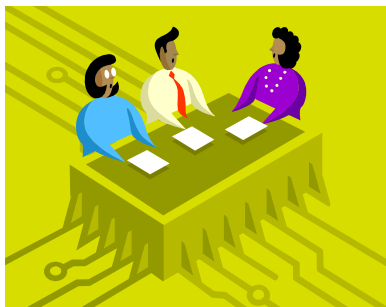
"The Committee for Purchase from People Who Are Blind or Severely Disabled" has voted to change the name of the JWOD Program to the "Ability One" Program. The name is being changed to give a stronger, more unified identity to the program and to show a connection between the name and the abilities of those with disabilities. The effective date of this action is November 27, 2006. For

additional information the complete description of the name change and the article can be assessed at the link below. In the event the link does not work, please cut and paste the URL to your web browser.

<http://a257.g.akamaitech.net/7/257/2422/01jan20061800/edocket.access.gpo.gov/2006/E6-19971.htm>



## UPDATE ON SIMPLIFIED ACQUISITION SYMPOSIUM



The symposium committee is preparing to put the final touches on the agenda for the 2007 Simplified Acquisition Symposium. The theme is "For The Health Of It". The symposium will be held April 17th and 18th, 2007 at the 4-H Center. So mark your calendars now and plan to have another exciting and informative 2 days. You don't want to miss it. There are going to be trivia games, prizes, workshops, panel discussions, as well as an awards ceremony, food and fun. Look out for the announcement of registration in February.

## SIMPLIFIED ACQUISITION INTERFACE (SAI)



The Simplified Acquisition Interface is still operational and will be available at least until NBS is deployed. The Micro-Purchase Threshold was raised to \$3,000 with noted exceptions on September 28, 2006. All actions above \$3,000 and up to \$25,000 must be reported to DCIS. By entering your information for these acquisitions into SAI they are automatically reported to DCIS, and eventually to FPDS-NG. This 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. For information on Product Service Codes use the following website: <http://fpdcapp.gsa.gov/pls/pdsweb/pscwiz>

## NEW BUSINESS SYSTEM (NBS) UPDATE

NBS is still on track for deployment. The first wave is scheduled for February 2007, at which time the inventory module will go live. The remainder of the Acquisition module will be deployed sometime in May 2007. It is strongly advised that everyone take full opportunity of the training that is being offered, some of which is mandatory in order to be granted access in the system. For more information on NBS please access the website at: <http://nbrss.nih.gov/> and follow the instructions.

# GSA INFORMATION

## *Inclusion of Open Market Items on GSA Schedule Buys*

It is permissible to include open market items on the same mechanism (purchase orders, purchase card, Records of Call, etc.) with GSA schedule items. The open market items must be clearly annotated on the order as well as the other procedures listed below.

- For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Schedule (also referred to as open market items) to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order only if—
- All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (*e.g.*, publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- All clauses applicable to items not on the Federal Supply Schedule are included in the order.



# BLANKET PURCHASE AGREEMENT NEWS

## The following BPAs have recently been established:

#63933 – New England Peptide Inc – for peptides, antibodies and related services  
 #63815 – Office Depot – for office supplies and equipment  
 #64337 – Nalge Nunc International – for laboratory supplies and equipment  
 #63827 – Fitzgerald Industries International – for chemicals and biological materials  
 #63972 – The Glidden Company – for paints and related hardware  
 #64222 – Brinkman Instruments – for laboratory supplies and instruments  
 #63996 – Omega World Travel – for travel for non-government personnel  
 #62850 – Denysys Corporation – for transcription services  
 #62914 – Jennifer Beauchamp-Ankeny – for translation services  
 #62938 – Etoile Corporation – for IT services  
 #62992 – HG Roebuck & Sons – for printing services  
 #63021 – Fedsolve LLC – for IT equipment and services  
 #63057 – Plexus Scientific Corp – for IT services and software

## The following BPAs have recently been discontinued:

#60512 – Affinity Bioreagents Inc	#60745 – Art & Negative Graphics
#62483 – Biosource International Inc	#56070 – Lawson Products Inc
#60548 – Leon McMorrow	#46974 – Mac Business Solutions Inc
#52815 – New England Peptide Inc	#47678 – Office Depot
#49638 – Owl Separation Systems	#62468 – Research Diagnostics Inc
#52672 – Research Products International	#55924 – Rexel Branch Electrical
#46738 – The Glidden Company	#58093 – District Safety Products
#60642 – Express Personnel Services	#49223 – Margarita Chavez de Silva
#62547 – Margo Michaels	#59007 – National Power Corp
#57611 – Potomac-Hudson Engineering	#52830 – Southern Utilities Company
#60706 – The Promotouch Inc	#62223 – Best Medical Wear
#61073 – Technology Distribution Network	#61310 – Uniplus Consultants Inc
#58472 – Biomedical Research Institute	#45746 – Brinkman Instruments Inc
#58457 – District Healthcare & Janitorial	#59164 – Toner Express
#61452 – Better Engineering Mfg	#59804 – Open System Sciences of VA
#48152 – Virginia Water System	

## **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 purchase logs using the ADB.

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
Jun 7, 2007	8:30am - 12:30pm	EPS	\$345	May 16, 2007
Aug 9, 2007	8:30am - 12:30pm	EPS	\$345	Jul 18, 2007

## **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>**

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
May 7, 2007	8:30am - 4:00pm	EPS	\$394	Apr 15, 2007
Jun 6, 2007	8:30am - 4:00pm	EPS	\$394	May 15, 2007
Jul 16, 2007	8:30am - 4:00pm	EPS	\$394	Jun 24, 2007
Aug 6, 2007	8:30am - 4:00pm	EPS	\$394	July 15, 2007

## **8300 NBS TRANSITION: SIMPLIFIED ACQUISITION REFRESHER**

NIH will transition to the NBS next year as a new system for purchasing at NIH. NBS Software training will be presented to all who are currently purchasing at NIH. The purpose of the NBS Refresher Training is to insure that attendees are familiar with purchasing procedures prior to attending the NBS software training. This one-half day class identifies purchasing procedures for DELPRO Ordering and Approving Officials, Cardholders and CAO's who are currently purchasing goods and services for NIH. The class will provide an overview for selecting vendors, file documentation, acquisition mechanisms and consideration for purchases at the Micro-purchase level and above. The course will be a combination of lecture and exercises to reinforce student understanding.

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
Jan 8, 2007	8:30am - 12:00pm	EPS	\$314	Dec 17, 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

## **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.

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
Mar 6, 2007 (Day 1)	8:30am - 4:00pm	EPS	\$1015	Feb 19, 2007
Mar 7, 2007 (Day 2)	8:30am - 4:00pm	"	"	"
Mar 8, 2007	8:30am - 4:00pm	"	"	"

## **2612 PROFESSIONAL SERVICE ORDERS**

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
Feb 6, 2007	8:30pm - 12:30pm	EPS	\$314	Jan 22, 2007
Jun 4, 2007	8:30pm - 12:30pm	EPS	\$314	May 13, 2007
Aug 7, 2007	8:30pm - 12:30pm	EPS	\$314	Jul 16, 2007

## **2617 PRICE RESONABLENESS IN SIMPLIFIED ACQUISITIONS**

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
Sep 6, 2007	8:30am - 12:00pm	EPS	\$313	Aug 15, 2007

## **2609 FEDERAL SUPPLY SCHEDULES**

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Date</b>
Mar 6, 2007	1:00pm - 4:00pm	EPS	\$305	Feb 12, 2007



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

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## **2610 CONSOLIDATED PURCHASING THROUGH CONTRACTS**

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
Mar 6, 2007	9:00am - 12:00pm	EPS	\$305	Feb 12, 2007
Jul 24, 2007	9:00am - 12:00pm	EPS	\$305	Jul 23, 2007

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## **2611 BUYING FROM BUSINESSES ON THE OPEN MARKET**

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Date</b>
Mar 7, 2007	9:00am - 12:00pm	EPS	\$305	Feb 13, 2007
Jul 25, 2007	9:00am - 12:00pm	EPS	\$305	Jul 3, 2007

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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>**

## **THE OLAO ACQUISITION NEWSLETTER**

We encourage the ICs to send us 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 Annette Romanesk, RomanesA@od.nih.gov, Milton Nicholas, NicholaM@od.nih.gov, Alfreda Mire, MireA@od.nih.gov, Cynthia Henderson, HendersonCy@od.nih.gov or Nicholas D'Ascoli, DascoliN@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 Cynthia Henderson at the email address listed. For future issues, contact the DELPRO Helpline on 301-496-0400 and you will be referred to the appropriate area.

