THE OLAO ACQUISITION NEWSLETTER

HIGHLIGHT(S) OF THE MONTH

TRAVEL CHANGES

Provided by Joel Papier, Office of Financial Management (OFM)

The following guidance is provided to assist you in, 1) procuring airline tickets for Non-Federal persons who receive compensation for their services via an honorarium or fee for service, and 2) procuring airline tickets for Non-Federal persons who are not receiving an honorarium or fee for service and are eligible for City Pair airfares.

Q1. May I use the Travel Management Center (TMC), i.e., OMEGA, when purchasing regular airfares for a Non-Federal person receiving an honorarium or fee for service?

A1. Although not a requirement, OMEGA staff is ready to assist you with procuring regular airfares . If tickets are not procured through OMEGA, regular airfares may be included on the Professional Service Order, Purchase Order or Contract.

Q2. I utilize the different procurement mechanisms mentioned in (A1) above to obtain the services of

Non-Federal persons who receive an honorarium or fee for service. Is this guidance applicable with all of these mechanisms?

A2. Yes. Regardless of the procurement mechanism used, this guidance is to be followed.

Q3. What kind of tickets are Non-Federal persons eligible to receive if they are receiving an honorarium or fee for service?

A3. Tickets procured for these individuals through the TMC must be regular airfares at non-governmental rates and they need to be fully refundable and fully changeable. These persons are not entitled to fly using the preferential City Pair contract airfares.

Q4. What mechanism will I use such that OMEGA will be able to bill the regular airfares to the Central Billed Account and ultimately, to the Central Accounting System?

A4. You must use a Record of Call (ROC). NOTE: If you use this mechanism to procure regular airfares, you are not to display the airfare costs on any other procurement document for that individual.

Q5. How should I alert OMEGA that this is a request for travel by a Non-Federal Person receiving an honorarium or fee for service?

A5. Annotate the Remarks Section of the ROC to read, Non-Federal Persons being paid an honorarium or fee for service; eligible only FOR **non-government** airfare rates .

Q6. What else needs to be provided to OMEGA besides the ROC being annotated in the above manner?

A6. A separate roster containing all the names of the Non-Federal Travelers must accompany the ROC. The following information is to be included

on this document:

The ROC to cross-reference to;

The CAN, OC Code and Meeting Code number the travel relates to;

The name of the meeting, location, and dates of the meeting;

The address and phone number of each traveler;

A point of contact within the Institute/Center to answer any questions OMEGA may have.

Q7. What should I do if the meeting involves both Non-Federal Travelers receiving an honorarium or fee for service and Non-Federal Travelers not receiving an honorarium or fee for service?

A7. Two separate ROCs will be required. Those individuals eligible to use City Pair airfares will be covered by one ROC (with accompanying roster annotated with the information in A6). Those not eligible will be covered by another ROC (with accompanying roster annotated with the information in A6). The Remarks Section of the ROC for those eligible for City Pair fares should be annotated to read, Non-Federal Persons not receiving an honorarium or fee for service; eligible for City Pair airfares .

Q8. How should we submit ROC documentation to OMEGA?

A8. You are to submit all ROC requests and accompanying rosters to OMEGA by fax as follows:

Fax number - 703-528-7178 - Attn: Sharon

Any questions regarding the above information, contact Joel Papier 301-496-4379.

RECYCLED CONTENT PRODUCTS

Under Section 6002 of the Resource Conservation and Recovery Act (RCRA), Executive Order 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*, and Federal Acquisition Regulation (FAR) Subpart 23.4, Federal Agencies are required to acquire items composed of the highest percentage of recovered/recycled materials, without adversely affecting performance requirements and while maintaining a satisfactory level of competition. In an effort to minimize waste going into landfills, the Environmental Protection Agency (EPA) has targeted eight product elements for use of recycled materials, including construction products, landscaping products, non-paper office products, paper and paper products, park and recreation products, transportation products, vehicular products and miscellaneous products such as signs.

To make acquisition of recycled materials easy, thousands of recycled and environmentally preferable products are available to procuring agencies and their contractors through established Federal Supply Sources. GSA has negotiated contracts to offer federal buyers over 2000 recycled content items. Computer paper, remanufactured toner cartridges, memo sheets, recycled retractable pens, and writing pencils are just a few of the recycled products offered by GSA. A complete listing is available at the GSA website:

http://www.gsa.gov/Portal/content/offerings_content.jsp?contentOID=118316&contentType=1004

DELPRO NOTES AND SIMPLIFIED ACQUISITION NEWS

LEVEL I PACKAGES FOR APRIL

The next Level I Certification Board will meet some time at the end of April, 2003. Please submit your Level I Package early to your IC Coordinator so that your IC Coordinator can send your package to Annette Romanesk, 6011 Executive Blvd., Room 547H by April 15, 2003.

SIMPLIFIED ACQUISITION REFRESHER FOR AOs - CLASS #2607 (SEE PAGE 7 OF THIS NEWSLETTER)

The New Business System is coming! Are you current and up-to-date with Simplified Acquisition Procedures? This one-half day update course will identify changes in acquisition procedures and provide helpful website resources to stay informed of changes in purchasing. This class is ideal for Approving Officials and Ordering Officials who attended the 5-day Delegated Acquisition Training Program (DELPRO) course more than two years ago. It provides a quick overview of changes, updates, ordering procedures, and regulations and policies that govern the acquisition process. The course has been streamlined to emphasize documentation procedures, clearance requirements, Required Sources, ordering procedures, and responsibilities. Changes to Professional Service Orders and Reprint Orders are discussed, as well as common and frequent errors discovered during yearly audits. A checklist is provided to insure that order files are complete and in compliance with Federal and NIH regulations. Students must bring their DELPRO guide to use as a reference in the class and will be provided handouts and update materials to keep current with changes in procedures.

How to Register: For more information, see the Available Training and Seminar section, course 2607, listed in the back of this issue. Also, visit http://learningsource.od.nih.gov to learn more about this and other acquisition courses.

SECTION 508

Section 508 requires computers (such as hardware, software, printers and accessible data such as web pages), fax machines, copiers to be accessible to

people with disabilities. Task and delivery orders placed against an IDIQ contract, BPA purchases, purchase orders, purchase card buys and orders from UNICOR, and NIB/NISH, are required to comply with 508.

It is the responsibility of the individual purchasing the equipment to ask vendors if software, computers, fax machines, printers or copiers are 508 compliant. If the vendor is unsure they should be instructed to consult the GSA website at http://www.section508.gov/ which contains listings of technical accessability standards for various equipment. If the answer is no, we cannot buy from that vendor. We must buy only from the vendor that sells 508 compliant equipment. The individual should document in the file that the equipment is 508 compliant, and if possible, get a statement in writing from the vendor attesting to this fact. NIH maintains its own website at http://508.nih.gov/

Micro-purchase Exception:

There is a temporary exception for a one-time purchase that totals $2,500 or less. Micro-purchases under $2,500 using government purchase cards (this temporary exemption was originally in place until January 1, 2003; at this time, it is in place until October 1, 2004). 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. However, 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. Even though a one-time micro-purchase has been authorized until October 1, 2004, you are strongly encouraged to comply with the applicable accessibility standards to the maximum extent practicable.

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. Procurement officials should routinely check Section 508.gov s Buy Accessible databases to determine if prospective vendor has already completed a product evaluation and submitted it to GSA.

Purchasing Agents in the Centralized/Decentralized Acquisition Offices must include the following in the purchase orders for computers, printers, fax machines and copiers:

FOR INFORMATION TECHNOLOGY ITEMS, NIH SHALL ONLY PURCHASE THOSE ITEMS WHICH ARE IN COMPLIANCE WITH SECTION 508 OF THE REHABILITATION ACT OF 1973, 1998 AMENDMENTS.

Contact Gary Morin at moring@od.nih.gov for additional information.

ELECTRONIC RECEIVING (RECEIVING BY EMAIL)

A packing slip or delivery ticket is not required if the Receiving Official sends an email message to the Ordering Official which includes the date of receipt of the item(s) or the date services were rendered. The only change to receiving information is that there would not be a written signature. The Receiving Officials name, title, building, room and phone number must also be included.

PURCHASE CARD NOTES

IMPORTANT REMINDER!!!!!!!!!!!!!!!!

REQUIRED SIGNATURES ON ALL PURCHASE CARD LOGS

It is imperative that all purchase card logs are signed and dated by both Cardholders (CH) and Card Approving Officials (CAO), certifying that all information is accurate.

In cases where the AO and CH are physically located in different satellite offices, it is the responsibility of both individuals to coordinate a feasible process that will ensure monthly purchases are properly recorded on the log for final approval, with the appropriate supporting documentation attached (e.g., clearance approvals, charge slips, credit slips, packing slips, etc.).

MISCELLANEOUS INFORMATION

CALLING CARDS

How do I obtain a Calling Card?

Orders for Calling Cards are placed with your Administrative Officer. (A.O.) A Calling Card requires a DELPRO order.

How long does it take before my Calling Card arrives?

Your Calling Card will be sent to the contact person on the DELPRO approximately 15 business days from the day your DELPRO order arrives in the Telecommunications Section.

Who is authorized to receive a Calling Card?

NIH Personnel on the supervisors level and above have the responsibility to authorize the purchase of a NIH Calling Card.

What kinds/types of calls can I make?

Domestic or International Calls can be made using the Calling Card.

How do I: -disconnect a Calling Card? - report an emergency regarding my Card? - change my name on my Calling Card?

Contact: Jackie Anderson - EPS 300 E-Mail: andersoj@mail.nih.gov Fax: 301-435-8088

How do I report a lost or stolen Calling Card?

Call: 1-888-FTS-SVC1 (387-7831) Outside the US Call: 919-378-6076 And at your earliest convenience: Contact: Jackie Anderson - EPS 300 E-Mail: andersoj@mail.nih.gov Fax: 301-435-8088

Can one employee have more than one Calling Card?

To facilitate billing and monitoring requirements, Calling Cards are assigned one-to-a-person.

How many Calling Cards can be ordered on a single DELPRO?

You may order cards for multiple staff members on one DELPRO.

Calling Card Quick Reference Guide

For Customer Service Dial: 1-888-FTS-SVC1 (1-888-387-7831)

To Place a Call:

    1. Dial 1-800-999-9000

    2. Dial Card Number + PIN

    3. Dial 0 + Area Code + Phone Number

    Or

    Private Dial Plan Number

    Or

    011 + Country Code - International No.

    Or

    Use your Calling Card Features

To Use Your Calling Card Features:

    Press Star, then press:

    O for Operator

    1 for Dialing Instructions

    3 for Conference Calling

    5 for Speed Paging

    7 for Customer Service

Country Codes - MCIs Search Engine for Dialing Codes to Other Countries

http://mci.worldcom.com/for_your_home/products+services/international/english/icp_countrycodes.shtml

To Place Another Call:

    -DO NOT hang-up

    - Press # for 2 seconds and listen for tone

    - Follow step 3 above

TTY User:

    Dial Federal Relav - 1-800-877-8339

Service for NIH Calling Cards is provided by MCI WorldCom - http://mci.worldcom.com/

For additional information:

Call: GO-CIT (4-6248)

E-mail: TASC@mail.nihgov

TDD/TTY: 1-800-438-8832

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
2/27/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	$218	1/29/2003
3/27/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	$218	2/26/2003
5/6/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	$218	4/8/2003
6/12/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	$218	5/14/2003
7/30/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	$218	7/01/2003

2607

Simplified Acquisitions Refresher for AOs (2 classes each day)

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
3/26/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	$190	2/26/2003
7/31/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	$190	7/2/2003

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
2/24/2003	8:30 - 4:30	EPS	$290	1/27/2003
2/25/2003	8:30 - 4:30	EPS	$290	1/28/2003
3/10/2003	8:30 - 4:30	EPS	$290	2/10/2003
3/24/2003	8:30 - 4:30	EPS	$290	2/24/2003
3/25/2003	8:30 - 4:30	EPS	$290	2/25/2003
4/14/2003	8:30 - 4:30	EPS	$290	3/7/2003
5/5/2003	8:30 - 4:30	EPS	$290	4/7/2003
5/19/2003	8:30 - 4:30	EPS	$290	4/21/2003
6/9/2003	8:30 - 4:30	EPS	$290	5/12/2003
6/10/2003	8:30 - 4:30	EPS	$290	5/13/2003
7/14/2003	8:30 - 4:30	EPS	$290	6/16/2003
8/11/2003	8:30 - 4:30	EPS	$290	7/14/2003

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. The following courses will be available for enrollment this FY2002 and FY2003.

2609

Federal Supply Schedules

Course Date	Time	Location	Cost	Cancellation Deadline
4/15/2003	9:00 - 12:00 & 1:00 - 4:00	EPS	$245	3/18/2003
7/15/2003	9:00 - 12:00 & 1:00 - 4:00	EPS	$245	6/17/2003

2610

Consolidated Purchasing Through Contracts

Course Date	Time	Location	Cost	Cancellation Deadline
4/16/2003	9:00 - 12:00 & 1:00 - 4:00	EPS	$245	3/19/2003
7/16/2003	9:00 - 12:00 & 1:00 - 4:00	EPS	$245	6/18/2003

2611

Buying from Businesses on the Open Market

Course Date	Time	Location	Cost	Cancellation Deadline
4/17/2003	9:00 - 12:00 & 1:00 - 4:00	EPS	$245	3/20/2003
7/17/2003	9:00 - 12:00 & 1:00 - 4:00	EPS	$245	6/19/2003

2617

Price Reasonableness in Simplified Acquisitions

Course Date	Time	Location	Cost	Cancellation Deadline
2/20/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	$245	1/23/2003
5/20/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	$245	5/1/2003

2612

Professional Service Orders

Course Date	Time	Location	Cost	Cancellation Deadline
2/26/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	$245	1/31/2003
5/7/2003	8:30 - 12:00 & 1:00 - 4:30	EPN	$245	4/8/2003
6/11/2003	8:30 - 12:00 & 1:00 - 4:30	EPN	$245	5/14/2003
7/29/2003	8:30 - 12:00 & 1:00 - 4:30	EPN	$245	7/1/2003

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	Time	Location	Cost	Cancellation Deadline
3/11 thru 3/14/2003	9:00 - 4:00	EPS	$784	2/11/2003
4/15 thru 4/18/2003	9:00 - 4:00	EPS	$784	3/18/2003
5/20 thru 5/23/2003	9:00 - 4:00	EPS	$784	4/22/2003
7/15 thru 7/18/2003	9:00 - 4:00	EPS	$784	6/17/2003
8/12 thru 8/15/2003	9:00 - 4:00	EPS	$784	7/15/2003

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

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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

To receive a hardcopy of the Newsletter or to correct/remove/add your mailing address for the Newsletter, Mailing Key F113A, please fax your request to (301) 402-0217, or email your request to the following individuals:

Ms. Arlene Wallace at: wallacea@ors.od.nih.gov Or

Ms. Margaret Agresti at: agresti@ors.od.nih.gov

OLAO invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, seidelp@od.nih.gov , Tim Theoharis, theoharist@od.nih.gov , Annette Romanesk, romaneska@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.