



The Office of Acquisition and Logistics Management (OALM) Acquisition Newsletter

Simplified Acquisition Helpline

(301) 496-0400

SimplifiedAcquisition-
Help@od.nih.gov

Purchase Card Helpline

(301) 435-6606

Creditcard@od.nih.gov

BPA Helpline

(301) 496-5212

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Final Guidance - OFM Transmittal No.305C - Use of Appropriated Funds to Pay for Professional Licensure

The Division of Simplified Acquisition Policy and Services (DSAPS), in coordination with the Office of Financial Management (OFM), the Office of the General Counsel (OGC), and Scientific and Administrative staff, have revised guidance on the purchase of medical licenses for NIH staff implementing 5 U.S.C. 5757: Payment of Expenses to Obtain Professional Credentials. The revised guidance addresses specific procedures for: allowing prior fiscal year reimbursement; obtaining approval via signature from the Office of Human Resources; and for submitting approved paperwork to the Office of Financial Management.

The previous policy did not allow for the payment of state licenses for employees. However, NIH senior officials have decided that it is allowable to pay the expense of one state license per fiscal year for the NIH employees when it is determined that the license is essential to the individual's clinical program responsibilities and they are credentialed at the Clinical Center or at another NIH Intramural healthcare facility.

This complete revised guidance along with questions and answers can be found at the following link:

<http://olao.od.nih.gov/Acquisitions/ImportantNotices/simplifiedacquisitions/mediallicenses.htm>



The 2008 Simplified Acquisition Mini Symposium (SAMS)

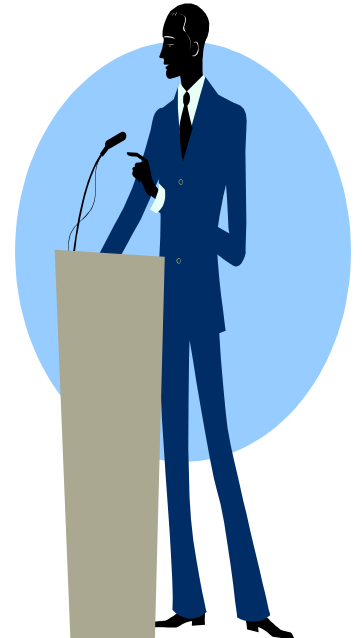
The Division of Simplified Acquisition Policy and Services (DSAPS), Office of Acquisition Management and Policy (OAMP), Office of Acquisition and Logistics Management (OALM) will hold the Simplified Acquisition Mini Symposium on Tuesday, April 1, 2008, from 8:00 a.m. to 3:00 p.m. in the Natcher Conference Center (Building 45). Valuable information will be presented to benefit purchasing agents, approving officials and others involved in simplified acquisition. Registration for the symposium is closed.

Four (4) Continuous Learning Points (CLPs) for Acquisition Certification or Five (5) CLP's for Project Officers Certification will be awarded to all who attend the full day.

The SAMS will include talks from a representative of the Office of Federal Procurement Policy on future initiatives; Health and Human Services University (HHSU) Learning Officer ; and representation from the NIH research community. Workshops will include: Use of Provisions & Clauses; Acquisition Planning and Budget Stretching Opportunities; Appropriations Law; Foreign Acquisition; Career Development; Retirement Planning; and Purchase Card Update.

Check in and continental breakfast opens at 8:00AM in front of the Main Auditorium. The Symposium starts promptly at 9:00AM.

For additional information please contact Nic D'Ascoli at DAscoli@od.nih.gov or (301) 594-5458.



**OFFICE OF ACQUISITION AND LOGISTICS MANAGEMENT
DIVISION OF SIMPLIFIED ACQUISITION POLICY AND SERVICES (DSAPS)
"SIMPLIFIED ACQUISITION PATHWAY TO KNOWLEDGE"
2008 LECTURE SERIES**

MARK YOUR CALENDAR!! The 2008 "Simplified Acquisition Pathway to Knowledge" Lecture Series continues. All attendees will receive a certificate for attending the full session. The lectures will count toward an individual's certification training requirement. Your attendance at the following lectures is strongly encouraged. For additional information you may contact Alfreda Mire via email mirea@od.nih.gov.

PARTICIPANTS: Simplified Acquisition Community and all that are interested

LECTURE NO. 2

GSA/FEDERAL ACQUISITION SERVICES

Presenter: Ms. Johnetta B. Edwards-Ford, Customer Service Director
Wednesday, May 21, 2008 - (9:30am – 11:30am)

LECTURE NO. 3

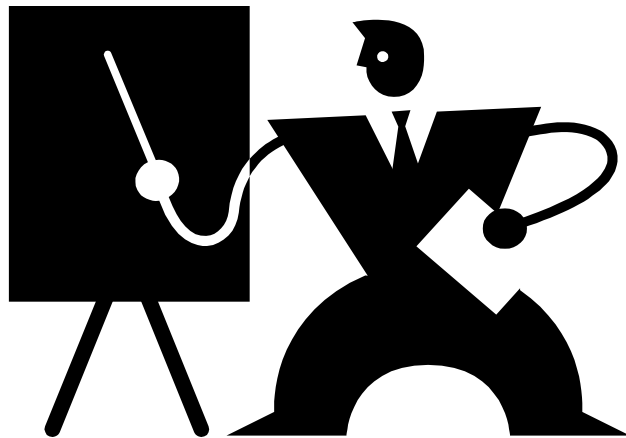
INVOICING

Presenters: Office of Financial Management Representative (To be determined)
Mary Haak, Vendor Account Manager IC Invoice Specialist
Wednesday, August 27, 2008 - (9:30am – 11:30am)

LECTURE NO. 4

ACCESSING PROVISIONS AND CLAUSES IN NEW BUSINESS SYSTEM

Presenters: Milton Nicholas, Management Analyst, DSAPS
Nic D'Ascoli, Procurement Analyst, DSAPS
Wednesday, October 22, 2008 - (9:30am - 11:30am)



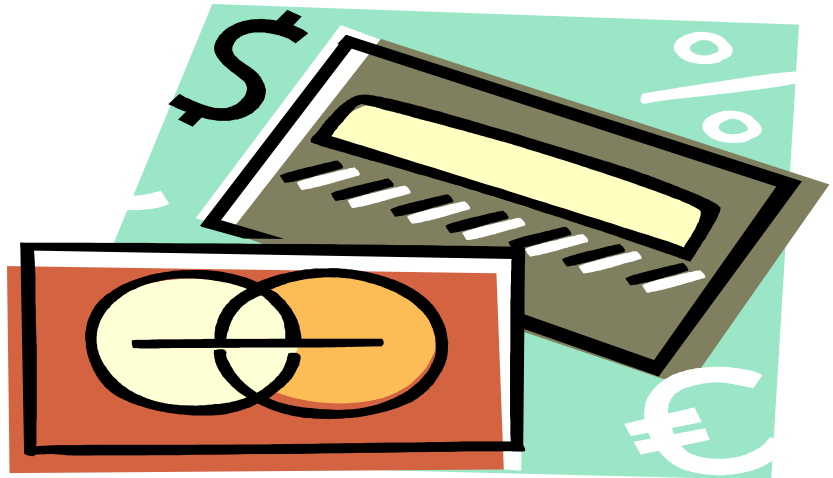
Purchase Card News Update

As you read this article, some Cardholders (CHs) and Card Approving Officials (CAOs) may have received an email notification regarding unreconciled purchase card transactions. The email notifications were only sent to the affected CHs/CAOs. The NIH Purchase Card Program Office in conjunction with the NBS Team have identified those CHs/CAOs who have outstanding unreconciled actions in the NBS. The purpose of this exercise is to clear all outstanding unreconciled purchase card transactions. It is imperative that CHs/CAOs who have received a notice complete their reconciliations as soon as possible.

In addition, beginning March 14th, the NBS will automatically generate an email notification to all CHs/CAOs who have unreconciled transactions. This notice will be generated on the 14th of every month thereafter.

Lastly, effective April 21, 2008, CHs/CAOs names who are still identified on the unreconciled report will be forwarded to the appropriate management official within their respective ICs. If there are any questions relating to this article, please submit an email to creditcard@od.nih.gov or NIH Global email Listing (Help, Creditcard) or you may call the NIH

Purchase Card Helpline on 301-435-6606. If you are having NBS related issues, please contact the NBS Helpdesk.



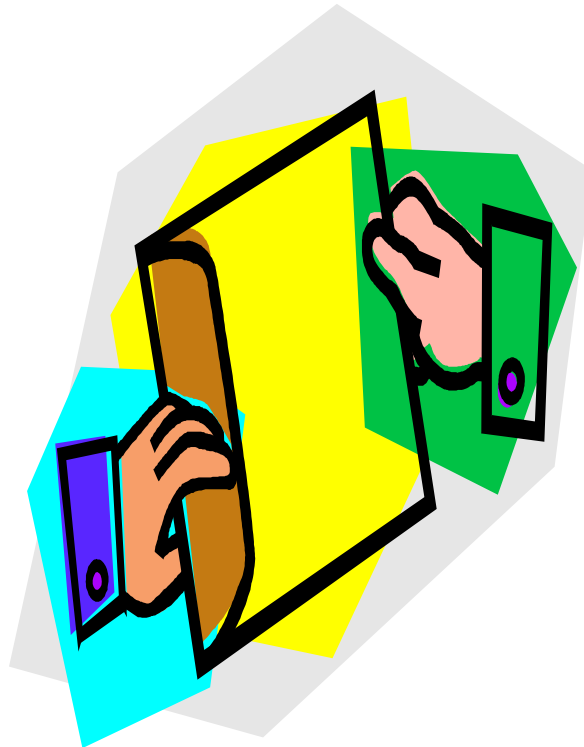
NEW & DISCONTINUED BPA'S

The following BPAs have recently been established:

#999900842B – JA Majors Company – for books and journals
 #999900844B – Booz Allen Hamilton – for IT software, services and equipment
 #200800017B – Canon USA – for copier supplies and equipment
 #999900847B – Standard Technology – for IT services
 #999900848B – Sapient Government Services – for IT services and software
 #999900851B – Image Media Services – for design and marketing services
 #999900850B – Tampa Bay Analytical Research – for laboratory testing services
 #999900853B – Colours Inc – for signs and printing services
 #999900852B – Ekagra Software Technologies – for IT software and services
 #999900856B – Ramada Inn Rockville – for conference services for NIH SREA Program

The following BPAs have recently been discontinued:

#63724 – Amaram Technology
 #62850 – Denysys Corporation
 #50152 - Gallard-Schlesinger
 #63696 – Gentra Systems
 #61788 – Hendrick Communications
 #60196 – Informatics Studio
 #54332 - Radio-television Monitoring
 #61973 – Silicon Mountain Memory
 #63657 – University of Maryland Baltimore
 #999900104B – Whatman Inc
 #60536 – Aireco Supply
 #999900319B – Almag Plating
 #999900588B – Atlis Systems
 #999900254B – Blaydes Industries
 #49405 – Clontech Laboratories
 #999900397B – Matthews Medical & Scientific
 #999900750B – National Energy Controls
 #999900672B – Phenix Solutions
 #59231 – The E Group
 #60418 MB Staffing Services
 #63763 – Paula Zeller
 #63748 – Seven Harvest International
 #999900154B – Suntech Inc
 #999900845B – Lifeblood Medical
 #999900846B – C2 Media
 #999900855B – ITSC



The following BPA has recently been reestablished:

#999900441B – EU Services – for printing and graphic arts services

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>

2609 Federal Supply Schedules

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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No Classes Scheduled

2610 Consolidated Purchasing Through Contracts

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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No Classes Scheduled

2611 Buying From Businesses On The Open Market

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
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No Classes Scheduled

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 8, 2008	8:30am-12:00pm	6120EPS	\$319	Aug 17, 2008
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9512 NIH Purchase Card Training

Apr 21, 2008	8:30-4:00pm	6120EPS	\$744	Apr 10, 2008
Apr 22, 2008	“	“	“	
May 12, 2008	8:30-4:00pm	6120EPS	\$744	Apr 20, 2008
May 13, 2008	“	“	“	“
Jun 19, 2008	8:30am - 4:00pm	6120EPS	\$744	May 28, 2008
Jun 20, 2008	“	“	“	
Jun 30, 2008	8:30-4:00pm	6120EPS	\$744	Jun 8, 2008
Jul 1, 2008	“	“	“	“
Jul 14, 2008	8:30-4:00pm	6120EPS	\$744	Jun 22, 2008
Jul 15, 2008	“	“	“	“

Continued

Date	Times	Location	Cost	Cancellatiion date
Jul 16, 2008	8:30-4:00pm	6120EPS	\$744	Jun 24, 2008
Jul 17, 2008	“	“	“	
Aug 11, 2008	8:30-4:00pm	6120EPS	\$744	J ul 22, 2008
Aug 12, 2008	“	“	“	
Aug 13, 2008	8:30-4:00pm	6120EPS	\$744	Jul 22, 2008
Aug 14, 2008	“	“	“	

9513 NIH Simplified Acquisitions Delegated Procurement

Jun 23, 2008	8:30am - 4:00pm	6120EPS	\$1,664	Jun 1, 2008
Jun 24, 2008	“	“	“	“
Jun 25, 2008	“	“	“	“
Jun 26, 2008	“	“	“	“
Jun 27, 2008	“	“	“	“

Aug 4, 2008	8:30am - 4:00pm	6120EPS	\$1,664	Jul 13, 2008
Aug 5, 2008	“	“	“	“
Aug 6, 2008	“	“	“	“
Aug 7, 2008	“	“	“	“
Aug 8, 2008	“	“	“	“

9516 NIH Internal & External Requisitioner

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Jun 23, 2008	8:30am - 4:00	6120EPS	\$480	May 22, 2008
Jul 9, 2008	“	“	“	Jun 8, 2008

*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 OALM Acquisition Newsletter

The OALM 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.

OALM invites your comments and suggestion for future articles. Please address all correspondence to the editors: 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 procedures published in this issue, you may contact **Milton Nicholas** 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.