



THE OLAO ACQUISITION NEWSLETTER

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

Volume 4, Issue 7 & 8 (DELPRO HELPLINE 301-496-0400 & PURCHASE CARD HELPLINE 301-435-6606) JULY/AUGUST 2002

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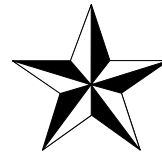
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YOUR CO-EDITORS.



HIGHLIGHT(S)

OF THE MONTH

DOUBLE ISSUE !!!!

Latest Information on Blackberry Issue

The acquisition of purchasing options for the BlackBerry wireless email device, has caused a considerable amount of confusion. This article is intended to clarify this problem. A BlackBerry is a wireless e-mail device that is used to retrieve e-mails when you are away from the office. Along with the BlackBerry device, you must also purchase a Client Access License (CAL) and air time. At this time, it is only possible to purchase the license and air time in a one year increment. BlackBerry devices are available through several vendors and several acquisition mechanisms, e.g., record of call, purchase order and purchase card.

Research in Motion (RIM), manufacturer of the BlackBerry devices, sells to the Government through several distributors. They are listed at <http://www.blackberry.net/solutions/government/purchasing>.

To save the NIH money, CIT asked Research in Motion (RIM), the manufacturer of the BlackBerry devices, to bundle the Blackberry device, air time, and CAL into a single offering

for ease of ordering and servicing. The manufacturer then selected CDW-G as the reseller of this DHHS specific package. The DHHS-Blackberry bundle is available only from CDW-G via their ECSII contract, **D7000330**. This DHHS bundle saves the Government approximately \$240 per unit for the 957unit (the recommended model). Only CDW-G, via the ECSII contract, can offer this price. It is significantly less costly than any other commercial package. Purchase cards and records of call are acceptable mechanisms for ordering under the CDW-G contract.

If you already have a BlackBerry device and want to purchase only air time and a CAL, it is available from CDW-G, GTSI, and Intelligent Decisions on the ESCII contract. Compaq and SkyTel are other government distributors. You may also purchase from commercial sources. Records of call, purchase orders and purchase cards are acceptable acquisition mechanisms.

With the Blackberry device, there is a one year warranty on manufacturers' defects. The license and service are purchased for a one year period. There is a startup charge if the service is deactivated and it is necessary to restart it. It is possible to transfer the device, license and service from one employee to another, if an employee leaves the IC. However, if it is necessary to terminate the contract early, there is no refund of money or proration for unused service.

Please visit the CIT website (<http://cit.nih.gov/dnst/DNSTweb/wireless.html>) for more information such as the coverage area for the wireless devices, how to view or print attachments, how to get the Global Address Book on your Blackberry and other software available for the Blackberry.

2001 Award Recipients for Outstanding Service in Purchasing

On June 19th 2002 , the Simplified Acquisition Committee had the honor of presenting the Outstanding Service in Purchasing Awards to deserving recipients. The recipients went above and beyond their normal jobs to ensure the research for which NIH is responsible for may continue. The recipients worked diligently behind the scenes , yet are a very important aspect of the research arena. The purchasing agents keep the labs supplied with the tools for research and assist doctors and researchers in their exacting task of discovering cures for various diseases. The agents were nominated by doctors, researchers and supervisors. Listed below are the categories and the recipients of the awards.

Again, congratulations to all recipients for their hard work. The NIH appreciates all efforts by purchasing agents everywhere for their resourcefulness, dedication and excellence in area of simplified acquisitions.

1. Award for Outstanding Service in Purchasing for 2001

LaDonna J. Stewart-Roberts, NEI

Group Award – Cheryl F. Salamanca, ORS
Lisa S. Josephowitz, ORS
Florastine K. Tyler, ORS

Lynda L. Kieres, NIAID
Leona J. Eschenbacher, NIAID

2. Special Recognition Award in Purchasing for 2001

Bonnie L. Lancey, NICHD
Vida Niles, NIMH
Denise Derricotte, NCI
Purnell B. Cofield, NHLBI
Margaret (Meg) Fender, NIEHS
Mamie G. Ballance-Akinbinu, CC
Deborah D. Coulter, NHLBI
Cecilia D. Morales, NHLBI

3. Honorable Mention in Purchasing for 2001

Susan Dawson, NCI
Sharon Coles Calloway, NCI
Karen Gardner, NCI
Rita H. Jones, NIEHS
Andrea L. McGee, CC
Deborah Culpepper, CC

*DELPRO NOTES &
SIMPLIFIED ACQUISITION NEWS*

The Town Crier

**Documentation For
Simplified/Commercial Item
Acquisitions Actions Greater Than
\$2,500 Now Available.**

The checklist for commercial items greater than \$2,500.00, is now available as a **fillable PDF file**. The ten page form can be filled electronically and printed out for file documentation. Initially the form could not be accessed at all. After many months of debugging the file, the checklist went from non-accessible to electronically fillable capability. This comprehensive form will prove to be an invaluable tool to ordering officials, approving officials, and anyone making commercial buys in the simplified acquisition arena. The form may be found at this address:

<http://forms.cit.nih.gov>. Once at this web site, select PDF forms, Procurement & NIH , **CKLISTOVER2500.PDF**

**Delpro Approving Official and
Ordering Official Form Updated.**

The NIH 2604 form "Delegation of Acquisition Authority" is used to request Delpro Approving Official authority and to request Purchase Card authority above \$2,500.00. The NIH 2604 form now includes a Purchase Card block to request Purchase Card authority above \$2,500.00. The forms are also automated so that you can type in data and print it off, or if you wish, you can just print a blank form. The NIH 2604 is automated so that you can type in Lines 1 thru 17. These are the only lines that you should complete. Please be advised that you cannot e-mail the completed NIH 2604's but that you need to mail or fax them to the Division of Acquisition Programs, OLAO,

because they still require the signature of your designee and your requesting official. NIH 2604 forms for Purchase Cards above \$2,500.00, should be faxed or mailed to Annette Romanesk, 6011 Executive blvd, Room 547H, Fax (301) 496-8422, along with a copy of the designee's Level 1 Certificate, or if they are not Level 1 certified, a copy of their Certificate from the training class "Contract Formation 1" or "Acquisition Planning II".

All forms are available at the NIH Forms page located at :<http://forms.cit.nih.gov>. Once you arrive at the site, select PDF forms, Procurement & NIH, **NIH Forms**, then click on specific form:

[NIH 2604](#) and [NIH 2604-1](#)

Basic Project Officer Training

by Carl Henn

When Basic Project Officer training resumes in October 2002, a choice of a four day traditional classroom course or an online course will be available. The CD-ROM version will no longer be offered, and no further classes for the CD-ROM are available. Staff currently working through the CD-ROM will be learning purely for knowledge at this point - their efforts will no longer qualify for Project Officer Certification. The Basic Project Officer Online will be divided into three progressive sessions spread over a three to four month period. The first session will consist of a number of instructional units broken down into several 15 to 20 minute modules. Each unit will have an online exam. Students may skip a section and go straight to the exam if they have already been trained in that area. The second session is an instructor-led review, conducted online over a one week

period, followed by a Certification Exam. The third session comprises a 32 hour application workshop conducted over 5 to 6 weeks. Students collaborate together through e-mail and discussion boards. Participation counts towards your final grade. The online course will likely take more time overall than the classroom course. But it won't require any time away from your desk, and won't require any travel. Registration for the Project Officer training is done through the NIHITS system. Your A.O. or secretary should be able to sign you up. If there are additional questions you may contact Carl Henn, NIH Acquisition Training Coordinator, on 301 496-7110, or at ch24v@nih.gov.

NIH Data Warehouse Assists with Codes and Descriptions

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INTERFACE Issue 223 May 28, 2002 pg9

Every day we use many codes to perform our job. Now the NIH Data Warehouse offers one place to retrieve the codes we need along with their description and other related information-in tools that will search for the information you need.

The tools are listed in "Helpful Look-ups" -a link on the DataTown Web page

[\[http://datatown.nih.gov/dw/datatown.htm\]](http://datatown.nih.gov/dw/datatown.htm)

Click on the tool you need, enter either a code or

description, and the search instantly gives you the relevant information. For example,

List of "Helpful Look-up" Tools

<u>Tool</u>	<u>Information Displayed</u>
Object Class Codes	- object class code, description, and major description

Property Class Code - code, description/name, entry date, clerk ID, and usage status

Organization Codes - organization code, IC, organization initials, and organization title

Nodes - node, IC, primary contact name, and primary contact phone number

Nature of Action Codes - NOAC code, NOAC definition, and NOAC type.

Common Accounting Number - IC, fiscal year, project CAN, and project CAN description

You don't need to register to use the "Helpful Look-up" tools. They are available to everyone.



Delpro Helpline Question

The Delpro helpline receives various types of questions regarding all aspects of procurement. From time to time the helpline receives interesting questions to unique situations. One such question dealt with whether or not Canadian citizens are required to have passports to enter into the US. The answer is no. In regards to professional services and guest speakers, the person must have a B-1(Business) Visa, to perform the brief requested service under. This visa does not allow for the visitor to stay for an extended period of time or to become an employee. This information, as well as all other information regarding foreign visitor and visa status, may be obtained from the John E. Fogarty International Center; International Service section. The web address is:

<http://www.nih.gov/fic/>

You may also contact the Office of Communications at (301) 496-2075 to speak

with a International Service Branch representative.

BPA NEWS

The following BPAs have recently been established:

#55778 - Labsource Inc - for laboratory supplies and equipment

#56094 - Matthews Medical & Scientific - for medical books and publications

#55818 - Signet Pathology Systems - for biological materials and blood products

#55781 - Research Diets Inc - for animal feed

#55766 - VWR International - for laboratory supplies and equipment

#55612 - Glynn Interactive - for IT software and services

#55560 - Kelly Services - for temporary support services

#55572 - Zymo Research - for chemicals and laboratory supplies

#55375 - University of Virginia - for tissue materials and blood products

#55557 - Judge Technical Services Inc - for IT services

#55651 - Art Litho - for printing services

#55663 - Louisiana Acrylics Inc - for laboratory supplies

The following BPAs have recently been discontinued:

#40302 - Advanced Biotechnologies Inc

#51811 - Aerotek/Option One

#12773 - Bio-Rad Laboratories

#43174 - Biogenex Laboratories

#52293 - BioWhittaker

#47575 - Business Technologies Inc

#53352 - Cambridge Isotope

#54068 - Columbia Diagnostics Inc

#41033 - Enzo Diagnostics Inc

#47942 - ICN Biomedical

#50646 - Irvine Scientific
#50531 - Kirkegaard & Perry Inc
#39384 - Labsource Inc
#54462 - Matthew Book Company
#53052 - National Diagnostics
#50634 - New England Biolabs
#46741 - Oligos Etc Inc
#47930 - Organon Teknika Corp
#51298 - Remel Inc
#27262 - Research Products
#50440 - Roboz Surgical Instrument
#36678 - Sanofi Diagnostics
#44478 - Signet Pathology Systems
#50413 - The PJ Noyes Company
#54214 - Truslow Farms
#54280 - US Computer Products
#40235 - VWR Scientific

or down. Once a renewal takes place this will be reflected on the source screen and would typically be in effect for the duration of the renewal. Any further changes in prices and discounts would have to be reviewed and approved by the BPA Management Program. Regardless of the purchasing mechanism, (BPA, purchase card, purchase order) the negotiated discount should be honored. There may be exceptions if the item procured is not covered under the BPA. Agents may contact the BPA Management Program at 6-5212 if there are any concerns in reference to the aforementioned information.

The following BPAs have recently been reestablished:

#51795 - J& H Berge Inc - for chemicals and blood products
#47354 - Nichols Institute Diagnostics - for laboratory supplies, equipment and blood products
#51732 - Roche Diagnostics - for chemicals, media, blood products and laboratory supplies

Buyers Beware

By Christina Vaughan

In the course of procuring commercial items from BPA vendors, purchasing agents should be cognizant of the negotiated discounts offered to the NIH for a particular item or items. In many instances, agents have noticed that some commercial items procured on a repetitive basis, have had sharp price increases during the calendar year. Typically BPA's are renewed once a year. Renewals may involve renegotiation of prices and discounts either up

AVAILABLE TRAINING & SEMINARS

PURCHASE CARD SURVIVAL

THE SIMPLIFIED ACQUISITION PROGRAMS BRANCH, DIVISION OF ACQUISITION PROGRAMS, is sponsoring a series of "Purchase Card Survival" meetings on the PURCHASE CARD PROGRAM. These meetings will be held four times a year, with the exception of the March 5th cancellation. The following dates have been established through 2002:

SEPTEMBER 3, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

DECEMBER 3, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

Additionally, these meetings are teleconferenced into several locations. Contact Cole Stathes, at 435-3933, for specific information. Current information on Purchase Card Survival Meetings is available on the following website: <http://eos13.dcr.nih.gov:80/od/opm/purchases/survival.html>

BASIC PURCHASE CARD TRAINING

Mandatory Purchase Card Training has been scheduled for the following dates. Registration is required through Human Resources Development Division (HRDD) using NIHITS. You may obtain further information on class registration at the HRDD web site: <http://learningsource.od.nih.gov>

2636 MANDATORY PURCHASE CARD TRAINING SCHEDULE

Tuition for the following courses: \$272.00

<u>DATE</u>	<u>START TIME</u>	<u>END TIME</u>	<u>LOCATION</u>	<u>Cancellation Deadline</u>
8/13/02	8:30 AM	4:30 PM	Bldg 31/B3C02A	7/16/02
9/9/02	8:30 AM	4:30 PM	Bldg 31/B3C02A	8/12/02

PURCHASE CARD LOG & 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 hand-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB.

This course is for CURRENT NIH PURCHASE CARD HOLDERS who wish to create and reconcile electronic Purchase Logs using the ADB.

2635 PURCHASE CARD PROCESSING SYSTEM

Tuition for the following courses: \$169.00

Course Dates	Course Time	Location	Cancellation Deadline
8/14/02	8:30AM 12:00 PM	Bldg 31	7/14/02
	1:00 PM 4:30 PM		

MANDATORY DELPRO PROCUREMENT TRAINING

The Delegated Acquisition Training Program and first five 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 FY-2002.

2609

Federal Supply Schedules

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
<u>08/06/2002</u>	<u>9:00 -12:00</u> <u>1:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>07/09/2002</u>

2610

Consolidated Purchasing through Contracts

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
<u>08/07/2002</u>	<u>9:00 -12:00</u> <u>1:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>07/10/2002</u>

2611

Buying from Businesses on the Open Market

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
<u>08/08/2002</u>	<u>9:00 -12:00</u> <u>1:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>03/07/2002</u>

2617**Price Reasonableness in Simplified Acquisitions**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
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Currently, there are no scheduled sessions of this course. Please contact the Human Resources Division at (301)-496-6211.

2612**Professional Service Orders**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
08/28/2002	8:30 - 12:00 1:00 - 4:30	<u>Executive Plaza</u>	\$207	07/31/2002

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.

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
<u>08/19-22/2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$766</u>	<u>07/22/2002</u>
<u>09/10-13/2002</u>	<u>9:00 - 4:00</u>	<u>Bldg 31</u>	<u>\$766</u>	<u>08/13/2002</u>

Although a Cancellation Deadline date may have passed, You MAY still submit a registration form through NIHITS at ANY TIME in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or use the Uniform Resource Locator (URL), <http://learningsource.od.nih.gov>.

2607**Simplified Acquisitions Refresher AOs**

This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the roles and responsibilities of the Approving Official. The newly released Delegated Acquisition Reference Guide will be utilized.

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
<u>08/14/02</u>	<u>1:00pm - 4:30pm</u>	<u>Bldg 31/B3C02A</u>	<u>\$184.00</u>	

THE ACQUISITION NEWS

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 Acquisition News is published by the Office of Logistics & Acquisition Operations (OLAO), OA, OD. This issue and prior issues are available through the OPM homepage: <http://www.nih.gov/od/opm/>

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

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

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

The above requesting methods are preferred. However, you may also contact the Reprographic Communications Branch on 496-6781 and asked to be placed on, or ask for a correction to or removal from Mailing Key F113A.

The Office of Logistics & Acquisition Operations, invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, E-mail: SeidelP@OD.NIH.GOV, Tim Theoharis, E-mail: TheoharT@OD.NIH.GOV, Annette Romanesk, E-mail: RomanesA@OD.NIH.GOV, or John Best, E-mail: BestJ@OD.NIH.GOV, OPM Acquisition News, Bldg. 6011, Room 549A.

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.