THE OLAO ACQUISITION NEWSLETTER

HOMEPAGE: http://www.nih.gov/od/olao/oa

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HIGHLIGHT OF THE MONTH

REVISED PURCHASE CARD MANUAL ISSUANCE!

The newly revised NIH Policy Manual for Internal Procedures for the Purchase Card (I.M.P.A.C.) Program (26013-2), dated 2/15/02, is now available. This replaces the previous edition dated 2/26/97.The revised Manual Issuance can be accessed directly at the following site : http://www1.od.nih.gov/oma/manualchapters/contracts/6013-2/ . Our office can also be reached on (301) 435-6606 with questions about the Manual or the Purchase Card.

The information in the Manual Issuance reflects updated procedures on such things as how to obtain a Purchase Card, how to report a lost or stolen card and how to do daily or monthly reconciliations, etc. It is clearer to read and easier to research than the previous Manual Issuance.

Included in the Manual are six Appendices. One of the Appendices is the latest "Unauthorized Purchase List" dated January 31, 2002. Examine your own "Unauthorized Purchase List" to see if you have the latest version.

It may be helpful to keep handy Appendix 3, containing instructions on purchasing items under the micropurchase threshold of $2,500 and Appendix 4 containing instructions on purchasing over the $2,500 threshold.

The new Manual Issuance also includes guidance on the Convenience Check.

DELPRO NOTES AND SIMPLIFIED ACQUISITION NEWS

PROCUREMENT DEADLINE DATES

The NIH Manual 6007-1, Deadline Dates for Procurement Requests, was issued in March,2002. This issuance revises the Procurement Administrative Lead Times (PALTS) and the deadline dates for submitting on-line Market Requisitions (RQMS) and other authorized funding documents to the Division of Station Support Acquisition, within the Office of Logistics and Acquisition Operations (OLAO) for non R&D awards in the current fiscal year and the first quarter of FY2003. The Manual is available at: http://www1.od.nih.gov/oma/manualchapters.

FSS QUESTION

The following is a question that comes up frequently:

*Are you required to justify the use of a large business versus a small business on a **Federal Supply Schedule** if the purchase is greater than $2,500?*

For FSS orders that exceed the micro-purchase threshold but do not exceed the maximum order threshold, you need to consult the Federal Acquisition Regulation (FAR) 8.404, "Using Schedules." It states, "FAR Parts 13 and 19 do not apply to orders placed against Federal Supply Schedules, except for the provision at 13.303-2(c)(3) (*deals with setting up BPAs*.)" That means that orders placed against a Multiple Award Schedule are considered to be issued using full and open competition. Therefore, consider small business vendors first. If that is not possible, you may purchase from a large business without justification.

TRADE -INS

To help stretch laboratory budgets, consider the possibility of trading-in whenever procuring new instruments. A trade-in instrument can be used for both GSA, as well as open market acquisitions. In the past, NIH was restricted on what was allowed to be used as a trade-in. The rule was that we could only use a like instrument, as a trade-in, when procuring a new one. NIH, now has much greater trade-in flexibility. Trade in of any piece of scientific equipment will suffice, regardless of the manufacturer.

For both questions and help regarding trade-ins contact: Dave DeWitt, Acquisition Planning and Specifications Branch, (301) 435-3920, e-mail: dewittd@od.nih.gov, fax (301) 496-8422

FREEDOM OF INFORMATION FEE SCHEDULE CHANGE

The Freedom of Information Act (FOIA) allows us to charge FOIA requestors part of the cost of answering their requests. The fee schedule for Freedom of Information services has been revised as follows:

GS - 1 through GS - 8 $17.00 per hour ($1.00 increase)

GS - 9 through GS - 14 $34.00 per hour ($1.00 increase)

GS - 15 and above $61.00 per hour ($2.00 increase)

Search costs are charged to commercial (for profit) vendors. Additional charges such as duplication fees, computer diskette and computer costs are listed on the FOIA website at http://www.nih.gov/icd/od/foia/index.htm Once fees have been calculated, send an invoice only if the total fee is $25 or more.

OUTSTANDING SERVICE IN PURCHASING AWARD

The Nomination Package for "Outstanding Service in Purchasing Award" for Calendar Year 2001 was distributed March 15th. Nominations are due no later than C.O.B. April 15th, 2002 to Sue Kaminski, 6011 Executive Blvd., Room 549J. You are encouraged to nominate employee(s) for this award. The award will be presented to one or more individuals who have demonstrated a commitment to excellence in obtaining quality goods and services to meet the needs of NIH's scientists. Please refer to the memorandum dated 3/11/2002 for more information. The awards will be honored at the June 19th SAC Meeting. The awardees will also be acknowledged during the Awards Ceremony at the 2003 Simplified Acquisition Symposium.

You can view the nomination package at the following website: http://www.nih.gov/od/olao/oa/simp_ac/nihaward.pdf

QUESTIONS ON TEMPORARY HELP SERVICES

Can I use a non-BPA vendor for temporary service? If I do use a vendor who does not have a BPA, what must be done to satisfy the Service Contracting Act requirement in regard to wage rate determinations? Is there specific paperwork or documents that must be filed?

For updated information about temporary help services, refer to the DELPRO Reference Guide, Part II, pages 31 through 33. You can access the DELPRO Reference Guide on the OLAO Acquisition website, http://www.nih.gov/od/olao/oa/delpro/delpro_refguide.pdf

Although we encourage you to use the Temporary Service BPAs because of their negotiated discounts and full compliance with regulations done for you by the BPA group, **you certainly may use non BPA vendors**. You can use a Purchase Order or, if the service will extend to under 60 days, a purchase card. (See the Unauthorized Purchase Card List for restrictions on using the Purchase Card for services over 60 days)

However, in either case, you must follow the provisions of the Service Contract Act, if the contract exceeds $2,500, for all temporary services you use. These provisions contain standards regarding minimum wage and fringe benefits, safe and sanitary conditions, notification to employees of minimum allowable compensation and equivalent Federal employee classifications and wage rates (FAR 22.1002-2)

For instance, if the temporary service is for administrative or clerical support, use Wage Rate Determination No. 1994-2103 for Administrative Support and Clerical Occupations and incorporate this into the acquisition. This means that the vendor must agree to pay the wage from the Wage Rate Determination for the D.C., Maryland and Virginia area. The exact wage is determined by the skill level of the employee. The level of the employee (and the salary rate) is determined by the level of the secretary's supervisor as well as the level of secretarial responsibility. You can make this determination by going to the Department of Labor website: http://www.dol.gov/dol/esa/public/regs/compliance/whd/wage/

It is important that the vendor pay the full amount to the temporary employee. Any company fees and profits must be added to this.

(For those in Construction there is a different set of wage determinations, pursuant to the Davis-Bacon Act. Please see OLAO March Newsletter, for website)

REFRIGERATOR/FREEZER REPAIR

All refrigerater/freezer maintenance contractors must show their EPA card as well as proof of formal refrigeration training before working on any NIH owned freezers/refrigerators.

Keep in mind that the going rate for a complete preventative maintenance inspection (PMI) on any ultra cold freezer is $60.00

PMI's should include but not be limited to alarm function tests and temperature calibration. The manufacturers of all the freezers at NIH agree that the number of PMI's range from two to four per year depending on usage.

OBJECT CLASSIFICATION CODES!

WHAT ARE THEY - WHERE ARE THEY?

As we are now into Fiscal Year 2002, the DELPRO HELPLINE still continues to receive calls from various IC's as to "WHAT IS, or WHERE CAN I FIND, a specific Object Classification Code (OC code)?" The following will help you, Ordering and/or Approving Officials, in resolving your dilemma. First, a little information about OC codes.

The following is excerpted from "NIH Manual....ACCOUNTING, Part 1930...Codes, CHAPTER 1935, OBJECT CLASSIFICATION CODES."

1935-0 PURPOSE

Object Classification Codes are uniform codes used in classifying the financial transactions of the National Institutes of Health by object. These descriptions cover the basic sub-object class level. The object code is essential to the Central Accounting System and the appropriate code must be used for every financial transaction recorded.

A. Major Object Classes

The major object and certain classifications that are prescribed in submitting budget estimates and budget reports to OMB and the Congress. Codes have been assigned to identify unfunded costs, income and expense items, asset, liability, and net worth items which do not necessarily affect obligations. The major object classes have been divided into sub-object classes for more detailed classifications of data as deemed necessary. The major object class code is a numeric code structure. (Sample - 25. Consulting and other services)

B. Sub-Object Classes

The major object class codes have been extended by adding two digits to the basic major object code. The sub-object class code is a numeric/alpha code structure. The first digit of the sub-object class codes is a numeric code and will be used to identify primary types or groups of objects within the major object class. The last digit of the sub-object class codes is a numeric or alpha code and will be used to identify specific objects within the primary type or group of objects. (Sample - 25.2H = Guest Lecturers and speakers) (Sample - 25.2I = Volunteer Medical Research)

This sub-object class structure conforms to that prescribed, in certain instances, by OMB Circular A-12, and in more detail by DHHS. Sub-object class codes permit more detailed review or analysis of common or special interest classes of object and insure uniform reporting of certain data Department-wide.

C. Additional Codes

The object and sub-object class codes listed and described in Section 1935-3 are prescribed for the National Institutes of Health Central Accounting System. The DHHS Accounting System contains additional object and sub-object class codes which may be used when needed. The Division of Financial Management, may utilize the unassigned sub-object class codes within the four-digit code structure to meet any unique requirements.

As stated, the above information contains only excerpts from the “NIH Manual . . . ACCOUNTING, Part 1930...Codes, CHAPTER 1935, OBJECT CLASSIFICATION CODES.”

THE OBJECT CLASSIFICATION CODES CAN BE FOUND AT THE FOLLOWING WEBSITE:

http://www-dw.cit.nih.gov/SCRIPTS/OBJCLASS/occ.cfm

NITAAC QUESTION AND ANSWER FORUM

Provided by Carole Marcotte, DITA

1. In the list for supplies in FAR 8.001, Priorities for use of Government Supply Sources, where does NITAAC fit?

Answer: FAR Subpart 8.001 establishes priorities for use of Government supply sources. The Government-wide Agency Contracts (GWACs) are available for use after a determination that the sources listed in this FAR subpart are not appropriate for use. There may be a maximum order limitation in place on a GSA Schedule that limits the ability of the customer to acquire their complete system needs. The GWACs offered by NITAAC may have terms and conditions that are better suited for the individual needs of the Federal Agency’s best value determination. In many cases the ability for a single prime to manage the entire Federal Agency need as the integrator of both the prime and subcontracting needs is a valuable service that may not be available under a particular schedule contract.

2. Is the ECSII contract considered agency

inventory?

Answer: Agency Inventory implies that title for the inventory rests with the Government. The Electronic Computer Store II (ECSII) contract is not to be considered Agency inventory since title to the equipment does not rest with the Agency. The contract provides a readily available source of Information Technology hardware and software that already has a competed base of qualified contractors. The "Fair Opportunity for Consideration" permits these qualified contractors to propose functionally based solutions for hardware and software requirements.

3. Are the NITAAC contracts considered mandatory or priority use?

Answer: The priority of use of the NITAAC contracts is stated in question 1 in this forum. The NITAAC contracts are not mandatory for use. However, when the total life cycle cost of a system is considered, one of the major elements is the administrative costs. Usually, the best value for the Government can be met by awarding task orders or delivery orders under contracts that have already been competed. This savings is in terms of cost avoidance and increased production time since the system can be in place sooner than an individual contract action that is subject to full and open competition procedures.

4. How do the ordering official determine which items are on FSS and which are OM on the ECSII contract?

Answer: If the ordering official has determined that the ECS II contract is the method of procurement, there is no need to determine what items are on the federal supply schedule. Since they will be placing the order under the ECS II contract they have already made the determination that the GSA Federal Supply Schedule does not meet their particular need for their entire requirement. Having made that determination, all the items are purchased under the terms and conditions of the ECS II contract.

5, If the purchase ends up being awarded to an FSS vendor who responded through NITAAC, is the purchase then considered to be available through FSS?

Answer: Any task order or delivery order that is placed under the NITAAC contracts has already been determined by the ordering official to be unavailable from the required Government sources specified in FAR 8.001. Therefore, if a NITAAC vendor also happens to have a GSA Federal Supply Schedule contract it is of no relevance if the order is placed under the NITAAC contracts. The order will be fulfilled in accordance with the NITAAC contract's terms, conditions and prices.

6. Following this, should the FSS vendors on ECSII be used before considering open market vendors?

Answer: As stated in question 1 of this Forum, the FAR outlines the priorities that must be considered prior to using commercial awards. The NITAAC contracts are commercial awards.

7. Is the GWAC considered a schedule?

Answer: The Government-wide Acquisition Contracts are not a federal supply schedule.

8. Where can we get ordering information on NITAAC? We couldn't find it on the web.

Answer: The NITAAC web site http://nitaac.nih.gov has information concerning all contractors that have received awards in the NITAAC program. If you go to the contractor's link on the NITAAC website, there is a point of contact listed for each company.

9. What is MEG and CP Leasing?

Answer: The MEG contract is for medical equipment that may be purchased. The CP Leasing contract is for medical equipment that may be leased.

10. Can we mix FSS vendor quotes with OM

vendor quotes under the ECSII?

Answer: The ECS II contract has its own prices. You would not get quotes from the FSS contractors and the OM contractors and attempt to place an order with those quoted prices under the ECS II contract.

11. Is there a requirement to consider 2 quotes on the same FSS schedule still required as if ECSII was a multiple award schedule (MAS)?

Answer: The ECS II contract operates under the mandate of "Fair Opporuntity for Competition." This means that the requirement is submitted to all ECS II contractors for quote.

PURCHASE CARD NEWS

CAO CHANGE REQUESTS

CAO changes are only made once a month. To be processed in time for the next purchase card cycle, you must have all your information into the Purchase Card Program by the 25th of the month.

In order to process your request in a timely manner, please provide the following information when submitting a CAO Change Request.

Cardholder: Name; Account Number; ADBID, Node, 30 day limit

Current CAO: Name, ADBID, Node

New CAO: Name, ADBID, Node

Please insure that the information provided is correct. Too many times, a request is delayed because the IC has failed to provide the information needed or the information was incorrect (i.e. bad ADBIDs, IDs without the proper authority assigned to them, person not having the training, etc.)

PURCHASING AIRTIME WITH THE PURCHASE CARD

Prominent on the "***Unauthorized*** **Purchase List**" are maintenance contracts or agreements where the period of performance exceeds sixty (60) days. They are not authorized. The purchase card may be used to pay for maintenance contracts or agreements on **a monthly or bi-monthly basis.** (This restriction is dependent on VISA, which only allows cardholders 60 days to dispute any action). Therefore, you may not purchase BlackBerry units in conjunction with airtime unless the vendor agrees to bill you monthly or bimonthly for airtime.

CORRECTION TO MARCH OLAO ACQUISITION NEWS

There are two corrections in the section **PURCHASE CARD NEWS**, page 2, to the article, "What Should Your Monthly Acquisition File Include? All files above and below the micro purchase threshold must include the following:

...Receipts (Sales slips, Invoices, Packing Slips) (include these ONLY IF THEY ARE PART OF YOUR DOCUMENTATION AND THEREFORE, APPLICABLE.)

In the same article, change "SIC" codes to "NAICS" codes in column 2. Sorry.

CONTRACTS

EXCERPTS FROM A STATEMENT OF ANGELA STYLES, NOMINATED TO BE ADMINISTRATOR OF THE OFFICE OF FEDERAL PROCUREMENT POLICY BEFORE THE UNITED STATES SENATE COMMITTEE ON GOVERNMENTAL AFFAIRS MAY 17, 2001

Note: The United States Senate confirmed Ms. Styles's nomination by unanimous vote on Thursday, May 24, 2001. The entire speech can be found on the Acquisition Reform Network (ARNET) at http://www.arnet.gov/Notes/stylesstatements.htm The Administrator of the Office of Procurement Policy (OFPP) is directly responsible for NIH's acquisition initiatives. Ms. Styles's philosphy, indicated in her speech below, will influence how NIH conducts future acquisitions.

"Over the past decade, the federal acquisition system has undergone significant and continual reform. This reform movement achieved many laudable goals. Most important of which, government customers now receive the goods they

need in a fraction of the time it took a decade ago. However, as with any reform movement, confusion has often dominated the process. I have been and continue to be concerned that the 'efficient procurement model' coupled with significant implementation confusion has compromised concepts fundamental to our system of government and our system of procurement.

We must never forget that we are procuring $200 billion a year in goods and services for the Federal government with taxpayer dollars. Because we are spending the public's money, there are some goals that cannot be compromised in the name of efficiency. Since the beginning of this reform movement, over a decade ago, I have not seen a single serious examination of the effects of reform on competition, fairness, integrity, or transparency. As a result, I think we are seeing some serious competitive problems surface with the proliferation of government-wide contracting vehicles and acquisition of services. The real challenge for OFPP and this Administration will be to balance the obvious benefits of increased efficiencies with the maintenance of fundamental concepts of competition, due process, integrity and transparency. Indeed, OMB has already started working towards these goals with management initiatives relating to competitive sourcing and performance-based service contracts."

BPA'S

NEW AND DISCONTINUED BPAS

The following BPAs have recently been established:

#55363 - Harlan Teklad - for animal feeds/diets

#55545 - Visual Sound Inc - for audiovisual supplies, equipment and repair

#55178 - People to People Employment - for temporary support services

#55154 - PerkinElmer Life Sciences - for scientific equipment and instruments

#55193 - Aspen Temporary Services - for temporary support services

#55218 - Viva Products - for laboratory supplies

#55245 - SAI Software Consultants - for IT services

#55090 - Mac Solutions - for IT software

#55260 - Kyocera Mita America Inc - for printer supplies/equipment, copier repair

#55257 - Integrated Digital Systems - for IT software, hardware and services

#55272 - Specialty Laboratories - for laboratory and testing services

#55233 - DC Scientific LLC - for laboratory supplies and chemicals

#55284 - ACS Desktop Solutions - for IT supplies, software and repair

#55312 - Morningstar Systems - for IT software and services

#55051 - Faxworld Corporation - for telecommunications hardware, supplies and repair

#55296 - Starprint Inc - for IT hardware, printers

#55351 - Fedtek - for IT hardware and software

The following BPAs have recently been discontinued:

#51811 - Aerotek/Option One

#51117 - Automated Systems

#52190 - Brandel

#51835 - D-S Pipe & Supply Company

#48046 - Danka Office Imaging

#40195 - Harlan Teklad

#50543 - Ilford Imaging

#49756 - Peirce Phelps Inc

#42052 - PerkinElmer Wallac

#45004 - Ritz AudioVisual Assoc

#53991 - World Precision Instruments

#47666 - Xerox Corporation

The following BPAs have recently been reestablished:

#41918 - Santa Cruz Biotechnology - for biological materials and blood products

#45864 - ABC Building Service - for carpet cleaning and repair

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. The following dates have been established through 2002:

JUNE 4, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

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://WWW.NIH.GOV/OD/OLAO/OA/PURCHASE/SURVIVAL.HTML

PURCHASE CARD LOG & RECONCILIATION

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 and the Data Warehouse. Students will create and reconcile an electronic Purchase Log in the ADB and create reports using the Data Warehouse.

This course is for CURRENT NIH PURCHASE CARD HOLDERS *who wish to create and reconcile electronic Purchase Logs using the ADB. Registration with Human Resources, through NIHITS, is required.*

Course Dates	Course Time	Location	Cancellation Deadline
4/17/02	8:30 am-12 pm 1:00 pm-4:30pm	Executive Plaza South	3/20/02
5/7/02	8:30 am-12 pm 1:00 pm-4:30pm	Bldg. 31	4/9/02
6/6/02	8:30 am-12 pm 1:00 pm-4:30pm	Bldg. 31	5/0/02
8/14/02	8:30 am-12 pm 1:00 pm-4:30pm	Bldg. 31	8/14/02

MANDATORY PURCHASE CARD TRAINING

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. Registration with Human Resources, through NIHITS, is required.

Course Dates	Course Time	Location	Cancellation Deadline
4/18/2002	8:30 am - 4:30 pm	Executive Plaza South	March 19, 2002
5/6/2002	8:30 am - 4:30 pm	Frederick (FCRDC)	April 9, 2002
6/5/2002	8:30 am - 4:30 pm	31	June 5, 2002
7/12/2002	8:30 am - 4:30 pm	Executive Plaza South	July 12, 2002
8/13/2002	8:30 am - 4:30 pm	31	July 16, 2002

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

Course Date	**Time**	**Location**	**Tuition**	**Cancellation Deadline**
04/09/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	$307	03/05/2002
08/06/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	$207	07/09/2002

2610

Consolidated Purchasing through Contracts

Course Date	**Time**	**Location**	**Tuition**	**Cancellation Deadline**
04/10/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	$307	03/13/2002
08/07/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	$207	07/10/2002

2611

Buying from Businesses on the Open Market

Course Date	Time	Location	Tuition	Cancellation Deadline
04/11/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	$207	03/07/2002
08/08/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	$207	07/11/2002

2617

Price Reasonableness in Simplified Acquisitions

Course Date	Time	Location	Tuition	Cancellation Deadline
05/30/2002	**8:30 - 12:00 1:00 - 4:30**	**Executive Plaza**	**$207**	**05/02/2002**

2612

Professional Service Orders

Course Date	Time	Location	Tuition	Cancellation Deadline
04/17/2002	**8:30 - 12:00 1:00 - 4:30**	**Executive Plaza**	**$207**	**03/20/2002**
06/13/2002	**8:30 - 12:00 1:00 - 4:30**	**Executive Plaza**	**$207**	**05/16/2002**
08/28/2002	**8:30 - 12:00 1:00 - 4:30**	**Executive Plaza**	**$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.

Course Date	Time	Location	Tuition	Cancellation Deadline
05/20-23/2002	**9:00 - 4:00**	**Executive Plaza**	**$766**	**04/22/2002**
07/08-11/2002	**9:00 - 4:00**	**Executive Plaza**	**$766**	**06/10/2002**
08/19-22/2002	**9:00 - 4:00**	**Executive Plaza**	**$766**	**07/22/2002**

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/ .

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 & Acquisition Operations (OLAO), OA, OD.
This issue and prior issues are available through the OPM homepage: ***http://www.nih.gov/od/olao/oa***

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.