THE OLAO ACQUISITION NEWSLETTER

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

Volume 6, Issue 1 (DELPRO HELPLINE 301-496-0400 & PURCHASE CARD HELPLINE 301-435-6606) CY2004/Q1

INDEX

HIGHLIGHT OF THE MONTH - pgs. 1 - 2
UPDATE OLAO ACQUISITION NEWSLETTER INDEX.
REVISED NIH MANUAL CHAPTER 1160-1.

SIMPLIFIED ACQUISITION - pgs. 2 - 6
UNICOR IS STILL A MANDATORY SOURCE.
WHAT IS SMALL BUSINESS.
LEVEL 1 PACKAGES FOR APRIL.
WHAT'S RECEIVING GOT TO DO WITH IT?
GREEN PURCHASING.
SIMPLIFIED ACQUISITION REFRESHER COURSE.
DRUGFREE WORKPLACE CLAUSE.

PURCHASE CARDS - pg. 6
A STUDY ON PURCHASE CARD USE.

KNOWLEDGE IS POWER - pg. 6

BPA NEWS - pgs. 6 - 8
PILOT PROGRAM FOR OFFICE SUPPLIES.
DISCOUNT VALIDATION PROCESS CONDUCTED - ON BPA VENDORS.
BPAs = GREAT DISCOUNTS USE YOUR PURCHASE - CARD.

BPA'S - pgs. 8 - 10
NEW / RE-ESTABLISHED AND DISCONTINUED BPAS.

AVAILABLE TRAINING & SEMINARS - pgs. 10 - 15
PURCHASE CARD PROCESSING SYSTEM.
SIMPLIFIED ACQUISITION REFRESHER.
MANDATORY PURCHASE CARD TRAINING.
MANDATORY DELPRO PROCUREMENT TRAINING.

ANSWERS TO KNOWLEDGE IS POWER - pg. 15

THE OLAO ACQUISITION NEWSLETTER - pg. 15
WEBSITE.
HOW TO RECEIVE / CANCEL NEWSLETTER.
CO-EDITORS.
SEND US YOUR ACQUISITION ARTICLES.

ATTACHMENT (1) - pgs. 16 - 33
UPDATE OLAO ACQUISITION NEWSLETTER INDEX.

HIGHLIGHTS OF THE MONTH

UPDATE ! UPDATE!

OLAO ACQUISITION NEWSLETTER

INDEX

JULY 1995 thru JANUARY 2004

The attached OLAO Acquisition Newsletter Index is updated annually for your convenience. Please see ***ATTACHMENT (1)***. This hard copy index is provided as a quick reference locator for hundreds of articles specific to numerous acquisition processes, sources of regulatory and procedural requirements, and various areas of acquisition information contained within all previous newsletters that you have been using as reference material through the years. This updated index may also be found at the following OLAO Acquisition Operations website:

http://www.nih.gov/od/olao/oa/news/backindex.html

OFFICE OF FINANCIAL MANAGEMENT

REVISED

NIH MANUAL CHAPTER 1160-1

"Entertainment" and New NIH Form 2408-1
Provided by Joel Papier
Office of Financial Management, NIH

NIH Manual Chapter 1160-1 "Entertainment" has just been amended to reflect new NIH policy guidance regarding the use of appropriated funds and gift funds for the provision of entertainment expenses. A part of this new guidance includes a **NEW NIH Form 2408-1** ***"Request For Use of Appropriated/Gift Funds for Light Refreshments/Meals and Other Entertainment Expenses",*** that must be recorded for each transaction. Specifically, if you are obligating the funds via a SF-44; SF-1034; Purchase Order; IMPAC Purchase Card, Contract, etc., the completed and properly signed **Form 2408-1 MUST** accompany the applicable procurement document and is to be retained in the IC official procurement files. The Form 2408-1 is accessible as Appendix 6 of the Manual Chapter 1160-1.

Should you have any questions regarding this subject matter, contact Joel Papier on 301-496-4379.

SIMPLIFIED ACQUISITIONS & DELPRO NOTES

UNTIL FURTHER NOTICE, UNICOR IS STILL A MANDATORY SOURCE

Recently, the Purchase Card and DELPRO Helplines within our office have received questions regarding the passage of a recent bill eliminating the UNICOR waiver process and whether or not UNICOR is still considered a mandatory source.

> **Until such time as the Civilian Agency Acquisition Council issues a rule to implement Section 637 of the Omnibus Appropriation Bill and our office receives the FAR change, UNICOR is still a mandatory source, and waivers for items in excess of $2,500 must still be submitted to www.unicor.gov . Once our office receives the FAR change, we will issue further guidance to instruct the acquisition community how to proceed.**

The new bill still requires a check of UNICOR pricing and delivery to determine the best value for the government prior to procuring the item from other sources. If UNICOR's product is comparable, then mandatory source procedures will remain applicable and the agency may purchase the item from UNICOR, or request a waiver to procure from another source. If UNICOR's product is not found to be comparable, the agency may implement competitive procurement procedures. UNICOR must be given an opportunity to bid on the contract.

Please read below the following guidance that we recently have from UNICOR:

SECTION 637 of the OMNIBUS APPROPRIATIONS BILL

Early 2004, passage of the Omnibus Appropriations Bill, P.L. 108-199, under Section 637, altered the process by which civilian agencies purchase from FPI during FY2004.

The current applicable provisions for purchasing from UNICOR are outlined in the Federal Acquisition Regulation (FAR) 8.6. However, once the Civilian Agency Acquisition Council (CAAC) issues a rule to implement

Section 637 of the Omnibus Appropriations Bill, FAR 8.6 will be modified to reflect all appropriate changes.

SEC. 637. None of the funds made available under this or any other Act for fiscal year 2004 shall be expended for the purchase of a product or service offered by Federal Prison Industries, Inc., unless the agency making such purchase determines that such offered product or service provides the best value to the buying agency pursuant to government wide procurement regulations, issued pursuant to section 25(c)(1) of the Office of Federal Procurement Act (41 U.S.C. 421(c)(1)) that impose procedures, standards, and limitations of section 2410n of title 10, United States Code.

Some people, in reaction to the Section 637 provision, have surmised that UNICOR's mandatory source has been eliminated; this is an overstatement. Instead, Section 637 alters the decision-making process used to determine whether or not to purchase from UNICOR.

More to the point:

~ Civilian agencies will be required to conduct market research to determine whether a UNICOR product is comparable in terms of price, quality, and time of delivery to products offered through outside suppliers.

~ if a contracting official determines that UNICOR's product is comparable, then mandatory source procedures will remain applicable. In other words, the agency may purchase the item from UNICOR, or request a waiver to procure from another source.

~ Conversely, if UNICOR's product is not found to be comparable, the purchasing agency may implement competitive procurement procedures. If initiated, however, UNICOR must be given an opportunity to bid on the contract.

WHAT IS A SMALL BUSINESS ?

Excerpted From - Federal Manager's Daily Report: Tuesday, Dec 2, 2003 [fedweek@fedweek.com]

The Small Business Act states that a small business concern is "one that is independently owned and operated and which is not dominant in its field of operation." The law also states that in determining what constitutes a small business, the definition will vary from industry to industry to reflect industry differences accurately. SBA's **Small Business Size Regulations - http://www.sba.gov/size/part121_03-sects.html** implement the Small Business Act's mandate to SBA. SBA has also established a **Table - http://www.sba.gov/size/indextableofsize.html** of size standards, matched to North American Industry Classification System (NAICS) industries.

When the U.S. Congress first established SBA, the fundamental question was just what numerical definition should SBA use to define small businesses, industry by industry, to determine what businesses were eligible for SBA's programs. Over the years SBA has established and revised numerical definitions for all for-profit industries, and this numerical definition is called a "size standard." It is almost always stated either as the number of employees or average annual receipts of a business concern.

In addition to establishing eligibility for SBA programs, all federal agencies must use SBA's size standards for its Federal Government contracts it identifies as a small business. Agencies must also use SBA's size standards for their other programs and regulations, unless they are authorized by Federal statute to use something else.

SBA's **Office of Size Standards - http://www.sba.gov/size/** develops and recommends small business size standards to the Size Policy Board and to the Administrator of SBA. These include recommendations on small business definitions that other Federal

agencies propose. Under the Small Business Act, Federal agencies must obtain the approval of the SBA Administrator before adopting a size standard different from SBA's size standard.

The **Office of Government Contracting - http://www.sba.gov/GC/** makes formal "size determinations" on whether a business qualifies as an eligible small business for SBA programs.

The **Office of Hearings and Appeals (OHA) - http://www.sba.gov/oha/** reviews appeals of formal size determinations.

The Office of General Counsel interprets size standards regulations for the Agency and intervenes in OHA size determination appeal cases if necessary.

The Offices of Size Standards, Government Contracting, and General Counsel coordinate on all size standard issues.

For further information, you may write or call the **Office of Size Standards**:

Office of Size Standards
U.S. Small Business Administration
409 3rd St., SW, Washington, DC 20416
Phone: (202) 205-6618
Fax: (202) 205-6390
E-mail: **sizestandards@sba.gov**

IMPORTANT INFORMATION!

DON'T FORGET TO USE ALL NIH SMALL BUSINESS OFFICE RESOURCES!

e-Portals in Commerce (e-PIC)!

SMALL BUSINESS RESOURCE SITE FROM THE NIH SMALL BUSINESS OFFICE

The NIH Small Business Office web site offers a variety of information.

1. Use Internet Explorer (This is preferred rather than Netscape Communicator)

2. Type in http://sbo.od.nih.gov

3. On the left side of the page, select Program Notes. Program Notes is a collection of contract and small business-related fact sheets, program notes, and program descriptions.

4. On the left side of the page, you can also select e-PIC. This will bring you to the same website http://epic.od.nih.gov/ where you can obtain your NAICS codes and small business size standards.

LEVEL 1 PACKAGES FOR APRIL

The next Level 1 Certification Board will meet some time at the end of April, 2004. Please submit your Level 1 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 9, 2004.

WHAT'S RECEIVING GOT TO DO WITH IT?

Provided by Candice Mason

Remember that slogan? Receiving has plenty to do with everything. Receiving ensures *someone:*

(1) completes the acquisition process;

(2) identifies & labels NIH personal property; and

(3) pays vendors promptly.

It's important to let the IC Property Custodial Officer (PCO) know when new NIH personal

property is received. The IC PCO will collect vital property management information such as, the authorized user, property description, manufacturer, model number, serial number, etc.; assign a NIH barcode number; and enter the information into the NIH Property Management Information System.

Don't know who is your IC PCO? Contact your IC Property Accountability Officer (ICPAO); a listing is available at:
http://www.olao.od.nih.gov/property/index.html

Remember, the person who signs as receiving the property is responsible for the property until an authorized user is assigned and may be held liable for loss, damage or destruction of the property. Pass the responsibility to the authorized user as soon as possible.

The Division of Personal Property Services, Office of Logistics and Acquisition Operations thanks each of you for doing your part in identifying NIH personal property.

GREEN PURCHASING

The Office of Federal Procurement Policy (OFPP) offers "green purchasing" training to individual agencies upon request. Green Purchasing is buying products that (a) are made with recycled content;(b) are designated as having biobased content; (c) are energy efficient; and (d) incorporate environmentally preferable attributes. The PowerPoint presentation is available on www.ofee.gov, under Green Purchasing. There are also links available to other agencies' green purchasing program under "Related Links."

REMINDER! REMINDER!

ACQUISITION REFRESHER COURSES

We would like to remind you that a Simplified Acquisition Refresher course is available for Ordering and Approving Officials. The one-half day course reviews the changes and updates to the new guide for purchasers who have attended the DATP course prior to 2002. The newly released Delegated Acquisition (DELPRO) Reference Guide will be utilized. However, students should bring their Delegated Acquisition (DELPRO) Reference Guide to the class for reference.

Training Schedules for this and other acquisition courses are available at the end of this newsletter and on the Human Resources Training website:
http://learningsource.od.nih.gov/

ALSO - COMING SOON!
A Purchase Card online refresher training is anticipated for release beginning in April. Detailed information will be released shortly!

DRUG FREE WORKPLACE CLAUSE

An acquisition file for a Professional Service Order (PSO) must contain evidence that the individual or vendor has been notified of the required compliance with the provisions of the Drug Free Workplace Act, FAR 23.505. ***This evidence may be either a copy of the Drug-Free Workplace clause 52.223-6*, which has been sent to the individual/vendor, included in the file, *or a written indication that the drug free clause was given to the individual performing the service*.** While he/she no longer has to

"certify" by signing and returning the clause, there must be some documentation in the file signifying that the clause was provided.

PURCHASE CARDS

REVISION OF PURCHASE CARD MANUAL ISSUANCE

NOTICE TO PURCHASE CARDHOLDERS AND CAOS

The NIH Manual Chapter 6013-2 Internal Procedures for the Purchase Card (I.M.P.A.C.) Program has been revised/updated and will be available in early 2004. The revisions/updates include but are not limited to the following: 1)The CAO must have the same level of authority as the Cardholder; 2) Retention of records for 3 years; 3) Addition of Dispute Code D11; 4) Radioactive Materials – Entries no longer made into the RAMOS System; 5) Addition of "Reviews" explaining the Purchase Card Review Process; 6) Changes to the "Unauthorized Purchases List".

KNOWLEDGE IS POWER

(Select the most correct answer to each question)

1. Any time the Purchase Card is used for a purchase, whether it is done over the counter or by telephone, the monthly cumulative purchase log (Record of Purchase Card Orders), must be annotated and retained in a monthly acquisition file.

TRUE_____ FALSE_____

2. When the items are received, the Cardholder **MUST** annotate the receiving information on the shipping document and/or the Record of Purchase Card Orders Log.

TRUE_____ FALSE_____

3. The Administrative Office/IC designee **DOES NOT** need to maintain the official file (inclusive of financial and acquisition data) for each purchase card order.

TRUE_____ FALSE_____

4. NIH **WILL NOT** BE LIABLE for any unauthorized use of the Purchase Card, and the cardholder **MAY** be held negligent and administratively accountable to NIH if the loss is not reported timely.

TRUE_____ FALSE_____

5. All purchase card transaction logs within the Simplified Acquisition Threshold may be destroyed three (3) years after the final payment.

TRUE_____ FALSE_____

Answers may be found at the end of the newsletter

BPA NEWS

PILOT PROGRAM FOR OFFICE SUPPLIES

The Program Support Center (PSC) DHHS, is conducting a pilot program for the purchase of selected office supplies. They have negotiated BPAs for this period with Office Depot and Corporate Express. For many items these contracts offer deeply discounted prices. NIH is not officially a part of this pilot program; however, NIH purchasing staff is welcome to register with Office Depot and/or Corporate Express to receive these contract prices.

Please be aware that for the duration of the pilot period, you are **NOT REQUIRED** to deal only with these two companies. You may continue to purchase your office supplies from other vendors, such as those found on the BPA and JWOD listings.

For further information contact the BPA Program Office at 301-496-5212.

DISCOUNT VALIDATION PROCESS CONDUCTED ON BPA VENDORS!

The Simplified Acquisition Programs Branch is responsible for verifying that BPA vendors are giving the NIH the discount rate(s) that were negotiated on their BPA. The process of verifying that the NIH is receiving the agreed upon negotiated discount(s) from each BPA vendor is called "Discount Validation."

The Discount Validation Process is conducted to determine overcharges for both services and supplies by vendors who are not applying the negotiated NIH discount rates on orders placed against their BPAs. BPA vendors found to be in non-compliance, and who have overcharged the NIH, are accountable for specific overcharges and are held responsible for reimbursement of identified overcharges to the NIH.

Information is obtained by gathering information as entered by the Ordering Officials from the **LPRICE:** and **UPRICE:** fields of the ADB, and comparing the end result with the negotiated discount on the BPA.

WE NEED YOUR HELP!

THE FOLLOWING PROCEDURE(S) ARE IMPERATIVE TO THE SUCCESS OF THE DISCOUNT VALIDATION PROCESS.

When placing an order, Ordering Officials **MUST** insure that they are receiving the appropriate **List Price (LPRICE)** and **Unit Price (UPRICE)** which is the **discount price** as agreed upon within the BPA, **and indicate each specific price as required on the DELPRO computer generated order in the LPRICE: and UPRICE: fields.** If no discount is offered, the Ordering Officials **MUST** indicate the **RMKS:** field, **"No Discount Offered."**

IT IS IMPERATIVE THAT ORDERING OFFICIALS COMPLETE BOTH THE LPRICE: FIELD *(PRICE CHARGED TO COMMERCIAL CUSTOMERS/GENERAL PUBLIC PRIOR TO ANY DISCOUNTS)* AND UPRICE: FIELD *(THE NET PRICE PAID BY NIH AFTER DISCOUNTS HAVE BEEN TAKEN)* CORRECTLY.

BPAs = GREAT DISCOUNTS = USE YOUR PURCHASE CARD!

Provided by Cole Stathes

The Simplified Acquisition Programs Branch (SAPB) has established over 800 Blanket Purchase Agreements (BPAs) for use by the NIH community. These accounts cover a wide variety of supplies and services - everything from IT software to office items to scientific equipment to antibody analysis! Entire new commodities, such as temporary help and travel services, have recently been added to the BPA program; and other fields are under consideration.

The great majority of these BPAs have a terrific feature - **their discounts**. SAPB does not want the NIH researchers and support staff to pay list price for anything. So the SAPB members work diligently to obtain as many discounts as possible from our vendors. These special prices may be tied in with Federal Supply Schedule discounts, or they may be negotiated directly with vendors especially for NIH. We also know that many laboratories and offices are only able to order limited quantities of supplies at a time. Therefore, whenever possible, SAPB aims to secure discounted prices even for very small purchases.

An extremely important aspect of BPA Discounts is their applicability to purchase card holders. When a BPA vendor offers discounts to NIH, these discounts are to be honored

whether the NIH buyer uses a purchase card, a record of call, or a purchase order.

Thus, an NIH purchaser should identify him/herself as making the purchase on behalf of NIH, and then should receive the same prices, discounts, and shipping and delivery terms regardless of the purchase mechanism chosen.

SAPB, therefore, strongly encourages purchase card holders, and all other NIH buyers, to consider the BPA vendors for their office and laboratory needs. These are vendors typically extending better prices and value to go along with the convenience of the simplified ordering methods.

So, purchasers, wake up and smell the discounts! Enjoy the best of both worlds - the ease of the Purchase Cards and the economy offered by the BPA vendors. The list of BPA vendors can be quickly found on our website at:

http://www.nih.gov/od/olao/oa/
(Click on Simplified Acquisitions)
USE THAT PURCHASE CARD
HAPPY BPA PURCHASING!!

BPA'S

NEW, RE-ESTABLISHED AND DISCONTINUED BPAS

The following BPAs have recently been established:

BPA #-Company Name

58954 - Balmar Printing & Graphics - for printing services

58784 - Executive Court Reporters - for transcription services

59255 - Filtrex Corporation - for filtration supplies and equipment

58800 - Henninger Media Services - for video services

59152 - Matrix Technologies - for laboratory supplies and equipment

59097 - Trinity Biotech - for media, blood products and biological materials

59101 - Caset Associates - for transcription services

59373 - Fast Systems - for laboratory testing services

59504 - LBH Consultants - for temporary help services

59231 - The E Group - for graphic services

58118 - Structure Wise - for IT hardware / software and copier supplies

58133 - Visual Soft - for IT services

58157 - Orizon - for IT services

58145 - Bioquill Ink - for writing services

58224 - K&R Industries - for imprinted items

58200 - Advanced Information Services - for IT services

58248 - Your Recruiting Company - for general human resource services

58275 - Global Technology Systems - for IT services

58287 - RT Temps - for healthcare staffing services

58290 - TK Worldwide Group - for graphic arts and advertising services

58342 - Vencal Global Systems - for IT services

58330 - First Information Technology - for IT services

58366 - Knowledge Information Solutions - for IT services

58381 - Courier Solutions - for courier services

58418 - Cybercore Technologies - for IT supplies

58484 - Evolve Technologies - for scientific equipment and repair

58472 - Biomedical Research Institute - for specimen storage services

58500 - GTI Technology Consultants - for information management

58512 - Trish Weisman - for writing services

59334 - Liberal Arts - for graphic arts and photography services

59476 - Safeware Inc - for safety garments and equipment

58563 - Scidynamics - for laboratory supplies and glassware

58536 - Scott Design Communications - for advertising and design services

58575 - Parker Advertising Services - for advertising services

58551 - Lerhea's Media - for advertising services

58603 - Cryogas - for gases and scientific equipment

58590 - Gene Gessert - for IT services

58615 - Skehan Communications - for film and video services

58678 - Atlantic Electric - for electrical supplies and building supplies

The following BPA has recently been reestablished:

BPA #-Company Name

58642 - Advanced Systems - for IT services

The following BPAs are discontinued:

BPA #-Company Name

41606 - Balmar Printing and Graphics

43044 - Executive Court Reporters

40380 - Filtrex Corporation

53143 - Global Information Technology

52803 - Government Scientific Source

41684 - Henninger Video

46008 - Intermountain Scientific

44596 - Molecular Histology

45655 - Robbins Scientific

57114 - Trinity Biotech

43095 - Caset Associates

51223 - Fast Systems

57126 - LBH Consultants

43111 - The E Group

56082 - Bitplane Inc

58315 - Ikoya LLC

42025 - Liberal Arts

43580 - Safeware Inc

AVAILABLE TRAINING AND SEMINARS

* At this time the Training and Development Branch is scheduling classes. The list of classes will be updated on the Training and Development website, http://learningsource.od.nih.gov/ and additional classes may be available. At this time, the same prices and location are in effect. If there are price changes, these changes will also be available on the Training and Development website, http://learningsource.od.nih.gov/ The information provided here is for your advanced planning.

Purchase Card Processing System
Course Number: 2635 (Tuition: $189)

Description:
The Purchase Card (credit 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 and the Data Warehouse. Students will create and reconcile an electronic Purchase Log in the ADB and create reports using the Data Warehouse. This material is covered in the second half of Purchase Card Training, course #2636.

Key Topics:
Creating an electronic Purchase Log
Reconciling Purchase Card Log
Generating reports using the Data Warehouse

Audience:
NIH Purchase Card holders who wish to create and reconcile electronic Purchase Logs. THOSE WHO HAVE TAKEN COURSE #2636, PURCHASE CARD TRAINING, SINCE JANUARY 2002 HAVE ALREADY HAD THIS CLASS.

Currently accepting enrollment!

Course Dates	Course Time	Location	Cancellation Deadline
Apr 12, 2004	8:30am - 11:30am	Executive Plaza South	Mar 11, 2004
Apr 12, 2004	1:00pm - 4:00pm	Executive Plaza South	Apr 11, 2004
Jun 7, 2004	8:30am - 11:30am	Executive Plaza South	May 6, 2004
Jun 7, 2004	1:00pm - 4:00pm	Executive Plaza South	May 6, 2004
Aug 2, 2004	8:30am - 11:30am	Executive Plaza South	Jul 1, 2004
Aug 2, 2004	1:00pm - 4:00pm	Executive Plaza South	Jul 1, 2004

Simplified Acquisitions Refresher
Course Number: 2607 (Tuition: $190)

Description:
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 and Ordering Official. The newly released Delegated Acquisition (DELPRO) Reference Guide will be utilized.

Key Topics:

Approving Official Responsibilities
Acquisition Files, Documentation Requirements, and Ordering Procedures
Required Sources
Justification and Clearance requirements
BPA's and IDC's
Purchasing mechanisms
SF37 codes
Vendor information including ACH
Help resources including websites, newsletters, and points of contact
The NIH review process

Audience:
Administrative Officers, Approving Officials and Ordering Officials who have successfully completed the mandatory 4-day Delegated Acquisition Training Program course more than two years ago, and feel they could benefit from an update course specifically designed to emphasize Approving Officials' responsibilities.

Currently accepting enrollment

Course Dates	Course	Time	Location	Cancellation Deadline
Jun 11, 2004		8:30am - 11:30am	Executive Plaza South	May 10, 2004
Jun 11, 2004		1:00pm - 4:00pm	Executive Plaza South	May 10, 2004
Aug 6, 2004		8:30am - 11:30am	Executive Plaza South	Jul 5, 2004
Aug 6, 2004		1:00pm - 4:00pm	Executive Plaza South	Jul 5, 2004

Purchase Card Training
Course Number: 2636 (Tuition: $290)

Description:
This one-day course introduces the NIH Purchase Card (credit 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 both ADB and Data Warehouse's Purchase Card abilities will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process, as well as the Data Warehouse Purchase Card reports.

Key Topics:
Obtaining a Purchase Card
How to Use the Purchase Card
Ordering Procedures
Required Sources
Required Monthly File Documentation
Purchase Card Limitations (Single, Monthly and Office Limits)
Unauthorized Purchases
Responsibilities of Cardholders and Card Approving Officials
Disputes Codes and Cardholder Statement of Questioned Item Form
Request Changes to Cardholder or Card Approving Official Accounts
Convenience Checks
Lost/Stolen Cards
Maintenance Agreements
Purchase Card Review Checklist
Purchase Logs
Purchase Card reconciliation

Audience:
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.

Currently accepting enrollment

Course Dates	Course Time	Location	Cancellation Deadline
Apr 13, 2004	8:30am - 4:30pm	Executive Plaza South	Mar 12, 2004
Apr 15, 2004	8:30am - 4:30pm	Executive Plaza South	Mar 14, 2004
May 3, 2004	8:30am - 4:30pm	Executive Plaza South	Apr 2, 2004
Jun 8, 2004	8:30am - 4:30pm	Executive Plaza South	May 7, 2004
Jun 10, 2004	8:30am - 4:30pm	Executive Plaza South	May 9, 2004
Jul 12, 2004	8:30am - 4:30pm	Executive Plaza South	Jun 11, 2004
Aug 3, 2004	8:30am - 4:30pm	Executive Plaza South	Jul 2, 2004
Aug 5, 2004	8:30am - 4:30pm	Executive Plaza South	Aug 4, 2004

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. Course schedules will be available on the website: http://learningsource.od.nih.gov/

Delegated Acquisition Training Program
Course Number: 2603 (Tuition: $784)

Description:
This 4-day course is specifically tailored for the NIH environment, consisting of Simplified Acquisition procedures in a lecture format and hands-on exercises with DELPRO and the ADB. Basic acquisition concepts are introduced and discussed as they relate to purchasing procedures at NIH. In addition to defining responsibilities and purchasing requirements, students will access DELPRO through the Administrative Data Base (ADB) and implement DELPRO functions to add orders, change, receive, print and review orders, and track order status.

Key Topics:
Responsibilities of ordering and approving officials
Required sources and mechanisms for purchasing goods and services at NIH
Acquisition documentation requirements
Ordering procedures

Audience:
All NIH DELPRO Approving and Ordering Officials are required to attend.

Currently accepting enrollment

Course Dates	Course Time	Location	Cancellation Deadline
Mar 9, 2004 (Day 1)	8:30am - 4:30pm	Executive Plaza South	Feb 8, 2004
Mar 10, 2004 (Day 2)	8:30am - 4:30pm		
Mar 11, 2004 (Day 3)	8:30am - 4:30pm		
Mar 12, 2004 (Day 4)	8:30am - 4:30pm		
May 4, 2004 (Day 1)	8:30am - 4:30pm	Executive Plaza South	Apr 3, 2004
May 5, 2004 (Day 2)	8:30am - 4:30pm		
May 6, 2004 (Day 3)	8:30am - 4:30pm		
May 7, 2004 (Day 4)	8:30am - 4:30pm		

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Professional Service Orders
Course Number: 2612 (Tuition: $245)

Description:
Learn how FAR, HHS, and NIH regulations and procedures apply to Professional Service Orders (PSO).

Key Topics:
Identifying and becoming familiar with the applicable regulations and NIH policy and guidance on PSOs
Identifying and understanding the limitations as well as the allowable services and applicable requirements in determining the appropriate PSO mechanism (e.g. Honorarium versus Fee for Service)
Understanding and evaluating the required three line item format
Understanding and developing appropriate statements of work (SOW)
Understanding the documentation requirements for PSOs above and below the $2,500 micro-purchase threshold

Audience:
Anyone engaged in simplified acquisition. All NIH DELPRO Approving and Ordering Officials are required to attend.

Currently accepting enrollment

Course Dates	Course Time	Location	Cancellation Deadline
Apr 14, 2004	8:30am - 11:30am	Executive Plaza South	Mar 13, 2004
Apr 14, 2004	1:00pm - 4:00pm	Executive Plaza South	Apr 13, 2004
Jun 9, 2004	8:30am - 11:30am	Executive Plaza South	May 8, 2004
Jun 9, 2004	1:00pm - 4:00pm	Executive Plaza South	May 8, 2004
Aug 4, 2004	8:30am - 11:30am	Executive Plaza South	Jul 3, 2004
Aug 4, 2004	1:00pm - 4:00pm	Executive Plaza South	Jul 3, 2004

2609
Federal Supply Schedules
Currently, there are no scheduled sessions of this course.

2610
Consolidated Purchasing Through Contracts
Currently, there are no scheduled sessions of this course.

2611
Buying from Businesses on the Open Market
Currently, there are no scheduled sessions of this course.

2617
Price Reasonableness in Simplified Acquisitions
Currently, there are no scheduled sessions of this course.

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 496-6211 or visit the website: http://learningsource.od.nih.gov

ANSWERS TO KNOWLEDGE IS POWER

1.....TRUE - NIH POLICY MANUAL 6013-2, pg. 19

2.....TRUE - NIH POLICY MANUAL 6013-2, pg. 23

3.....FALSE - NIH POLICY MANUAL 6013-2, pg. 11

4.....TRUE - NIH POLICY MANUAL 6013-2, pg. 27

5.....TRUE - E-MAIL TRANSMITTAL DATED TUESDAY, APRIL 15, 2003,
TO ALL CARD HOLDERS, CAOs, & IC PURCHASE CARD COORDINATORS
Subject: Record Retention Period for Purchase Card Transactions ***(AMENDMENT)***

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

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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 Milton Nicholas, nicholam@od.nih.gov , Annette Romanesk, romanesa@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.

ATTACHMENT (1)

OLAO ACQUISITION NEWSLETTER
INDEX
JULY 1995 thru JANUARY 2004

THE FOLLOWING OLAO ACQUISITION NEWSLETTER INDEX MAY BE FOUND ON OUR OLAO ACQUISITION OPERATIONS WEBSITE: http://www.nih.gov/od/olao/oa/news/backindex.html

(A)

Acquisition Career Management Information System(ACMIS), DEC00

Acquisition Checklist (Simplified) JAN01

ADB - LPRICE and UPRICE fields, SEP95, MAR96, MAY96, APR98, FEB02

ADB - SHP screen, NOV95
tolerance and variance, AUG 95
amount to be entered, SEP95

ADP and Office Equipment Repair, APR97

Advertisement Orders, DEC96/JAN97, MAR97, SEP98
advertising, APR03

A/E Firms, Educating on the selection process, OCT96

Appropriated Funds - light refreshments, FEB01, MAR02, MAR03

Approving Official Signature on DELPRO orders, JUL95, NOV95
timeliness, SEP96

Approval of DELPRO orders within 24 Hours, DEC00

Audio Conferencing Services (How To Procure), NOV97

(B)

Blind Industries and Services of Maryland (BISM) - office supplies, JUL/AUG01

BPAs
BPAs = great discounts = use your purchase card, JUL/AUG03
Bona Fide Needs Rule, SEP97
critique about a vendor, JUN99, FEB01
discount validation, APR96, AUG96, SEP96
discount validation process conducted on BPA vendors, JUN03

discounts, JUL/AUG00
discounts and purchase card use, FEB02, JUN02, NOV02, MAR03
for Services, JUN03
increased thresholds, JAN96
NIH-wide BPA Listing Users Guide, JUN96, OCT96, NOV98
problems, NOV96
what a BPA is, JAN96
termination of BPAs, SEP01

BlackBerry Wireless E-mail Device, JUL/AUG02
new NIH policy for acquisition of PDAs, MAY03
department wide moratorium on the purchase of Blackberries lifted, JUN03
purchase cards may be used to purchase the one year airtime, JUN03

Building 50, FEB99

Business Cards, SEP98, JAN01, JAN03

Brown Bag Lunch, MAR99

Buy American Act, JUN00, JUL/AUG01, DEC03

(C)

CAPS,
centralized animal procurement system, APR00

Calling Cards, FEB03

Card Holder Responsibility specific to NIHITS, MAR03

Central Contractor Registration System, NOV03

Codes,
NIH data warehouse assists with various codes, JUL/AUG02

College Credits, JAN03

Clearances
property, MAY97
clearance manual website changed, APR00

Collection of Sensitive Data, NOV02

Commercial Items
general, APR96, DEC96/JAN97, MAR02
buying on FSS, APR96
FORM for commercial item acquisitions >2,500, JUL/AUG02

Competition
where to find other sources, DEC96/JAN97

Competitive Range, JAN99

Computer Software, OCT96, JUL97
Office 97, DEC96/JAN97
Microsoft updates, MAR97, APR97, MAY97
QuarterDECk Software, OCT96

Contracts / Contractors
Avoiding Personal Services contracts, MAY01
Allied health care & medical facility contract, OCT02
Biomedical contract, Oct02
"C" and "D" type, defined, OCT95
contracting for technical support, SEP99
contractors who appear to be supervising NIH employees, APR03, OCT03
competition-multiple task & delivery contracts, SEP99
certain contracts, SEP99
contract types, NOV99
cage wash & autoclave equip., DEC99
central contractor registration, JUN03, DEC03
contractor performance system, MAR99, APR00, MAY00, JUN00, SEP00, JUN 01, FEB02, JUN02
construction contracting, OCT03
debriefings, MAR97
DHHS project officers' contracting handbook on-line, MAR99
documents to start process for new/renewal contract, SEP95
domestic & international travel, MAR98
Electronic Computer Store (ECS) Contract, NOV95, APR96
Electronic Bulletin Board, JAN03
evaluation of proposals, DEC99
exercising options, NOV95
fair methods under MAC contracts, OCT99
Faxon subscription contract will not be renewed, SEP00
freezer specimen contract, JUN99
GSA contracts for certain laboratory testing services, JAN99
GWACs?MACs, JAN02
IDCs, use of, AUG96
Image World Contract, MAY97
indefinite delivery contracts mandatory or priority?, APR03
info regarding Ciphergen and (PBS II), JUL/AUG00
Information Technology Centers of Excellence, NOV95
information Technology Systems Security, NOV3
instrument maintenance contracts, MAR02
maintenance contracts/agreements, NOV95, APR96, APR99, JUN00,
multiple award contracts, JUN97, JUN00
new Indefinite Delivery Contract Guide, JAN98
NIH Manual Issuance 26016-1, Indefinite Delivery Contract Guide, JAN96

NIH-wide Contracts, FEB99, MAR99
NIH wide contract for interpreting services, AUG99
NIH wide contract for a protein sequencer, OCT99
NIH-Wide contract with Sykes Communications, MAY00, DEC00
NIH notification of new contractors on performance evaluations, NOV00
NITAAC and Allied Health Equipment Contract, JUL/AUG01
NITAAC Contracts, APR02
Notifying potential offerors of the basis of award, JAN01
OMEGA contract, MAY01
OR's NEW NIH travel management center, JAN99
Packard Instruments, JAN96
Past Performance information retrieval system (PPIRS), OCT02
printing / duplication services at the NIH, JUL/AUG03
proposals that exceed minimum requirements, OCT99
proposed FAR rule requires minimum guarantee, MAY00
performance-based service contracting-review checklist, APR00, JAN03
(PICS) public information and communications services contracts, MAY02
Recurring Requirements/Task Order, APR99
Rotor Inspection Beckman Coulter, NOV02
salient characteristics, DEC99
sba hubzone program - access pro-net today, OCT99
task & delivery order contracts, JAN99, OCT01
technical detailed information required, MAY00
travel fees from OMEGA, APR03
websites for contracting staff, APR99

Contracts (Software)
Claris Professional Support Contract, AUG97
DHHS Select program for Microsoft software, OCT95
DHHS PASSPORT program for LOTUS software, JAN96

Contract Specialist Trainee Program, OPM, MAY96

Controlled Substance Coordinator, APR96, AUG96

Copiers
clearances, OCT96
maintenance, FSS BPAs, OCT95
purchase of, JUN96, AUG96

Copies of Acquisition Regulations, where to get them, OCT95

Courier Service, JUL96

Customer Service, APR97

Covering Orders, FEB01

(D)

DCIS NIH Module, SEP01, SEP02

Deadline Dates For,
Submitting RQM's to the OPM, APR00

Debriefing Procedures, JAN99

Delivery Code, DEC96/JAN97

Delivery Dates For Purchase Card Log, DEC03

Delivery F.O.B. Destination, JUL99

DELPRO
DELPRO Acquisition Handbook, OCT96
DELPRO Authorities, NOV96, DEC96/JAN97, MAY97, JUL97
DELPRO files, changes in Regulatory and Procedural findings,DEC00
DELPRO IDs, JUL95, MAR96, APR96, JUL96, AUG96, MAY97, DEC97
DELPRO Node Reviews, JUL95
DELPRO orders must be approved within 24 Hours, DEC00

Departmental Contracts Information System (DCIS), JAN01

Discounts, BPA, JAN99
discounts and purchase card use, FEB02, JUN02, NOV02, MAR03

Drugfree Workplace Certification, MAR97, DEC99
drug free workplace clause file documentation, MAR03, JUL/AUG03

Dunn & Bradstreet, MAR99

(E)

EDI, OPM, APR96, JUL96

Education,
Strayer offering new degree programs, APR00

EIN requests, JUL95, DEC96/JAN97

Electronic Bulletin Board, NOV03

Electronic Computer Store Contract, AUG96, APR99

Electronic Forms, DEC97

Electronic Payment - ACH, SEP97

Electronic Receiving, FEB03

Electronic Requisition Screening, FEB97

Electronic Signatures Final Ruling, SEP03

Eligibility Requirements for Level I, II and III Certification, OCT03

Energy Efficient Standby Power Devices, FEB02

Energy Star, JAN99, SEP99

Equipment/computer repair, or Fabrication, MAR01, MAR02

Evaluation Criteria when using simplified acquisition procedures, JAN02

(F)

Fair and Reasonable price determination, OCT95, MAY96, JUN96, JUL96, SEP96, MAR97

FAR Hardcopy edition, MAY97

FAR 15 Rewrite Effects Competition, FEB98

FASA, Summary, AUG95

FAXES, AUG98, FEB99

FEDBIZOPPS, JUL/AUG01, DEC01, SEP02

FEDERAL PRISON INDUSTRIES, JUL/AUG03
increased waiver threshold for federal prison industries, JUL/AUG03
new federal prison industries waiver, SEP03

Federal Supply Schedules (FSS)
ordering from, JUL95, SEP96, APR00, JUL00, SEP02
best value determination, MAR97, SEP96, JUN97, FEB98, DEC01
changes, JUL97, AUG97
documentation, JUL96, OCT96, MAY99
how do I use schedules E-library?, JUN03
ordering commercial items, AUG96
search and compare for best value, FEB01, MAY02
sole source documentation, OCT02
procedures and required file documentation, MAY01, JUN01, APR02, SEP02

Federal Supply Schedule Program/Information, OCT97, AUG99

Federal Supply Schedule Website, DEC03

Forms,
delpro approving and ordering official form updated, JUL/AUG02
form for commercial item acquisitions >2,500, JUL/AUG02

FIRMR eliminated, DEC96/JAN97

Freedom of Information Fee Schedule Change, APR02

Furniture (UNICOR), JUL96
BPA, AUG96

(G)

GAO Decision, JAN99

General Services Administration (GSA)
GSA Advantage, OCT00, JUL/AUG01
GSA Lease Programs, JUN00
GSA Sources of Supply, JUL96
GSA Websites, JAN99

Gifts From Outside Sources, SEP00, SEP03

Green Products, MAY03
Green Purchasing, OCT03

GS - 1102 Credential Process/Waivers, 1102 JAN99, FEB99, MAR99, JUN00, SEP

Government Vehicle - obtaining gasoline & car wash, OCT01

(H)

Handling Charges, DEC98

Helpline
Purchase Card, JUN98, SEP98
DELPRO Helpline, JUN98

Simplified Acquisition Helplines, OCT03

Honorarium Rate Change, MAR99
paying honorarium/fee for service to a traveler on a BI VISA, JUN03

(I)

Index - OPM / OLAO Acquisition Newsletter Index, MAY00 & (All Following Issues)

Information Technology Reform Act of 1996 (ITMRA), OCT96
FIRMR eliminated, DEC96/JAN97

Instrument & Quality Assurance Program, NOV00

Intramall, FEB99

Internet (OPM Home Page), AUG96

Interpreting Services Update, OCT01

Invoice Payment, SEP98, FEB99

(J)

Javits-Wagner-O'Day (JWOD) BPAs, NOV96, OCT97, MAR99, APR99, NOV99
mandatory JWOD purchases, JUN99, AUG99, MAR99
JWOD products and services, APR01, SEP02
2003 JWOD Catalog, OCT03

Justifications
personal appeal, FEB97

(K)

No Information to Date

(L)

Lab Equipment contracts, NOV96

Large Business Justification, DEC98

Leasing,
Why Lease, OCT02

Level I Certification,
requirements, JAN96, NOV96, DEC96/JAN97, MAY97, SEP97, FEB02
coordinators, JAN96, APR96, AUG96
training classes for level 1 changed October 1, 2000, DEC00
due date, SEP00
form updates, JUN, 01
certification board meetings, FEB03, SEP03
eligibility requirements for level I, II, and III certification, APR03, oct03

Light Refreshments at Meetings - Policy, NOV03

LPRICE and UPRICE fields, SEP95, MAR96, MAY96, APR98, FEB02, MAR03

Losing an SF44, APR98

(M)

Maintenance Contracts, AUG96, OCT96

Mailing Address for the Newsletter, APR01

Mandatory Sources, JUL96, SEP96, JUL97
documentation, APR97, OCT97, FEB99

Mandatory Purchase Card Training, JAN02

Manual Issuances, DEC99
renumbering of manual issuances, DEC99, APR00
Manual Chapter updated - IDC contracts awarded by OLAO, MAR01, MAR02
revised purchase card manual issuance, MAR02, JUN02, OCT02
revised entertainment manual 1160-1, NOV02

Maximum Order Limitation Raised, MAY00, JUN00, JUL/AUG00
mol raised for World Travel Service, SEP00

Media & Glassware - Gone, DEC01

Medical Arts & Photography, JUL98

Micropurchase Checklist, NOV01, DEC01

Multiple Award Contracts, ordering from, JAN99

(N)

NBRSS TODAY, NOV01, OCT02

North American industry classification system (NAICS), OCT00, APR01, SEP01, FEB02, JUN02, SEP02, NOV02, NOV03, DEC03

NEW Business System, MAR99, MAR02, JUN03

NIEHS, Welcome, JAN99

NIH Data Warehouse, MAY, 1998

NIHITS Integrated Training System, MAY02
using NIHITS and the purchase card as the payment mechanism, MAR03

NITAAC
Image World Contract, MAY97
Receives Executive Agent Authority, APR01
Allied Health Equipment Contract, JUL/AUG01

(O)

Ober (Travel and Conference Services), AUG96

OC Codes, NOV96, AUG99, FEB99, NOV00, OCT01, APR02
sub-object class (OC) codes for PSOs, APR03

Occupational Medical Service, JUL98, JUN99

Office and ADP Equipment Repair, APR97

Office of Financial Management(OFM)
e-z pay process, OCT00
enhances the EIN process, JUN00
obtain payment information on the web, JUL/AUG00
OFM Changes, JUN96
it is better to receive, SEP00
use of appropriated funds for light refreshments / RESCINDS GSA travel authority, MAR03
transmittal NO.82A - Revised sub-object class (SOC) descriptors - travel, JUL/AUG03

Open Market Orders
processing times, SEP95

OPM/OLAO Acquisition Newsletter Hardcopy & Correction, DEC98, APR02

OPM Has a new name, SEP00

OPM Home Page, AUG96, OCT96, SEP97, AUG98, OCT98,DEC98, JAN99, FEB99
Acquisition Training Site, NOV97
opm sites for both acquisition & non-acquisition personnel, FEB99
web-site - NIH Equipment Survey, JUL99

OPM Marketing Team, MAR99

OPM Newsletter Index and updates, MAR98, JUN02

Oral Ordering Mechanisms, JUL98

OSPP policy memo, NOV95
changes in the rules, MAY96
extending term of order, DEC96/JAN97/MAR98

(P)

Parking Stickers, JUN00
vendor parking permits, APR03

Past Performance, FEB99, FEB01

Personal Appeal Justifications, FEB97, OCT97, AUG98

Personal Digital Assistants, MAY03
new NIH policy for acquisition of PDAs, MAY03

Personal Services Contracting - Avoiding, MAY01

Phone Numbers, OPM, JUL95

Planing and Specifications Branch
what we can do for you, FEB98, MAY01

Postage, SEP98

Preferential BPAs
priority order, JUL95
electrical/electronic supplies, AUG95
discontinued commodities, APR96, AUG96
procedures, MAR97

Price Reasonableness
BPAs, NOV96
open market purchases, SEP96, FEB98, MAY01
sole source justification and price reasonableness, MAY00
documenting price reasonableness for reprint orders over $2,500, JUL/AUG03

Print Review, AUG99

Printing Services, MAR96, APR96, AUG96, MAR02
printing / duplication services - GAO decision, MAR03, JUL/AUG03
Privacy Act - Websites, NOV00

Procurement Processing Time, OPM, APR96, AUG96, MAY97
deadline dates for procurement requests, MAY97, JUL99

Professional Service Order
appropriate use, JUL95, NOV95
Automated Clearing House (ACH), NOV97
Documentation for PSO, OCT02
Drug Free Workplace, SEP96, OCT98, JUL00, JUL/AUG03
fee for service, SEP96, FEB01
foreign individuals/payment prohibition & non-prohibition, SEP97, NOV00, JUL/AUG01, SEP02
honorarium rates, JAN96, NOV96, DEC01
object class codes-requirements, OCT02
paying honorarium/fee for service to a traveler on a BI VISA, JUN03
per deim not authorized in local area, JAN02
signature, NOV95
SNN no longer on hard copy of PSO, APR00
SOW-Honorarium, JUN97, FEB98, MAY01
statement of work (SOW), JUN96

step by step, AUG 95
sub-object class (OC) codes for PSOs, APR03
three line item format, AUG97
without honorarium/fee for service, NOV96, AUG97,JUN98

Prompt Payment, JUL/AUG00, MAR02

Property Issues,
OC codes, SEP02

Protest Rules, GAO, SEP96

Purchase Cards, OCT95, APR96, MAY96,AUG 96, MAR97, MAY97, JUN97, SEP97, DEC01, APR02
addendum to internal procedures-purchase card program(26013-2), OCT00
appropriated funds and gift funds, APR98
bank donation, DEC99
BPAs = great discounts = use your purchase card, JUL/AUG03
cardholder statement of questioned item(CSQI), JUL/AUG00
check your charges, NOV98
convenience checks, JAN98
daily reconciliation, JUL99, OCT99
delivery dates for the purchase card log, JUL/AUG00, DEC01, DEC03
do not give your purchase card to anyone else to use, DEC03
extra training, DEC99
expanded, DEC97
federal acquisition report, June 2003, copyright Mgmt. Concepts, SEP03
help us help you, SEP99
Helpline, SEP98, OCT99, FEB01, DEC01
increase purchase card authority requests, OCT 01
I.M.P.A.C. cardholder responsibilities, APR99
Inspector General's Review, DEC97
keep all invoices & packing receipts (sign & date them), DEC03
Mandatory Purchase Card Training, JAN02
maintain a purchase card order log and invoices, DEC03
monthly reviews, JUL98
monthly reconciliations, APR99, JAN02, MAY02
object class codes & using the property request screen, NOV00
ongoing administration, FEB99
placing orders with multiple award schedule vendors, NOV97 program
purchase card application form from CIT website, JAN02
purchase card basics, JUL/AUG01
purchase card disputes, JUL/AUG01, NOV01
purchase card guidance - terminate - lost or stolen - card suspension, MAY01
purchase card procedures for end of FY-2003, SEP03
purchase card FY-99 funds set-aside, FEB99
purchase card helpline phone number, AUG99
purchase cards lost or stolen, OCT01, JAN02
purchase card log (WEB & 3270), OCT01
purchase cards may be used to purchase the one year airtime for Blackberries, JUN03
purchase card "Nos", JUN99
purchase card refresher issue, DEC03

purchase card refresher course, DEC03
purchase card reviews, JAN01
purchase card & sales tax, NOV01
purchase card study, OCT03
purchase card tax exempt letters, OCT01
purchase card use for maintenance contracts or agreements, NOV00, NOV01, JUL/AUG03
purchase card further responsibility & guidance - security, receipt and verification, misuse/fraud, lost-stolen, card replacement, separation of cardholder, card changes, CAO changes, file content FEB02, SEP02, OCT02, NOV02
referrals and declines, DEC99
refreshments & registration fees, MAR98
record retention for purchase cards amended, MAY03
responsibilities: separation, CAO transfers, change in cardholders, FEB98
revised purchase card manual issuance, APR02
revised purchase card unauthorized list, MAY03
revision to the purchase card program manual issuance-6013, JUL/AUG03
sales tax, DEC97
unauthorized purchases, OCT00, FEB02
required signatures on all purchase card logs, FEB03, APR03

Purchase Card Third Party Pat Restrictions, MAY03

Purchase Of Office Supplies - Consolidation, NOV03

Purchase Requests
clearances, SEP95
contents, JUL95, JUL96
signatures, NOV96, APR97, OCT97, MAY99
under $2,500, SEP95

Purchase Orders - automatic printing of Ship to Addresses, APR01

Purchasing Animals at NIH, MAR98

Purchase of Bottled Water, MAY00

Purchasing Green Products, MAY03

Q)

No Information to Date

(R)

Radioactive Materials Ordering System (RAMOS), NOV95
new authority to purchase radioisotopes, JUL/AUG00
review of orders, MAR96, JAN99
termination of the radioactive ordering system (RAMOS), JUN03
date change for termination of radioactive materials ordering system, SEP03

Receiving
alternative pay, NOV95
documentation, SEP95
maintenance contracts, DEC96/JAN97
promptness, APR96, AUG96
Scientific Repair Orders, JUL96
inspection, acceptance and receiving, OCT00

Records Retention and Disposal, FEB01

Recycled Content Products, FEB03

Refrigerator/Freezer Repair, APR02

Regulations
reissue of new FAR, MAY97

Rehabilitation Act - Section 508, OCT00, FEB01, APR01, APR02, SEP02, NOV02, DEC02

Requirements
new requirements for 1102 Series, JAN98

Responsibilities
Approving Officials, FEB97, APR98
Assistance and Review Branch, JUL95
BPA Management Branch, AUG95
Simplified Acquisitions, SEP95
Standards and Specifications, AUG 95

Retiree, hire back on an order, NOV95

Reprint orders
Competition & Determining Prices Reasonableness, SEP01, SEP02
Reprint Threshold Raised, JUN00
documenting price reasonableness for reprint orders over $2,500, JUL/AUG03

Reverse Auctions at NIH, MAR03

Reviews
Simplified Acquisition,
DEC 96/JAN97
Small Business Office, MAR97
DELPRO Review Results, OCT97, NOV99, DEC99

(S)

Scientific Equipment
BEIP - Scientific Equipment
Resources Program, OCT97

Scientific Repair Orders, JUL95, OCT95, NOV95, JUL96
emergency orders, DEC96/JAN97

Section 508, JUL/AUG01, FEB03

Security Differences Between the Purchase Card and DELPRO, MAY02

SF-37 Codes, JUL95, SEP96, MAY99, JAN01, OCT00, JUN02
new SF-37 codes, NOV00

SF-44 authority, SEP95
increased authority, NOV95, MAY96
checklist when to use, DEC96/JAN97
lost SF-44 - lost cashier's check, APR98

Shelter-In-Place Information, JUN03

Sign Language Interpretation BPAs, NOV95, AUG96, MAY98

Simplified Acquisition Mechanism Branch Contacts For,
BPAs, Purchase Cards, Covering Orders, Fed Strip Orders, OCT99
SAMB Staff, MAR99

Simplified Acquisition Guide Update, OCT03

Simplified Acquisition Helplines, OCT03

Simplified Acquisition Procedures, JAN99
forms and ADB users guide-websites, JUN00
simplified acquisition training symposium, March 1, 2001, NOV00, DEC00, JAN01
simplified acquisition procedures more complex, JAN03

Simplified Acquisition Checklist, JAN01

Simplified Acquisition Threshold, JAN96, AUG96
reviews, DEC96/JAN97

Small Business
another small business resource site, NOV3
frequently asked questions about small business, JUN00, JAN02, MAY02, SEP2
locating small business vendors - contact, OCT02
new FASA classification, NOV95, MAR96
NIH SADBUS, SEP95
North American industry classification system(NAICS), OCT00
purchasing from other than small business, DEC98
set-asides, SEP96
small business news, OCT00
small business vs. large business, MAY00, FEB01, May01
why small businesses are important, JAN01
GAO finds acquisition reform - mixed impact on Small Businesses, APR01
small business utilization a must, FEB02, JUN02, NOV02, JUL/AUG03

Sole Source Justifications, DEC98, MAY00

Splitting Orders, FEB97, DEC97, AUG98, SEP99

Standard Industrial Classification (SIC CODES) Replaced,DEC00

Statement of Work - Language Tips, NOV00

Staff Listing,
Division of Simplified Acquisition, APR00

Stock Items - Standing Orders, DEC01

Streamlining, OPM, OCT96

Subscription Services, JUL95
BPAs, SEP95
FAXON contract, OCT95, MAR96
NIH Policy Manual 26101-26-29, NOV95
Custom Library Services, JAN01

Symposium 1997, NOV96, MAR97, MAY97, SEP97

(T)

Tax Exemption, JUN97, JUL/AUG01, MAR02

Telephone Numbers
OPM Purchasing Agents, MAY98
BPA Personnel, OCT98
Simplified Acquisition Mechanisms, DEC98

Temporary Help Service Firms
BPAs, SEP95, NOV95, JAN96, APR96, MAY96, JUN96, JUL96, AUG96, SEP96, SEP97

Temporary Services BPAs, MAY98, NOV99, MAR99, APR02

Trade-ins, AUG96, SEP98, APR99, APR02
using NIH Form 1872, DEC98, FEB99

Training
Mandatory DELPRO Procurement Training, OCT97, NOV97, DEC97,
JAN98, FEB98, MAR98, APR98, & (All Issues Thru, JAN01)

Training Courses (DELPRO), OCT95, AUG97
DHHS Acquisition/Project Officer Coordinators, JAN96
DHHS Class Changes, JAN01
level 1 certification, AUG99
Mandatory DELPRO Training, APR96, OCT96, AUG99, (All Issues) NIHITS Integrated Training System, MAY02
procurement training for scientist, MAR99
Project Officer Training on CD-ROM, FEB97

simplified acquisition training symposium, March 1, 2001, DEC00
Simplified Acquisition Refresher for AOs, FEB03
Strayer offering two year AA Degree in Contract Management, JUN00
Simplified Acquisition Guide Update, OCT03
Web-Based Training, MAY99
1102 training requirements/Montgomery College fall semester, DEC00

Travel and Conference Services, AUG96,
Travel increase fees, MAY02

Travel Card - NIH, JUN00

Travel Changes, JAN03,
PROCURING AIRLINE TICKETS, FEB03

Travel Fees from OMEGA, APR03

Travel, non-government, JAN96, MAR97

Travel Policies and Procedures-Manual Iss. 1500, NOV00

(U)

UNICOR, JUL95, JUL96, APR97, JUL99
BPA, AUG96, DEC99

UNICOR NOTICE, OCT00

UNICOR Representative, NOV98,
NEW UNICOR rep and new waiver request procedure, JUL/AUG00, MAY01, DEC01, MAY02

UNICOR Web Site, FEB98

(V)

VISA, JUN03
paying honorarium/fee for service to a traveler on a BI VISA, JUN03
VISA application and issuance fees, JUN03

Variances,OCT98

(W)

Wage Determinations
blanket DHHS determinations, DEC96/JAN97, MAR02, OCT02, JAN02
wage determination increases for the Washington metropolitan area, JUL/AUG03

Washing a Government Vehicle, JAN03

WEB-SITES,
extremely useful, FEB99
official government website, OCT00

WYLBUR and ACCESS, AUG 95

(X)

No Information to Date

(Y)

Year 2000
BPAs and the Year 2000, MAR98, SEP98
clauses, AUG98
compliance, NOV97,NOV98, JUL99
ORIM, DEC97

(Z)

No Information to Date

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