THE OLAO ACQUISITION NEWSLETTER

HIGHLIGHT OF THE MONTH

TRAVEL CHANGES-

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

In recent weeks OFM, in conjunction with OLAO, OAMP and other ICs, has been working on guidance as it relates to travel of invited travelers, either private citizens or foreign visitors, when the services are arranged via a Professional Services Order (PSO), Purchase Order (PO), or Contract. We believe there is still some confusion throughout the community regarding certain changes in the protocol. Thus, the following Question and Answer guidance is provided in order to eliminate some of that confusion.

Q1. When we invite a private citizen or foreign visitor to travel on our behalf, if we pay them an honorarium or fee for service, are they eligible for city pair contract airfares?

A1. No. Once these individuals are paid an honorarium or fee for service, they are considered as someone engaged in a contractual service and as such, GSA has ruled that contractors are not eligible for city pair contract airfares. Further, GSA has stated that any approval or authorization letter previously issued that allowed a contractor to use the City Pair Program must be formally withdrawn.

Q2. Does it make any difference if we pay them an honorarium or fee for service via a PSO, PO, or Contract (in terms of their eligibility for city pair contract airfares)?

A2. No. Regardless of which mechanism is used, a contractor is not eligible for a city pair contract airfare (if they are paid for their services).

Q3. Can we pay an invited traveler an honorarium or fee for service via a procurement mechanism, e.g., PO, and pay for the individual's travel and related expenses on a Travel Order or Record of Call in order to obtain the city pair contract airfares?

A3. No. In this scenario, you cannot split the mechanisms in order to afford an invited traveler the city pair contract airfares.

Q4. When we pay an invited traveler an honorarium or fee for service via a PSO, PO, or Contract, can we procure regular airfares via the TMC, i.e., OMEGA?

A4. Yes. OFM in a joint effort w/ the ORS Worksite Enrichment Programs Branch, OMEGA staff, and a select group of IC Administrative Officers is developing the policies and procedures to be followed.

Q5. When we pay an honorarium or fee for service to an individual on a PSO, PO, or Contract, how should we classify the compensated services on the "header line" of the request document?

A5. The "header line" of the procurement request document should be reflective of the following subobject classes:

a) If the individual is an expert (usually w/ an advanced degree) in a field such as law, medicine, engineering, etc. and is being contracted by the NIH as a guest speaker or lecturer, participating in a workshop, seminar, etc., you should classify the services on the header line as 25.2H.

b) If the individual is an expert in a particular field, and is being contracted by the NIH to provide management or professional support services pertaining to research and development (R&D) activities, you should classify the services on the header line as 25.13. This includes studies/evaluations in support of information technology, policy development, and administration; and e.g., assessing or evaluating scientific evidence in conjunction with a clinical trial, i.e., Ad Hoc Reviewer (not a member of a Federal Advisory Committee). *Subobject class 25.2Q has been discontinued.*

c) If the individual is an expert in a particular field, and is being contracted by the NIH to provide management or professional support services pertaining to other than R&D activities, you should classify the services on the header line as 25.12. NOTE: Subobject class 25.12 is not to be used on the header line of a PSO request. It may be used on the header line of a PO or Contract.

d) If the individual is being contracted by the NIH for a reason not outlined in a-d above, please reference HHS Accounting Manual Chapter 4-50 for the applicable subobject class to be placed on the header line. The web site is as follows: http://www.hhs.gov/of/policy/damanual/04-50.txt

Q6. When we pay an "honorarium or fee for service", "transportation and other expenses", and "per diem " to an individual on a PSO, PO, or Contract, how should we classify the compensated services?

A6. The line item for the "honorarium or fee for service" should be classified under 25.0 using the same subobject class that appears on the header screen. The line items for "transportation and other expenses" and "per diem" should be classified under object class 21.0 based on the purpose of the trip. NOTE: The prescribed format is to first display the line item payments to the individual for "Honorarium or Fee for Service"; the next line down should be payments of "Per Diem"; and the third line down should be payments of "Transportation and Other Expenses".

Q7. What specific subobject classes under 21.0 should we use when classifying "transportation and other expenses" and "per diem"?

A7. The most appropriate subobject classes you should use are as follows:

a) If the individual is giving a speech, presentation, lecture, etc., you should classify the travel as 21.31 (Domestic) or 21.32 (Foreign).

b) If the individual is participating in a meeting to discuss day-to-day operational support of program activities; review of status reports, or to discuss topics of general interest, you should classify the travel under 21.21 (Domestic) or 21.23 (Foreign). *Do not use subobject classes 21.22 or 21.24 for this purpose.*

c) If the individual is performing travel associated with a special mission, i.e., security related, you should use 21.81 (Domestic) or 21.82 (Foreign).

d) Do not use 21.4 in that this relates to travel of NIH employees/staff, not invited travelers.

NOTE: At this time, you should continue to use subobject class 21.35 to reflect travel of Ad Hoc Reviewers even though typically, the purpose of their trip does not fall under 21.3 "Speech or Presentation". Ad Hoc Reviewers (not members of a FAC) generally are involved in assessing and evaluating scientific information related to an IC's clinical trials.

Q8. When we invite a private citizen or foreign visitor to travel on our behalf, if we do not pay them an honorarium or fee for service, are they eligible for city pair contract airfares?

A8. Yes. They would thus be deemed an "Invitational Traveler" and their travel would be governed by the Federal Travel Regulation (FTR).

NOTE: In March of this year, OFM transmitted guidance to you on the sub object classes w/ revised descriptors to use in terms of Scientific Meeting Travel. For example, we instructed you not to use 21.31 or 21.32 to classify such travel. To clarify, this does not preclude you from using 21.31 or 21.32 when preparing a procurement request to travel an individual to the NIH for any of the reasons outlined above in A5.

FYI. The transmittal of HHS Accounting Standards Chapter 4-50 (Object Class Codes) that currently appears on the CIT web site is not up to date. (http:www-dw.cit.nih.gov/SCRIPTS/OBJCLASS/occ.cfm) OFM is in the process of having these codes

updated.

Should you have any questions w/ regard to this question and answer guidance, Joel Papier, OFM, can be reached on x64379. Questions pertaining to procurement programs should be addressed to the DELPRO Helpline at 496-0400.

PURCHASE CARDS

WAGE RATE TERMINATIONS FOR THE WASHINGTON D.C. AREA

In the Purchase Card Checklist , it asks if the Purchasing Agent has included the Service Contract Act wage determination or exemption certification when applicable. The answer should be yes, and the Wage Rate Determination No. 1994-2103 for the Washington D.C. area should be included in the file. Remember, it is the Purchasing Agents duty to pay the correct wage and fringe benefits when using temporary help firms. Those wages are available at: http://www.servicecontract.fedworld.gov/

Once you have contacted that website, select Subscribers Enter Here. The wage rate determinations are available here.

CONTRACTS

PERFORMANCE-BASED ACQUISITION

The Department of Commerce, the Office of Procurement Policy (OFPP) and other Agencies of the Government ,working with private industry, have developed seven steps to serve as benchmarks for Performance Based Service Contracting (PBSC).

These steps are:

1. Establish the team.

2. Decide what problems needs solving

3. Examine private sector and public sector solutions.

4. Develop a Performance Work Statement or a Statement of Objectives.

5. Decide how to measure and manage performance.

6. Select the right contractor.

7. Manage performance.

For more information on , visit the Arnet website on

http://www.arnet.gov and click on Seven Steps. There is also a Best Practices Guide on PBSC at ARNET:
http://www.arnet.gov/Library/OFPP/BestPractices/BestPPBSC.html

In addition, the Acquisition Planning and Specifications Branch Branch, OLAO provides excellent information and instruction on Performance Based service contracting. They will be happy to work with you to develop a performance based Statement of Work. Contact Bill Brown, 301 435-3916 for information.

SIMPLIFIED ACQUISITIONS

AWARDS

The Nomination Package for Outstanding Service in Purchasing Award for Calendar Year 2002 was distributed December 27th. Nominations are due no later than C.O.B. January 28th, 2003 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. The awardees will be honored during the Awards Ceremony on March 26, 2003 at the 2003 Simplified Acquisition Symposium.

You can view the nomination package at the following website:
http://www.nih.gov/od/olao/oa/simp_aq/index.html

OBTAINING COLLEGE CREDITS

NIH has several programs that can help you earn college credit.

DHHS Acquisition Courses: Most of the DHHS acquisition courses are recommended by the American Council on Education (ACE) for college credit. One week courses have a two credit recommendation and two week courses are recommended for 3 semester credit hours.

In order for these credits to count, you must register with ACE, have ACE forward a transcript to a participating college or university, and work with the university to meet their requirements for

having the credit recognized. The forms for this for this process should be passed out in class.

Human Resources Development Division (HRDD) sponsored courses: NIH s HRDD organizes evening and lunch time classes conducted by Montgomery College at Executive Plaza South on Executive Boulevard. Distance-based college classes are also offered through UMUC. On-Line courses are available through FastTrac. Information about these courses is posted at HRDD s web site,

http:// learningsource.od.nih.gov/

Credit by Examination: HRDD has arranged for tests to be administered at EPS that can result in college credit through Montgomery College or other participating educational institutes. In addition, the Excel program can provide college credit for past personal or on the job learning experiences. More information on these programs is listed at HRDD s web site, learningsource.od.nih.gov/.

PURCHASING BUSINESS CARDS

The Manual Issuance PROCEDURES FOR PURCHASING BUSINESS CARDS , released 7/20/1998, is being cancelled. Instructions for ordering Business Cards are available on the Acquisitions Operation Website at
http://www.nih.gov/od/olao/oa/aq_sources/index.html

The specific guidance to be used by ICs to authorize business cards is as follows:

a. Professional Staff - The position has significant and continuous interaction with non-agency organizations or the position by its nature requires significant interaction with the non-agency organizations, and providing a business card will facilitate communication.

b. Support Staff - If the individual functions as an extension of her or his supervisor in dealing with non-agency organizations, where the supervisor meets the criteria for authorization of business cards for professional staff, or the position by its nature requires significant interaction with the non-agency organizations, and providing a business card will facilitate communication.

c. The standard business card format must have identifiers for DHHS and NIH. Each card must include: Department of Health and Human Services And National Institutes of Health And can be either text or logos. The card may also include the IC logo

and other basic information such as name, business title, address, fax number, voice and e-mail address.

d. The maximum cost allowable for obtaining business cards using appropriated funds per authorized request is $70 per individual.

e. NIH employees who are not eligible to use appropriated funds to obtain business cards or who would like personal business cards for private outside activities must purchase them using their own funds. Cards used in connection with NIH business must meet the format requirements of c. above and are subject to the approval of the appropriate IC.

Business cards can be purchased using any of the following procedures:

1. A purchasing agent could acquire the business cards using the GSA priority schedule vendor, i.e., The Lighthouse for the Blind, Inc. The General Services Administration (GSA) and the Lighthouse for the Blind in Seattle, Washington have developed a line of custom-printed, SKILCRAFT Business Cards for Federal employees, offering a simple and cost effective way to meet this need while providing employment opportunities for people who are blind. With the exception of business cards for military recruiters, the printing of business cards has been set aside under the Javits-Wagner-O Day (JWOD) Program and awarded to the Lighthouse for the Blind under their Federal Supply Schedule (Contract #14F-0721G for Custom Business Products and Stamps), making the Lighthouse the only GSA-approved source for business cards purchased with appropriated funds. The Lighthouse for the Blind offers excellent prices, a variety of design and printing options, fast delivery, and an easy central ordering system. SKILCRAFT business cards are available in quantities of 250,500 or 1000 per box. All are printed on 50% recycled paper and comply with Federal environmental mandates. For more information or order forms, you may call toll free 800-799-0402, send an e-mail to sales@seattlelh.com, or visit their website, www.lighthousestore.com/shop/open/product/index.htm The Lighthouse accepts payment via all Government purchase cards, purchase orders, checks, and on account. Orders are also accepted from individual Government employees paying with personal funds (i.e., personal checks or credit cards).

2. Government purchase card holders can also purchase business cards as referenced in 1. above.

3. Requestor can contact the Reprographic Communications Branch, Division of Support Services, ORS, by calling 496-6781. Only a Central Services Accounting (CSA) request will be accepted for the purchase of business cards.

Requestors must also go the website address: www.nih.gov/od/ors/dss to order the business cards.

4. It is also authorized to use electronic software for personal computers to prepare business cards following the information in c. above. The cost of the preparation must be within the same dollar amount and general guidance referenced in d. above.

Reporting requirements:

Institutes procuring business cards from commercial vendors (including GSA priority schedule vendor), must keep accurate records of these purchases on their semi-annual Commercial Activity Printing Report (as required by the Joint Committee on Printing of the Congress (JCP)).

Business cards purchased from the NIH Reprographic Communications Branch (RCB) will be reported to the JCP by the RCB and should not be included on the IC report submissions.

ELECTRONIC BULLETIN BOARD FOR ACQUISITIONS FROM $10K TO $25K

Did you ever wish there was a posting website for acquisitions between $10K and $25k where you could send vendors who wanted to do business with NIH?

The Small Business Office (SBO) and the Division of Acquisition Programs (DAP) are in the process of establishing an electronic bulletin board for simplified acquisitions between $10,000 and $25,000. This bulletin board will be a single gateway for the NIH Acquisition community to post notices greater than $10,000 and less than or equal to $25,000. The Federal Acquisition Regulation requires that the agencies post these requirements .

(FAR 5.101 (2) , Disseminating Information states: For proposed contract actions expected to exceed $10,000, but not expected to exceed $25,000, by displaying in a public place, or by an appropriate electronic means, an unclassified notice of the solicitation…) There is an exemption when oral quotes are sought. NIH acquisition offices have always operated independent of one another when posting requirements. This is difficult for small businesses with limited staff. A small vendor would have to physically visit each posting site to take advantage of NIH Simplified Acquisition opportunities within dollar range. The purpose of the website would be that all ICs could post requirements in one central location.

The SBO already has a successful website for small businesses, called e-PIC. On this website, there is an electronic bulletin board that could be used for posting requirements. (See http://epic.od.nih.gov/BBoard/bbindex.asp) This is a logical, already established place to incorporate a NIH posting site.

Some of the advantages to using an electronic bulletin board are:

1. The ability to reach more vendors with a website and possibly obtain a better price for the government through increased competition,

2. The ability to store the requirement for an indefinite period of time and access it for future acquisitions,

3. The information would always be timely, as outdated information would be deleted from the bulletin board and stored after 10 days,

4. Vendors could sign up for email notification for the commodity they are interested in selling,

5. It would be possible to allow a variety of formats for posting the requirement; the site itself could provide a form, such as an electron SF18 with fill-in capabilities; or a letterhead, as another format possibilities for posting

6. The site would allow more opportunities for small businesses to work with NIH, as the site could provide contract and subcontracting opportunities.

7. Beside the posting notice itself, it would be possible to link to other parts of the internet, such as the IC website to provide specifications,

drawings, diagrams

8. The RQM/RQF could be linked to the Purchase Order Number

9. The individual needs of ICs could be addressed. For instance, the Central Store needs such as barcoding, palletizing could be incorporated into the posting. Construction needs such as diagrams could also be included in the posting.

10. A search engine could be part of the bulletin board, making it even easier for vendors to find a particular commodity.

11. Individual agents will be responsible for posting their own requirements, and the requirements would be automatically deleted after 10 days.

The website is being developed by the Small Business Office (SBO) and the Division of Acquisition Program (DAP). It is expected that modifications to the existing e-PIC software will be completed soon. We will keep you posted and an announcement will be made as soon as the work is completed. If you have any questions about this initiative, contact Stan Canton, SBO, 496-9639 or Pat Seidel, DAP, 435-3951

SIMPLIFIED ACQUISITION PROCEDURES GET MORE COMPLEX

(*Excerpted from Federal Acquisition Report, April 2002*)

Rule: Although the simplified acquisition procedures in the FAR are designed to make procurements easier and allow the government to simplify the process, they do not let the government treat quoters unfairly.

The simplified acquisition procedures are designed to save the government time and effort. But simplifying things does not mean that the government can cut corners on fairness. When an agency uses negotiated procedures under simplified acquisition procedures, it must treat vendors fairly. The case involved the Army Corps of Engineers who issued a RQF for educational services. The Corps use the procedures for commercial item acquisition under FAR Part 12 and simplfied acquisition procedures under FAR Part 13. An amendment to the solicitation added evaluation criteria. Eight quotes were received. An informal technical evaluation board reviewed the proposals and found only one offeror in the competitive range.

When this vendor won the award, there was a GAO protest, alleging that it was treated unfairly during the process.

GAO agree. First, it pointed out the advantages of using simplified acquisition procedures. Simplified acquisition procedures are designed to, among other things, reduce administrative costs, promote efficiency and economy in contracting, and avoid unnecessary burdens for agencies and contractors. These procedures provide discretion to contracting officers to use one or more of the evaluation procedures in FAR parts 14 and 15, and do not require formal evaluation plans, the establishment of a competitive range, or the conduct of discussions.

GAO felt that although an agency is not required to establish a competitive range or conduct discussions under simplified acquisitions, when an agency choses negotiated procurement techniques, the agency should fairly and reasonably treat quoters in establishing the competitive range and conducting discussions. (The Corps conducted discussions with one firm about their failure to satisfy the experience requirement but failed to have discussions with a firm that had similar failures. This firm later received the award.)

GAO recommended that the vendor filing the protest be included in the competitive range and be allowed to have discussions. It also recommended that the vendor be reimbursed its reasonable costs of filing and pursuing the protest.

GAO s goal is to ensure that procurements are conducted consistent with a concern for fair and equitable competition and within the terms of the solicitation.

WASHING A GOVERNMENT VEHICLE

The NIH Garage/Motor Pool has coupon books for Mr. Wash located in Kensington so that NIH can have government vehicles cleaned. You can reach the NIH Garage by calling extension 496-4511 or 496-3426.

BPA NEWS

The following BPAs have recently been established:

BPA #	Company Name
#56773 -	Eagle Business Products - for office supplies, copier supplies and IT software
#56825 -	Government Scientific Source - for laboratory supplies, chemicals and biological materials
#56813 -	Hyclone Laboratories - for media and blood products
#56797 -	Macheaven - for IT supplies, software and repair
#57114 -	Trinity Biotech - for media, blood products and biological materials
#56746 -	Tel-Test Inc - for biological materials
#56134 -	ICSI - for temporary administrative support services
#55872 -	Mimotopes - for biological materials
#56146 -	The Williams Company - for training and workshop services
#55948 -	BWI Distribution - for hardware and tools
#55860 -	Career Blazers - for temporary office support services
#56197 -	Imagistics International - for printing/duplicating equipment and copier supplies
#56237 -	Focus Consulting - for IT services
#56225 -	Cine-Med Inc - for scientific video library and training services
#56240 -	GovConnection - for IT supplies, software, hardware and repair
#56252 -	LAN Doctor - for IT hardware, supplies and repair
#56264 -	Nextgen Enterprises - for IT services

The following BPAs have recently been discontinued:

#53534 - Alphatech Corporation
#50816 - Igen Inc
#54865 - Stoner Inc
#54395 - Communications Supply Corporation
#48358 - Cronatron Welding Systems
#41400 - Eagle Business Products
#41345 - Government Scientific Source
#41566 - Hyclone Laboratories
#44518 - Macheaven
#54880 - Mardx Diagnostics
#50934 - Medimaging Technology
#53482 - Randy's Carpet
#41581 - Tel-Test Inc
#44778 - The Baker Company

The following BPAs have recently been reestablished:

#45134 - Biotech Research Laboratories - for laboratory services
#48791 - Nuaire Inc - for safety cabinets

AVAILABLE TRAINING AND SEMINARS

2635
Purchase Card Processing System

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB.

This training is for current NIH Purchase Card holders who wish to create and reconcile electronic purchase logs using the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
1/30/2003	8:30 - 12:00	EPS	$175	1/2/2003
2/27/2003	8:30 - 12:00 1:00 - 4:30	EPS	$175	1/30/2003
3/27/2003	8:30 - 12:00 1:00 - 4:30	EPS	$175	2/28/2003
5/6/2003	8:30 - 12:00 1:00 - 4:30	EPS	$175	4/9/2003
6/12/2003	8:30 - 12:00 1:00 - 4:30	EPS	$175	5/15/2003
7/20/2003	8:30 - 12:00 1:00 - 4:30	EPS	$175	6/20/2003

2607

Simplified Acquisitions Refresher for AOs (2 classes each day)

This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the role and responsibilities of the Approving Official. The Delegated Acquisition (DELPRO) Reference Guide will be used. The audience is Administrative Officers/Approving Officials who have successfully completed the mandatory 4 day Delegated Acquisition Training course more than 2 years ago and feel they could benefit from an update course specifically designed to emphasize Approving Officials responsibilities.

Course Date	Time	Location	Cost	Cancellation Deadline
1/29/2003	8:30 - 12:00 1:00 - 4:30	EPS	$190	1/2/2003
3/26/2003	8:30 - 12:00 1:00 - 4:30	EPS	$190	2/26/2003
7/31/2003	8:30 - 12:00 1:00 - 4:30	EPS	$190	7/2/2003

2636
Mandatory Purchase Card Training

This course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of the ADB Purchase Card will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

For more information, or to register, please contact the Human Resource Development Division on 496-6211 or visit the website: http://learningsource.od.nih.gov/

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

Mandatory DELPRO Procurement Training

The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment this FY2002 and FY2003.

2609
Federal Supply Schedules

Course Date	Time	Location	Cost	Cancellation Deadline
1/28/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	12/31/2002
4/15/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	3/18/2003
7/15/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	6/17/2003

2610
Consolidated Purchasing Through Contracts

Course Date	Time	Location	Cost	Cancellation Deadline
1/29/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	1/1/2003
4/16/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	3/19/2003
7/16/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	6/18/2003

2611
Buying from Businesses on the Open Market

Course Date	Time	Location	Cost	Cancellation Deadline
1/30/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	1/2/2003
4/17/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	3/20/2003
7/17/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	6/19/2003

2617
Price Reasonableness in Simplified Acquisitions

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

2612
Professional Service Orders

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

2603
Delegated Acquisition Training Program

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a hands-on segment in which students actually access the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
1/14 thru 1/17/2003	9:00 - 4:00	EPS	$784	12/17/2002
2/11 thru 2/14/2003	9:00 - 4:00	EPS	$784	1/14/2003
3/11 thru 3/14/2003	9:00 - 4:00	EPS	$784	2/11/2003
4/15 thru 4/18/2003	9:00 - 4:00	EPS	$784	3/18/2003

5/20 thru 5/23/2003	9:00 - 4:00	EPS	$784	4/22/2003
7/15 thru 7/18/2003	9:00 - 4:00	EPS	$784	6/17/2003
8/12 thru 8/15/2003	9:00 - 4:00	EPS	$784	7/15/2003

NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or visit the website:
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 Logisitics 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

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