OALM

Office of Acquisition and Logistics Management

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The Office of Acquisition and Logistics Management Newsletter

OALM/OAMP

Div of Acq Policy and Evaluation

Div of Financial Advisory Services

Div of Simplified Acq Policy & Services

Purchase Card Program

Simplified Acquisition Helpline
301-496-0400

Purchase Card Helpline
301-435-6606

BPA Helpline
301-496-5212

OALM/OLAO

Div of Logistics Services
301-443-7977

Property Management Branch
301-496-5712

Supply Management Branch

NIH Supply Center
301-435-5036

Self-Service Store—Bldg 10
301-496-2051

Self-Service Store—Bldg 31
301-496-4430

Transportation Management Branch
301-496-4511

NITAAC
888-773-6542

OALM

DCIS Helpline
301-451-2271

GUIDANCE FOR THE ACQUISITION OF EQUIPMENT

NIH buildings are designed and constructed to meet applicable building codes, standards and guidelines to provide an environment safe for research to take place and for staff and visitors. The utility distribution systems supporting NIH buildings are sized to accommodate specific research, equipment and occupancy requirements identified when the facility was originally planned, designed, constructed or renovated. When research requirements drive the need to purchase and install new state-of-the-art equipment to satisfy changes in strategic research goals and objectives, the impact of this equipment on the existing structural, mechanical, electrical and other unique systems within the facility must be evaluated.

As the steward of NIH facilities, the Office of Research Facilities Development and Operations (ORFDO) is responsible for ensuring the adequacy of buildings to meet the requirements of Institutes and Centers (ICs). This includes analysis of the impact equipment acquisitions might have on NIH buildings and the required coordination to comply with the Department of Health and Human Services (DHHS) Facilities Program Manual (FPM) guidelines.

To streamline equipment acquisitions, Office of Acquisition and Logistics Management in coordination with ORFDO is revising NIH Policy Manual 6307-3 Special Clearance and Other Acquisition Procedures (9/30/98) to reflect the requirement for ICs to coordinate equipment procurement and installation requirements with ORFDO. The updated information below, which will be included in Appendix 1 of a revised manual chapter, provides interim guidance until a new manual chapter is released.

Commodity/Service
- Equipment, including scientific instruments

Requirements/Instructions

1) The requester must submit a work request for a feasibility study to verify impact to the facility, PRIOR to procurement for equipment to be installed in, on campus Government owned facilities based on the facility support requirements shown below.

2) Equipment that is too large to clear openings on the route from the loading dock to its final destination.

3) Equipment which weighs 900 pounds or more on a footprint area of 2 ¼ square feet or less.

GUIDANCE FOR THE ACQUISITION OF EQUIPMENT

4) Other than normal (120 or 208 volt) electrical service, emergency power, or a dedicated electrical service or a dedicated electrical circuit breaker.

5) Enhanced HVAC (heating/ ventilating, air-conditioning, cooling) service or hard connections to a plumbing service.

6) Other physical constraints, such as a vibration-free environment.

7) The requester must request technical coordination PRIOR to procurement from the ORF Facility Manager for the building in question.

8) The requester must coordinate major equipment installation requirements with the Office of Research Services (ORS)/Division of the Fire Marshal (DFM): 301-496-0487 consistent with the guidelines issued under NIH Policy Manual 1370, Fire Protection Building Permit Process. Contact the DFM: 301-496-0487.

9) ORF will work with the IC to prepare reports for facility renovations and infrastructure modifications when required to comply with DHHS Facility Program Manual. Note that DHHS does not permit award of procurement actions until the required documentation is provided and approved. Contact your ORF IC Liaison for assistance.

For additional information, please feel free to contact Clarence Dukes, Program Manager, ORF at 301-496-5078 or via e-mail at cd26z@nih.gov.

IS THE SF-44 PURCHASE ORDER-INVOICE-VOUCHER THE MOST ECONOMICAL AND EFFICIENT MECHANISM?

The SF-44 Purchase Order-Invoice-Voucher, used by some ICs as a payment mechanism, is a four-part carbon paper form. At NIH, it requires preparation within the IC program area, hand delivery to the Imprest Fund Cashier's window, preparation of a paper check by the Imprest Fund Cashier, an OFM agent, and return of the paper check to the program—who then transmits the check to the vendor. Multiple copies of the four part carbon form require auditing, filing and archiving. Finally, the checking account OFM has with the NIH Credit Union must also be manually and regularly "balanced". According to FAR 13.306 (a), the SF-44 Purchase Order Invoice Voucher should be used if all of the following conditions are satisfied:

(1) The amount of the purchase is at or below the micro-purchase threshold, except for purchases made under unusual and compelling urgency or in support of contingency operations. Agencies may establish higher dollar limitations for specific activities or items.

(2) The supplies or services are immediately available.

(3) One delivery and one payment will be made.

(4) **Its use is determined to be more economical and efficient than use of other simplified acquisition procedures.** *(Emphasis added)*

It is this last part that is problematic at NIH. For the reasons outlined above in the first paragraph, the use of the SF-44 is usually not more economical and efficient than the use of other simplified acquisition procedures.

IS THE SF-44 PURCHASE ORDER-INVOICE-VOUCHER THE MOST ECONOMICAL AND EFFICIENT MECHANISM?

For micro-purchases, the purchase card should be the primary method of making purchases. If a vendor is not able to accept a purchase card for a micro-purchase, the requiring office should first attempt to locate a vendor that will accept the purchase card as a payment mechanism. If no other vendor is available, another option would be to pay the vendor using the purchase card convenience check. Although there is a government initiative to reduce convenience checks, convenience checks are still more efficient than the SF-44.

Convenience checks are drawn against a purchase card holder's account. Most ICs have one or more convenience check holders. For convenience checks, there is a nominal check fee of 2% and the check processing and handling falls on the Purchase Card Bank—JPMC. Unlike purchase card transactions, convenience checks cannot be disputed with the bank. The regulations and instructions for use of the convenience check are spelled out in the HHS Purchase Card Guide and the NIH Purchase Card Supplement.

Convenience checks should only be used as a payment method of last resort when no other reasonable alternative merchant is available who accepts the purchase card, the item or service is still necessary to accomplish the mission of NIH, and the vendor will accept no other form of payment except a check.

Before using the SF-44, insure that the acquisition meets the four criteria above and be sure to document that use of the SF-44 is more economical and efficient than use of any other simplified acquisition mechanism—including the government purchase card convenience check.

If you have questions regarding this article, please contact SimplifiedAcquisitionHelp@od.nih.gov

PERFORMANCE OF INHERENTLY GOVERNMENTAL AND CRITICAL FUNCTIONS—SERVICE CONTRACT INVENTORIES

REMINDER 6M Description of Requirement -

As stated in Angela Billups memorandum dated March 1, 2012 (APM 2012-1 03012012), "the purpose of this guidance is to implement Office of Management and Budget (OMB) guidelines, information collections, and reporting requirements for inherently governmental and critical functions. Documents regarding Service Contract Inventories have been sent in OALM communication emails: March 2012, June 2012, and August 2012. Document titles (.pdf files): APM 2012-1 03022012; Service Contract Inventories 12192011; and Federal Register – Performance of Inherently Governmental and Critical Functions.

ACTION: **Starting March 1, 2012**, all new contract actions **(ALL SERVICES where the Product Service Code (PSC) begins with an ALPHA)** awarded March 1, 2012 and beyond will need to be reported in the Departmental Contracts Information System (DCIS)/Federal Procurement Data System-New Generation (FPDS-ng) on the role contracted services play in achieving agency objectives regarding the Performance of Inherently Governmental and Critical Functions - Service Contract Inventories.

As stated on page 3 paragraph A in memorandum (APM 2012-1 030122012), agencies "shall review the OFPP Policy Letter 11-01 for guidance prior to choosing the category for services to be acquired.

Specifically, the requiring activity official shall input one of the following phrases into the "description of requirement" field in DCIS – Item 6M as applicable:

PERFORMANCE OF INHERENTLY GOVERNMENTAL AND CRITICAL FUNCTIONS—SERVICE CONTRACT INVENTORIES
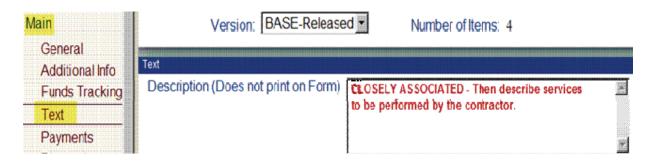
Continued from page 3

1) **"Closely Associated"** Predominantly for functions closely associated to inherently governmental ones
2) **"Critical Functions"** for critical functions or
3) **"Other Functions"** for all other functions.

To ensure this information is being reported to DCIS/FPDS-ng properly, please follow the below instructions:

In PRISM:
Under MAIN -
TEXT - in the Description (Does not print on Form) enter either **"CLOSELY ASSOCIATED"; "CRITICAL FUNCTIONS"; OR "OTHER FUNCTIONS" – then describe the services to be performed.** The information entered in this box will then be pushed over/propagated into DCIS/FPDS-ng item 6M Description of Requirement as shown below.

DCIS:

Link to the Federal Activities Inventory Reform Act (FAIR Act) Public Law 105-270 http://www.whitehouse.gov/omb/procurement_fairact/. This link will provide description(s) of what is inherently governmental.

If you experience difficulties in finalizing DCIS, please do not hesitate contacting your NIH DCIS representative, call the NIH DCIS Help Desk at 301.451.2771, or email us at cdmphelpdesk@mail.nih.gov located in the NIH Global as CONTRACT DATA MANAGEMENT PROGRAM HELP DESK.

If you have questions regarding this article, please contact Malinda Holdcraft, Program Analyst, Office of Acquisition and Logistics Management (OALM) at Holdcraft@nih.gov

IMPORTANCE OF SEPARATION OF DUTIES IN THE PURCHASING ENVIRONMENT

As stated in the HHS Purchase Card Program Guide (section VII.A), the separation of duties must be maintained when making purchases. This is a management control designed to minimize fraud and/or loss of property. The assignment of duties which may include authorizing requests, approving purchases, certifying funds, recording transactions, making the actual purchase and receiving the items or services should be assigned to separate individuals to the greatest extent possible. Key duties and responsibilities related to acquisition need to be divided or segregated among different people to reduce the risk of error or fraud. No one individual should control all key aspects of a transaction or event.

This is especially important when it comes to receiving goods or services. Having an independent or Third Party Receipt when acquiring items for the federal government helps maintain internal controls that reduce the risk of fraud, waste, and error. Each year, NIH acquires over $300 million dollars worth of goods and services through the efforts of NIH employees using purchase cards. It is crucial that NIH therefore have reasonable and effective internal controls so that purchased items or services can be accounted for and use of those items or rendered services is limited to official purposes only.

Recent GAO audits conducted on other agencies show that a significant number of purchases lacked documentation evidencing proper receipt of the item or service. NIH needs to ensure that proper receipt occurs. Ideally, goods or services that are ordered using a purchase card should be received by someone other than the cardholder. This helps to minimize the possibility of fraud. As evidence of independent receipt, a signature of someone other than the cardholder should be on the packing slip or invoice to indicate the item or service was received. In cases where independent receiving is not possible (e.g., in a smaller lab that only has 2 people), the circumstances for the cardholder having to perform receiving should be explained and on file in the event of an audit or review.

Please contact the Purchase Card Help Desk at (301) 435-3928 if you have questions.

ASI GOVERNMENT, INC. ARTICLE ON WHAT QUALIFIES AS A "SPLIT REQUIREMENT"

This research response was prepared under the Virtual Acquisition Office™ subscription service, which provides on-call acquisition-related research support to federal subscribers, up to a four-hour level of effort per inquiry.

Date: August 20, 2012

Client Question: Please provide guidance on what qualifies as a "split requirement." We have furniture purchases divided into three phases where each phase is under the simplified acquisition threshold and would like to know whether awarding three separate contracts constitutes splitting requirements.

ASI Government's Response:

Although not defined in the Federal Acquisition Regulation (FAR), "splitting requirements" refers to the practice of breaking known requirements into two or more purchases to reduce the dollar value of each purchase below specific dollar thresholds, thus avoiding requirements associated with those dollar thresholds (e.g., synopsizing, competition), or to avoid prescribed levels of review or approval. It is described in FAR 13.003(c)(2), which specifically prohibits the practice:

> (2) Do not break down requirements aggregating more than the simplified acquisition threshold (or for commercial items, the threshold in Subpart 13.5) or the micro-purchase threshold into several purchases that are less than the applicable threshold merely to—
>
> > (i) Permit use of simplified acquisition procedures; or
> >
> > (ii) Avoid any requirement that applies to purchases exceeding the micro-purchase threshold.

Splitting requirements typically has occurred to keep actions under the micropurchase or simplified acquisition thresholds, and has become a more prevalent issue with the use of the government purchase card (i.e., splitting requirements into several purchases merely to avoid the cardholder's delegated single purchase limit), although the practice is not limited to simplified acquisition or purchase card transactions.

Guidelines for what constitutes a split requirement can be difficult to articulate, since the specifics of each transaction must be taken into consideration. However, the following examples of actions that have (and have not) been found to be splitting requirements may assist in forming some general parameters.

Examples of Splitting Requirements

> ➢ A purchase card holder buys the same/similar item(s) from multiple merchants on the same day. The total purchase amount exceeds the cardholder's single purchase limit, and the total is known at the time of the first purchase.
>
> ➢ A purchase card holder makes multiple purchases from the same merchant on the same day. The purchase amount exceeds the cardholder's single purchase limit, and the total is known at the time of the first purchase.

ASI GOVERNMENT, INC. ARTICLE ON WHAT QUALIFIES AS A "SPLIT REQUIREMENT"

➤ Multiple purchase card holders in the same office purchase the same/similar item(s) from multiple (or the same) merchants in the same day or over a period of several days.

➤ It is known in advance that quantities of the same item or service will be acquired with a total value over the micropurchase (or simplified acquisition) threshold, but the purchases are purposely spread over time to stay below the thresholds.

➤ A requirement can only be met by purchase of several separately priced items, the total of which exceeds the micropurchase (or simplified acquisition) threshold, and the items normally would be purchased together, but are purchased separately solely to avoid exceeding those thresholds. For example, a machine tool (priced below the micropurchase threshold) and several accessories (which when added to the price of the machine tool exceed the micropurchase threshold) are necessary to have the required capability. The requirement is for the machine tool with the capabilities provided by the accessories. Therefore, the value of the requirement is the total cost of the machine tool and its accessories and purchasing the items separately would be considered splitting the requirement.

In another example, the Library of Congress Office of Inspector General (OIG) found that multiple sole source contracts awarded to two consultants in the amount of $2,500 per contract (the micropurchase threshold at the time) constituted splitting requirements, even though the actions took place over a two-year period. The two consultants were contracted periodically to develop supporting subject material to be placed on the American Memory Web site. A new contract was awarded each time a subject was selected for the site. The two consultants were awarded 17 contracts, totaling approximately $39,000 for one consultant and $24,000 for the other, over a two- year period. The contracting officer did not combine these contracts because she did not notice the repetitive requests. Also, there was no apparent supervision or review of the contracting files that may have detected the repetitive awards.[1]

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[1] "Consulting Contracts: More Competition, Cost Analysis, and Administrative Compliance Needed," Audit Report No. 2000-INA-LCWD-004, September 2002; http://www.loc.gov/about/oig/reports/2002/rpt2002septconsulting.pdf.

Examples of Not Splitting Requirements

➤ Making multiple awards under one solicitation, as long as the synopsis, competition, and other standards are followed based on the aggregate amount.

In another example, the Department of Agriculture (USDA) OIG found that two Forest Service contracts for concrete toilet structures valued at more than $500,000 in the aggregate and funded under the American Recovery and Reinvestment Act of 2009 (Recovery Act) was not a split requirement for Recovery Act reporting purposes. The OIG found that the agency initially bought only 23 concrete toilet structures because it did not think it had more money available; other requirements, however, turned out to cost less than originally anticipated, so the Forest Service used the extra money to order two additional structures.[2]

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[2] " Contract Compliance Review - Toilet Structures Upgrade Projects, Spokane, WA, American Recovery and Reinvestment Act of 2009," USDA OIG Report HY-0813-0001, August 13, 2009; http://www.usda.gov/oig/webdocs/HY-0813-0001.pdf

ASI GOVERNMENT, INC. ARTICLE ON WHAT QUALIFIES AS A "SPLIT REQUIREMENT"

In your specific example regarding the purchase of furniture in phases, our take is that the answer depends on the length of time of each phase. If each phase constitutes a one-year requirement that is funded from the current appropriation, then it is not splitting requirements to award a new contract each year – although a contract with options for increased quantity is also a possibility and makes more sense to us from a practical standpoint. Such a contract would need to be competed based on the dollar threshold of all three phases combined, but you save time after award by not having to compete for a new contract each year. If, however, the phases are relatively short in duration such that you would have two or more phases occurring in the same year, then it would be splitting requirements to deal with each phase as a separate contract.

Conclusion

Taking the above into consideration, it is clear that splitting requirements implies having a *known requirement* that is larger than the applicable dollar thresholds and dividing that requirement with the intent to *purposely circumvent* those thresholds. However, splitting requirements also may be done inadvertently, as shown in the case of the Library of Congress contracts discussed previously. In that case, there was no specific intent to avoid acquisition thresholds by issuing multiple contracts to the two contractors. Nevertheless, the OIG held that the contracting officer was remiss in not noticing that, over time, these contractors were receiving multiple contracts for essentially the same work. At that point, the contracting officer should have taken steps to consolidate future work requirements.

Submitted by:	Gladys Gines	
	Senior Acquisition Specialist	
Reviewed by:	Paul Cataldo	Karen Moser
	Senior Acquisition Specialist	Senior Acquisition Specialist

NITAAC CLOSE TO COMPLETING AWARDS ON THE CIO-SP3 SMALL BUSINESS GOVERNMENT-WIDE ACQUISITION CONTRACT

The National Institutes of Health Information Technology Acquisition and Assessment Center (NITAAC) has announced that awards are close to complete under its $20 Billion CIO-SP3 Small Business Government-Wide Acquisition Contract vehicle. Awards to small businesses have been made as follows:

- 36 8(a) concerns
- 87 Small Business concerns
- 10 Service-Disabled Veteran Owned Small Business concerns

HUBZone awards are still pending. While the solicitation for CIO-SP3 Small Business was released prior to the implementation of the Women-Owned Small Business Federal Contract Program, NITAAC is happy to report that Section 1331 of the Small Business Jobs Act allows our customers to set-aside task orders for this socioeconomic group among current awardees who are also women-owned concerns.

NITAAC had already announced completion of awards under the full-and-open CIO-SP3 GWAC, which were given to 53 Prime Contract Holders. Both of the new GWACs are 10-year, multiple award indefinite-delivery, indefinite-quantity (IDIQ) vehicles, open to all federal civilian and DoD agencies who require information technology (IT) services and solutions.

According to Mary Armstead, NITAAC Program Director, "The advent of CIO-SP3 and CIO-SP3 Small Business marks the beginning of a new era in Federal acquisitions; one in which speed, efficiency, and cost-competitiveness will be essential to assuring that agencies are able to deliver higher quality, lower cost services through new and emerging technologies."

Robert Coen, NITAAC Deputy Program Director, added, "CIO-SP3 Small Business is the first GWAC ever awarded for this many small business socioeconomic categories. For the first time, customers will be able to fulfill all of their small business goals using one GWAC."

Customers can utilize NITAAC GWACs to satisfy the most urgent needs facing federal agencies today including Data Center Consolidation, Cloud Computing, Health IT, Mobility and Cybersecurity. In addition, requirements for modular contracting can be very easily accommodated under these vehicles due to the quick turnaround time for processing task orders.

The new pool of CIO-SP3 contract holders were selected from a diverse group of industry leaders and innovators, vetted for their technical capabilities and expertise through a rigorous source selection process at the master contract level. This enables contracting officers to use simplified evaluations at the task order level, resulting in significant savings in time, money and resources. Ceiling rates were also pre-negotiated to assure best value, and competition at the task order level can drive them even lower.

NIH has been an OMB executive agent for over a decade, and is the only Agency to administer three GWACs for IT products, services and solutions. NITAAC's ECS III GWAC for products and fixed-price services is already an HHS Strategic Source, and talks are underway regarding strategic sourcing of services and solutions through CIO-SP3. Many agencies have already recognized the value and efficiency of NITAAC GWACs, with the DoD naming CIO-SP3 Small Business as a preferred source for small business acquisitions, and the Navy naming NIH-NITAAC GWACs as a mandatory strategic source for all new acquisitions.

In addition to the streamlined ordering and procedures available through FAR Subpart 16.505, NITAAC has streamlined the task order process through its secure, web-based ordering systems, which can be used by the procuring CO to manage and control every phase of the procurement process. While both CIO-SP3 and CIO-SP3 Small Business offer 137 pre-competed labor categories, additional labor categories and unique terms and conditions can be easily added at the task and delivery order level. What that means to agencies is that the CIO-SP3 GWACS can be used to procure everything IT; there is no need to develop unique contracts every time a new technology is introduced.

NITAAC CLOSE TO COMPLETING AWARDS ON THE CIO-SP3 SMALL BUSINESS GOVERNMENT-WIDE ACQUISITION CONTRACT

To learn more about the CIO-SP3 GWAC vehicles, visit nitaac.nih.gov. Customized training is available by clicking on "Training" in the main menu, or contact the NITAAC Customer Support Center for more information.

If you have questions regarding this article, please contact NITAACsupport@nih.gov

DIVISION OF LOGISTICS SERVICES EXEMPLIFIES ENVIRONMENTAL STEWARDSHIP

The Division of Logistics Services (DLS) is the administrative authority for Logistics programs and policies here at the NIH. While commonly known for their involvement in the planning and control of the flow of goods and materials throughout NIH, DLS is now achieving distinction for environmental stewardship and recycling.

In the past several years, DLS has been the recipient of multiple environmental awards to include recognition from the Department of Health and Human Services (DHHS). Among the accolades received, the DLS has earned Environmental Protection Agency (EPA) Bronze Award in the Federal Electronics Challenge for End-of-Life Management of Electronics and the Green Champion award from DHHS. The Federal Electronics Challenge (FEC) originates from Executive Order 13514 signed by the President on October 5, 2009; the challenge is a partnership program that encourages federal facilities and agencies to:

- Purchase greener electronics.
- Reduce impacts of electronics during use.
- Manage used electronics in an environmentally safe way.

Since 2009 the Gaithersburg Distribution Center (GDC) Property Re-Utilization and Disposal Section, started working with the Division of Environmental Protection, on the Federal Electronics Challenge. To qualify for an award, a Facility Partner must meet the eligibility requirements and complete specific activities. For a Bronze Award, NIH had to complete all applicable general mandatory activities and all life-cycle mandatory activities in one of three life-cycle phases (acquisition and procurement, operation and maintenance, or end-of-life management). NIH focused on the end-of-life management phase,

which is managed by the Division of Logistics Services, Office of Logistics and Acquisition Operations. The GDC Warehouse personnel refined established procedures and gathered the raw data needed for submission to the Division of Environmental Protection. The data is derived from the Direct Donation Program, Excess Re-Deploy within NIH, Transfers to Other Federal Agencies, Items of E-waste sent to a GSA approved and contract awarded re-cyclers, and items that go through the GSA Excess process are picked up by state and local agencies. The Division of Environmental Protection compiled the raw data and submitted it to the Environmental Protection Agency for review and further consideration. The exemplary life-cycle management efforts and successful collection of data, contributed to NIH earning its first FEC Bronze Award. The aforementioned actions also earned NIH the Green Champion Award for End-of-Life Electronic Stewardship awarded by the Department of Health and Human Services. Mr. Mike Zindel, Supervisor, GDC and Mr. Mike Kessler were the driving force behind the efforts in obtaining these two awards for NIH.

The GDC is not the only DLS component acting with concern for the environment; the Transportation Management Branch (TMB) received the "Green Champion Award" from DHHS for their efficient use of fleet management. Vehicle usage, to include operational hours, mileage, maintenance costs and fuel consumption are major concerns for NIH. Simple changes such as efficient routing, maintenance, speed, and minimizing idle times have the potential to lower operational costs by approximately 20%. TMB replaced GPS technology in the fleet which allowed fleet managers to monitor fuel use, idle time, maintenance, and speed violations.

DIVISION OF LOGISTICS SERVICES EXEMPLIFIES ENVIRONMENTAL STEWARDSHIP

Continued from page 10

Through the GPS technology system, NIH fleet managers are able to develop reports and identify effective transportation practices that enable NIH to conserve fuel and maintenance of vehicles. The installation of the GPS technology has enabled Fleet Managers to reduce gasoline, Alternative Fuel (E-85), and Bio-Diesel (B-20) consumption by 3.7%, 5%, and 10.9%, respectively. This reduction in fuel consumption has resulted in a savings of $42,075 in FY 2011. Mr. Mark Minnick, TMB Fleet Manager and former TMB Chief, Mr. Richard Trott, were the impetus for the refined business practices and procedures that earned TMB the award.
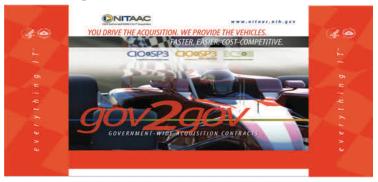
One of the Industrial Property Management Specialist, Ms. Marea Petrelles from DLS recently received the HHS Green Champion Award for her outstanding efforts in energy and water conservation and environmental achievements. To win this award, Marea identified the need to be more proactive in recycling items such as non-sensitive paper, glass, cans and plastics, as well as corrugated cardboard, mixed paper, including magazines, catalogs, phone books and newspapers. This year's NIH submissions represented 28 nominations from various Institutes and Centers. There were eight Green Champion and seven Honorable Mention awards presented this year. Marea won the individual Environmental Stewardship Award.

If you have questions regarding this article, please contact George Martinez, Director, Division of Logistics Services at George.Martinez@nih.gov

NITAAC UNVEILS NEW CONTRACTS AND NEW DIRECTION AT CIO-SP3 KICKOFF

Over 500 contract holder representatives gathered in Gettysburg, Pennsylvania, July 23-25, 2012 for a 2-1/2 day kickoff meeting introducing the highly anticipated CIO-SP3 and CIO-SP3 Small Business Government-Wide Acquisition Contracts (GWACs) for IT Services and Solutions. Joining NITAAC were officials from the Office of Management and Budget (OMB), the National Institutes of Health (NIH) and the Defense Procurement and Acquisition Policy (DPAP), who spoke on the value of these new contracts to their organizations and the federal government at large.

Participants were seated during a dynamic music video featuring some of America's greatest car songs. It was the first clue to NITAAC's new branding initiative, which promotes the contract vehicles and the Program's government-to-government relationship. The stage was set with the centerpiece of the new campaign, an eight-foot exhibit featuring the headline, "You drive the acquisition. We provide the vehicles. Faster. Easier. Cost Competitive."

The audience was primed as NITAAC Program Director Mary Armstead enthusiastically stepped up to the podium. After delivering a warm welcome and her heartfelt congratulations, Ms. Armstead took the opportunity to map the new CIO-SP3 GWAC vehicles to recent Administrative objectives. "Whether we are talking about advancing customer service through innovative technology under Executive Order 13571, reducing the budget and increasing accountability under Executive Order 13576, or reforming

NITAAC UNVEILS NEW CONTRACTS AND NEW DIRECTION AT CIO-SP3 KICKOFF

information technology… all roads lead to NITAAC GWACs," said Ms. Armstead. She provided a brief historical overview of the Program, and then encouraged participants to become fully immersed in the topics that would be presented over the course of the kickoff, including the value of partnerships, the vision for marketing the vehicle, and critical contract terms and conditions, to name a few. She closed by inviting participants to, "Buckle up, adjust your rear and side-view mirrors, and get ready to drive for success!"

Ms. Armstead then introduced Todd Cole, Deputy Director of the NIH's Office of Acquisition Management and Policy (OAMP) who appeared in lieu of Diane Frasier, OAMP Director and Head of the Contracting Activity. Mr. Cole spoke about the current trends towards strategic sourcing across government, saying, "Strategic Sourcing is moving into large service areas, helping government to take advantage of smarter buying practices…CIO-SP3 has already been endorsed by the DoD and the Navy, and efforts are underway to establish CIO-SP3 as a strategic source within HHS."

Following Mr. Cole, Andrea Norris, Chief Information Officer at NIH, and Director of the Center for Information Technology took the podium. In a moving demonstration of how the mission of NIH helps each and every American to live longer, live healthier and to live more productive lives, Ms. Norris asked members of the audience to stand, in turn, if they had been affected by Heart Disease, Diabetes, Cancer and a host of other conditions. It wasn't long before almost every one of the 500 people in attendance were on their feet. "This is what you have a chance, an opportunity, to have an impact upon, " Norris said, "because it is all about the mission. The best piece of advice I can give you is if your focus is on the mission, you will be successful in the business services you provide. We are in an amazing era for technology, especially in the biology and medical fields. Your efforts can actually help save lives."

Ms. Norris also focused on acquisition, remarking that it is often the most difficult part of getting the work done. "With NITAAC in place," she said, "with the goals of being as easy, flexible, effective, painless and quick, that just makes the whole process so much nicer from a mission or programmatic perspective. I encourage you to leverage it as a resource for you, your partners and collaborators to the greatest extent you can."

The first day of the meeting wrapped up with a powerful presentation by Robert Coen, NITAAC Deputy Program Director, that focused on "why" NITAAC. He talked about the tipping point of mass acceptance of a product and/or service, and how it is driven not by what a given product or service can do, but by why it is important to the customer. "We believe," said Mr. Coen, "that the Government can cut costs without sacrificing innovation through the use of information technology. Everything we do is designed to deliver IT innovation at the lowest possible cost through our contracts, our programs, and our contract holders. If you have a customer who believes it is possible to cut costs without sacrificing innovation, NITAAC is the program for you." He continued, "We offer a proven path forward to innovation from industry leaders at the lowest possible cost. The NITAAC Contract Holder Community has the power to deliver best value on every IT requirement with faster, easier, cost-competitive acquisitions. Together, we can start a movement to change the way the government buys IT."

Day two of the CIO-SP3 kickoff meeting was filled with informative presentations by NITAAC staff on outreach, communications, customer service, direct acquisitions, and a step-by-step review of the actual contract and contract holders' responsibilities as CIO-SP3 awardees. The NITAAC staff was joined by guest speakers Teresa Rivera, from the Acquisition Directorate (AQD) at the Department of Interior, and Stephen Crooks, from the Health and Human Services Acquisition Support Center (ASC), who talked about Assisted Acquisitions and the partnering relationships they have developed with NITAAC.

NITAAC UNVEILS NEW CONTRACTS AND NEW DIRECTION AT CIO-SP3 KICKOFF

The guest speaker for the day was Jack Kelley, Senior Policy Analyst at the Office of Federal Procurement Policy (OFPP) at the OMB. Mr. Kelley talked about the trends in reforming acquisition, and reiterated Administrator Joe Jordan's three top priorities: 1) The federal government should buy smarter, which translates into strategic sourcing; 2) The federal government needs to strengthen the acquisition workforce; and 3) The Administration is focused on strengthening participation by small businesses. "With the introduction of the CIO-SP3 Small Business GWAC," commented Ms. Armstead, "NITAAC has embraced the Administration's push to create meaningful opportunities for small businesses. This, along with the other themes presented by Jack in light of strategic sourcing, will be the focus of our Program as we move forward."

The final day of the CIO-SP3 Kickoff opened with a keynote by Mike Canales, a senior Procurement Analyst at DPAP. Canales spoke about the new Memorandum of Understanding that is in the works between NITAAC and the DoD, as well as their designation of NITAAC GWACs as a preferred source for DoD. "Many customers don't understand how easy it is to document use of other agency contracts," Mr. Canales said. "We work to make sure they understand it's a very simple process to document that another agency's contract is efficient, effective and in the best interests of the department." He continued, "NITAAC provides critical service to the DoD as part of the process. I have a requirement. Is it clear? Is it well written? Where do I go? Let me go to the folks at NITAAC to help me refine my requirement, make sure it's written well, make sure it fits under the contract, make sure we're using the right vehicle for the right requirement."

Mr. Canales went on to talk about the meaning of the NITAAC CIO-SP3 awards to the DoD. "We're excited about these awards. Excited about our relationship with NITAAC. It's very important at the very senior levels to have an understanding of how we're going to work together. I'm happy to talk to any DoD customer who doesn't get the policy." In closing, Mr. Canales said that not using the NITAAC GWACs is detrimental to the best interests of the DoD. "Documenting best interest is a lot easier than writing a unique requirement; dealing with unique source selection. It's the best business decision."

The final presentations focused on the new electronic-Government Ordering System (e-GOS), a secure, web-based system for competition and management of the solicitation process developed by the NITAAC Program. "We have invested a lot in designing and building a system that guides customers every step of the way and tells them how to issue an order," Mr. Coen said. "It's an intuitive, automatic system, and has built-in guidance to keep customers on track."

Over the course of the 2-1/2 day kickoff, Contract Holders had plenty of time to network, form new relationships and engage with NITAAC's Community Action Groups (CAGs). In fact, representatives of 67 Prime Contract Holders signed up to participate in the CAGs, which meet monthly to share ideas and best practices on acquisitions. In addition, NITAAC received positive comments from many of its Contract Holders, including one from Wayne Coffron, HMS Technologies, Inc., who wrote, "Please pass my thanks on to the CIOSP3 Team for the wonderful kickoff meeting. In addition, e-GOS is easy to use and your team has done a wonderful job in putting this together. Looking forward to the next 10 years of TEAM partnership. Again - Great Job;" and Angela Wilson of SeKON Enterprise who wrote, "Thank you so much for a great kickoff this week. You really set the tone to 'drive' excitement amongst the new contract holders. We are extremely excited about the opportunities that this vehicle will afford our customer base."

In reflecting on the kickoff meeting, Ms. Armstead commented, "The level of enthusiasm, engagement and partnership was clearly evident throughout the meeting, and was unprecedented in my experience. I look forward to seeing how the energy that came from the kickoff manifests as our contract holders work together to ensure the success of the NITAAC Program."

If you have any questions regarding this article, please contact NITAACsupport@nih.gov

BPA Program Training

Need to make a quick equipment purchase?

Looking to create value for your customer?

Not sure what a BPA is?

The NIH Blanket Purchase Agreement Program (BPA) is here to help. The NIH BPA Program is offering training to those in the Simplified and Delegated Community. Training will include:

Background on the Program

Defining a BPA

Benefits of using the BPA

BPA Call Competition Requirements

General BPA Program Information

Chance to ask questions concerning the Program

Training will be held on **October 18, 2012 at Natcher Conference Center Balcony B from 10AM-11:30AM** (this includes Q&A).   In addition to the knowledge gained during the session, you will receive 1 CLP for being a part of the training session. If interested in training please log into the LMS website located at https://lms.learning.hhs.gov/Saba/Web/Main. Once logged into LMS, go to

https://lms.learning.hhs.gov/Saba/Web/Main/goto/RegisterCatalog?offeringId=class000000000044228&oneClickLearningON=true to register for class. Registration closes on October 16, 2012. Space is limited, so sign up as soon as possible.

Sign language interpreters and other reasonable accommodations will be provided. If you require such accommodations please contact the BPA Program at 301-496-5212 or via email at BPAProgramBranch@od.nih.gov by **October 5, 2012**. You may also contact the BPA Program if you have general questions about the training session.

DEVELOPING SECTION 508 COMPLIANT SOLICITATIONS MEETING

On Behalf of GSA Section 508: "Developing Section 508 Compliant Solicitations" Meeting, October 10, 2012 to be Held at the National Science Foundation, Arlington, VA

REPLY TO helen.chamberlain@gsa.gov
Registration Information Coming Soon....

Back by popular demand!

We had so many requests for another session on "Developing Section 508 Compliant Solicitations" that we are having repeat on October 10, 2012.

This meeting is a must! You will learn how to ensure that your agency submits Section 508 compliant solicitations; the process for developing compliant solicitations; resources available to assist key personnel in compliant solicitation development; and how to use the GSA Market Research Tools as well as the GSA "Buy Accessible Wizard" tool.

The session is open to all Section 508 Coordinators and Backups but please feel free to invite your requirements personnel (the ones who write the SOW's), your procurement and contracting personnel (responsible for ensuring that solicitations are Section 508 Compliant), and anyone else involved in the procurement process.

Also, if you have individuals in your organization who need to know more about the impact of Section 508 on solicitations, please invite them too!

The meeting will be held at the National Science Foundation. The street address is 4201 Wilson Boulevard, Arlington, VA 22230. NSF is located in the Ballston area of North Arlington, Virginia, between Wilson Boulevard and Fairfax Drive, one block south of the Ballston-Marymount University Metro stop on the Orange Line.

Parking is available in the Ballston Common mall, in the NSF building, and at other area parking lots and garages. Metered parking is also available on the surrounding streets.
Visitors are asked to check at the Visitor and Reception Center, on the first floor to receive a visitor pass, before going on to meetings, appointments, or other business at the NSF. Visitors bringing computers into NSF should consult the *NSF Computer Security Policy* before arriving.

The meeting will be in Stafford I in conference room 375

For directions go to http://www.nsf.gov/about/visit/

Helen Chamberlain
Government wide Program Director, Section 508
General Services Administration
Office of Governmentwide Policy
Office of Information, Integrity & Access
1275 First Street, NE
Washington, DC 20417
202-219-2348

ACQUISITION TRAINING SCHEDULE

PSAC

2609 Federal Supply Schedule (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

PSAC

2610 Consolidated Purchasing Through Contracts (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

PSAC

2611 Buying From Businesses on the Open Market (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

PSAC

2617 Price Reasonableness Simplified Acquisition (3.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Oct 22, 2012	9:00am—4:00pm	6120 Executive Plaza South	$350	Oct 4, 2012
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

2635 NBS P-Card Logs & Reconciliation (Refresher) (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

5512 Professional Services (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

ACQUISITION TRAINING SCHEDULE

PSAC

5513 Negotiation Strategies for Simplified Acquisition (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Oct 25, 2012	9:00am—4:00pm	6120 Executive Plaza South	$350	Oct 4, 2012
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

5515 NBS Buyer Acquisition (Refresher)   (14 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

PSAC

5521 Federal Appropriations Law (24 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Oct 31—Nov 2, 2012	9:00am—4:00pm	6120 Executive Plaza South	$910	Oct 10, 2012
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

HHS Appropriations Law Course Online (16 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Ongoing	N/A	ONLINE COURSE	$0	N/A

8801 Writing Statements of Work (13 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

9512 Purchase Card Training (NBS) (Purchase Card Program) (14 CLPs) or (19.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

ACQUISITION TRAINING SCHEDULE

9513 Simplified Acquisition & Delegated Procurement
Five (5) Day Class!   (40 CLPs)

PSAC

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

9515 Buyer Contracts (NBS)   (21 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

9516 Internal & External Requisitioner (NBS) (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

9519 Simplified Acquisition for Offices of Acquisition*(7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				
This class is only for NBS/Prism approvers and buyers in the Offices of Acquisition. This class is not appropriate for NBS/Prism approvers and buyers in Delegated Offices of Acquisition. NBS/Prism approvers and buyers in Delegated Offices of Acquisition should take Course Number 9513 "Simplified Acquisition & Delegated Procurement".				

9530 Basic Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Oct 15—Oct 19, 2012	9:00am—4:00pm	6130 Executive Plaza North	$990	Sept 24, 2012
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

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ACQUISITION TRAINING SCHEDULE

9532 Advanced Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

For information on the *above* courses including complete descriptions, prerequisites, and registration information, contact the Human Resource Development Division at (301) 496-6211 or visit their training website at http://trainingcenter.nih.gov/

9566 CON100 - Shaping Smart Business Arrangements (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

9568 CON110 - Mission Support Planning (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

CON237 - Simplified Acquisition Procedures Class - Available Online

CON 237 online edition is now available at the following link: http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=32

In order to enroll, you must first create your profile with the Federal Acquisition Institute Training Application System (FAITAS) at this link: http://www.fai.gov/

Note: Any questions about registering with FAITAS must be directed to FAI at: training@fai.gov or 703-805-2300.

CON 237 may be taken in place of the Basic Simplified Acquisition class.

ACQUISITION TRAINING SCHEDULE

AT100 Section 508 Electronic & IT Training—Phase II (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

This seminar is focused on a broad overview of Section 508 of the Rehabilitation Act and will provide more than sufficient information to ensure that all electronic and information Technology developed, procured, maintained, or used meets accessibility standards. This course is recommend for anyone whose work is IT or procurement-related. The following are some of the technologies required to be accessible: Software applications and operating systems; Web applications; Telecommunication products; Video and multimedia products; Self-contained and closed products; Computers. **Click here to register for Phase II**

Prerequisite: HHS Section 508 Training - Phase I:

In order to attend this Phase II course, Phase I must be completed. This introductory course may be accessed online at http://lms.learning.hhs.gov.

- Name: HHS Section 508 Training - Phase I
- Course ID: HHS508; ID: 00009629

AT110 - Creating 508 Compliant Word 2007 Documents

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

AT120 - Creating 508 Compliant PowerPoint 2007 Presentations

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

AT180 - Introduction to Making MS Office 2010 Documents 508 Compliant

Dates	Times	Location	Cost	Cancellation Date
Oct 1, 2012	1:00pm—4:00pm	Bldg 12A—Rm B51	$0	

AT170 - Section 508 Training for Purchasing Agents: Purchases, VPATS & POTS

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

GREEN PURCHASING TRAINING

As a reminder, per HHS policy, all contracting officers, contract specialists, purchase cardholders, card approving officials, CORs and acquisition staff in job series 1102, 1105 and 1106 are required to take Green Purchasing training every two calendar years. The training includes online training modules for your convenience.

Please visit the Green Purchasing webpage for further information including an application form and searchable database. It may be accessed at:

http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingForWebsite.asp

Questions? Please send to: **GreenPurchasing@mail.nih.gov**

DCIS TRAINING

In an effort to support the requirement for DCIS FPDS-NG Data Verification and Validation (DCIS V&V), the Contracts Data Management Program (CDMP) in the Office of Acquisition and Logistics Management (OALM) will offer training to ensure that all acquisition staff involved are in compliance with the Office of Federal Procurement Policy (OFPP) March 9, 2007 Memorandum *Federal Procurement Data Verification and Validation* http://www.whitehouse.gov/sites/default/files/omb/assets/omb/procurement/pro_data/fpds_030907.pdf requiring accurate and timely input of contract information.

Each training session will include the following:

New Reporting Requirements Including TAS Code Requirements;

Top 12 FPDS-NG "Critical Field" errors; DCIS Version 1.4 changes

Each training session will be customized to support the needs of the individual Office of Acquisition or Delegated Acquisition Office. As part of the training, the CDMP trainer will cover all problem areas and fields identified in a sample review by HHS. In order to facilitate this training, your office must provide the training location and ensure that it is equipped with a computer and the appropriate Internet access to allow the live entry of DCIS data. Additionally, the live data entry portion of the training session will require that official actions be brought to the training session.

DCIS training will count towards an attendee's skills currency training requirement. As with all training, attendees are responsible for tracking and reporting their CLPs according to instructions from the Acquisition Career Program**:** http://oamp.od.nih.gov/Division/acp/acp.asp

The Offices of Acquisition and Delegated Acquisition Offices should submit their Request for training to the Contracts Data Management Program (CDMP), via email to List NIH-DCIS-HELP.

Training will be provided in Building 6100 in conference room 6D01.
FY2013 DCIS Training:

NO CLASSES SCHEDULED AT THIS TIME

NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS AVAILABLE ONLINE!

Lists of all NIH Blanket Purchase Agreements (BPA's) can be found at the following URL: http://oamp.od.nih.gov/Division/SAPS/Acq/PCard/BPAProgram.asp

This location contains three BPA lists:

1) Complete vendor alphabetical list;
2) Vendor list sorted by commodity; and
3) A listing of the preferred HHS Strategic Sourcing vendors.

If you have questions or need further clarification, please contact the BPA helpline at (301) 496-5212 or e-mail BPAProgramBranch@od.nih.gov

شكرا لك

"Thank You" in Arabic

SPECIAL THANKS
We'd like to thank all those who contributed to this issue
and to future editions of the OALM Newsletter.

The OALM Newsletter will be published six (6) times in 2012. OALM invites your comments and suggestions for future articles. We encourage staff to submit articles that would be of interest to our readers. We will do our best to include such articles in future editions of the OALM Newsletter.
Please address all correspondence to the editors: Alfreda Mire, MireA@od.nih.gov, Milton Nicholas, NicholaM@od.nih.gov, Annette Romanesk, RomanesA@od.nih.gov or Barry Solomon, SolomonBJ@od.nih.gov.

If you have any questions or comments regarding the information, policy and/or procedures published in *this* issue, you may contact Annette Romanesk at the email address above. For future issues please contact the Simplified Acquisitions Helpline on (301) 496-0400 or via email at SimplifiedAcquisitionHelp@od.nih.gov and you will be referred to the appropriate editor.