



THE OLAO ACQUISITION NEWSLETTER

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

Volume 4, Issue 6 (DELPRO HELPLINE 301-496-0400 & PURCHASE CARD HELPLINE 301-435-6606) JUNE 2002

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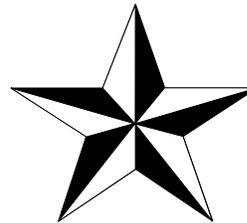
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HIGHLIGHT **OF THE MONTH**

UPDATE ! UPDATE!

OLAO ACQUISITION NEWSLETTER

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JULY 1995 thru JANUARY 2002

*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>

PURCHASE CARD NEWS

YOU HAVE QUESTIONS - WE HAVE ANSWERS

Inquiries about the NIH Purchase Card Program should be directed to the Purchase Card Helpline on 301-435-6606 or email at:

Creditcard@od.nih.gov.

**REVISED PURCHASE CARD
MANUAL ISSUANCE (26013-2)**

YOU NEED TO READ IT NOW!

The **REVISED** NIH Policy Manual for Internal Procedures for the Purchase Card (I.M.P.A.C.) Program (26013-2) dated, 2/15/02 is available.

This replaces the previous edition dated, 2/26/97. We are confident that the updated procedures, policy changes, additional information, and guidance will benefit all Cardholders, Card Approving Officials, and IC Coordinators.

WE STRONGLY ENCOURAGE EACH CARDHOLDER, CARD APPROVING OFFICIAL AND IC COORDINATOR TO READ ALL OF THE REVISED POLICY MANUAL!

The revised Manual Issuance can be accessed directly at the following link:

<http://www1.od.nih.gov/oma/manualchapters/contracts/6013-2/>

OR IN PDF FORMAT AT:

<http://www1.od.nih.gov/oma/manualchapters/contracts/6013-2/6013-2.pdf>

Please contact the Purchase Card Helpline at (301) 435-6606 with any questions.

NAICS & BUSINESS SIZE STANDARD

USE THE NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (**NAICS**) CODE AND BUSINESS SIZE STANDARD ON SINGLE PURCHASES ABOVE THE \$2,500 LEVEL !

(PLEASE SEE ATTACHMENT (2))

THIS FORM MUST BE FILLED IN AND INCLUDED IN THE FILE FOR EACH PURCHASE CARD BUY OVER \$2,500.

There are blocks on the form that **MUST** be completed by the Cardholder, who is responsible for determining the appropriate North American Industry Classification System (NAICS) Codes and size standards. Federal procurement officials and others use size standards to determine whether a business is large or small.

PLEASE REMEMBER, THE NAICS CODES AND BUSINESS SIZE STANDARDS MUST BE INCLUDED IN ALL SOLICITATIONS ABOVE THE MICRO-PURCHASE THRESHOLD >\$2,500.

IMPORTANT NOTE!

The NAICS Codes replaced the Standard Industrial Classification (SIC Codes) system.

The NIH Small Business Office has created a Web-based search engine to simplify the conversion of SIC Codes to NAICS Codes.

The web site is: <http://epic.od.nih.gov>.

THE INSTRUCTIONS TO USE THIS SITE ARE AS FOLLOWS:

1. Click onto the website above or type the web information.
2. Go to the bottom of page, click "New to the NAICS?" The item listed on this page are search engine icons.
3. If the cardholder knows the SIC CODE but is looking for the applicable NAICS code, click icon "**SIC TO NAICS Search**", type in the **SIC Code** i.e. 3229 then click search. The applicable NAICS code will appear at top of screen.
4. If the cardholder does not know the SIC Code, click "NAICS Keyword Search". Type in the keyword, e.g., computers, look to the right and click Business Activity then click search. A listing will appear with various NAICS Codes associated with computers. If you are unsure of the commodity, go to right of page, click details. The description of the item will appear.
5. After the searches are completed, move arrow to left side, click home. Go to the top of the page. Click file, scroll down and click exit.

If cardholders have any questions, they may contact the Purchase Card Helpline at 301-496-6606 or the NIH Small Business Office at 301-496-9639.

DELPRO NOTES & SIMPLIFIED

ACQUISITION NEWS

SMALL BUSINESS UTILIZATION =

A MUST!

Small Business Set-Asides - Open market acquisitions with an anticipated value greater than \$2,500 but not exceeding \$100,000 are set aside by law, exclusively for small business concerns, regardless of the acquisition method used. All timely quotes from small business concerns must be considered (FAR 13.003(b)(1)).

For those acquisitions between \$2,500.01 and \$100,000 the purchasing agent must solicit quotes from at least two technically qualified small businesses. In the event that it can be demonstrated that there is no small business available to meet the government's needs, the purchasing agent **MUST** document the file accordingly, and then may solicit from a larger business.

For assistance in identifying potential small business sources visit either the NIH small business web site, <http://sbo.od.nih.gov>, or directly access e-Portals in Commerce (e-PIC) at <http://epic.od.nih.gov> and/or SBA PRO-NET, <http://www.sba.gov>

REMINDER -

SF-37 CODE - THE FIRST BYTE

The SF-37 code is a six-byte field identifying certain acquisition and socioeconomic elements under the Simplified Acquisition Threshold. The SF-37 code is mandatory on all DELPRO orders. Purchasing Agents in the OLAO, Division of Station Support Acquisition, and IC Decentralized Purchasing Offices are responsible for making any changes or corrections to the SF-37 code at the time of entering the order into the ADB.

The guidelines that determine the first byte are as follows:

1. All Federal Supply Schedule orders Above and Below \$2,500 = "C" because GSA has already competed the requirement.

2. Small and Large Business orders that are Open Market \$2,500 and BELOW = "X".
3. Small and Large Business orders ABOVE \$2,500 that are Open Market, and are (COMPETED) = "C".
4. Small and Large Business orders ABOVE \$2,500 that are Open Market, and are (SOLE SOURCE) = "X".

Items 2, 3, and 4, above, also apply for professional service orders, scientific equipment repair orders, and orders for reprints, manuscripts and publication costs.

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. The Administrative Office/IC designee will maintain the official file (inclusive of financial and acquisition data) for each purchase card order.

TRUE_____ FALSE_____

3. The official file must be maintained for 10 years and four months after the final payment to comply with finance regulations.

TRUE_____ FALSE_____

4. 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_____

5. NIH will not be liable for any unauthorized use of

the Purchase Card, however, the cardholder may be held negligent and administratively accountable to NIH if the loss is not reported timely.

TRUE_____ FALSE_____

Answers may be found at the end of the newsletter

BPA NEWS

BPA's - DISCOUNTS & PURCHASE CARD USE!

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 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 AND DISCONTINUED BPAS

The following BPAs have recently been established:

BPA # - Company Name

55675 - BCE Corporation - *for repair of typewriters, computers, copiers*

55690 - Dynal Biotech - *for laboratory supplies and biological materials*

55703 - Novagen Inc - *for chemicals, biological materials and blood products*

49823 - Advanced Biotechnologies - *for chemicals, media, blood products and testing services*

55478 - Engineering Systems Solutions - *for IT hardware, software and supplies*

CONTRACTS

55481 - Rocky Mountain RAM - *for IT hardware*

55387 - Wiring Cabling Services Inc - *for IT services, supplies and equipment repair*

55600 - Goldman and Saloum - *for IT services*

55584 - Mitratek Inc - *for IT hardware, services and equipment repair*

55596 - Quotient Inc - *for IT services*

The following BPAs are discontinued:

BPA # - Company Name

36472 - BCE Corporation

40626 - Dynal Inc

48567 - Edgemark Systems

40511 - Novagen Inc

33233 - Operon Technologies

54214 - Truslow Farms Inc

40302 - Advanced Biotechnologies

12773 - Bio-Rad Laboratories

43174 - Biogenex Laboratories

52293 - BioWhittaker

47575 - Business Technologies

53352 - Cambridge Isotope Labs

54068 - Columbia Diagnostics Inc

41033 - Enzo Diagnostics Inc

UPDATED CONTRACTOR PERFORMANCE SYSTEM

By Molly Eng

The Contractor Performance System (CPS) is a Federal, multi-agency, web-based system created to collect, maintain, and disseminate contractor performance information as required by Federal Acquisition Regulation, Subpart 42.15. The system allows contractors to access interim and final evaluations electronically for review and comment following registration in the system.

If a contractor has any contracts with a subscribing Department/Agency or plans to have any future federal government contracts each contractor must register in order to access interim and final evaluations electronically. Contractors may register using the following website:

<https://cpscontractor.nih.gov>.

Contractors may register by clicking on the "Registered to the NEW CPS yet? Click here to start the process" link. This site provides instructions on how to register and offers computer-based training for contractors through the "CPS Contractor On-Line Training" hyperlink. There is no fee for registration or use of this system. Electronic evaluations are available to registered Contractors for review 30 days from the date the evaluation is sent.

All CPS users, Contracting Officers, Contract Specialists, Procurement Assistants, and Program Personnel, are requested to **UPDATE** their **GLOBAL** Address and all associated information. The CPS User's Group hopes that you will find this new version easier to use and access. If you have any questions you may contact your Contracting Officer, CPS Support E-mail (cps-support-l@list.nih.gov) or call Jo Ann Wingard, Paulette Smith, or Alex Tran on (301) 496-1783. Program personnel serviced by OLAO may contact Molly Eng (engm@od.nih.gov) and/or Carol Marcotte (marcottc@od.nih.gov) OD/OLAO CPS System Administrators.

AVAILABLE TRAINING & SEMINARS

PURCHASE CARD SURVIVAL

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

JUNE 4, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.
SEPTEMBER 3, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.
DECEMBER 3, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

Additionally, these meetings are teleconferenced into several locations. Contact Cole Stathes, at 435-3933, for specific information. Current information on Purchase Card Survival Meetings is available on the following website: <HTTP://WWW.NIH.GOV/OD/OLAO/OA/PURCHASE/SURVIVAL.HTML>

PURCHASE CARD PROCESSING SYSTEM

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

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

2635

PURCHASE CARD PROCESSING SYSTEM

Course Dates	Course Times	Location	Cancellation Deadline
08/14/02	8:30am - 12:00pm OR 1:00pm - 4:30 pm	Building (31)	07/14/02

Tuition: \$169

MANDATORY PURCHASE CARD TRAINING

This one-day 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 abilities 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. Registration with Human Resources Development Division, through NIHITS, is required.

2636

PURCHASE CARD TRAINING

Course Dates	Course Time	Location	Cancellation Deadline
July 12, 2002	8:30am - 4:30pm	Executive Plaza South	June 14, 2002
August 13, 2002	8:30am - 4:30pm	Building (31)	July 16, 2002

Tuition: \$272

For further information, please call 301-496-6211.

MANDATORY DELPRO PROCUREMENT TRAINING

The Delegated Acquisition Training Program and first five advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment this FY-2002.

2609

Federal Supply Schedules

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

2610

Consolidated Purchasing through Contracts

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

2611

Buying from Businesses on the Open Market

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

2617 CLASSES COMPLETED FOR FY-2002
Price Reasonableness in Simplified Acquisitions

Course Date	Time	Location	Tuition	Cancellation Deadline
N/A	N/A	<u>N/A</u>	<u>N/A</u>	N/A

2612
Professional Service Orders

Course Date	Time	Location	Tuition	Cancellation Deadline
06/13/2002	8:30 - 12:00 1:00 - 4:30	<u>Executive Plaza</u>	<u>\$207</u>	05/16/2002
08/28/2002	8:30 - 12:00 1:00 - 4:30	<u>Executive Plaza</u>	<u>\$207</u>	07/31/2002

2603
Delegated Acquisition Training Program

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

Course Date	Time	Location	<u>Tuition</u>	<u>Cancellation Deadline</u>
06/17-20/2002	9:00 - 4:00	Executive Plaza	\$766	05/20/2002
07/08-11/2002	9:00 - 4:00	Executive Plaza	\$766	06/10/2002
08/19-22/2002	9:00 - 4:00	Executive Plaza	\$766	07/22/2002

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

ANSWERS TO KNOWLEDGE IS POWER

- 1.....TRUE - NIH POLICY MANUAL 6013-2, pg. 19
- 2.....TRUE - NIH POLICY MANUAL 6013-2, pg. 11
- 3.....FALSE - NIH POLICY MANUAL 6013-2, pg. 12
- 4.....TRUE - NIH POLICY MANUAL 6013-2, pg. 23
- 5.....TRUE - NIH POLICY MANUAL 6013-2, pg. 27

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may have related to acquisition, so that we can include your articles in future newsletters.

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

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

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

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

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

The Office of Logistics & Acquisition Operations, invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, E-mail: SeidelP@OD.NIH.GOV, Tim Theoharis, E-mail: TheoharT@OD.NIH.GOV, Annette Romanesk, E-mail: RomanesA@OD.NIH.GOV, or John Best, E-mail: BestJ@OD.NIH.GOV, OPM Acquisition News, Bldg. 6011, Room 549A. If you have any questions or comments regarding the information, policy and/or procedures published in the News, contact the DELPRO Helpline on 496-0400 and you will be referred to the appropriate area.

ATTACHMENT (1)

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52.219-1 Small Business Program Representations.

As prescribed in 19.307(a)(1), insert the following provision:

Small Business Program Representations (Oct 2000)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is _____ [insert NAICS code].

(2) The small business size standard is _____ [insert size standard].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it * is, * is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it * is, * is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it * is, * is not a women-owned small business concern.

(4) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it * is, * is not a veteran-owned small business concern.

(5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it * is, * is not a service-disabled veteran-owned small business concern.

(c) Definitions. As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)