



**DELPRO
HELPLINE (301)
496-0400**

**PURCHASE
CARD HELPLINE**

(301) 435-6606

**SPECIAL
POINTS OF IN-
TEREST:**

- **Increase in
Micro-
Purchase
Threshold to
\$3,000**

**INSIDE
THIS ISSUE:**

Acquisition Spotlight

Wage Determination
Increase

What Can
Contractors Do?

Acquisition Sympo-
sium Update

Simplified Acquisition
Interface (SAI)

BPAs New, Estab-
lished, or Discontin-
ued

Available Acquisition
Training & Seminars

Simplified Acquisition
Certification

THE OLAO ACQUISITION NEWSLETTER

THE OLAO ACQUISITION NEWSLETTER

CY 2006 / QUARTER 3

INCREASE OF MICRO PURCHASE THRESHOLD

Micro-Purchase Threshold Increased to \$3,000

Pursuant to Section 807 of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005 (Pub. L. 108-375), effective September 28, 2006, the Federal Acquisition Regulations definition of micro-purchase threshold has changed.

The micro-purchase threshold for supplies, equipment and some services has increased from \$2,500 to \$3,000. Requirements regarding competition, price reasonableness, small business set-asides, etc. that were effective at \$2,500 are now effective at \$3,000 with the following exceptions:

Davis Bacon Act - \$2,000 -

The micro-purchase threshold for contracts involving construction, alteration or repair of public buildings or public works, including painting and decorating (The Davis-Bacon Act, See FAR 22.4) is \$2,000.00. This threshold has not changed.

Service Contract Act - \$2,500 -

The micro-purchase threshold for contracts the principal purpose of which is to furnish

services through the use of service employees (Service Contract Act of 1965, See FAR 22.10) is \$2,500. Examples of applicable services include: custodial, janitorial, housekeeping, grounds

exceeding \$2,500 to orders exceeding \$3,000 (FAR 4.6). Additional information will be provided.

Commercial Items Test Program (FAR 13.500) ceiling is increased from \$5,000,000 to \$5,500,000.

These threshold changes are currently in effect for the benefit of the NIH Scientific, Administrative and Acquisition Communities. Purchase Card holders who currently have a Single Purchase Limit (SPL) of \$2,500 will be notified by email when their SPL has been increased.

For additional information contact the DELPRO helpline on 301-496-0400.



Micro-Purchase Threshold in- creased from \$2,500 to \$3,000

maintenance, landscaping, data collection, processing and analysis services and maintenance and repair of all types of equipment including electrical motors, vehicles and electronic, office and related business equipment.

Additionally,

The Simplified Acquisition Threshold of \$100,000 will not be raised at this time.

Simplified Acquisition Interface (SAI) / Department Contract Information System (DCIS) reporting threshold is increased from orders

ACQUISITION SPOTLIGHT

SIMPLIFIED ACQUISITION PROGRAMS BRANCH

Blanket Purchase Agreement Program

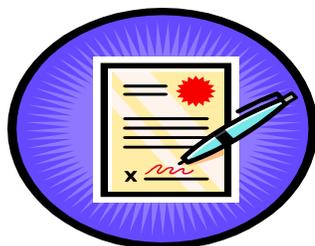
The Blanket Purchase Agreement Program (BPA) was established at the National Institutes of Health (NIH) 21 years ago to assist the purchasing community in obtaining the best prices and discounts from vendors. The BPA simplifies paperwork and ordering procedures for both the NIH community and the vendors. These agreements are intended for use with a vendor from whom frequent, repetitive purchases are made, where the actual quantities are not known in advance of placing an order. Currently there are approximately 800 BPAs that cover a wide variety of supplies and services - everything from IT software to office items to scientific equipment to antibody analysis.

The BPA Program consists of seven employees. These individuals are:

Cole Stathes, Branch Chief (301) 435-3933

Robert Bates, 301-435-3935
Courtney Carter, 301-402-1305
Linda Jones, 301-435-3954
Donna Lewis, 301-435-3923
Diane Mattern (Discount Validation), 301-402-3460
Christina Vaughan Best, 301-435-3937

These employees work diligently to negotiate prices and discounts with vendors who want to conduct



business at NIH. They also establish open market and federal supply schedule BPAs, perform formal price analyses to determine if annual increases are reasonable or excessive, and maintain the BPA Helpline to assist the purchasing community with questions they have regarding a particular BPA vendor.

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

**Best Pricing &
Discounts Built
Into One -
Check Us Out**

For additional information contact the BPA Helpline at (301) 496-5212.

WAGE DETERMINATION INCREASE!!!

WAGE DETERMINATION INCREASES FOR THE WASHINGTON METROPOLITAN AREA

See Wage Determination No.:
2005-2103
Revision No.: 01
Date of Last Revision: 08/22/2006

The Wage Determination rates have been increased for almost all posi-

tions listed. Please take note of one example of the increase.

01311 - Secretary I.....16.11

01312 - Secretary II.....17.61

01313 - Secretary III.....20.84

**Health & Welfare: \$3.01 per hour
or \$120.40 per week or \$521.73
per month.**

Wage Determinations Available Online.

General wage determinations are accessible on the web. The wage determinations, pursuant to the Davis-Bacon and all related Acts are available free of charge on the Government Printing Office web site address: www.access.gpo.gov/davisbacon

Be sure that funding for your orders is based upon the correct rates and that the correct rate is reflected in the order.

WHAT ARE CONTRACTOR EMPLOYEES ALLOWED TO DO?



Over the years, the use of contractor employees has increased. This has been due, in part to the reduction in FTEs that has impacted many offices of the NIH. Contractor staff have been used in various capacities throughout NIH, performing both scientific and administrative functions. They have been hired to fill long-term needs through Fed-Source, as well as shorter terms through standard temporary agencies.

Questions continue to come up regarding what functions contractors can perform. The Federal Acquisition Regulations (FAR) 7.503 states that contractors cannot perform inherently governmental functions. Inherently governmental functions are those that involve making decisions on behalf of the government, and disbursing government funds.

Some specific examples of what contractor employees are **not** permitted to do include:

- Placing orders
- Approving orders in ADB
- Having Ordering Official authority to enter orders into the ADB
- Entering data into the Purchase Card log in the ADB
- Performing purchase card reconciliation

Use and Training of Contractor Employees

Some specific examples of what contractor employees are permitted to do, **as long as an authorized Government employee has previously reviewed the request or the product/service and found it acceptable:**

- Entering receiving into the ADB (and not be privy to any proprietary data)
- Completing and signing purchase request forms for themselves or others
- Contacting vendors to get prices and quotes, however, they may not place orders
- Entering stock requisitions into the ADB

Contractor employees are also permitted to do the following, since they are only acknowledging that the package was delivered:

- Signing packing slips acknowledging receipt of goods or services

Some other examples of what contractor employees can do include data entry on NIH specific systems:

- Performing ITAS data entry activities; however, they may not make decisions
- Performing NBS travel system data activities;

however, they may not make decisions

- Performing Fellowship Payment system data activities; however, they may not make decisions

Training contractor employees in order for them to perform is generally not authorized. It is assumed that a contractor will be hired based on their existing skill set. However, if it is determined that the contractor is to perform work on NIH specific systems in order for the office to carry out the function, the contractor may be trained in that system. NIH specific systems include ITAS, NBS, EHRP, Fellowship Payment system, as well as safety courses to the extent that they pertain to an NIH program.

If you have any questions or would like a copy of the official document you may contact the Simplified Acquisition Helpline on 301-496-0400.

UPDATE ON SIMPLIFIED ACQUISITION SYMPOSIUM



The Office of Logistics and Acquisitions Operation is in the process of preparing for the 2007 Simplified Acquisition Symposium. The theme is "For The Health Of It". The symposium will be held April 17th and 18th, 2007 at the 4-H Center, save the dates! There are going to be trivia games, prizes, workshops, panel discussions, as well as an awards ceremony, food and fun. Look out for the announcement of registration in February. The symposium's purpose is to be informative in areas of acquisition, health and overall government issues.

SIMPLIFIED ACQUISITION INTERFACE (SAI)



Continue entering your FY2006 orders into SAI even though we are now in FY2007. The official closing date for FY2006 data is November 15, 2006. It is important that NIH enter this data as it is used in reports to Congress as a means of determining where and how funds are expended.



Please remember that you must enter your FY2007 orders into SAI. For FY2007 orders, you must enter all Records of Call against Blanket Purchase Agreements (BPAs) above \$3,000, Reprint Orders above \$3,000 to \$10,000 and Purchase Orders and Delivery Orders above \$3,000 to \$25,000.



You may look up the Product or Service Codes on the following website:
<http://fpdcapp.gsa.gov/pls/pdsweb/pscwiz>

If you cancel an SAI order, you will need to notify Peace Technology, Inc. at the following email: saihelp@peacetech.com. Give them the order number that has been cancelled and ask them to remove the order from SAI.

SIMPLIFIED ACQUISITION CERTIFICATION PACKAGES FOR OCT.



The next Simplified Acquisition Certification Board will meet in October. Please submit your certification package to your IC coordinator so that your IC coordinator can send your package to Annette Romanesk, 6011 Executive Blvd, Room 547H by October 17, 2006.

THE OLAO ACQUISITION NEWSLETTER CY2006 — QUARTER 3

The following BPAs have recently been established:

#63475 – Atlanta Biologicals – for biological materials and media
 #63463 – BD Biosciences Immunocytometry – for biological materials, chemicals and laboratory supplies
 #63606 – Sparks Personnel Services – for temporary staffing services
 #63578 – Laboratory Supplies Inc – for laboratory supplies and equipment
 #63815 – Office Depot – for office supplies and equipment
 #63645 – Whatman Inc – for protein microarray products and services
 #63827 – Fitzgerald Industries International – for chemicals and biological materials
 #62471 – Computercraft Corp – for IT services
 #62353 – Gray Graphics – for printing services
 #62562 – Softchoice Corp – for IT hardware, software and repair
 #62680 – National Capitol Captioning LLC – for transcription and captioning services
 #62705 – Colorcraft of Virginia – for printing services
 #62771 – Corrine Vanchieri – for writing and editing services

The following BPAs have recently been discontinued:

#46623 – Atlanta Biologicals	#45016 – BD Biosciences
#62014 – Bunton Instrument Company	#54186 – Clean Room Filters
#62168 – Dynal Biotech	#46820 – Lark Technologies
#62041 – Pocono Rabbit Farm	#46114 – Sparks Personnel Services
#61997 – Atlantic Technology	#61985 – Challenge Industries
#62080 – Kaseman Corporation	#62077 – Pure Protein
#57647 – Streetworks Studio	#62053 – Vidaro Corporation
#57780 – Courier America	#60133 – GMP Sales Inc
#45801 – Laboratory Supplies Inc	#47678 – Office Depot
#49026 – Peninsula Laboratories	#52215 – Schleicher & Schuell Bioscience
#60081 – The Printing Network	#60354 – Access Audio Visuals
#46908 – Amerisys Inc	#57217 – Nasco/Aristotle Corp
#62483 – Biosource International	#50255 – Carolina Biological Supply
#52542 – Charles River Laboratories	#54435 – Cytimmune Sciences
#62380 – GRMSR Electrical	#50307 – JTJ Associates
#60275 – MP Biomedicals Inc	#62468 – Research Diagnostics Inc
#52396 – Research Plus	#55924 – Rexel Branch Electrical
#59164 – Toner Express USA	#60160 – Argos Technologies Inc
#52578 – Baxter Healthcare	#62250 – George Tiemann & Company
#62314 – Matreya LLC	#60303 – Polysciences Inc
#59191 – The EFX Company	#54383 – Thermo Hypersil-Keystone
#57998 – Vantage Human Resource Services	

The following BPAs have recently been reestablished:

#62092 – Atllis Systems – for graphic arts services and printing services
 #60042 – Planta Analytica – for chemicals and laboratory services

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 purchase logs using the ADB.

Course Date	Times	Location	Cost	Cancellation Deadline
Oct 18, 2006	8:30am - 12:30pm	EPS	\$345	Oct 1, 2006
Dec 6, 2006	8:30am - 12:30pm	EPS	\$345	Nov 21, 2006
Jun 7, 2007	8:30am - 12:30pm	EPS	\$345	May 16, 2007
Aug 9, 2007	8:30am - 12:30pm	EPS	\$345	Jul 18, 2007

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	Times	Location	Cost	Cancellation Deadline
Oct 19, 2006	8:30am - 4:00pm	EPS	\$394	Oct 1, 2006
Nov 7, 2006	8:30am - 4:00pm	EPS	\$394	Oct 16, 2006
Dec 8, 2006	8:30am - 4:00pm	EPS	\$394	Nov 12, 2006
May 7, 2007	8:30am - 4:00pm	EPS	\$394	Apr 15, 2007
Jun 6, 2007	8:30am - 4:00pm	EPS	\$394	May 15, 2007
Jul 16, 2007	8:30am - 4:00pm	EPS	\$394	Jun 24, 2007
Aug 6, 2007	8:30am - 4:00pm	EPS	\$394	July 15, 2007

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

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	Times	Location	Cost	Cancellation Deadline
Oct 24, 2006 (Day 1)	8:30am - 4:00pm	EPS	\$1015	Oct 2, 2006
Oct 25, 2006 (Day 2)	8:30am - 4:00pm	“	“	“
Oct 26, 2006 (Day 3)	8:30am - 4:00pm	“	“	“
Oct 27, 2006 (Day 4)	8:30am - 4:00pm	“	“	“
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Nov 13, 2006 (Day 1)	8:30am - 4:00pm	EPS	\$1015	Oct 22, 2006
Nov 14, 2006 (Day 2)	8:30am - 4:00pm	“	“	“
Nov 15, 2006 (Day 3)	8:30am - 4:00pm	“	“	“
Nov 16, 2006 (Day 4)	8:30am - 4:00pm	“	“	“
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May 8, 2007 (Day 1)	8:30am - 4:00pm	EPS	\$1015	Apr 16, 2007
May 9, 2007 (Day 2)	8:30am - 4:00pm	“	“	“
May 10, 2007 (Day 3)	8:30am - 4:00pm	“	“	“
May 11, 2007 (Day 4)	8:30am - 4:00pm	“	“	“
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2612 PROFESSIONAL SERVICE ORDERS

Course Date	Times	Location	Cost	Cancellation Deadline
Nov 6, 2006	12:30pm - 4:00pm	EPS	\$314	Oct 15, 2006
Dec 7, 2006	12:30pm - 4:00pm	EPS	\$314	Nov 15, 2006
Jun 4, 2007	12:30pm - 4:00pm	EPS	\$314	May 13, 2007
Aug 7, 2007	12:30pm - 4:00pm	EPS	\$314	Jul 16, 2007

2617 PRICE REASONABLENESS IN SIMPLIFIED ACQUISITIONS

Course Date	Times	Location	Cost	Cancellation Deadline
Feb 22, 2007	8:30am - 12:00pm	EPS	\$313	Jan 31, 2007
Sep 6, 2007	8:30am - 12:00pm	EPS	\$313	Aug 15, 2007

2609 FEDERAL SUPPLY SCHEDULES

Course Date	Times	Location	Cost	Cancellation Date
Nov 7, 2006	1:00pm - 4:00pm	EPS	\$305	Oct 16, 2006

THE OLAO ACQUISITION NEWSLETTER CY2006 — QUARTER 3

Course Date	Times	Location	Cost	Cancellation Deadline
Jul 24, 2007	1:00pm - 4:00pm	EPS	\$305	Jul 2, 2007

2610 CONSOLIDATED PURCHASING THROUGH CONTRACTS

Course Date	Times	Location	Cost	Cancellation Deadline
Nov 7, 2006	9:00am - 12:00pm	EPS	\$305	Oct 16, 2006

Mar 6, 2007	9:00am - 12:00pm	EPS	\$305	Feb 12, 2007
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Jul 24, 2007	9:00am - 12:00pm	EPS	\$305	Jul 23, 2007
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2611 BUYING FROM BUSINESSES ON THE OPEN MARKET

Course Date	Times	Location	Cost	Cancellation Date
Nov 8, 2006	9:00am - 12:00pm	EPS	\$305	Oct 17, 2006

Mar 7, 2007	9:00am - 12:00pm	EPS	\$305	Feb 13, 2007
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Jul 25, 2007	9:00am - 12:00pm	EPS	\$305	Jul 3, 2007
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THE OLAO ACQUISITION NEWSLETTER CY2006 — QUARTER 3

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 301-496-6211 or visit website: <http://learningsource.od.nih.gov>

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles that are related to acquisition. We will do our best to include your articles in future newsletters. OLAO invites your comments and suggestion for future articles. Please address all correspondence to the editors Annette Romanesk, RomanesA@od.nih.gov, Milton Nicholas, NicholaM@od.nih.gov, Alfreda Mire, MireA@od.nih.gov, Cynthia Henderson, HendersonCy@od.nih.gov or Nicholas D'Ascoli, DascoliN@od.nih.gov. . If you have any questions or comments regarding the information, policy and or/or procedures published in this issue, you may contact Milton Nicholas at the email address listed. For future issues, contact the DELPRO Helpline on 301-496-0400 and you will be referred to the appropriate area.