



# THE OLAO ACQUISITION NEWSLETTER

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CY 2006 / QUARTER 2

## DELPRO HELPLINE

(301) 496-0400

## PURCHASE CARD HELPLINE

(301) 435-6606

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## 2006 SIMPLIFIED ACQUISITION MINI SYMPOSIUM

The “Simplified Acquisition Mini Symposium” was held April 27, 2006 in the Natcher Conference Center Main Auditorium from 9:00 a.m. until 12:30 p.m. Many pertinent topics were addressed, and lots of useful information was disseminated. The keynote speakers were Ms. Laurie Weker, Director, Division of Acquisition Programs, OLAO, DAP; who gave an overview of the symposium and discussed the preparations NIH is making for a pandemic flu breakout, Ms. Diane J. Frasier, Acting Associate Director for Administration, OD and NIH Head of Contracting Activity, who discussed the NIH Acquisition Process at a Glance; and Ms. Colleen Barros, Deputy Director for Man-

agement, OD, NIH, who provided an overview of the NIH Workforce Planning.



There were four presenters that provided a wealth of information relating to new procurement initiatives. Ms. Kesa Russell, Project Manager, HHS, presented the HHS Strategic Sourcing Initiative; Ms. Linda Jensen,

Program Analyst, NIH, NIMH, provided information on FedSource, Ms Deborah L. Fountain, Change Manager, NBS and Mr. Jim Marx, Functional Team Leader, NBS; provided valuable information relating to the fast approaching New Business System; and Ms. Deborah Murrey, provided an outline of the P-Card Review process. Appreciation awards were presented to keynote speakers and presenters. The mini-symposium concluded with the presentation of awards in 2005. Feedback on the symposium was very positive, with many evaluators saying that it should have been longer. Many thanks to the committee and to all who participated.

## 2005 PURCHASING AWARDS

### Honorable Mention Awards:

Maurice Brown, NCI  
Mary Gloria Mancuso, NIDA



### Special Recognition Awards:

Sharon Coles-Calloway, NCI  
Jeanne DeAngelis, NCI  
Denise Derricotte, NCI  
Michelle Robinson, NCI  
Rhudel Stevens, NCI  
Bernadette Wright, NIDCD

### Outstanding Service Awards:

Bill Foltin, NIDDK  
Patricia Haun, NIDDK  
Mylinh Pham, NICHD  
Laurrita Spriggs, NCI

## TRAINING FOR CONTRACTOR EMPLOYEES

We received clarification on this issue following our first quarter CY06 newsletter article.

In accordance with FAR 7.503, contractors shall not perform inherently governmental functions. These functions involve making and/or executing decisions on behalf of the Government and expending funds on behalf of the Government. Only those Government employees who have been granted authority to perform these functions can le-



gitimately do so. However, it is allowable for contractors to perform what may appear to be inherently governmental functions such as ITAS and the NBS travel system so long as they are only involved in a data entry capacity and not involved in making decisions, approving actions (e.g., approving leave) or obligating Government funds. This logic would also extend to their involvement with other NIH programs,

e.g., EHRP, Fellowship Payment System (FPS), safety courses (as they relate to NIH programs), etc.

As for the training of contractor staff, in general it is not authorized unless it is deemed to be necessary to the implementation of a specific program. If contractor staff are expected to enter data into ITAS or NBS, it is both acceptable and necessary that the Government provide training on these Government-proprietary systems. Training on standard programs such as Excel or Microsoft Word are not acceptable. The assumption is that if these programs are required to be used as part of the function, only those contractor staff who have knowledge and experience in using them would be considered for hire.

## NO REGISTRATION FEE CHARGES

*Excerpted from Director OFM and HCA Memorandum Dated March 16, 2006*

The General Accountability Office (GAO B-300826) clarified that there is no statutory authority for Federal agencies to charge a fee for programs, activities, or confer-

ences. Therefore, NIH may not charge or retain registration fees in connection with its programs or conferences. This rule applies regardless of whether NIH is holding the conference itself or using a logistics contractor. In other words, since NIH does not have authority to charge and retain a registration

fee for a conference, it may not authorize its contractor to do so to offset its costs.



## SIMPLIFIED ACQUISITION CERTIFICATION

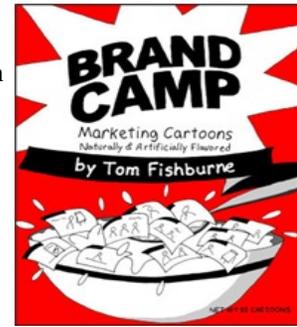
The next certification board will meet in mid-August 2006. Please submit your Simplified Acquisition packages to your IC Coordinator so that they can be forwarded to Annette Romanesk, 6011 Executive Boulevard, Room 547H by August 1st.



## WHEN POSSIBLE, LOOK BEYOND THE BRAND NAMES

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You may often specify brand names in contract solicitations and in simplified acquisition despite regulations restricting their use. In accordance with the FAR, procurement officials are required to prepare a justification document on acquisitions of more than \$25,000 any time a brand name product is specified. As a rule, you are required to define the needs and allow bidders to meet them in the most economical way possible. However, exceptions are allowed when the acquisition official determines that a “particular brand name, product or feature is essential to the government's requirements,” or if your market research indicates that no other companies' products can meet the agency's need.



In a recent memorandum, OMB encouraged the NIH acquisition community professionals to limit the use of brand specifications and maximize competition; and to update and expand the requirements for justifying the use of brand specifications.

## DON'T DO IT— SPLITTING ORDERS IS A NO, NO

Splitting orders is not permitted for Record of Calls placed against Blanket Purchase Agreements (BPA), purchase card (PC) orders, or any other acquisition mechanism. Splitting orders is breaking down aggregate purchases into their component parts in order to avoid exceeding the BPA limit or the PC single authority limit. It is the specific responsibility of the Approving Official, CAO, and Contracting Officer to firmly enforce the prohibition against splitting orders to circumvent dollar limitations of the mechanism. FAR-13 and DARG-Part I & Part III.



## CHANGE IN DELPRO DELEGATED BUYING AUTHORITY

**Effective June 1, 2006**, DELPRO Approving and Ordering Officials can only order or approve Records of Call orders placed against Blanket Purchase Agreements (BPAs) and Indefinite Delivery Contracts (IDCs) that do not exceed \$500,000. It does not include Market Requisitions. In other words, if you have a Record of Call order to place against a BPA or IDC that is more than \$500,000, you can not place that order until you have obtained approval in writing from a Contracting Officer located in the Office of Acquisition that services your IC.

In order to best implement this new procedure across NIH, a committee has been established. It is comprised of Administrative Officers and Contracting Officers. They are developing a plan that, once completed, will be presented to the Chief Contracting Officers for their consideration. In the interim, please contact a Contracting Officer in the Acquisition Office that services your IC to assist you with these actions.

### **The Chief Contracting Officers are:**

Allan Benton – NIEHS (NIEHS)  
Todd Cole – NCI (NCI, NCCAM)  
Philip Osborne – NLM (NLM, CIT, OD)  
Charles Grewe – NIAID (NIAID, HHS Biodefense)  
Sydney Jones – CC (CC)  
Suellen Jeffress – NIDDK (NIDDK, NICHD, NIAAA, FIC)  
James Quinn – NIDA (NIDA, NINDS, NIMH)  
Melissa Richardson – ORF (ORF)  
Allyson Stokes – OLAO (NINR, NCMHD, NIA, NEI, NIDCD, NIGMS, OD)  
John Taylor – NHLBI (NHLBI, CSR, NIAMS, NIDCR, NIBIB, NCRR, NHGRI)



**The following BPAs have recently been established:**

#63345 – B/W-Color Prints – for photographic services  
 #63084 – Baco – for IT software, hardware and supplies  
 #63815 – Office Depot – for office supplies and IT supplies  
 #63878 – Stressgen Bioreagents – for biological materials and blood products  
 #63451 – Thomas Scientific – for chemicals, media, laboratory supplies and equipment  
 #63412 – Benjamin Office Supply – for office supplies and equipment  
 #63372 – Edge Biosystems Inc – for biological materials  
 #63396 – Princeton Biomolecules – for chemicals and biological materials  
 #62105 – Lydia Buki – for writing and editing services  
 #62065 – Laser Printing & Envelopes Plus – for printing and data processing services  
 #62183 – Computer World Services – for IT services and software  
 #62171 – JHM Research & Development – for office support services  
 #62247 – User-Centered Design – for IT services  
 #62377 – Sheffield Audio Video – for video services  
 #62417 – Vision Technologies – for IT services

**The following BPAs have recently been discontinued:**

#61528 – Apple Computer  
 #56876 – Arie's Supply Inc  
 #51211 – B/W-Color Prints  
 #61358 – Choice Batteries  
 #58887 – Equitech-Bio Inc  
 #59085 – Esoterix Inc

#59204 – GSI Grassmere Scientific  
 #61385 – Robert Half International  
 #51380 – Team Placement Service  
 #46271 – Baco  
 #62602 – International Language Services  
 #40432 – Johnson Control Inc  
 #47678 – Office Depot  
 #51468 – Strauss Photo-Technical  
 #47512 – Stressgen Biotechnologies  
 #59894 – Aquilent Inc  
 #61361 – Benten Technologies  
 #59216 – Close-up Productions  
 #53640 – Histo-Path of America  
 #58342 – Vencal Global  
 #55900 – ABM Federal Sales  
 #44818 – Capitol Building Supply  
 #61685 – Capitol Cable & Technology  
 #60851 – Gensa Corporation  
 #57126 – LBH Consultants  
 #51574 – Timsco  
 #53940 – Axtron Corp  
 #60457 – Caddo Office Products  
 #40432 – Johnson Control  
 #54108 – Kamiya Biomedical  
 #55454 – Phelps Industrial Products  
 #46295 – Thomas Scientific  
 #59594 – Estco Medical  
 #49771 – Franklin Book  
 #59634 – Geiger Photography  
 #61791 – Ion Design  
 #46180 – Source Staffing  
 #59607 – SPS Consulting  
 #56197 – Imagistics International  
 #55466 – Synthegen LLC  
 #60106 – Absolute Staffers  
 #54020 – Micron Systems  
 #59713 – Tech Elan LLC  
 #60718 – Universal Systems

## BLANKET PURCHASE AGREEMENTS FOR LAUNDRY SERVICES

As of May 19, 2006, the Housekeeping and Fabric Care Department of the Clinical Center will no longer provide laundry services for Institutes and Centers that fall outside the patient care mission. The Blanket Purchase Agreement (BPA) Program, Office of Logistics and Acquisition Operations (OLAO) at NIH has established four BPAs with laundry companies to make this change easier. These BPAs can be utilized by any NIH Institute, Office or Center. Below are the BPAs that have been established. These BPAs can also be found on the BPA listing located on OLAO's website: [www.OLAO.od.nih.gov](http://www.OLAO.od.nih.gov). Under "Important Links" click on "BPA Listing." Locate the commodity that reads "Laundry/Dry Cleaning..Services."



## BPA LISTINGS FOR LAUNDRY/DRY CLEANING SERVICES

Mayflower Textile Services	BPA #63830
Nutech Laundry	BPA #63787
Rappahannock Goodwill Industries	BPA #63854
UniFirst Corporation	BPA #63866

If you need further information regarding these BPAs, please call the BPA Helpline on 301-496-5212.

## THE STORAGE, HANDLING AND DISPOSAL OF ACQUISITION FILES

FAR 4.805 (a) - addresses Storage, Handling, and Disposal of Contract Files more so than the issue of retaining original documentation versus reproduced copies. However language implies that the original document may be scanned and stored as long as all signatures, images both written and graphic are a clear and accurate reproduction of the original.

"The process used to create and store records must record and reproduce the original document, including signatures and other written and graphic images completely, accurately, and clearly"

"When original documents have been converted to alternate media for storage, the requirements in paragraph (b) of this section also apply to the record copies in the alternate media" (Paragraph B simply addresses administrative records mixed with program records)

This language governs contracts at or below the simplified acquisition threshold for other than construction. The

## HHS UNIVERSITY TRAINING

HHS University provides a host of training opportunities, including our Acquisition and Project Officer courses. Listed below are the steps needed to complete the registration process;

1. Look up the classes you are interested in at <http://learning.hhs.gov> . Prepare your agency's training nomination or credit card form. The credit card form is posted at <http://learning.hhs.gov/registration/creditcardform.pdf>.
  2. Fax a copy of your completed training nomination or credit card form to (301) 480-3287.
  3. Registration is not complete until you have received confirmation via email from HHS University. If you do not receive a confirmation email within 3 weeks of the scheduled start date of the class, please call (301) 451-6810.
  4. If you are currently registered for a class, please go to your current registration profile and remove yourself from the wait-list. HHS University also offers a set of free classes related to Capital Planning Investment and Control with a separate registration program. These classes can be accessed at <http://learning.hhs.gov/CPIC/CPICMain.html>
- HHS University offers hundreds of free online training classes which can be accessed at <http://lms.learning.hhs.gov/CourseCatalog/in> ex.cfm?fuseaction=browse&CategoryID=1
5. There are a number of free acquisition classes available through the Federal Acquisition Institute. Contact Carl Henn at [ch24v@nih.gov](mailto:ch24v@nih.gov) for more information.



## 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
Jul 31, 2006	8:30am - 12:30pm	EPS	\$286	Jul 3, 2006

## 2607 SIMPLIFIED ACQUISITIONS REFRESHER

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

Course Date	Times	Location	Cost	Cancellation Deadline
Aug 1, 2006	8:30am - 12:30pm	EPS	\$286	Jul 3, 2006

## 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
Jul 17, 2006	8:30am - 4:30pm	EPS	\$300	Jun 15, 2006

## **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

### **2609 FEDERAL SUPPLY SCHEDULES**

Course Date	Times	Location	Cost	Cancellation Deadline
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NO ADDITIONAL CLASSES ARE SCHEDULED FOR 2006

### **2610 CONSOLIDATED PURCHASING THROUGH CONTRACTS**

Course Date	Times	Location	Cost	Cancellation Deadline
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NO ADDITIONAL CLASSES ARE SCHEDULED FOR 2006

### **2611 BUYING FROM BUSINESSES ON THE OPEN MARKET**

Course Date	Times	Location	Cost	Cancellation Deadline
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NO ADDITIONAL CLASSES ARE SCHEDULED FOR 2006

### **2617 PRICE REASONABLENESS IN SIMPLIFIED ACQUISITION**

Course Date	Times	Location	Cost	Cancellation
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NO ADDITIONAL CLASSES ARE SCHEDULED FOR 2006

### **2612 PROFESSIONAL SERVICE ORDERS**

Course Date	Times	Location	Cost	Cancellation Deadline
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Aug 3, 2006	8:30am - 12:00pm	EPS	\$277	Jul 4, 2006
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## **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.

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
Jul 18, 2006	8:30am - 4:00pm	EPS	\$837	Jun 15, 2006
Jul 19, 2006	8:30am - 4:00pm	“	“	“
Jul 20, 2006	8:30am - 4:00pm	“	“	“
Jul 21, 2006	8:30am - 4:00pm	“	“	“
Aug 15, 2006	8:30am - 4:00pm	EPS	\$837	Jul 16, 2006
Aug 16, 2006	8:30am - 4:00pm	“	“	“
Aug 17, 2006	8:30am - 4:00pm	“	“	“
Aug 18, 2006	8:30am - 4:00pm	“	“	“

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**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 or Cynthia Henderson, HendersonCy@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 Alfreda Mire 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.