



THE OLAO ACQUISITION NEWSLETTER

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

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HIGHLIGHT(S) **OF THE MONTH**

HOT TOPICS- The Latest News

Purchase Card Third Party Pay Restrictions

Recently, the NIH Purchase Card Program has seen a rise in the use of third party on-line paying sites (such as PayPal and SpeedPay purchases) appearing on cardholders invoices. These are bill payment sites which allow the paying of bills and services electronically. The inability to determine the legitimacy of purchases creates an unacceptable risk to the NIH Purchase Card community. Therefore, effective immediately, NIH Cardholders are **prohibited** from using the PayPal, Speedpay or any other third party electronic paying site. Cardholders must use another mechanism other than the purchase card if the vendor uses a third party paying systems. The burden is on the cardholders to ask when placing orders whether their account will be charged by the company they are placing the order with or whether their card will be charged by a third party. Exceptions to this prohibition must be requested in writing and will be considered on a case by case basis. If there are questions to

this prohibition, please contact the purchase card helpline (301) 435-6606 or submit your questions to Creditcard@od.nih.gov.

Simplified Acquisitions

THE TOWN CRIER

Purchasing Green

Various laws and Presidential Executive Orders require you to purchase green products. The President has directed you to buy products that (a) are made with recycled content; (b) are designated as having biobased content; (c) are energy efficient; and (d) incorporate environmentally preferable attributes. When you use a purchase card to buy green products, you and your agency are helping to perform the mission in a cost-effective manner, enhancing energy security, creating markets and jobs, and promoting environmental stewardship.

No matter what types of products you are buying, whether they are office, information technology, automotive, landscaping, construction, or janitorial products check first to see if they fit in the following categories and then buy green:

A. You must buy recycled content products.

The Resource Conservation and Recovery Act requires the purchase of recycled content products designated by the Environmental Protection Agency (EPA). The EPA maintains a list of designated recycled-content products and recommends recycled-content levels that you should use when buying these products. To date, 54 recycled content products in 8 categories have been designated ranging from construction products to office products. Examples of recycled content products are recycled content copier paper and rerefined lubricating oil. Refer to www.epa.gov/cpg for the [list of products, EPA's recommendations, and additional information.](#)

B. You must buy biobased products.

The Farm Security and Rural Investment Act established a Federal biobased products purchasing program. The Department of Agriculture will designate biobased products and provide guidance to you for purchasing these products. Biobased products range from citrus-based cleaners and bowls made from potato starch to construction panels made from straw. Go to www.ofee.gov and [click on Green Purchasing for additional information.](#)

C. You must buy energy efficient products

Energy efficient includes energy efficient products in the top 25th percentile of efficiency and standby power devices. The Energy Policy Act requires that agencies select products that are in the upper 25 percent of energy efficiency as designated by the Department of Energy's Federal Energy Management Program (FEMP). FEMP has developed Product Efficiency Recommendations that are fact sheets with energy recommendations on products such as refrigerators, monitors, and air conditioners. Presidential Executive Order 13221,

Energy-Efficient Standby Power Devices requires you to buy products that use minimal standby power. FEMP has established a StandBy Power Device Product Listing with information on such products as computers, fax machines and printers.

Refer to www.eren.doe.gov/femp/procurement for efficiency recommendations, cost-effectiveness examples, buyer tips, product sources, and for additional information.

D. It is important to buy environmentally preferable products.

Presidential Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition emphasizes the significance of purchasing environmentally preferable (EPP) products. These products can be viable alternatives to products that contain hazardous materials or toxic chemicals. To date, agencies have conducted more than 30 EPP projects that range

from renovation of the Pentagon parking lot and building construction to acquisition of janitorial products or services. Refer to www.epa.gov/oppt/epp for summaries of the pilot projects, sample contract language, standards information, product sources, and additional information.

It's easy to use your purchase card to buy green. Green products are readily available to you. They can be purchased from the Defense Logistics Agency, General Services Administration, Javits Wagner O'Day sources, Federal Prison Industries, electronic catalogs, Federal supply schedules, and commercial open market sources.

The President has asked all Federal agencies to be good neighbors and good stewards of our precious resources. You can do your part by making a commitment to use your purchase card to buy "green."

2003 Simplified Acquisition Symposium Survey Results

The 2003 Simplified Acquisition Training Symposium held on March 26 & 27 received glowing reviews from the participants. Survey forms received after the symposium revealed an overall rating of excellent for the entire symposium, with transportation being the only negative issue. A sincere apology is extended to all registrants at Rockledge B and any other areas where the bus did not arrive. The cause for the transportation gaffe was contractor error. The bus schedule was altered days before the symposium when the three NIH transportation buses, already in place to handle transportation for the symposium, were summoned down town due to the war in Iraq and the potential for terrorist attacks. Three additional buses were contacted to take the

place of the NIH buses. The snafu was corrected on the second day of the symposium. The detailed survey rating is attached to this newsletter. Please see Attachment 2.

PURCHASE CARDS

Record Retention for Purchase Cards Amended

A major change has occurred in regards to the length of time purchase card records must be retained. All purchase card transaction logs within the Simplified Acquisition Threshold may be destroyed 3 years after final payment. The files can be closed at the end of the current fiscal year, retained for 3 years and then destroyed. Purchase card transaction logs with actions still pending shall be brought forward to the next fiscal year's files for destruction 3 years after final payment.

If you have any questions regarding this recent change please feel free to contact the Purchase Card Program at Creditcard@od.nih.gov or **Help.Creditcard** on the global email listing. You may also reach us at (301) 435-6606.

Revised PC Unauthorized Purchase List

The NIH Purchase Card Program Unauthorized Purchases List has been revised. The aforementioned article addresses an issue which has caused concern throughout the community. The third party on-line paying sites have now been added to the list of all purchases that may not be made using I.M.P.A.C. A copy the new unauthorized purchase list has been attached to the back of this issue. (Attachment 1)



NEW NIH Policy for Acquisitions of PDAs

PURPOSE:

The purpose of this document is to implement official policy and procedures for acquiring and managing Personal Digital Assistants (PDA) at NIH. It applies to all NIH personnel, contractors, and visitors who have been issued or will be issued PDAs procured with NIH funds.

BACKGROUND:

PDAs are palm-sized computing devices that provide users with constant access to locally stored information and may also provide wireless connection to e-mail, Internet, and/or voice communications. NIH uses PDA devices to provide access to NIH systems for senior staff, middle and line managers, and other staff whom management requires to be on-call for operations support, or emergency response. However, as with other information technology resources, NIH needs to ensure that PDAs procured for use by staff are justified, technically effective, and managed appropriately.

POLICY AND PROCEDURES:

- This policy applies to the use of all NIH PDAs for all uses (e.g., office, home, field locations, telecommuting sites).
- The recommended PDA for use at NIH is the RIM Blackberry which is the HHS standard--for all handheld devices needed for e-mail or for voice and e-mail communications. (Cell phones may still be ordered and used by staff where only voice communications are needed; they

should be used in accordance with the NIH cell phone policy at <http://www1.od.nih.gov/oma/manualchapters/acquisitions/26101-26-6/>).

Justification for acquisition and use of PDAs:

ICs shall ensure that procurement of a PDA device supports the employee's responsibilities and related productivity and responsiveness requirements. Below are examples where a PDA could be of great benefit to an organization:

- providing a valuable back-up communication resource to use in the event of network disruptions that could negatively impact operations.
- enabling access to vital and frequently automated information when there is no other immediate means to do so.
- providing off-hour monitoring/support of projects that require attention without requiring on-call staff members to be near a computer.
- significantly increasing the responsiveness of and accessibility to staff members and managers.
- providing access to staff who are routinely out of the office because of the nature of their position, e.g., attending meetings, providing technical assistance, telecommuting, or traveling.
- enabling extended communications for a wide range of staff to engage in mission-related activities beyond the standard workday/workplace.
- providing remote accessibility at a much lower cost compared to other methods.
- providing Continuity of Operations Plan (COOP) staff with continuous and effective communication.
- providing e-mail and voice communications to staff who do not regularly have access to, or do not have dedicated access to, a computer, e.g., lab staff.

Enforcement of PDA Policy and Procedures:

- IC Executive Officers (EOs) will be

responsible for the local enforcement of this policy.

- The Office of the Deputy CIO, in coordination with the NIH Information Technology Management Committee (ITMC), will update this policy to reflect changes in technology, approval or procurement processes, or other changes that are needed.

Required Approvals:

- The IC EO must approve the acquisition of all new or replacement PDAs and related service contracts for staff in their respective IC.
- The IC EO and NIH Chief Information Officer (CIO) must approve all exceptions to procuring the HHS-standard PDA device. Exception requests must include documentation that supports the reason that a Blackberry device cannot meet the staff's needs.

Acquisition Procedures:

- ICs that order a PDA or replace an existing PDA must comply with the policy and approval requirements presented above.
- **ICs shall refer to information provided on the CIT website at <http://isdpi.nih.gov/hardware/blackberry.asp> when procuring Blackberry devices.**
- ICs shall follow their normal procurement ordering processes after receiving approval(s).

Management of Multiple Communication Devices and Services:

- ICs whose staff currently rely on multiple portable devices to obtain both e-mail and voice communication, e.g., cell phones, pagers, and other (non-Blackberry) PDAs, should initiate actions to transition to Blackberry devices when feasible. **Unneeded communication services, including duplicative services, shall be promptly terminated.**
- **ICs shall carefully review and promptly execute payment for monthly charges.**

Inventory and Property Management:

- CIT will monitor a central inventory of Blackberry models that have been activated through the use of the centralized Blackberry Enterprise Server (BES).
- ICs will assure that Receiving Officials notify their Property Custodial Officers of the manufacturer, model number, serial number, and assigned user for each PDA received.
- ICs will assure that their Property Disposal Officers create a property record for all PDAs in the Property Management Information System (or its successor).
- ICs shall review and maintain all documentation relating to **PDA** purchases, replacements, maintenance, **service cancellations**, and payment of **monthly** service fees.
- IC staff should display information on the opening PDA screen stating that the equipment is Federal property and list the assigned user and IC Property Custodial Officer contact information, so that the PDA can be properly returned if found.
- IC management shall ensure that PDA equipment is managed in accordance with the following NIH Property Regulations:
 - o **Inventory and Accountability of NIH Property (including IT resources):** NIH Manual 26101-25-2 - PERSONAL PROPERTY MANAGEMENT GUIDE - <http://www1.od.nih.gov/oma/manualchapters/acquisitions/26101-25-2>
 - o **Loss, Damage, or Thefts of NIH Property:** NIH Manual 26101-25-2-16 PERSONAL PROPERTY MANAGEMENT GUIDE - Resolution of Loss, Damage and/or Destruction of Government Property - <http://www1.od.nih.gov/oma/manualchapters/acquisitions/26101-25-2-16/>
- IC management will assure that employees make PDA equipment available to inventory technicians, when required, for the conduct of property inventories.

Appropriate Use: IC management shall ensure that individuals who use NIH-owned PDAs use them appropriately and for authorized use only in accordance with NIH Manual 2806 - Limited Authorized Personal Use of NIH Information Technology (IT) Resources - <http://www1.od.nih.gov/oma/manualchapters/management/2806/>.

Security: IC management and staff shall ensure that NIH-owned PDAs are effectively safeguarded in accordance with the following:

- Guidance for Securing Data on Portable Systems - <http://irm.cit.nih.gov/security/GuixSecuData.html>
- NIH Information Technology General Rules of Behavior - <http://irm.cit.nih.gov/security/nihitrob.html>
- NIH Password Policy - <http://irm.cit.nih.gov/policy/passwords.html>
- NIH Wireless Technology Policy - <http://irm.cit.nih.gov/nihsecurity/wirelessP.doc>
- INTERFACE On-Line - Safe in the Palm (Pilot) of Your Hand - Advice on Securing Portable Systems - <http://datacenter.cit.nih.gov/interface/interface22/pda.html>

For additional information on securing PDAs, contact your IC Information Systems Security Officer (ISSO). A list of ISSOs is located at <http://irm.cit.nih.gov/nihsecurity/scroster.html>.

Privacy and Sensitive Information:

IC staff shall refrain from sending or storing sensitive data on the PDA (e.g., patient data, financial data). Sensitive data requires protection due to the risk and magnitude of loss or harm that could result from inadvertent or deliberate disclosure, alteration, or destruction of the data. Examples include proprietary data, records about individuals requiring protection under the Privacy Act, and data not releasable under the Freedom of Information Act. Also included is data whose improper use or disclosure could adversely affect the ability of an agency to accomplish its mission.

- The integrity of the data on these devices is the sole responsibility of the user.
- IC staff shall regularly purge devices of all information that could be intercepted and/or used inappropriately should the PDA be misplaced or stolen.

Training:

- IC management shall ensure that all staff provided with PDAs are trained on the basic operations of the PDA, including password protecting it, before permitting its use.

Additional training on Blackberry functionality is available through CIT at <http://training.cit.nih.gov/>.

- IC management shall ensure that staff annually complete the required the NIH Computer Security Awareness training at http://irm.cit.nih.gov/security/sec_train.html.

Additional Questions:

- For questions on technical information relating to Blackberry devices, see <http://isd.nih.gov/hardware/blackberry.asp> or call 301-435-6847.
- For questions relating to contractual issues, call the NITAAC ECS III Contracting Officer on 301-402-3072.
- For questions related to general management and use of Government property, including PDAs, call 301-496-5711.

#55521 - Apex Logic
#55612 - Glynn Interactive Inc
#55600 - Goldman & Saloum Inc

BPA NEWS

The following BPA has recently been reestablished:

The following BPAs have recently been established:

#54798 - Mindbank Consulting Group - for IT services

#57583 - Applied Industrial Technologies - for hardware and tools
#57738 - Carl Zeiss Microimaging - for microscopes and accessories
#57662 - Marsh BioProducts - for laboratory supplies and equipment, biological materials
#57517 - Axxora LLC - for chemicals and biological materials
#57556 - X-Class/Kensington Office - for office equipment, supplies and repair, and IT supplies and hardware
#57532 - Zymo Research - for chemicals and laboratory supplies
#56837 - KC Group - for IT services and laboratory equipment
#56852 - Svec Conway Printing - for printing services
#56864 - Practical Solutions Corporation - for IT services
#56840 - Compaq Federal LLC - for IT hardware and software
#56876 - Arie's Supply Inc - for housekeeping and janitorial supplies
#56904 - CFP Office - for IT hardware and supplies, office supplies and repair
#56916 - Pioneer Press Inc - for printing services
#56943 - University of Maryland - for professional education programs
#56928 - Webster & Associates - for laboratory supplies and equipment, medical clothing
#56931 - Kingdomware Technologies - for IT services
#56955 - Genome Therapeutics Corporation - for laboratory testing services/sequencing
#56970 - Printing Images Inc - for printing services
#56982 - The Goetz Printing Company - for printing services
#56967 - The Answer Temps - for office support services

The following BPAs have recently been discontinued:

#46023 - Applied Industrial Technologies
#46517 - Carl Zeiss Inc
#55557 - Judge Technical Services
#42558 - Marsh Biomedical Products
#47654 - Q-Biogene
#54071 - Kensington Office Machines
#55572 - Zymo Research
#52124 - ECS Technologies
#55415 - Partners Resource Group
#41333 - Praxair Inc
#46177 - Woodside Temporaries Inc

AVAILABLE TRAINING & SEMINARS

Mandatory Purchase Card Training

This course introduces the NIH Purchase Card, Purchase Log 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, 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.

Mandatory Purchase Card Training has been scheduled for the following dates. Registration is required through Human Resources Development Division (HRDD) using NIHITS. You may obtain further information on class registration at the HRDD web site: <http://learningsource.od.nih.gov>

2636 PURCHASE CARD TRAINING SCHEDULE

Tuition for the following courses: \$290.00

<u>DATE</u>	<u>START TIME</u>	<u>END TIME</u>	<u>LOCATION</u>	<u>Cancellation Deadline</u>
05/19/03	8:30 AM	4:30 PM	Executive Plaza South	04/20/03
06/09/03	8:30 AM	4:30 PM	Executive Plaza South	05/11/03
06/10/03	8:30AM	4:30 PM	Executive Plaza South	05/12/03
07/14/03	8:30 PM	4:30 PM	Executive Plaza South	06/15/03

PURCHASE CARD LOG & 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

Tuition for the following courses: \$175.00

Course Dates	Course Time	Location	Cancellation Deadline
05/06/2003	8:30AM 12:00 PM	Executive Plaza South	04/08/2003
06/12/2003	8:30 AM 12:00PM	Executive Plaza South	05/14/2003
	1:00PM 4:30PM		
07/30/2003	8:30 AM 12:00 PM	Executive Plaza South	07/01/2003
	1:00 PM 4:30 PM		

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-2003.

2609

Federal Supply Schedules

Tuition for the following courses: \$ 245.00

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cancellation Deadline</u>
07/15/2003	9:00AM - 12:00PM 1:00PM 4:00 PM	Executive Plaza South	06/16/2003

2610

Consolidated Purchasing through Contracts

Tuition for the following courses: \$245.00

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cancellation Deadline</u>
07/16/2003	9:00 -12:00 1:00 - 4:00	Executive Plaza South	06/17/2003

2611

Buying from Businesses on the Open Market

Tuition for the following courses: \$245.00

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cancellation Deadline</u>
07/17/2003	9:00 -12:00 1:00 - 4:00	Executive Plaza South	06/18/2003

2617

Price Reasonableness in Simplified Acquisitions

Tuition for the following courses: \$245.00

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cancellation Deadline</u>
05/29/03	8:30 AM- 12:00PM 1:00PM - 4:30 PM	Executive Plaza South	01/22/03

2612

Professional Service Orders

Tuition for the following courses: \$245.00

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cancellation Deadline</u>
05/07/2003	8:30 - 12:00 1:00 - 4:30	Executive Plaza South	04/08/2003
06/11/2003	8:30 - 12:00 1:00 - 4:30	Executive Plaza South	05/13/2003
07/29/2003	8:30 - 12:00 1:00 - 4:30	Executive Plaza South	06/30/2003

2603

Delegated Acquisition Training Program

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

Tuition for the following courses: \$784.00

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cancellation Deadline</u>
<u>05/20-23 2003</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza South</u>	<u>04/21/2003</u>
<u>07/15-18 2003</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza South</u>	<u>06/16/2003</u>
<u>08/12-15/2003</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza South</u>	<u>07/14/2003</u>

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>.

2607

Simplified Acquisitions Refresher AOs

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

Tuition for the following courses: \$190.00

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cancellation Deadline</u>
<u>07/31/03</u>	<u>8:30AM - 12:00PM</u> <u>1:00PM - 4:30PM</u>	<u>Executive Plaza South</u>	<u>07/03/03</u>
<u>07/31/03</u>	<u>8:30AM - 12:00PM</u> <u>1:00PM - 4:30PM</u>	<u>Executive Plaza South</u>	<u>07/02/03</u>

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 Acquisition News 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/opm/>

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](mailto:SeidelP@OD.NIH.GOV), [Tim Theoharis, E-mail: TheoharT@OD.NIH.GOV](mailto:TheoharT@OD.NIH.GOV), [Annette Romanesk, E-mail: RomanesA@OD.NIH.GOV](mailto:RomanesA@OD.NIH.GOV), or [John Best, E-mail: BestJ@OD.NIH.GOV](mailto: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.