



MAY/JUNE 2008

The Office of Acquisition and Logistics Management (OALM) Acquisition

Your Vision is our Mission

Newsletter

<http://olao.od.nih.gov>

ACCOMPLISHING THE NIH DCIS VERIFICATION AND VALIDATION PLAN; ENTERING BPA CALLS AND TO/DOs INTO DCIS

Simplified Acquisition Helpline
(301) 496-0400
SimplifiedAcquisition-Help@od.nih.gov

Purchase Card Helpline
(301) 435-6606
Creditcard@od.nih.gov

BPA Helpline
(301) 496-5212

HIGHLIGHTS INSIDE THIS ISSUE:

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BPA Calls and TO/DOs above \$3,000 must be entered into the Departmental Contracts Information System (DCIS). The Federal Funding Accountability and Transparency Act of 2006 requires that each Executive agency disclose all federal award information; that the data is expected to be complete and accurate; and, that NIH provide annual certification of data accuracy and completeness to the General Services Administration (GSA).

The goal is to have all data entered into DCIS by October 15, 2008, and for the data to be accurate. DCIS training sessions will be offered to delegated acquisition staff who enter DCIS information. A notice via the Simplified Acquisition Helpline will be sent out to Approvers and Buyers to see who is interested in receiving the training. We hope to have this email out no later than July 31, 2008.

Also, we intend to have updated "cheat sheets" for BPA Calls and TO/DOs available on our website no later than July 31, 2008.

These cheat sheets will be similar to those provided for the other

mechanisms, detailing which fields are required for each of these mechanisms.

Some time in the future, the Contracts Data Management Program (CDMP) in the Office of Acquisition and Logistics Management will be running DCIS reports to see what award data has been entered and which entries are incomplete. They also will be running nVision reports to compare with the DCIS reports so that awards in NBS that have not been entered into DCIS can be identified. When applicable, CDMP will then notify NBS Buyers and their supervisors that the DCIS data entry has not been completed.

A print out of DCIS data entry must be placed in the award file and will be looked for in upcoming reviews.



BPA Calls and TO/DOs above \$3,000 must be entered into the Departmental Contracts Information System (DCIS).

MEMO FROM KENNETH STITH, DIRECTOR, OFM, REGARDING LIGHT REFRESHMENTS

The NIH/OD Office of Financial Management has conducted quarterly entertainment expense audits and provided feedback on these audits for the last two fiscal years. Additionally, all HHS OPDIVs are now required to submit entertainment/light refreshment reports to the Department for additional post-expenditure reviews. During the more recent reviews, it was observed that the definition of light refreshments (LR) requires further reminder and clarification. Below is the Federal Travel Regulation definition of LR that has been reiterated in the subject manual chapter:

1. Light Refreshments - for morning, afternoon, or evening breaks are defined to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins (41 CFR 301-74.11). (NOTE: By “morning, afternoon, or evening breaks”, it is NIH policy that light refreshments should only be provided for two breaks - - morning and afternoon - - and should not be a substitute for the normal morning breakfast and lunch meals.)

In accordance w/ both Appendix 3 and Appendix 4 of MC 1160-1, should an IC sponsor a non-training based conference/meeting/symposium, an Employee Recognition Awards Ceremony, a Special Event to include building dedications, Combined Federal Campaign activities, etc., **the following items are not considered light refreshments and should not be provided:**

- 1) Pizza;
- 2) Deli Sandwiches (regular size or mini);
- 3) Mini-croissants with deli foods;
- 4) Heated/Smoked Quesadillas;
- 5) Pinwheels with Norwegian Salmon;
- 6) Hot dogs, hamburgers, turkey burgers, etc.;
- 7) Crab cakes;
- 8) Antipasto Platter;
- 9) Heated vegetables;
- 10) Chicken wings;
- 11) Meatballs (Sweet and Sour, Swedish, etc.);
- 12) Sesame Chicken and any other form of cold or heated chicken;
- 13) Any other hot item or cold item that could be considered as a meal.
- 14) Elaborate, costly desserts
- 15) Any other item that is similar in nature to the above 14 items



Light Refreshments- for morning, afternoon, or evening breaks are defined to include, but not be limited to coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins (41 CFR

Finally, expenditures for light refreshments are subject to increasing external reviews, create potential risk exposure and vulnerability for the IC and NIH, and improper or inappropriate expenditures could result in administrative and pecuniary liability for approving officials. Key: Get OGC and OFM involvement for any events during the planning stages.

MESSAGE FROM STEVE PEARSON, DIRECTOR OF THE SUPPLY SERVICE CENTER (ASAM/PSC)

There is a new NIH BPA with the Supply Service Center located in Perry Point, MD. The BPA number is 200800100B

Dear Colleagues:

I would like to introduce you to the products and services of the **Supply Service Center (SSC)**. As a medical supply depot located in Perry Point, MD, the SSC has been a long-standing component within the U.S. Department of Health and Human Service's Program Support Center. We are a full-service pharmaceutical medical and dental supply establishment, the only FDA-registered drug repackaging facility that provides unit-of-use pharmaceutical pre-packs to a wide variety of Federal customers.

The SSC currently offers an inventory of more than 3,500 items along with specialty products as requested and processes over 20,000 orders annually. In addition, the SSC coordinates worldwide logistical support, technical assistance, and material management for such customers as Veterans Affairs, Peace Corps, and the Department of Defense out-

side of HHS and the National Institutes of Health, the Centers for Disease Control and Prevention, and the Indian Health Service within HHS.

We can do more within HHS and need your help. The SSC qualifies as "agency inventory" under Federal Acquisition Regulation Section 8.002 entitled: "*Priorities for use of Government supply sources*". As an "agency inventory", our customers look to the SSC as their priority Government supply source when purchasing pharmaceutical, medical/surgical, and dental supplies. Therefore, we would be delighted to provide you with quotes/proposals and/or a review of your agency needs with regards to the spectrum of products and services we offer.

Our pursuit is to enhance the productivity, quality and responsiveness of organizations with administrative service responsibilities and to be Number One in customer service. The Supply Service Center's philosophy and value-added approach in meeting cus-

tomers' needs is at the forefront of who we are and what we do. Our services are intended for all individuals/organizations involved in providing or supporting healthcare acquisitions who desire to maximize their impact, minimize their effort and costs, and become the future wave of excellence in acquisitions.

To learn more or for assistance in arranging a consultation or demonstration of our capabilities, you may contact me directly at 410-642-2244, via e-mail at steven.pearson@psc.hhs.gov, or on the Internet at <http://sscweb.psc.gov>. We look forward to serving you.

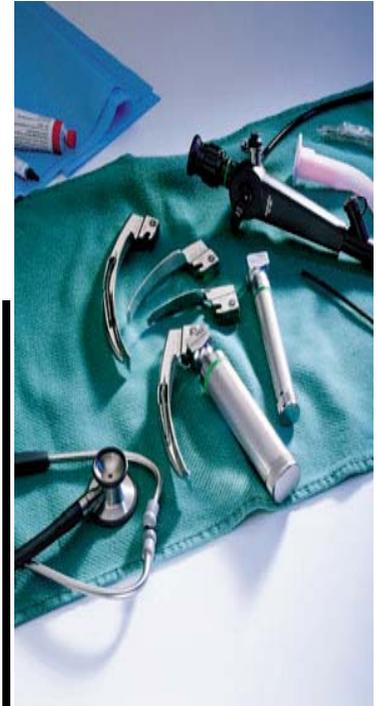
Steven F. Pearson

Director

Supply Service Center

Program Support Center

U.S. Department of Health and Human Services



There is a new NIH BPA with the Supply Service Center located in Perry Point, MD. The BPA number is 200800100B

PERSONAL USE ITEMS FOR EMPLOYEES OR OTHER INDIVIDUALS CANNOT BE PROCURED

NIH cannot use appropriated funds to purchase pedometers as part of a health promotion program, nor can these funds be used for any other personal items. The Comptroller General has held that items that have intrinsic value to the recipients are considered to be a personal gift when given to employees or other individuals. Agencies can spend appropriated funds only for authorized purposes. 31 U.S.C. 1301. While agencies can pay expenses necessary to fulfill an agency's statutory mission, the Comptroller General has applied a high level of scrutiny in analyzing whether an agency can purchase gifts as a necessary expense for furthering the agency's mission and requires a "direct link" between the gifts and the purpose of the appropriations. Ops. C.G. B-247563.3 (1996).

The NIH's statutory mission, stated generally, is to conduct and support biomedical and behavioral research. 42 U.S.C. 282 et. seq. While this mission is quite broad it would not au-

thorize spending funds to purchase pedometers for employees to encourage them to walk more. In one decision, the Comptroller General denied an agency's request to spend money to purchase t-shirts for employees who contributed a certain amount to the Combined Federal Campaign. 70 CG. 248 (1991). Even though the CFC was an official Government program, the Comptroller General noted that an employee's decision whether to contribute to the CFC was a personal one, not one directly related to official employment. Id. As the Comptroller General explained in that decision, "[W]e are not convinced that purchasing personal items for individual employees is an integral and necessary part of supporting the CFC. We have consistently held that, even where personal items serve a legitimate function or the agency's overall objective is laudable, personal items may not

be purchased with appropriated funds unless they are essential to the achievement of an authorized purpose" 70 C.G. 248 (1991). Much like contributing to the CFC, an NIH employee's decision to participate in an organized walk, even one encouraged by the agency, would be a similarly personal one. In the absence of more specific authority to spend funds on personal gifts, we do not believe that this authority would extend to allowing the purchase of pedometers or other personal items for employees with appropriated funds.



NIH MANUAL CHAPTER 6031-CONFERENCE SUPPORT/COLLECTION & RETENTION OF REGISTRATION FEES UNDER CONTRACT

Section 102(b) of the NIH Reform Act, P.L. 109-482, enacted January 15, 2007, added section 402(b) (13) of the public Health Service Act and provided the NIH Director the authority to collect and retain registration fees obtained from third parties to defray expenses for scientific, educational, and research-related conferences. This NIH Manual Chapter establishes policies and procedures for the retention of registration fees when conference services are obtained through contracts. This chapter is available at:

[1.http://www1.od.nih.gov/oma/manualchapters/contracts/6031/](http://www1.od.nih.gov/oma/manualchapters/contracts/6031/)



ASRB NEW BRANCH CHIEF

Please join us in welcoming Ed Wilgus as the new Branch Chief of the Acquisition Services and Review Branch, OAMP, OALM. Ed Wilgus arrives to us most recently from the National Geospatial Intelligence Agency (NGA) where he worked as a Contracting Officer for large contracts, simplified acquisitions and purchase card buys. He previously worked for 15 years at NIH in OLAO as a Branch Chief for Station Support Acquisition. He has also worked at the General Services Administration as a Contracting Officer. Ed Wilgus has an MBA degree from Marymount University and an undergraduate degree from East Carolina University.

He can be reached at (301) 451-2612 or via email at WilgusE@od.nih.gov.



SIMPLIFIED ACQUISITION HELPLINE

Need help with a Simplified Acquisition question or policy?

You can contact the Office of Acquisition Management and Policy (OAMP), Division of Simplified Acquisition Policy & Services (DSAPS), Acquisition Services and Review Branch (ASRB) at (301) 496-0400 or via email at SimplifiedAcquisitionHelp@od.nih.gov.

The following individuals answer the Helpline:

Nic D' Ascoli

Cynthia Henderson

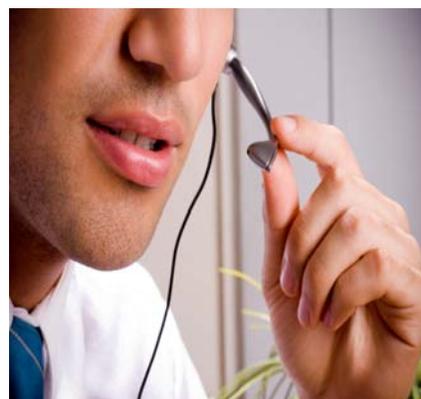
Victor Kranwinkel, (Contractor)

Alfreda Mire

Milton Nicholas

Annette Romanesk

Parthenia Walker



ALCOHOL PERMIT

The Pharmacy Department, CC/CRC, was issued a permit, "Spirits for Use of the United States" by the Department of the Treasury, authorizing procurement and use of denatured and tax-free spirits. The permit states that all sub-agencies covered by this permit must be identified in a list that will be forwarded to the vendor on initial purchase. If you intend to order alcohol for lab use/compounding, please let Thomas Dorworth know so that he can add your information to "The List".



DURATION OF APPROPRIATIONS AND BONA FIDE NEEDS RULE

Duration of Appropriations

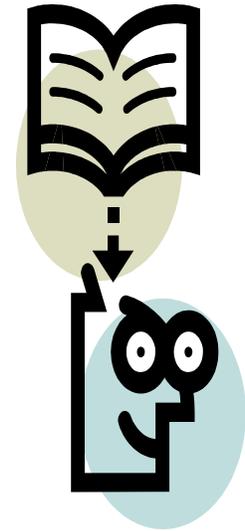
Annual appropriations (also called fiscal year or 1-year appropriations) are made for a specified fiscal year and are available for obligation only during the fiscal year for which made. Annual appropriations are available only to meet *bona fide* needs of the fiscal year for which they are appropriated. If an agency fails to obligate its annual funds by the end of the fiscal year for which they were appropriated, they cease to be available for incurring and recording new obligations and are said to be “expired”. Annual appropriations remain available

for an additional five fiscal years beyond expiration, however, to adjust and make payments to liquidate liabilities arising from obligations made within the fiscal year for which the funds were appropriated. An appropriation should not be used for the purchase of an article not necessary for the use of a fiscal year in which ordered merely in order to use up such an appropriation.

Bona Fide Needs Rule

Bona Fide needs issues have arisen most frequently in context of acquisition of goods or services. An agency may

enter into a contract in one fiscal year, but the contractor does not complete performance until the next fiscal year. Today, there is general authority permitting agencies to use fiscal year funds to enter into 1-year contracts for severable services that cross fiscal years. Payment is chargeable to the fiscal year in which the obligation is incurred, as long as the need arose, or continued to exist in that year even though the funds are not to be disbursed and the exact amount owed by the government cannot be determined until the subsequent fiscal year.



SIMPLIFIED ACQUISITION CERTIFICATION (SAC-A)

There will be a Board meeting to review Simplified Acquisition Certification packages toward the end of July, 2008. The packages must be received by Annette Romanesk by COB July 14, 2008. The following information must be provided in your Simplified Acquisition Certification A package:

(a) Provide a “Simplified Acquisition Certification Application Form”, (from Appendix N-2 of the HHS Acquisition Workforce Training and Certification Handbook). See:

http://oamp.od.nih.gov/Division/acp/AcqCertification/SAC_ApplicationForm.pdf

(b) Provide a “Contracting Officer’s Warrant Application Form”, Appendix P-1. See:

<http://oamp.od.nih.gov/Division/acp/Warrants/WarrantApplication.pdf>

NOTE: This form is only required if you are requesting purchase card SPL above \$3,000, or if you are a CAO approving purchase cardholders with authority above \$3,000, or if you are approving BPA Calls up to \$500,000, POs up to \$3,000 and TO/DOs up to \$500,000

(c) Provide a current resume identifying buyer or approver duties

(d) Provide copies of certificates from “Basic Simplified Acquisition” and “Advanced Simplified Acquisition” classes

(e) Provide a copy of your last performance appraisal with the final rating

(f) Provide proof that you have completed Green Purchasing

You may fax Annette Romanesk the packages at 301 496-8422 or send them to her electronically.

2008 SIMPLIFIED ACQUISITION MINI-SYMPOSIUM

The Division of Simplified Acquisition Policy & Services, OAMP, hosted the mini-symposium held on April 1, 2008 in the Natcher Conference Center. It was well attended by over 500 acquisition staff from the various ICs. Workshops included: (1) Hands-On NBS Session, (2) Hands-On Invoice Session, (3) Provisions & Clauses, (4) Acquisition Planning & Budget Stretching Opportunities, (5) Purchase Card, (6) Appropriations Law, (7) Foreign Acquisitions, (8) Career Development, and (9) Retirement Planning. The speakers included Ms. Bonnie Volovar, a breast cancer survivor; Ms. Laura Auletta, Office of Federal Procurement Policy, OMB where she focuses on competition issues, supply chain, the Cost Accounting Standards Board, and related legislation; Dr. Cherie Butts, a Postdoctoral Fellow, currently working with NIMH to develop a better understanding of how hormones can affect our ability to respond to infection and perhaps make us more susceptible to diseases; and Ms. Gina Nightengale, Chief Learning Officer, Director of Workforce and Career Development Division with the Office of Human Resources, under the Assistant Secretary for Administration and Management, DHHS. Ms. Nightengale directs agency-wide training and career development programs - which include HHS University.

Many thanks to the symposium committee members who made all of this possible: Nic D'Ascoli, Chairperson, DSAPS; Delona Gaines, NICHD; Cynthia Henderson, DSAPS; Robin Hope-Williams, NLM; Tonya Joseph, NICHD, Sue Kaminski, DSAPS; Susan Nsangou, NIDA; Rosie Owens, NHLBI; Betzy Perez, CC; Nicole Ray, NIDDK; Amy Siller, NCI; Patrice Thompson, NIDDK; and Esther Williams, NIDDK.

The following purchasing staff received awards recognizing outstanding service accomplished during the period of January 1, 2007 through December 31, 2007.

Outstanding Service Award in Purchasing

Peggy McClelland, NHGRI

Special Recognition Award in Purchasing

Steve R. Brown, NCI

Julienne M. Keiser, NIAID

Iris Lawson, ORS

Jimmy Sanders, NCI



Honorable Mention Award in Purchasing

Tracy Brooks, ORS

Jeanne DeAngelis, NCI

Effie Jennings, CC

Melissa R. Marino, NCI

Robert McFarland, NHGRI

Vidja Raju, NCI

Tom Smith, NCI

Group Award

Arlene White, NIAID

Mahlon Lancaster III, NIAID

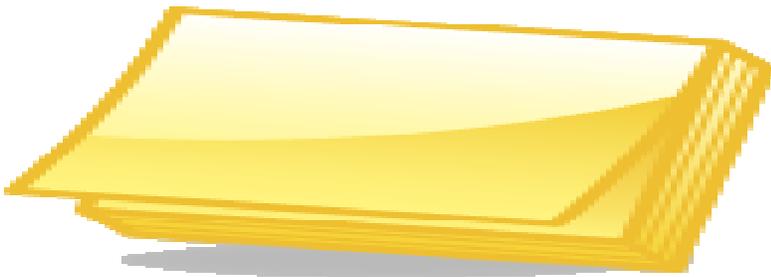
Juareatha Greer, NIAID

Terry Knight, NIAID

Barbara Horrell, NIAID

HANDOUTS AND POWERPOINT PRESENTATIONS FROM THE APRIL 1, 2008 SIMPLIFIED ACQUISITION MINI-SYMPOSIUM

Handouts and PowerPoint presentations from the 2008 Simplified Acquisition Mini-Symposium held on April 1st are now available on the Division of Simplified Acquisition Policy and Services (DSAPS) website at the following URL: <http://olao.od.nih.gov/Training/AcquisitionTraining/2008SAPresentations.htm>



MEMO FROM KEN STITH, DIRECTOR, OFM, REGARDING VENDOR PAY UPDATE

“The purpose of this note is to give you an update on our continuing efforts to address the Vendor Pay challenge. As part of the effort, we have recently contracted with the National Business Center (NBC) to provide invoice processing staff augmentation to the OFM Commercial Accounts Team starting May 26th. The NBC is Federal Financial Management Line of Business (FMLoB) at the Department of Interior that provides invoice processing services to more than 20 Federal Agencies. The NBC employs a mixed workforce of both Federal employees and contractors.

The goal for this partnership is to improve the overall Vendor Pay process. By augmenting the Commercial Accounts team, we can dedicate more resources to responding to IC and Vendor requests, and to resolving the difficult on-hold invoices in both NBS and the ADB.”

According to Ken Stith, on June 17th, things are ‘moving back in the right direction’.

PURCHASING PROFESSIONAL LICENSES

The Director, Office of Human Resources (HR) has re-delegated the authority to approve payment for licensure of employees as outlined in the OFM Transmittal No. 305C, to the IC Director, with further re-delegation permitted to the IC Scientific Director/Clinical Director level. As a result, the following updated guidance is provided.

1) Please follow these new procedures for the purchase and reimbursement of professional licensure:

OPTION No. 1 - Use of Government Purchase Card or Purchase Order (before-the-fact acquisition)

- A. IC sends completed and signed (Employee and IC Scientific Director (SD)/IC Clinical Director (CD)) Approval Memo to the IC Director for final approval.
- B. Signed Approval Memo is routed back to the IC SD/CD.
- C. IC SD/CD notifies IC Purchase Official that it's OK to process the purchase request.
- D. IC Purchase Official logs in request and establishes tracking system so that only one license per person per fiscal year will be paid.
- E. Purchase request and Approval Memo, are inserted in IC Procurement files.
- F. Each IC must establish an internal process to notify the health professional that the payment has been effected.

OPTION No. 2 - Use of SF-1034 for Reimbursement (after-the-fact reimbursement) for License Purchases Made During FY 2008.

- A. IC sends completed and signed (Employee and IC Scientific Director (SD)/Clinical Director (CD)) Approval Memo, proof of purchase, and completed and signed SF-1034 Form to the IC Director for final approval.
- B. Signed Approval Memo w/ accompanying documentation is routed back to the IC SD/CD.
- C.. IC SD/CD notifies IC Administrative Official that it's OK to process the reimbursement request.
- D. IC Administrative Official logs in request and establishes tracking system so that only one license per person per fiscal year will be paid (this would mesh w/ Option 1D requirement above).
- E. IC Administrative Official sends signed SF-1034, signed Approval Memo, and proof of purchase, to OFM Government Accounting Branch (Lisa Hershman) for obligating of funds.
- F. SF-1034, Approval Memo, and proof of purchase are inserted in IC Administrative Official files.
- G. Once the SF-1034 is processed via the OFM Commercial Accounts Branch, reimbursement will be made electronically to the individual's personal bank account.

2) Please visit the OLAM website at <http://www.olao.od.nih.gov> for the complete text to the Transmittal as well as a copy of the new Approved Memo format

NEW & DISCONTINUED BPAS

The following BPAs have recently been established

#999900860B - Liberty Electric - for voice data equipment/repair
 #999900870B - Fortran Graphics - for printing services
 #999900869B - Council Rock Consulting - for consulting services
 #999900873B - The Supplies Guys - for copier and IT supplies/equipment
 #999900878B - Reliable PM Service - for equipment maintenance and repair
 #999900888B - Metropolitan Office - for IT hardware, software and repair
 #999900885B - Cirque Interactive LLOC - for IT services
 #999900907B - Mcardle Printing - for printing services
 #999900759B - Aspect Communications - for IT services and software
 #999900754B - Bioline USA - for biological materials
 #999900761B - Thresholds Rehabilitation - for toner cartridges
 #999900767B - Bialek Healthcare - for equipment and services
 #999900770B - Safe Place USA - for flooring items
 #999900771B - Smart Innovative Solutions - for IT services
 #999900772B - The Baldwin Group - for training and consulting services
 #200800105B - St Francis Hotel - conference support services for SREA Program



The Following BPAs have recently been discontinued:

#51168 - Anixter	#999900365B - WT Weaver Inc
#49298 - Alpha Scientific	#63803 - James Powell
#999900588B - Atlantis Systems	#62171 - JHM Research
#999900310B - AVR Enterprises	#62550 - Nina Berlin
#999900626B - Bachem Bioscience	#999900843B - Canon USA
#999900624B - Biopeptide Co	#999900461B - Evolve Technologies
#999900717B - Blum Design	#53013 - MWG Biotech
#999900604B - CPC Scientific	#62680 - National Capitol Captioning
#999900266B - Hach Company	#99900068B - National Diagnostics Inc
#999900265B - Medeco Security	#999900795B - Newark In one
#999900332B - Perkin Elmer Inc	#55087 - SRA International
#999900713B - Service Engineering	
#999900316B - Thermo Electron	
#999900125B - Unifirst Corp	
#56161 - Vector Laboratories	



TRAINING REQUIRED

TRAINING CLASSES REQUIRED FOR SIMPLIFIED ACQUISITION CERTIFICATION A

Basic Simplified Acquisition or CON 237 (an on-line class)

Advanced Simplified Acquisition

Green Purchasing

OTHER TRAINING CLASSES REQUIRED FOR APPROVERS AND BUYERS

NIH Simplified Acquisitions Delegated Procurement (5 day)

Federal Supply Schedules (1/2 day)

Consolidated Purchasing Through Contracts (1/2 day)

Buying from Businesses on the Open Market (1/2)

Price Reasonableness in Simplified Acquisitions (1/2 day)

(And the following required classes which will be available in the Fall, 2008)

Appropriations Law (1 day)

Simplified Acquisitions Negotiation Strategies (1 day)



ACQUISITION TRAINING SCHEDULE

For additional information on any of the courses listed here, or to register, please contact the Human Resource Development Division on 496-6211 or visit the website at: <http://learningsource.od.nih.gov/default.asp>

2609 Federal Supply Schedules

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
June 18, 2008	1:00pm - 4:00pm	6130 EPN	\$305	May 12, 2008

2610 Consolidated Purchasing Through Contracts

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
June 18, 2008	9:00am -12:00pm	6130 EPN	\$305	May 12, 2008

2611 Buying from Businesses On The Open Market

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
June 19, 2008	9:00am -12:00pm	6130 EPN	\$305	May 13, 2008

2617 Price Reasonableness in Simplified Acquisitions

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
July 22, 2008	1:00pm - 4:30pm	6120 EPS	\$319	Jun19, 2008
Sep 8, 2008	8:30am - 12:00pm	6120 EPS	\$319	Aug 17, 2008

9512 NIH Purchase Card Training

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Jul 14, 2008	8:30pm-4:00pm	6120 EPS	\$744	Jun 22, 2008
Jul 15,2008	"	"	"	"

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Jul 16, 2008	8:30pm-4:00pm	6120 EPS	\$744	Jun 24, 2008
Jul 17,2008	"	"	"	"

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Aug 11, 2008	8:30pm-4:00pm	6120 EPS	\$744	Jul 22, 2008
Aug 12, 2008	"	"	"	"

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Aug 13, 2008	8:30pm-4:00pm	6120 EPS	\$744	Jul 22, 2008
Aug 14, 2008	"	"	"	"

9513 NIH Simplified Acquisitions Delegated Procurement

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Jul 28, 2008 Day 1	8:30 am - 4:00 pm	6120 EPS	\$1,664	Jun 27, 2008
Jul 29, 2008 Day 2	"	"	"	"
Jul 30, 2008 Day 3	"	"	"	"
Jul 31, 2008 Day 4	"	"	"	"
Aug 1, 2008 Day 5	"	"	"	"

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Aug 4, 2008 Day 1	8:30 am - 4:00 pm	6120 EPS	\$1,664	Jul 13, 2008
Aug 5, 2008 Day 2	"	"	"	"
Aug 6, 2008 Day 3	"	"	"	"
Aug 7, 2008 Day 4	"	"	"	"
Aug 8, 2008 Day 5	"	"	"	"

9516 NIH Internal & External Requisitioner

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Aug 7, 2008	8:30pm - 4:00pm	6120 EPS	\$480	Jul 16, 2008

*NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS to be placed on a wait list. For Further information, please contact the Human Resource Development Division on (301) 496-6211 or visit their website: <http://learningsource.od.nih.gov>

THE OALM ACQUISITION NEWSLETTER

The OALM Acquisition Newsletter will be published six (6) times in 2008. We encourage the ICs to submit any articles that are related to acquisition. We will do our best to include your articles in future Newsletters.

OALM invites your comments and suggestion for future articles. Please address all correspondence to the editors: Nic D'Ascoli, DAscoliN@od.nih.gov, Cynthia Henderson, HendersonCY@od.nih.gov, Alfreda Mire, MireA@od.nih.gov, Milton Nicholas, NicholaM@od.nih.gov, or Annette Romanesk, RomanesA@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, 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.