



JAN 5 2009

National Institutes of Health
Bethesda, Maryland 20892

TO: IC Scientific Directors
IC Executive Officers
Directors, Offices of Acquisition

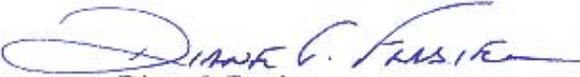
FROM: Director, Office of Acquisition & Logistics Management, OM, NIH

SUBJECT: NIH Award for Outstanding Service in Purchasing

I am pleased to announce the call for nominations for the NIH Award for Outstanding Service in Purchasing for calendar year 2008. The award will be presented to one or more individuals who have demonstrated a commitment to excellence in obtaining quality goods and services to meet the needs of NIH's scientists. The awardees will be announced and honored during the Simplified Acquisition Symposium on April 22, 2009 at the Natcher Auditorium. Those who nominated the awardees are welcome to attend.

Complete nomination instructions for this award are detailed in the attachments. Nominations are **due no later than February 13, 2009**. I encourage you to nominate appropriate employees for this award.

Please distribute this memorandum to your appropriate staff. If you have questions or need additional information, please contact Mrs. Susan Kaminski, Division of Simplified Acquisition Policy and Services (DSAPS), Office of Acquisition and Logistics Management (OALM), at (301) 496-4543.



Diane J. Frasier

Attachments

Distribution:
NIH Administrative Officers
Delegated Buyers and Approvers
Contract and Procurement Series

INSTRUCTIONS

I. NIH AWARD FOR OUTSTANDING SERVICE IN PURCHASING-

NOMINATION INSTRUCTIONS

Purpose of the Award: The award is given to acknowledge the outstanding contributions made by individuals in the area of purchasing, including delegated purchasing, who have shown a commitment to excellence by obtaining quality goods and services that meet the research needs of NIH's scientific community and evidence cost-effectiveness, regulatory compliance, and responsiveness. There will be one or more non-monetary awards, consisting of a certificate or plaque.

Sponsor of Award: The Simplified Acquisition Committee (SAC) is the sponsor of this award.

Award Period: This award recognizes outstanding service accomplished during the period of January 1, 2008 through December 31, 2008.

Basis for Award: The award will be presented to individuals who have demonstrated one or more of the following:

1. Unusual initiative or creativity;
2. Cost-savings through any purchasing mechanisms;
3. Outstanding leadership in simplified acquisitions;
4. Resourcefulness in resolving purchasing and/or payment problems; and/or
5. Accomplishments above and beyond the requirements of the position.

Eligibility: Award candidates are NIH employees in the GS-1105 or any other series with full-time or significant (**at least 80 percent**) responsibilities in **purchasing** (not contracting), both those in the delegated offices and Offices of Acquisition. Purchasing by delegated buyers and Purchasing Agents in the Offices of Acquisition may include use of the purchase card.

- Employees processing only delegated orders must have satisfactorily completed the NIH Simplified Acquisition & Delegated Procurement Training Program, attended all six (6) Advanced Procurement Seminars, and the nominee must have passed their most recent delegated review.
- Purchasing Agents in the Offices of Acquisition purchasing offices with delegation of contracting officer authority up to \$25,000 per transaction must have satisfactorily completed the DHHS courses in Basic Simplified Acquisition and Advanced Simplified Acquisition.
- Purchasing Agents in the Offices of Acquisition purchasing offices with delegation of contracting officer authority up to \$100,000 must have satisfactorily completed the DHHS courses in Basic Simplified Acquisition, Advanced Simplified Acquisition, Con 100 and Con 110.

Nomination Format: The Nomination format consists of: 1) Nomination Cover Sheet and 2) Nomination Narrative Statement. In order to be considered, both the cover sheet and the narrative statement must be completed for each nominee in the format provided in Attachment 2.

Nominations may be submitted by colleagues or outside organizations; however, the first level supervisor **must** endorse the nomination.

Nomination Submission: An original plus six copies are to be received **no later than COB February 13, 2009**, Division of Simplified Acquisition Policy and Services (DSAPS), Office of Acquisition and Logistics Management (OALM), 6011 Executive Blvd., Room 547G, Attention: Sue Kaminski. **Faxed nominations will not be accepted.**

Review Process: An Ad Hoc Award Review Committee will review nominations. The committee will be responsible for evaluating the proposals and submitting recommendations to the Chairperson of the SAC for a final decision.

The Ad Hoc Award Review Committee: The committee will be composed of six individuals (managers and peers) from the acquisition and administrative community. The members will be selected by the Chairperson of the SAC to serve on the review committee. The SAC Chairperson will also chair the committee.

Presentation: The awardees will be honored during the Simplified Acquisition Symposium on April 22, 2009 at the Natcher Auditorium. The Director, Office of Acquisition & Logistics Management, OM, NIH, will make the presentations.

1) NOMINATION COVER SHEET

Instructions: Prepare nomination cover sheet according to the format below. The instructions in parenthesis describe the information that should be entered. **Do not exceed 1 page.**

Name of Nominee: (Give name of nominee, as it should appear on a certificate. Accuracy in spelling is extremely important).

Title of Present Position: (State exact title of nominee's present organizational position).

Organization: (Enter National Institutes of Health, Name of IC, Branch, and Section).

Period of Performance: (January 1, 2008 through December 31, 2008)

Present Pay Plan, Grade, and Series: (Enter present pay plan, series and grade).

Other Honors Received: (List and describe any other honors received by nominee from any service. Include type, purpose, and date of presentation, and donor of each award).

Citation: (Describe the highlights of the contribution. This may be used as the citation on the award. The citation may not exceed 25 words).

Nominator: Name _____ Date

Title _____

First Endorsement: _____

First Level Supervisor or Manager Date

2) NOMINATION NARRATIVE STATEMENT

Instructions: Prepare the nomination narrative statement according to the format shown below. The instructions in parenthesis describe the information that should be entered. **Do not exceed 2 pages.**

Name of Nominee: (The nomination should include the nominee's name)

Acquisition Training: (List training completed)

Work Experience: (Length of NIH acquisition work experience and any other pertinent background information that will assist in evaluating the nominee's achievements)

Description of Accomplishment: (Describe, **using specific examples**, the contribution area(s) for which the nomination is being made.):

- * Unusual initiative or creativity;
- * Cost-savings beyond that available through BPAs;
- * Outstanding leadership in simplified acquisitions;
- * Resourcefulness in resolving purchasing and/or payment problems; and/or
- * Accomplishments above and beyond requirements of the position.

The basis for the nomination should reflect work performed during the period of January 1, 2008 through December 31, 2008. The description should include the following:

- * objectives and significance;
- * methods used;
- * obstacles overcome, if relevant;
- * relation to previous work attempted in this field, if any;
- * impact within or outside the nominee's IC; and/or
- * results both achieved or anticipated.