



The Office of Acquisition and Logistics Management (OALM) Acquisition Newsletter

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

NOV / DEC 2007

SIMPLIFIED ACQUISITION HELPLINE
(301) 496-0400

PURCHASE CARD HELPLINE
(301) 435-6606

BPA HELPLINE
(301) 496-5212

INSIDE THIS ISSUE:

Notice to Buyers: Update and Consolidation of Invoicing	1
NBS Access Request Form for New Buyers and Approvers	2
Foreign Vendors who are in CCR	2
January Simplified Acquisition Certification Board Meeting	2
Simplified Acquisition Mini - Symposium	3
NIH Award for Outstanding Service in Purchasing	3
Lectures Series Continues in 2008	3
Our Purpose	4
New & Discontinued BPA's	5
Acquisition Training Schedule	6-11

Notice to Buyers: Update and Consolidation of Invoicing Instructions

In the last few months, NIH has been experiencing some invoice payment issues. A version of the instructions set out below were issued to acquisition staff, who can use them as the basis for communication with vendors/ contractors.

Purpose: To provide updated and consolidated invoicing instructions for your use in communicating to vendors/ contractors what is necessary for a proper invoice.

As you know, three partners must do their part to get invoices paid - acquisition staff, vendors/contractors, and OFM. This Notice and the attached information address what vendors/contractors need to do to submit a proper invoice that can be paid by OFM. Discussions also will be held with OFM and a separate, future communication will cover the results.

The expectation of this Notice is that each NBS Buyer will provide invoice requirements to their vendors/contractors through one or more of the following methods: a) an order/contract modification; b) a letter; c) an e-mail; or, d) verbal communication. How you choose to communicate this information will depend on whether the vendor/contractor is receiving timely payments and the extent to which they understand the requirements. By this time, Buyers are likely to have begun working with those vendors/contractors that are having payment problems. The method of communicating this information also may depend on actions already taken to inform the vendors/contractors of the invoicing requirements.

Previously, separate letters were sent for simplified acquisitions and contracts. This information has been combined into Word documents that can be found at this CIT supported NIH Vendor Invoice Query Web site: <https://silk.nih.gov/adb/billpay>.

There are some vendors/contractors with active awards in both ADB and NBS. Information to help them distinguish between ADB and NBS invoice requirements has been added to the above Web site. This includes not only the Word documents, as mentioned above, but a table and accompanying text that sets forth Acquisition Document Numbering for ADB and NBS. Many vendors/contractors have both simplified acquisitions and contracts so having one place to look for instructions will be of assistance to them.

It is possible that previous communications you sent did not reach vendor/contractor billing offices. NBS has queried CCR vendor information to obtain contact records for billing offices. An Excel spreadsheet containing this data on vendors/contractors with open, active awards in NBS is attached. Although the CCR is the system of record for vendor information, it is recognized that the information on the spread sheets is only as good as the data entered by the contractor; however, it does provide an alternative approach for you to consider in corresponding with the vendors.

Whatever you can do to help vendors/contractors improve the invoices they are submitting, whether with the information provided, through your awards, or otherwise, please do so. For a copy of all the documents mentioned in this letter you may call the Simplified Acquisition Helpline on 301-496-0400.

If you have any questions, contact via NIH Global E-mail John DeCenzo (Contracts), Milton Nicholas (Simplified Acquisitions), Mary Armstead (Document Numbering) or contact the NBS Help Desk.



NBS Access Request Form For New Buyers and Approvers

NBS authority for New Buyers and Approvers and modified authority for existing Buyers and Approvers can be obtained by going to <https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/UserAccessForm/AcquisitionForm.html> will link you to the required form to be used to request access to NBS Buyer Acquisition for New Buyers and Approvers.

To complete the form electronically, first save the file to your computer. Click your cursor on each gray text area and enter the requested information. Once required fields are completed, submit request form via email to: NBSUAFDSAPS@mail.nih.gov.



Foreign Vendors Who Are In CCR

Some agents have expressed concern about having vendors, particularly foreign ones, added to the NIH Vendor Table. Use the foreign vendor's CAGE# located in CCR, followed by four 9's (example XXXXX9999) for the Tax ID. Enter this in the TIN field of your vendor request. This should work!



January Simplified Acquisition Certification Board Meeting

There will be a Board meeting to review Simplified Acquisition Certification packages (previously called Level I) toward the last week of January or early February. The following information must be provided in your Simplified Acquisition Certification (SAC-A) package:

- (a) Provide a "Simplified Acquisition Certification Application Form", Appendix N-2 of the HHS Acquisition Workforce Training and Certification Handbook. See <http://oamp.od.nih.gov/Division/acp/AcqTraining/careerhandbookver2Jun07.pdf>
- (b) Provide a "Contracting Officer's Warrant Application Form", Appendix P-1. See <http://oamp.od.nih.gov/Division/acp/Warrantswarrants.asp>
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 BPACalls up to \$500,000 and POS up to \$3,000 and TODOs up to \$500,000
- (c) Provide a current resume identifying buyer or approver duties
- (d) Provide copies of certificates from the "Basic Simplified Acquisition" and the "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 the packages to Annette Romanesk at 301-496-8422 by January 15, 2008.

Save the Date: Simplified Acquisition Mini-Symposium - April 1, 2008

The Simplified Acquisition Mini-Symposium (SAMS) is scheduled for April 1, 2008 (no fooling) at the Natcher Conference Center (building 45). The planning committee is busy working to insure a full day of valuable information for the Simplified Acquisition and related communities.

Attendance at the Symposium will count toward acquisition certification maintenance requirement. Additionally, if you help plan the Symposium, you will be awarded additional CLPs!

To volunteer to be on the planning committee (we need you) or if you have a suggestion for the committee, send an email to Nic D'Ascoli at DAscoli@od.nih.gov.



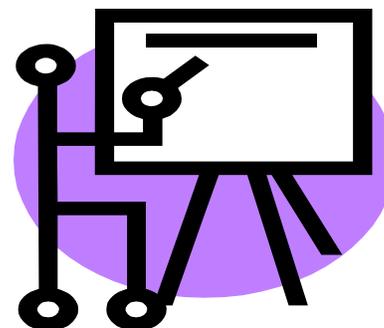
NIH Award for Outstanding Service in Purchasing

The Nomination Package for "Outstanding Service in Purchasing Award" for Calendar Year 2007 is available at <http://olao.od.nih.gov> <<http://olao.od.nih.gov/>> under "Important Links". Nominations are due no later than C.O.B. February 18th, 2008 to Sue Kaminski, 6011 Executive Blvd., Room 547G. Mrs. Kaminski's telephone number is (301) 496-4543. You are encouraged to nominate employee(s) for this award. 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. Award candidates are NIH employees in the GS-1105 or any series with full-time significant (at least 80 percent) responsibilities in simplified acquisition. The awardees will be honored during the April 1, 2008 Simplified Acquisition Mini-Symposium.



Lecture Series Continues in 2008

Last year we began the Simplified Acquisition Lecture Series. The topics included DCIS for NBS, Small Business Program Initiatives, and Appropriation Law. We received good feedback on all of them. For 2008, we have planned a session GSA Federal Supply Schedule Contracts, and another one on Accessing Provisions and Clauses in NBS. Date and location information will be announced once it is finalized. Please let us know what topics are of interest to you. If you are interested in helping plan and organize these lectures, please contact Alfreda Mire through the global e-mail listing.



Our Purpose

Sometimes non research employees at NIH have been heard to remark that “ all I do is push paper”, or “ all I do is buy pens”. However, it’s important to remember why you’re pushing paper or buying pens. It all goes towards the NIH mission.

NIH Mission

NIH is the steward of medical and behavioral research for the Nation. Its mission is science in pursuit of fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to extend healthy life and reduce the burdens of illness and disability.

The goals of the agency are as follows:

1. Foster Fundamental creative discoveries, innovative research strategies, and their applications as a basis to advance significantly the Nation’s capacity to protect and improve health.
2. Develop, maintain, and renew scientific human and physical resources that will assure the Nation’s capability to prevent disease.
3. Expand the knowledge base in medical and associated sciences in order to enhance the Nation’s economic well-being and ensure a continued high return on the public investment in research: and
4. Exemplify and promote the highest level of scientific integrity, public accountability, and social responsibility in the conduct of science.

In realizing these goals, the NIH provides leadership and direction to programs designed to improve the health of the Nation by conducting and supporting research:

- In the causes, diagnosis, prevention, and cure of human diseases;
- In the processes of human growth and development;
- In the biological effects of environmental contaminants;
- In the understanding of mental, addictive and physical disorders; and
- In directing programs for the collection, dissemination, and exchange of information in medicine and health, including the development and support of medical libraries and the training of medical librarians and other health information specialists.

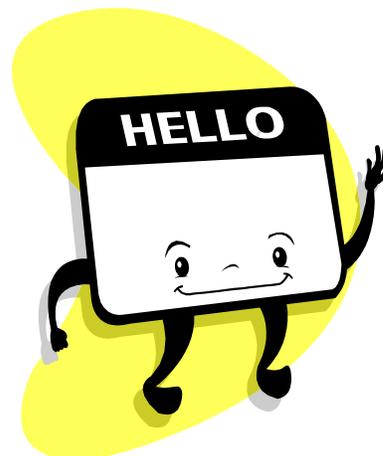
It is important to remember that we each play a part in helping to meet the mission goals, that what we do helps to advance the research in the ongoing search to understand and find cures for illnesses and disabilities.



New & Discontinued BPA's

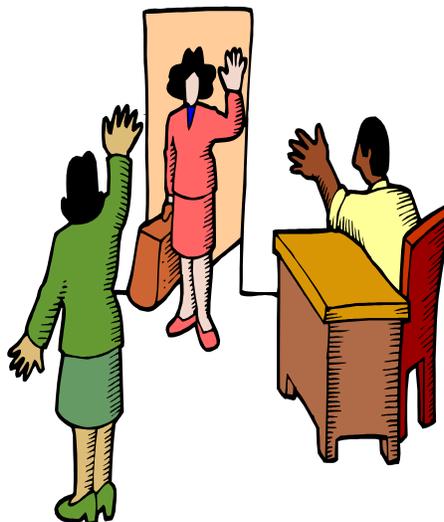
The following BPAs have recently been established:

#999900130B – Softmart Government – for IT software, hardware
 #999900807B – The Sloane Group – for consulting services
 #999900106B – DC Ventures – for specialized office supplies
 #999900107B – Calvert Service – for electrical supplies
 #999900822B – Freestate Copier – for printer services
 #999900824B – Consolidated Safety Services – for IT services and equipment, advertising services
 #999900825B – Infinite Dimensions – for IT services and software
 #999900828B – Jennifer Webb – for writing and editing services
 #999900827B – Dharmacon – for biological materials
 #999900831B – BearingPoint – for IT services and software
 #999900837B – MRF Consulting – for human resources services
 #999900841B – Cooperative Personnel – for human resources services



The following BPAs have recently been discontinued:

#60054 – Chromadex Inc
 #999900605B – Etoile Corp
 #62105 – Lydia Buki
 #54798 – Mindbank Consulting Group
 #51980 – Ottenberg's Bakers
 #999900698B – Planta Analytica
 #58106 – Rabil & Bates Communication
 #63542 – Sarah Goforth
 #62286 – Unique
 #63724 – Amaram Technology
 #60196 – Informatics Studio
 #62092 – Atlis Systems
 #999900316B – Thermo Electron
 #63960 – Integral Consulting
 #64001 – Computer Tech Consultants
 #999900819B – House of Printing
 #999900821B – PNL Publications
 #64170 – Client Network
 #64261 – LCG Systems



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

2609 Federal Supply Schedules

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
-------------	--------------	-----------------	-------------	--------------------------

No Classes Scheduled

2610 Consolidated Purchasing Through Contracts

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
-------------	--------------	-----------------	-------------	--------------------------

No Classes Scheduled

2611 Buying From Businesses On The Open Market

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
-------------	--------------	-----------------	-------------	---------------------------

No Classes Scheduled

2617 Price Reasonableness in Simplified Acquisitions

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
-------------	--------------	-----------------	-------------	---------------------------

September 8, 2008	8:30 AM—4:00 PM	6120 Executive Plaza South		August 17, 2008
-------------------	-----------------	----------------------------	--	-----------------

9512 NIH Purchase Card Training

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Jan 16, 2008	8:30-4:00pm	6120EPS	\$744	Dec 25, 2007
Jan 17, 2008	“	“	“	
Feb 21, 2008	8:30-4:00pm	6120EPS	\$744	Jan 30, 2008
Feb 22, 2008	“	“	“	
Feb 25, 2008	8:30-4:00pm	6120EPS	\$744	Feb 3, 2008
Feb 26, 2008	“	“	“	
Mar 10, 2008	8:30-4:00pm	6120EPS	\$744	Feb 17, 2008
Mar 11, 2008	“	“	“	
Mar 12, 2008	8:30-4:00pm	6120EPS	\$744	Feb 19, 2008
Mar 13, 2008	“	“	“	
Apr 10, 2008	8:30am - 4:00pm	6120EPS	\$744	Mar 19, 2008
Apr 11, 2008	“	“	“	
Apr 14 , 2008	8:30am - 4:00pm	6120EPS	\$744	Mar 23, 2008
Apr 15, 2008	“	“	“	

May 1, 2008	8:30am - 4:00pm	6120EPS	\$744	Apr 10, 2008
May 2, 2008	“	“	“	

May 12, 2008	8:30am - 4:00pm	6120EPS	\$744	Apr 20, 2008
May 13, 2008	“	“	“	

Jun 19, 2008	8:30am - 4:00pm	6120EPS	\$744	May 28,2008
Jun 20, 2008	“	“	“	

Jun 30, 2008	8:30am - 4:00pm	6120EPS	\$744	Jun 8, 2008
Jul 1, 2008	“	“	“	

Jul 14, 2008	8:30am - 4:00pm	6120EPS	\$744	Jun 22, 2008
Jul 15, 2008	“	“	“	

Jul 16, 2008	8:30am - 4:00pm	6120EPS	\$744	Jun 24, 2008
Jul 17, 2008	“	“	“	

Aug 11, 2008	8:30am - 4:00pm	6120EPS	\$744	Jul 22, 2008
Aug 12, 2008	“	“	“	

Aug 13, 2008	8:30am - 4:00pm	6120EPS	\$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>
Jan 7, 2008	8:30am - 4:00pm	6120EPS	\$1,664	Dec 16, 2007
Jan 8, 2008	“	“	“	“
Jan 9, 2008	“	“	“	“
Jan 10, 2008	“	“	“	“
Jan 11, 2008	“	“	“	“

Mar 3, 2008	8:30am - 4:00pm	6120EPS	\$1,664	Feb 10, 2008
Mar 4, 2008	“	“	“	“
Mar 5, 2008	“	“	“	“
Mar 6, 2008	“	“	“	“
Mar 7, 2008	“	“	“	“

May 5, 2008	8:30am - 4:00pm	6120EPS	\$1,664	Apr 13, 2008
May 6, 2008	“	“	“	“
May 7, 2008	“	“	“	“
May 8, 2008	“	“	“	“
May 9, 2008	“	“	“	“

Jun 23, 2008	8:30am - 4:00pm	6120EPS	\$1,664	Jun 1, 2008
Jun 24, 2008	“	“	“	“
Jun 25, 2008	“	“	“	“
Jun 26, 2008	“	“	“	“
Jun 27, 2008	“	“	“	“

Aug 4, 2008	8:30am - 4:00pm	6120EPS	\$1,664	Jul 13, 2008
Aug 5, 2008	“	“	“	“
Aug 6, 2008	“	“	“	“
Aug 7, 2008	“	“	“	“
Aug 8, 2008	“	“	“	“

9516 NIH Internal & External Requisitioner

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Jan 18, 2008	8:30am-4:00pm	6120 EPS	\$480	Jan 13, 2008
Jan 25, 2008	8:30am - 4:00pm	6120 EPS	\$480	Apr 16, 2008
Aug 7, 2008	8:30am - 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 2007. 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, DAscoli@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 **Milton Nicholas** 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.