MAY / JUNE 2009

The Office of Acquisition and Logistics Management (OALM) Newsletter

http://olao.od.nih.gov

Simplified Acquisition Helpline

(301) 496-0400

SimplifiedAcquistionelp@od.nih.gov

Purchase Card Helpline

(301) 435-6606

Creditcard@od.nih.gov

BPA Helpline (301) 496-5212

INSIDE THIS ISSUE:

JULY SIMPLIFIED ACQUISITION CERTIFICATION BOARD 1

MARK MINNICK-FLEET MANAGER OF THE YEAR AWARD 2

SIMPLIFIED ACQUISITION PATHWAYS TO KNOWLEDGE LECTURE SERIES 3

SAVING TAX DOLLARS— A SUCCESS STORY 4

BPA LISTS 5

REFRESHER TRAINING FOR SIMPLIFIED ACQUISITION STAFF 6

LTASC GO LIVE AUGUST 2009 7

PRIORITY SOURCE UNICOR 7

ACQUISITION TRAINING SCHEDULE 8-11

SPECIAL THANKS! 12

JULY SIMPLIFIED ACQUISITION CERTIFICATION BOARD

There should be a Board meeting to review requests for Simplified Acquisition Certification (SAC-A) some time at the end of July, 2009. Please send your packages to Annette Romanesk by July 13th. You can send them to her as an email attachment or fax to her at 301-496-8422.

The following must be provided in your SAC-A package:

1. A "Simplified Acquisition Certification Application Form", Appendix N-2.

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

2. If you are also requesting a warrant as a Purchase Card Holder or Card Approving Official with authority over $3,000 or delegated authority for BPA Calls and TODOs up to $500,000 and Purchase Order authority up to $3,000, then also submit the "Contracting Officer's Warrant Application Form", Appendix P-1.

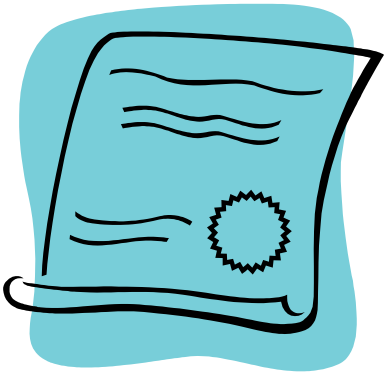
See: http://oamp.od.nih.gov/Division/acp/Warrants/WarrantApplication.pdf

3. A current resume identifying buyer or approver duties

4. Copy of the certificate from either "Basic Simplified Acquisition" or the on-line class "CON-237" and a copy of the certificate from "Advanced Simplified Acquisition" class

5. A copy of the cover page of your last performance appraisal with the final rating.

6. Proof that you have completed Green Purchasing.



Congratulations to Mark Minnick!

GSA National Fleet Manager of the Year Award

Mr. Mark Minnick, Chief of the Fleet Management Section within the Transportation Management Branch of Division of Logistics Services (DLS) has been awarded the GSA National Fleet Manager of the Year Award, Civilian Agency Category – Small Fleet (50 – 500 vehicles). GSA and the Federal Fleet Policy Council (FedFleet) selected Mr. Minnick to receive the 2009 Bob Baker Fleet Manager of the Year Award. This award, named in honor of Mr. Bob Baker, a founding member of FedFleet, is designed to recognize and honor individuals who have demonstrated exceptional skills and abilities in the Federal motor vehicle fleet management profession.

Mr. Minnick, who has been with NIH for over twenty years, serving as the supervisor of the NIH automotive repair facility from April 1994 until December 1999 and as the Chief of the Fleet Management Section since January of 2000, will be honored at a ceremony during The National Federal Fleet Manager Workshop and Information Fair in Chicago, Illinois, July 28-30, 2009.

Mr. Minnick has played an instrumental role at NIH being the leader within HHS in meeting or exceeding all requirements related to the mandates set forth for Federal Agencies to follow. He has personally been committed to the "greening" of services offered by NIH to include the reduction of gasoline usage and the increase of alternative fuel use; the right sizing of the NIH fleet to include procuring alternative fuel vehicles; the use of bio-diesel fuel; and meeting the demanding requirements of EO 13423 and the Energy Policy Act of 1992 and 2005.

Please join us in extending congratulations to Mr. Minnick for his receiving recognition by this National level award and keeping NIH Fleet Management a model for all to emulate.

2009 SIMPLIFIED ACQUISITION PATHWAY TO KNOWLEDGE LECTURE SERIES

Sponsored by:

Office of Acquisition and Logistics Management (OALM)

Office of Acquisition Management and Policy (OAMP)

Division of Simplified Acquisition Policy and Services (DSAPS)

What Everyone Needs to Know About "Managing Change":

"Change is not always an easy thing. Part of what makes it difficult is our own personal perceptions of what change means, and whether it is a positive thing. This session reveals the dynamics of change and how individuals can choose to frame their experience(s) with change. A five part strategy for managing change is also provided."

SPEAKER: Mark Leheney - Trainer, Facilitator, Coach
Mr. Leheney is a certified trainer, facilitator and coach who has more than 10 years' experience as a manager and leader in organizations in the U.S. and Europe, and 10 years' experience in the training and development field. He has worked with both private and public sector organizations, training employees, managers and leaders to become more effective in their roles. Mr. Leheney has extensive experience in communication skills, including in the areas of presentations, group dynamics and interpersonal communications. He also teaches managing conflict, coaching, critical thinking, emotional intelligence and personality type.

When: Wednesday, June 24, 2009, 9:30am -11:30am,

Where: Neuroscience Center, 6001 Executive Boulevard, Conf. Room D (bring your ID badge)

Cost: Free

Registration: You must register online at the following link: http://olao.od.nih.gov/

no later than COB, Monday June 8, 2009

(Note: If this date has passed, please call—we may be able to accommodate your attendance).

If you have any questions or need special accommodations, please contact Ms. Alfreda Mire via email at mirea@od.nih.gov or (301) 435-3904.

FUTURE SESSIONS

Wednesday, September 23, 2009

Wednesday, October 28, 2009

NOTE:

The Division of Simplified Acquisition Policy and Services has been spearheading lectures on various acquisition topics under its Pathways to Knowledge Program since 2007. Lectures occur on a quarterly basis and count toward an individual's certification training requirement (1102s, 1105s, 1106s), and NBS Approvers, PC-Holders and Card Approving Officials skills currency training requirement. In order to receive the 2 hour training credit, you must attend the full session. Your attendance at this and other Pathway to Knowledge lectures is strongly encouraged. In addition, you are urged to keep paper records of your training.

Please note that video cast for NIH remote sites will be offered if interested ICs wish to cover the cost.

Saving Tax Dollars — A Success Story

"Saving Tax Dollars" was the impetus of a recent Preventative Maintenance/Repair Contract awarded by the OA within the OALM/OD/NIH on behalf of the Fleet Management Section (FMS) of the Transportation Management Branch (TMB) of the Division of Logistic Services (DLS). Spearheaded by Richard Trott, Chief, TMB, who had established a similar contract while serving as the Manager, Logistics Services in support of NCI-Frederick, stated this type of contract has proven in the past to save tax dollars by establishing a multi-year contract to cover the multitude of preventative maintenance and repair tasks required to keep the NIH vehicle fleet of almost 300 vehicles operating at a premium level. Previous to this effort the FMS utilized various agreements and buying methods to cover costs associated with vehicle preventative maintenance and repair to include BPAs, Government Purchase Card, Fleet Credit Card, etc. Mr. Trott stated he had a great team who helped put together the contract to include Mr. Mark Minnick, Chief, FMS, and Mr. Matthew Courtad, Contract Specialist, OA, who provided oversight of the entire acquisition process.

After receiving approval from OSDBU in mid-March, the solicitation was posted on FedBizOps for 17 days, during which time vendors were allowed to submit questions and an amendment was posted providing answers to all questions. After receiving five (5) proposals and determining all proposals were responsive, a technical evaluation team from FMS was established to conduct the initial technical evaluation. This evaluation examined such factors as: technical experience; vehicle transportation and towing capabilities; and past performance. It was also determined that site visits to all the vendors should be a part of the technical evaluation whereby the evaluation team could visualize the workspace where the NIH fleet vehicles would be worked on, meet each of the primary points of contact for each vendor, and ask questions and receive clarifications pertinent to each vendor's proposal. The technical evaluation team, accompanied by Mr. Courtad, visited all five vendors within the same day to conduct their site visits.

Upon completion of the site visits the technical evaluation team prepared their written technical evaluation of each vendor and submitted their evaluation to Mr. Courtad, who simultaneously was performing a price analysis of the pricing proposals from each vendor. Although pricing proposals proved to be very competitive amongst the five vendors, the final analysis showed the vendor with the best pricing proposal mirrored the Technical Evaluation Team's recommendation. On April 30, 2009, an award was made to Rockville Auto and Truck Service, Inc. with a base period of 5 months and four 12 month option periods.

Both Mr. Greg Holliday, Director of OA, and Mr. Lonnie Winley, Acting Director of DLS, who initially approved Mr. Trott's efforts to establish this contract, stated that it was another example of a great "team effort" between both DLS and OA, which will prove not only financially beneficial for NIH, but also for the taxpayers.

NIH BLANKET PURCHASE AGREEMENTS (BPA) LISTS AVAILABLE ONLINE!

Lists of all NIH Blanket Purchase Agreements (BPA's) can be found at the following URL:

http://olao.od.nih.gov/acquisitions/references/

This location contains three BPA lists:

1) complete vendor alphabetical list;

2) vendor list sorted by commodity; and

3) a listing of the preferred HHS Strategic Sourcing vendors.

If you have questions or need further clarification, please contact the BPA helpline at (301) 496-5212.

40 Hours of Refresher Training Required for Simplified Acquisition Staff

Got a Purchase Card with authority over $3,000 or some other Simplified Acquisition warrant? Are you a GS-1105 or 1106? Are you an Approver in a Delegated office? Then you need to get 40 hours (40 Continuous Learning Points or CLPs) of skills currency between January 1, 2008 and December 31, 2009. If you don't get your 40 hours, then your acquisition certification expires and you will need to reapply. Further, any warrant based on that certification will be revoked.

The rules are posted at http://oamp.od.nih.gov/Division/acp/SkillsCurrency/ContinuousLearning.asp.

All work related training counts, as does certain other activities such as approved self directed study and on-the-job experiential assignments.

Our old guidance said that you should be tracking your hours in ACMIS. But ACMIS doesn't have a function designed for tracking the simplified acquisition training requirement, so we are substituting a different mechanism. When you have completed 40 CLPs of training, send an e-mail to :RefresherTraining@mail.nih.gov with a cc to your supervisor listing the training, date and hours.

This *sample* e-mail shows how easy this documentation process is:

From: Joe Turner [Employee]

To: RefresherTraining@mail.nih.gov

Cc: Sam Malone [Supervisor]

Subject: Mandatory Refresher Training

I am e-mailing you with a cc to my supervisor to document completion of 40 CLPs of training for 2008-2009 for staff with simplified acquisition responsibilities. My training was comprised of the following:

Title	Date	Hours
Green Purchasing	1/3/2008	2
Security Training	2/9/2008	1
Ethics Training	4/22/2008	1
Section 508 Training	5/13/2008	1
Change Management	1/7/2009	8
Intro to Excel	8/9/2009	8
Federal Supply Schedules	11/3/2009	4
Consolidated Purchasing Through Contracts	7/13/2009	3
Appropriations Law for Simplified Acquisition	4/4/2009	8
Price Reasonableness in Simplified Acquisition	3/14/2009	4
Negotiation Techniques for Simplified Acquisition	8/4/2009	8
Buying from Businesses on the Open Market	9/9/2009	3
Simplified Acquisition Pathways to Knowledge Lecture Series	6/24/2009	2

Joe Turner

LONG-TERM ADMINISTRATIVE SUPPORT CONTRACTS (LTASC)

The Long-Term Administrative Support Contracts (LTASC) are anticipated to go live August 2009. These multiple award contracts are NIH-wide and serve NIH in all its US locations (this means even you Hamilton, Montana). These contracts will allow those with long term administrative support needs to acquire such services through task orders in a fast, efficient, and of course cost effective manner.

Labor categories range from Admin 1 (general clerical) to Admin 4 (executive assistant). A Program and Contract Support Team has been established to make your acquisition go swiftly and smoothly. As an added feature, a user friendly website will be made available to provide you and your customers easy access to SOPs, templates, points of contacts, and other tools.

More information will be made available after finalization of award. If you have questions or comments please contact Mr. Zedekiah J. Worsham at admin.response@mail.nih.gov. LTASC is looking forward to serving you and the entire NIH Community!

ACQUISITION FROM FEDERAL PRISON INDUSTRIES, INC (UNICOR)

This article is to reiterate previous communication regarding ***Acquisition from Federal Prison Industries, Inc (FPI)***. In accordance with 10 U.S.C. 2410n and Section 637 of Division H of the Consolidated Appropriations Act 2005 (Pub. L. 108-447), agencies shall follow the steps below. These procedures are applicable to all purchases **regardless of the mechanism, where the total exceeds $3,000**. You are encouraged to read the full text of FAR 8.6. Below are the key steps to be followed.

- Before purchasing a supply listed in the FPI Schedule, conduct market research (FAR Part 10.002) to determine whether the FPI item is comparable to supplies available from the private sector in terms of price, quality, and time of delivery. This is to be a unilateral determination by the Contracting Officer.
- Prepare a written determination based on the results of the market research that includes supporting rationale explaining the assessment of price, quality, and time of delivery.
- If the FPI item is comparable, either purchase the item from FPI in accordance with the ordering procedures at http://www.unicor.gov or, if appropriate, obtain a waiver from FPI in accordance with FAR 8.604.

- If the FPI item is not comparable in one or more of the areas of price, quality, and time of delivery, acquire the item through competitive procedures found in FAR 6.102, set-aside procedures found in FAR 19.5, or simplified acquisition competition procedures found in FAR 13. Include FPI in the solicitation process and consider a timely offer from FPI for award in accordance with the requirements and evaluation factors in the solicitation.
- When placing an order under a multiple award delivery order contract, follow the fair opportunity procedures in FAR 16.505. When using a multiple award schedule issued under the procedures in FAR 8.4 or the fair opportunity procedures in FAR 16.505, establish and communicate to FPI the requirements and evaluation factors that will be used as the basis for selecting a source so that a timely offer from FPI can be evaluated on the same basis as the contract or schedule holder.

ACQUISITION TRAINING SCHEDULE

2609 NIH Federal Supply Schedule —

Dates	Times	Location	Cost	Cancellation Date
July 14, 2009	9:00 AM—-12:00 PM	6120 Executive Plaza South	$295	June 29, 2009
September 10, 2009	9:00 AM—-12:00 PM	6120 Executive Plaza South	$295	August 26, 2009

2610 NIH Consolidated Purchasing Through Contracts —

Dates	Times	Location	Cost	Cancellation Date
July 13, 2009	1:00 PM —-4:00 PM	6120 Executive Plaza South	$295	June 28, 2009
September 9, 2009	1:00 PM —-4:00 PM	6120 Executive Plaza South	$295	August 25, 2009

2611 NIH Buying From Businesses on the Open Market —

Dates	Times	Location	Cost	Cancellation Date
July 13, 2009	9:00 AM —- 12:00 PM	6120 Executive Plaza South	$295	June 28, 2009
September 9, 2009	9:00 AM —- 12:00 PM	6120 Executive Plaza South	$295	August 25, 2009

2617 NIH Price Reasonableness in Simplified Acquisition —

Dates	Times	Location	Cost	Cancellation Date
June 16, 2009	8:30 AM —- 12:00 PM	6120 Executive Plaza South	$325	May 25, 2009
August 17, 2009	8:30 AM —- 12:00 PM	6120 Executive Plaza South	$325	August 2, 2009

2635 NBS P-Card Logs & Reconciliation (Refresher) —

Dates	Times	Location	Cost	Cancellation Date
July 22, 2009	8:30 AM —- 4:00 PM	6120 Executive Plaza South	$350	June, 21, 2009

ACQUISITION TRAINING SCHEDULE

5512 NIH Professional Services

Dates	Times	Location	Cost	Cancellation Date
August 14, 2009	8:30 AM— 4:00 PM	6120 Executive Plaza South	$350	July 13, 2009

5513 NIH Negotiation Techniques for Simplified Acquisition —

Dates	Times	Location	Cost	Cancellation Date
June 9, 2009	9:00 AM— 4:00 PM	6120 Executive Plaza South	$375	May 25, 2009
July 15, 2009	9:00 AM— 4:00 PM	6120 Executive Plaza South	$375	June 14, 2009
August 4, 2009	9:00 AM— 4:00 PM	6130 Executive Plaza North	$375	July 20, 2009
August 26, 2009	9:00 AM— 4:00 PM	6120 Executive Plaza South	$375	August 12, 2009

5514 Appropriations Law for Simplified Acquisitions —

Dates	Times	Location	Cost	Cancellation Date
July 16, 2009	9:00 AM— 4:00 PM	6120 Executive Plaza South	$375	June 15, 2009
August 5, 2009	9:00 AM— 4:00 PM	6130 Executive Plaza North	$375	July 21, 2009
August 27, 2009	9:00 AM— 4:00 PM	6120 Executive Plaza South	$375	August 12, 2009

5515 Buyer Acquisition (Refresher) -

Dates	Times	Location	Cost	Cancellation Date
July23 and July 24, 2009	9:00 AM— 4:00 PM	6120 Executive Plaza South	$610	June 22, 2009

For Additional information on courses details and descriptions, and to register, please contact the Human Resource Development Division on 496-6211 or visit the website http://trainingcenter.nih.gov/

ACQUISITION TRAINING SCHEDULE

8801 Writing Statements of Work

Dates	Times	Location	Cost	Cancellation Date
August 18 and August 19, 2009	8:30 AM—4:30 PM	6130 Executive Plaza North	$472	July 17, 2009

9512 Purchase Card Training (NIH Purchase Card Program)

Dates	Times	Location	Cost	Cancellation Date
June 22 and June 23, 2009	8:30 AM—4:30 PM	6120 Executive Plaza South	$775	May 21, 2009
June 24 and June 25, 2009	8:30 AM—4:30 PM	6120 Executive Plaza South	$775	May 23, 2009
July 20 and July 21, 2009	8:30 AM—4:30 PM	6120 Executive Plaza South	$775	June 19, 2009
August 10 and August 11, 2009	8:30 AM—4:30 PM	6120 Executive Plaza South	$775	July 9, 2009
August 12 and August 13, 2009	8:30 AM—4:30 PM	6120 Executive Plaza South	$775	July 11, 2009
August 17 and August 18, 2009	8:30 AM—4:30 PM	6120 Executive Plaza South	$775	August 2, 2009

9513 Simplified Acquisition & Delegated Procurement —

Five (5) Day Class!

Dates	Times	Location	Cost	Cancellation Date
June 15 thru June 19, 2009	8:30 AM —4:00 PM	6120 Executive Plaza South	$1595	May 14, 2009
July 13 thru July 17, 2009	8:30 AM —4:00 PM	6120 Executive Plaza South	$1595	June 12, 2009
August 3 thru August 7, 2009	8:30 AM —4:00 PM	6120 Executive Plaza South	$1595	July 2, 2009

9515 Buyer Contracts —

Dates	Times	Location	Cost	Cancellation Date
July 15 Thru July 17, 2009	8:30 AM—4:00 PM	6120 Executive Plaza South	$815	June 14, 2009
August 26 Thru August 28, 2009	8:30 AM—4:00 PM	6120 Executive Plaza South	$815	July 25, 2009

ACQUISITION TRAINING SCHEDULE

9516 Internal & External Requisitioner —

Dates	Times	Location	Cost	Cancellation Date
June 5, 2009	8:30—4:30	6120 Executive Plaza South	$410	May 4, 2009
June 13, 2009	8:30—4:30	6120 Executive Plaza South	$410	June 12, 2009
August 13, 2009	8:30—4:30	6120 Executive Plaza South	$410	July 12, 2009
August 14, 2009	8:30—4:30	6120 Executive Plaza South	$410	July 13, 2009
September 11, 2009	8:30—4:30	6120 Executive Plaza South	$410	August 10, 2009
September 14, 2009	8:30—4:30	6120 Executive Plaza South	$410	August 13, 2009

9519 Simplified Acquisition for Offices of Acquisition *

*** This class is only for NBS/Prism approvers and buyers in the Offices of Acquisition. This class is not appropriate for NBS/Prism approvers and buyers in delegated offices. NBS/Prism approvers and buyers in Delegated offices should take Course Number 9513 "Simplified Acquisition & Delegated Procurement".**

Dates	Times	Location	Cost	Cancellation Date
July 31, 2009 (New Date)	8:30 AM— 4:30 PM	6120 Executive Plaza South	$505	June 25, 2009

For information on courses descriptions and other details, and to register, please contact the Human Resource Development Division on (301) 496-6211 or visit their training website at http://trainingcenter.nih.gov/

SPECIAL THANKS!

We'd like to thank all those who contributed to this and future editions of the OALM Newsletter.

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The OALM Acquisition Newsletter will be published six (6) times in 2009. We encourage the ICs to submit articles that are related to acquisition. We will do our best to include such articles in future editions of the OALM Newsletter.

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 Nic D'Ascoli at the email address above. For future issues please contact the Simplified Acquisitions Helpline on (301) 496-0400 or via email at SimplifiedAcqusitionHelp@od.nih.gov and you will be referred to the appropriate editor.

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