



THE OLAO ACQUISITION NEWSLETTER

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

JAN / FEB 2007

**DELPRO
HELPLINE**
(301) 496-0400

**PURCHASE
CARD
HELPLINE**
(301) 435-6606

BPA HELPLINE
(301) 496-5212

INSIDE THIS ISSUE:

Change in Simplified Acquisition Data Collection—SAI	2
NBS Call to Closeout Old Orders	2
Space Heaters = Personal Furnishings	3
News From NITAAC	4
NBS Training for Acquisition & Contracts, Property, Purchase Card and Finance	5
Simplified Acquisition Symposium Agenda Items	5
Blanket Purchase Agreements (BPAs) Coming and Going	6
Available Acquisition Training & Seminars	7-9

NEWS YOU CAN USE

NIH Award for Outstanding Service in Purchasing Calendar Year 2006

The deadline for submission of nominations is extended to March 7, 2007. An electronic version of the nomination package is available at the following website:

<http://www.olao.od.nih.gov/> under Important Links. Click on the topic entitled “2006 Purchasing Awards Nomination Package” for a copy of the award instructions.

Nominations are due to Mrs. Susan Kaminski, 6011 Executive . Blvd., Room 547G no later than C.O.B. March 7, 2007. **Faxed nominations will not be accepted.** Mrs. Kaminski may be reached at (301) 496-4543.

Award candidates are NIH employees in the GS-1105 or any series with full-time significant (at least 80 percent) responsibilities in purchasing and/or DELPRO.

This award recognizes outstanding service

accomplished during the period of January 1, 2006 through December 31, 2006.

These are non-monetary awards, consisting of a certificate or plaque. The awardees will be honored at the Simplified Acquisition Symposium. Those who nominate the awardees are also welcome to attend.

Protecting Contractors from Identity Theft

As of Wednesday, February 28, 2007, in order to protect our contractors from inadvertent disclosure of sensitive information, the Employee Identification Number (EIN) was moved on the NIH 2555 “Order for Supplies or Services.”



The EIN consists of a prefix and Social Security Number (SSN) for an individual or Tax Identification Number

(TIN) for an organization. The original placement in block 8 presented a problem when orders were mailed using a window envelope as the SSN (or TIN) showed through the window with the name and address subjecting the Contractor to identity theft. The EIN now appears in Block 6.

Discussions around how this issue will be handled after the cutover to NBS are currently underway.

Simplified Acquisition Symposium 2007

Registration Opens March 5, 2007

The 2007 Simplified Acquisition Symposium will be held April 17th and 18th 2007, at the 4-H Center. On-Line registration begins March 5th. Information on how to register will be forthcoming.



Change in Simplified Acquisition Data Collection—SAI

The Simplified Acquisition Interface (SAI) was implemented in Fiscal Year 2005 as a means of collecting data on simplified acquisition actions, i.e., purchase orders and DELPRO orders, above \$2,500. (This threshold was later modified to reflect the new micro-purchase threshold of \$3,000.) The SAI is a streamlined, simplified means of reporting data to the DHHS Contract Information System (DCIS), and ultimately to the Federal Procurement Data System (FPDS).

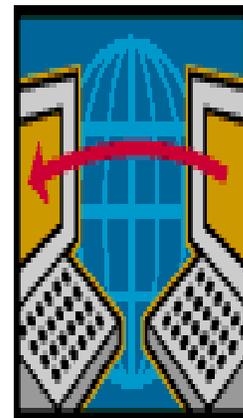
NBS is a new business system that will encompass all financial activity at NIH, and the reporting of that information. The NBS was rolled out in February for the GDC and Inventory (Track 3). For the major portion of acquisition, NBS (Track 4) will be rolled out in May. This will cover R&D and Station Support

contracts, and Simplified Acquisitions. The NBS will not incorporate or link to any existing systems, such as SAI.

SAI was implemented with the understanding that it might be short-lived, but with the hope that the NBS rules, and budget, might allow it to continue as part of NBS. This will not happen.

Once NBS Track 4 is deployed, which is scheduled for May 2007, SAI will be terminated and data will need to be entered through the PRISM module in NBS. PRISM is the module where awards (orders, contracts, etc.) are created and approved. Once the award is created and approved, PRISM provides the means for the agent to go directly into DCIS and enter the required data.

Some of the DCIS data will have been mapped over from PRISM to DCIS prior to the agent entering DCIS. This reduces the number of fields that will need to be completed by the purchasing agent. The NBS training modules will show purchasing agents how to go directly from PRISM to DCIS to complete the necessary data fields. Note that DCIS is utilized for contracts of all values and most of the DCIS fields do not apply to simplified acquisition. The fields that do, will require information similar to what is now in SAI, though their appearance will differ. Separate instructions and a matrix will be provided for each type of NBS simplified acquisition, i.e., purchase order, BPA call and Task Order/Delivery Order (TO/DO), prior to NBS roll out to assist in identifying which fields need to be completed.



QUESTIONS?

**CALL THE
DELPRO**

HELPLINE ON

301-496-0400

NBS Call to Closeout Old Orders

The NIH Business System (NBS) is launching Acquisitions, Contracts, Property, and their associated Financials in May. In preparation, open acquisitions and contracts documents must be converted from the ADB to the NBS. Most of the required data can be converted automatically, but information that either 1) does not exist in the ADB, or 2) is not formatted appropriately for the NBS, must be collected from the ICs/OD.

The NBS Project Office will engage the ICs/OD in a "Data Collection" exercise from

February to May 2007 to collect the required data for their open documents. Examples of data elements needed include:

- Buyer Names
- Contracting Officer Names
- Requisitioner Names
- PIID numbers (contracts)

This exercise will require significant participation from the Acquisitions community due to the high volume of open documents to be converted (as of December 2006, there were over 43,000 open documents across the NIH). To avoid converting "stale" documents and to minimize the data collection

effort, the Acquisitions community should begin closing out as many documents as possible. ICs will be given specific instructions based on document type to assist in the data collection exercise.

Note – A document must be final paid to be considered closed. Coordinate with OFM to close out documents that have been received but not final paid.

Do you have questions about data collection?

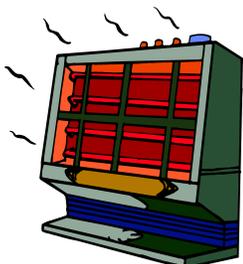
Contact: nbsdataconversion@mail.nih.gov



Space Heaters = Personal Furnishings

After one of the warmest Januarys on record, we have just experienced one of the coldest Februarys on record. With low temperatures, we routinely get questions about the purchase of space heaters.

Use of appropriated funds to purchase space heaters is prohibited under the Personal Expenses and Furnishings rule (3 Comp Gen. 433 (1924)).



“[P]ersonal furnishings are not authorized to be purchased under appropriations in the absence of specific provision therefor[e] contained in such appropriations or other acts, if such furnishings are for the personal convenience, comfort, or protection of such employees, or are such as to be reasonably required as a part of the usual and necessary equipment for the work on which they are engaged or for which they are employed.”

Space heaters can only be placed with the approval of the Office of Research Facilities (ORF). The placement of a space heater by ORF is not for the personal comfort of a particular employee but a determination that existing HVAC facilities are inadequate. See recent ORF guidance below:

From: ORS Information Line
 Sent: Tuesday, January 04, 2005 10:15 AM
 To: NIH-STAFF@LIST.NIH.GOV
 Subject: Play it Safe When Using Space Heaters in NIH Buildings

Each year at this time, questions arise concerning the use of space heaters at the NIH.

Before a space heater can be considered for an area, any difficulties in regulating or maintaining a comfortable temperature must first be directed to the Office of Research Facilities (ORF) to have a building engineer attempt to make mechanical adjustments to the heating system. If it is determined by ORF that an area cannot be adequately heated, a space heater may then be purchased for use in designated areas only. Space heaters are not permitted, under any circumstances, in laboratories, patient care units, or clinics.

Prior to installing any space heater, ORF must also verify that the electrical service to the area is adequate to safely accommodate the heater. Space heaters can easily overload electrical circuits in a building; therefore, additional circuitry may need to be installed. If electrical work is required, it is the responsibility of the requesting IC to initiate and fund the necessary work requests.

The Division of the Fire Marshal, Office of Research Services, does not endorse any particular brand or manufacturer of space heaters; however, a convection-type heater is preferable. Convection models slowly warm the air around them and pose less of a burn hazard since their surface temperatures are generally lower. Prior to purchasing the heater, be sure that the unit is equipped with ALL of the following features to minimize fire hazards typically associated with these devices:

- * A multi-directional tip-over switch – Space heaters can easily tip over. This switch automatically turns off the unit regardless of which way it may fall.
- * An overheat sensor – This sensor limits the heat output of the space heater and automatically turns off the unit if it becomes too hot.
- * A visible on/off indicating switch and light.

Proper placement of the space heater is important for safety as well as for comfort. Make sure the unit is placed on a hard non-combustible surface instead of carpet. All combustible materials (e.g., paper, plastics, wood, etc.) must be stored away from the heater. The power cord must not be covered by carpeting or other materials and extension cords should not be used. Never leave the heater in operation when an area is unoccupied.

If you have questions concerning the selection and use of space heaters, please contact the Division of the Fire Marshal at 301-496-0487.

News from NITAAC

Benefits of the Electronic Commodities Store III (ECS III) Quoting System

The ECS III Quoting System is an on-line tool designed to simplify the ordering of information technology commodities. It is user-friendly, provides easy access, and allows you to place orders quickly while easily meeting your Federal Acquisition Regulation (FAR) documentation requirements. The ECS III Team invites you to use the system for your next IT product order. You will enjoy the Quoting Systems ease of use and “built-in” streamlined processes that are Government compliant – among the other benefits.

More questions?

Check out our Frequently Asked Questions at <http://nitaac.nih.gov/ECS3FAQ.asp>.



<i>Expedited Ordering Process</i>	On-Line real-time transactions speed Request for Quote (RFQ) posting, response quoting, and the award process. Customer and contractor notifications are automatic and instantaneous.
<i>Direct & Rapid Notification</i>	Quote notifications come directly to the customer's desktop via e-mail.
<i>Compliance with FAR Requirements</i>	The system's "built-in" processes help customers meet FAR ordering requirements including Fair Opportunity to be Considered (FAR 16.505) and best value evaluations (FAR 15.101). Provides vendors with equal competition.
<i>Best Value Ordering</i>	A NITAAC "Best Value" report that allows customers to compare quotes. Vendors are ensured inclusion in the customer's best value report.
<i>Documentation Support and Audit Trail</i>	Key documentation is printable for keeping a record in the customer's official contract files.
<i>Easy to use</i>	User-friendly step-by-step instructions are provided on the NITAAC website to walk customers and vendors through the process.
<i>Supports the Presidents e-Gov Initiatives</i>	Promotes e-Gov initiatives in e-Commerce and electronic acquisitions, providing timely and accurate information to contracting decision makers. The NITAAC system supports customer agency's emphasis on streamlining the procurement process.

Please take the time to become acquainted with the ECS III Quoting System and let us know of any ideas you might have for additional enhancements. Comments on how to improve the system can be sent to the ECS III mailbox at ecsiii@od.nih.gov.

We look forward to hearing from you!

NBS Training for Acquisition & Contracts, Property, Purchase Card and Finance

Registration for NBS Wave 2 classes will be open February 21, 2007, through March 13, 2007. This training includes Acquisitions & Contracts, Property, Purchase Card, and Finance. Role mapped users who need training in this round can choose their training date when they register through the NBS Training and Communication Community Portal (TCCP). Access to the NBS will be prohibited until completion of this mandatory training. If you miss this opportunity, you will have to wait for the training to be adopted into the NIH Training Center's fee based training system at a later date.

NBS IC/OD Advocates will contact role mapped users very soon. The directions for accessing the TCCP are below.

How does staff register for NBS training?

All role-mapped users must enter the NBS Training and Communication Community Portal (TCCP), where they will see only the courses to which they are role mapped. For each course, the user must click into the link, at which point they will be directed to the registration page for that course.

To get to the Training Portlet:

1. Log into my.nih.gov.
2. Select *My Communities* at the top of page.
3. Choose *NBS Training and Communications* from drop-down menu.
4. Locate the *NBS Training* portlet (registration information for all role-mapped users) of the portal.

Need help? Contact NIH Help Desk: helpdesk@mail.nih.gov or (301) 496-HELP.

NOTE: If your pop-up blocker is enabled you may have trouble seeing some of the information on this page. Disable your pop-up blocker. If you need help to disable your pop-up blocker, contact the NIH Help Desk.



What does the registration page contain?

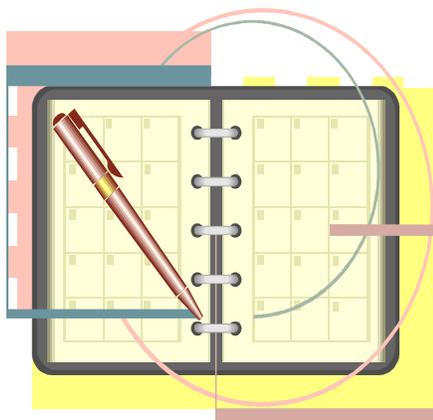
The registration page contains:

Course description

Dates, times, and address/location for each training class section

The registration system will send a confirmation to each student who registers for a class.

Simplified Acquisition Symposium Agenda Items



The 2007 Simplified Acquisition Symposium is not to be missed! *Some* of the workshops and seminars include:

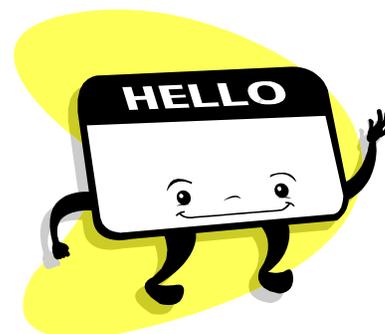
- Workplace Relationships
- Blanket Purchase Agreements (BPAs),
- Stress Management in a Twenty-First Century World
- Purchase Card
- Financial Management and Retirement
- Small Business
- Alternative Medicine

There will also be line dancing, an exercise demonstration, our ever popular acquisition game, an inspirational speaker, prize drawings, and an awards ceremony!

Blanket Purchase Agreements (BPAs) Coming and Going

The following BPAs have recently been established:

- #63984 – American Bioanalytical – for chemicals and media
- #64037 – Biodesign International – for biological materials and antibodies
- #64222 – Brinkmann Instruments – for laboratory supplies and instruments
- #64013 – Labrepcos – for laboratory supplies and equipment
- #64337 – Nalge Nunc International – for laboratory supplies and equipment
- #64088 – Time Express – for courier services
- #64064 – 21st Century Biochemicals – for laboratory and testing services
- #63060 – Quality Controlled Biochemicals – for biological materials
- #63072 – Cartridge Plus – for toner cartridges
- #63096 – Bay Lighting – for lighting and electrical supplies
- #63100 – Vie Communications – for writing services
- #63175 – Eenzyme Inc – for biological materials and laboratory supplies

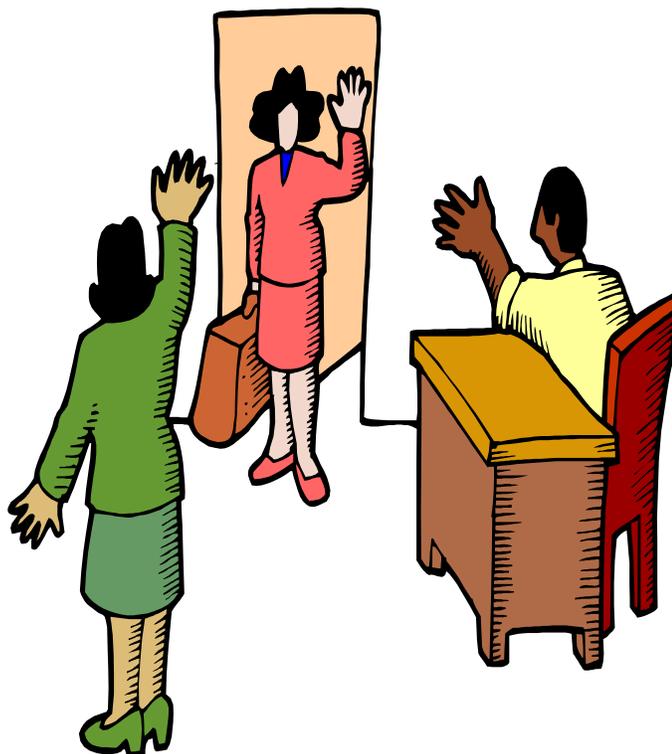


The following BPA has recently been reestablished:

- #56513 – Glygen Corp – for laboratory supplies and equipment

The following BPAs have recently been discontinued:

- #61452 – Better Engineering
- #60760 – Corporate Office Solutions
- #61022 – Olen Healthcare
- #52672 – Research Products International
- #45852 – American Bioanalytical
- #45837 – Biodesign International
- #45746 – Brinkmann Instruments
- #58824 – Cueto and Reed
- #45304 – Labrepcos
- #49638 – Owl Separation Systems
- #60930 – S&S Graphics LLC
- #58630 – Alkemists Pharmaceuticals Inc
- #61058 – American Herbal Pharmacopoeia
- #62835 – Nancy Volkers
- #62823 – Pat Taylor & Assoc
- #59361 – York Graphic Services
- #57492 – Tiger Personnel
- #50034 – Alliant/Atlantic Foodservice
- #50958 – Synpep Corporation
- #56746 – Tel-Test Inc
- #47330 – Time Express
- #61125 – 21st Century Biochemicals
- #63112 – Pioneer Life Sciences



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>

Government Purchase Card Training

2635 Electronic Purchase Logs & Reconciliation Procedures

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB. This training is for current NIH Purchase Card holders who wish to create and reconcile purchase logs using the ADB.

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
Jun 7, 2007	8:30am - 12:30pm	EPS	\$345	May 16, 2007
Aug 9, 2007	8:30am - 12:30pm	EPS	\$345	Jul 18, 2007

2636 Purchase Card Training (Mandatory)

This course introduces the NIH Purchase Card, Purchase Logs 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. As part of 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.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current approving officials or cardholders.

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
Jun 6, 2007	8:30am - 4:00pm	EPS	\$394	May 15, 2007
Jul 16, 2007	8:30am - 4:00pm	EPS	\$394	June 24, 2007
Aug 6, 2007	8:30am - 4:00pm	EPS	\$394	July 15, 2007

Mandatory DELPRO Procurement Training

The Delegated Procurement (DELPRO) Training Program and 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

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. This is a four (4) day course.

<u>Course Dates</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
May 8—11, 2007	8:30am - 4:00pm	EPS	\$1015	Apr 16, 2007
Jul 17—20, 2007	8:30am - 4:00pm	EPS	\$1015	Jun 25, 2006

2612 Professional Service Orders

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
Aug 7, 2007	12:30pm - 4:00pm	EPS	\$314	Jul 16, 2007

2617 Price Reasonableness in Simplified Acquisitions

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
Sep 6, 2007	8:30pm - 12:00pm	EPS	\$313	Aug 15, 2007

2609 Federal Supply Schedules

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
Jul 24, 2007	1:00pm - 4:00	EPS	\$305	Jul 2, 2007

2610 Consolidated Purchasing Through Contracts

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Jul 24, 2007	9:00am - 12:00pm	EPS	\$305	Jul 23, 2007

2611 Buying From Businesses On The Open Market

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
Jul 25, 2007	9:00am - 12:00pm	EPS	\$305	Jul 3, 2007

*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 OLAO Acquisition Newsletter

The OLAO 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.

OLAO invites your comments and suggestion for future articles. Please address all correspondence to the editors: John Best, BestJ@od.nih.gov, 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/or procedures published in this issue, you may contact Nic D'Ascoli at the email address above. For future issues, contact the DELPRO Helpline on (301) 496-0400 and you will be referred to the appropriate editor.