



THE OLAO ACQUISITION NEWSLETTER

HOME PAGE: <http://www.nih.gov/od/olaola>

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INDEX

HIGHLIGHT OF THE MONTH - pgs. 1-2
THE 2003 SIMPLIFIED ACQUISITION SYMPOSIUM

SIMPLIFIED ACQUISITION - pgs. 2-5
AWARDS
A REMINDER CONCERNING CONTRACTORS
VENDOR PARKING PERMITS
ELIGIBILITY REQUIREMENTS FOR
LEVELS I, II, III and IV
THE PROFESSIONAL SERVICE ORDER (PSO) AND
SUBJECT CLASS CODES

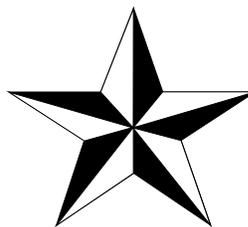
CONTRACTS - pgs. 5-6
A MESSAGE ABOUT FEES FROM OMEGA
ARE INDEFINITE DELIVERY CONTRACTS
MANDATORY OR PRIORITY?

PURCHASE CARDS - pg. 6
SIGNATURE ON "ALL" PURCHASE CARD LOGS

BPA NEWS - pgs. 6-7
ADVERTISING BPAS
NEW / DISCONTINUED & RE-ESTABLISHED BPAs

AVAILABLE TRAINING & SEMINARS - pgs. 8-12
PURCHASE CARD PROCESSING SYSTEM.
MANDATORY PURCHASE CARD TRAINING.
MANDATORY DELPRO PROCUREMENT TRAINING.

THE ACQUISITION NEWS - pg. 12
SEND US YOUR ACQUISITION ARTICLES.
WEBSITE
HOW TO GET NEWSLETTER, HOW TO CORRECT
ADDRESS
CO-EDITORS.



HIGHLIGHT **OF THE MONTH**

THE 2003 SIMPLIFIED ACQUISITION SYMPOSIUM

The 2003 Simplified Acquisition Symposium was held March 26 and 27th at the National 4H Center in Chevy Chase, Maryland. The theme of the Symposium was "New Concepts - New Directions" and, as indicated by the speakers, a new direction is coming to acquisition.

The first day of the Symposium was filled with speakers: Mr. John Best, Chairman of the Symposium; Ms. Laurie Weker, Director, Division of Acquisition Programs, Office of Logistics and Acquisitions Operations, OLAO; and Ms. Diane Frasier, Director, Office of Management and Acquisition Policy and the Head of the Contracting Activity (HCA). Dr. Leamon Lee, Associate Director for Administration, OD and Mr. David Ramos, Acting Director, OLAO gave out awards to winners of the 2002 Purchasing Awards. (See the article below.)

Reverend Dr. Lee P. Washington, Pastor of the Reid Temple AME Church inspired the participants to be all that they can be. Mr. James Marx and Ms. Doranne Penney, Acquisition Functional Team of the New Business Research and Support System (NBRSS), showed the group slides on how acquisitions will look in the future with the NBRSS. Mr. Tim Wheelles and Mr. Charles Leasure explained the A-76 Standards and the FAIR Act.

On Thursday morning March 27, Mr. Elmer Sembly, Associate Director for Communications and Outreach, OA, OD, conducted a NITAAC hour. He entertained and educated the participants by conducting a competition between two groups, appropriately labeled with college basket teams. Mr. Gary Morin discussed the Section 508 Standards. In brief, disabled federal employees or members of the public must have access to and use of information and services that are comparable to the same available to federal employees or members of the public who are not disabled. Thursday afternoon was filled with three interesting and enlightening workshops. Mr. William Brown, Chief, Acquisition Planning and Specifications Branch, DAP and his staff offered a workshop on the process and progress of reverse auctioning at NIH. Mr. Cole Stathes and Mr. Milton Nicholas, Simplified Acquisition Programs Branch, conducted "Acquisition Squares" games, using acquisition questions to select the winners of tic, tac, toe. Ms. Priscilla Irick, Chief, Commercial Accounts, OFM led a workshop on invoicing procedures, which offered hints to avoid bill payment problems.

In addition to all the speakers and workshops, there were exhibitors, including representatives of colleges and government programs, who met with the symposium participants to answer any questions and generally discuss what they have to offer.

Except for the initial bus problems, it was another worthwhile Simplified Acquisition Symposium.

SIMPLIFIED ACQUISITIONS

AWARDS

The Award for "Outstanding Service in Purchasing Award" for Calendar Year 2002 goes to Cheryl Leone, NIMH for carrying out purchasing responsibilities in an outstanding, expeditious, and efficient manner, and in recognition of an excellent working relationship with NIMH extramural program staff, and Toni Shepherd, NCI, for efficiency of service above and beyond expectation in support of the missions of the Branches and Laboratories of the Centers for Cancer Research at the Advanced Technology Center.

Special Recognition Awards were also presented to: Pamela Robbins, NCI; Jewell Petty, NCI; Russell H. Ruffin, NHLBI; Marsha Gorham, NCI; and Tajana Little, ORS; Stacey Polk, CC; Steve R. Brown, NCI and Jeane DeAngelis, NCI.

The Honorable Mention Awards went to Manuel Gomez, NIDDK; Loretta Moore, NIEHS; Giovanna Millone, NIDDK; Dianna Snowden, CC; Albert Harris, CC; Margaret Yang, CC; Lynda Johnson, CC; Andrea McGee, CC; Gladys Burns, NICHD, Inez Demery, NICHD and Laurritta Spriggs, NCI.

These awards were presented to individuals who have demonstrated a commitment to excellence in obtaining quality goods and services to meet the needs of NIH's scientists.

Congratulations also to the 2001 Awardees. They are: LaDonna J. Stewart-Roberts, NEI; Cheryl Frazier, ORS; Lisa S. Josephowitz, ORS; Florastine Tyler, ORS; Lynda L. Kieres, NIAID; Leona Eschenbacher, NIAID; Bonnie Lancy, NICHD; Vida Niles, NIMH; Denise Derricotte, NCI; Purnell B. Cofield, NHLBI; Margaret Finder, NIEHS; Mamie Ballance-Akinbinu, CC; Deborah Coulter, NHLBI; Cecelia Morales, NHLBI; Susan Dawson, NCI; Sharon Coles Calloway, NCI; Karen Gardner, NCI; Rita Jones, NIEHS; Andrea McGee, CC and Deborah Culpepper, CC.

A REMINDER CONCERNING CONTRACTORS

There have been some recent complaints/discussions concerning contractors who appear to be supervising NIH employees [not professional guidance, e.g., doctor to a technician] and performing other inherently governmental functions. There have been incidents that contractors are being used as personal service contractors rather than professional services contractors. Contractors or contractor-employees have also been seeking advice from the Office of General Counsel (OGC) without disclosing they are contractors. OGC ordinarily provides legal advice to NIH and its officials/employees but not contractors.

Contractors may not supervise NIH employees. They may not be used for personal services. They may not use the services of OGC. Please be vigilant in making sure that this is not occurring.

VENDOR PARKING PERMITS

Mr. Gary Freeman, NIH Traffic Management

Specialist, Division of Public Safety, ORS, offered this information regarding parking permits for vendors doing business at NIH.

Contractor Permit - A parking permit and an ID can be issued to a contractor that works 40 hours a week at NIH and has a permanent duty station on the main campus. The contractor has to submit a request to the Administrative Officer on their company letterhead for these IDs. Once it has been approved by the Administrative Officer and the contractor is entered in the NEDs System, this individual has to take their request (along with a form provided by the AO) to the parking office in Building 31C where they can obtain an ID and parking permit for campus parking.

Service Provider Permit - A vendor who wants to do marketing at NIH can obtain a Service Provider ID badge only. The vendor has to provide on company letterhead, their name, date of birth, and a justification for the need. The Parking Office will probably ask for one additional form of ID. The vendor takes this information to the NIH Parking Office and they will issue a Green Vendor Badge valid through August. If the company is going to have three sales reps on campus, all three have to have a separate letter and appear in person to obtain their badge. This badge will help the vendor maneuver through the different buildings on campus. Vendors have to pay for their parking, either hourly or daily. Once the vendors obtain their badges, they can utilize the NIH shuttles if they decide to use public transportation.

The parking office is open Monday through Friday, 7:30 AM to 4:30 PM. Mr. Freeman can be reached on area code 301-402-7433 if questions arise.

ELIGIBILITY REQUIREMENTS FOR LEVEL I, II and III CERTIFICATION

Below are the acquisition experience and course requirements for each of the acquisition authority levels. This is not to be confused with the educational requirements for the 1102 series.

LEVEL I PURCHASING AGENT

1. One (1) year of experience in the GS-1102, 1105, 1106, or other series having signature

authority for simplified acquisitions, six (6) months of which provided experience in using simplified acquisition procedures.

2. Eighty (80) hours of basic-level training which includes the following courses or their equivalent:

Contract Formation I (40 hours)

Acquisition Planning II (40 hours)

3. Satisfactory performance rating.

LEVEL II ACQUISITION OFFICIAL

1. Three (3) years of general acquisition experience.

2. Two-hundred and eighty (280) hours of basic-level training which includes the following courses or their equivalent:

Acquisition Planning I (80 hours)

Contract Formation I (40 hours)

Cost Analysis (40 hours)

Price Analysis (40 hours)

Federal Contract Negotiation Techniques (40 hours)

Contract Administration I (40 hours)

Note: Certification by the National Contract Management Association (NCMA) satisfies, and may substitute for, the courses prescribed for Level II certification. A bachelor's degree in a related field from an accredited college or university may be substituted for one year of the general experience requirement.

LEVEL III SENIOR ACQUISITION OFFICIAL

1. Two (2) years specialized experience (in addition to the three (3) years general experience required for Level II certification) in a senior acquisition position.

2. Satisfies the requirements for Level II certification.

3. Two-hundred and forty (240) hours of advanced-level training which includes the following courses or their equivalent:

Contract Formation II (40 hours)

Intermediate Contract Pricing (80 hours)

Contract Administration II (40 hours)

Contract Law (80 hours)

4. Satisfactory performance rating.

Individuals who have completed the requirements for Level III certification are considered to have satisfied DHHS mandatory and agency/assignment-specific training. Those individuals in the GS-1102 series who have completed such training are required by OFPP Policy Letter 97-01, dated September 12, 1997, to have 40 hours of continuing education or training every two years for the purpose of maintaining currency of acquisition knowledge and skills.

According to the Policy Letter, this type of training may include, but is not limited to, agency-sponsored training and management/executive seminars, special job and/or professional association-related projects and/or participation in seminars/workshops, or other appropriate developmental activities.

LEVEL IV SENIOR ACQUISITION MANAGER

(This is the highest level of certification. It signifies a level commensurate with supervisory contract management responsibilities, and preaward review and approval authority.)

1. A minimum of one (1) year in an acquisition management position.
2. Satisfies the requirements for Level III certification.
3. Satisfactory performance rating.
4. Certified by the DHHS Certification Board

For more information on the Certification levels, visit the DHHS website at

<http://www.hhs.gov/ogam/oam/traincert/hndbk/contents.html>

THE PROFESSIONAL SERVICE ORDER (PSO) AND SUBJECT CLASS (OC) CODES

Recently the Office of Financial Management (OFM), in conjunction with OAMP, OLAO and other ICs have changed the way services and travel should be coded on a PSO. The Header line and the first line of a PSO should be

classified under O.C. Code 25.00, Other contractual Services.

Travel and Per Diem, the second and third line of a PSO should be under OC Code 21 Travel and Transportation of People .

Header and Line One OC Codes:

25.2H - use if the individual is a professional, guest speaker or lecturer; or is participating in a workshop, seminar, etc.

25.13 - use if the individual is an expert in a particular field, who is being contracted by NIH to provide management or professional support services pertaining to R&D activities. Use for Ad Hoc Reviewer/Council participants (Non-Federal Person), NOT for Federal Advisory Committee members who are employees.

25.12 - use for an expert in a particular field who is being contracted by NIH to provide management or professional support services pertaining to NON R&D activities. Cannot be used on the header line of a PSO, may be used on a contract or Purchase Order.

If the individual does not fit into the above categories, review the HHS Accounting Manual Chapter 4-50 for the applicable code in the 25 OC Code. The website is:

<http://www.hhs.gov/of/policy/damanual/04-50.txt>

Note: Subject Class 25.2Q has been discontinued.

Travel and Per Diem OC Codes:

21.11 Site Visit Travel - (used for Government Employees) Domestic

21.12 Site Visit Travel - (used for Government Employees) Foreign

21.21 Program Meeting Travel -use if the individual is participating in a meeting to discuss day to day operational support of program activities; review of status reports, or to discuss topics of general interest (Domestic)

21.23 Program Meeting Travel -use if the individual is participating in a meeting to discuss day to day operational support of program activities; review of status reports, or to discuss topics of general interest (Foreign)

- 21.31 Speech or Presentation/Advisory Committee, use if the individual is a Non-Federal person giving a speech, presentation, lecture, etc., Travel (Domestic);
- 21.32 Speech or Presentation/Advisory Committee, Use if the individual is a Non-Federal person giving a speech, presentation, lecture, etc., Travel (Foreign)
- 21.33 AD HOC reviewer or Council Participant attending an IC's Federal Advisory Committee Meeting for their expertise, use if the individual is a Non-Federal person, e.g., evaluating scientific data, assessing products submitted for a clinical trial, etc. To be coded only as Domestic.
- 21.35 Federal Advisory Committee member to attend the IC's quarterly review meeting. To be coded only as Domestic.

CONTRACTS

A MESSAGE ABOUT FEES FROM OMEGA

Please note that the proper amount to be filled in for the service fee associated w/ a Record of Call (ROC) request processed via OMEGA is as follows:

- 1) For an emailed or faxed request - \$33.50 per ticket issued
- 2) For a request by phone or in person - \$43.50 per ticket issued

We are finding numerous instances where the service fee amounts being entered are those for requests by Travel Order for Staff and Patient travel, e.g., \$23.50. Keep in mind, there is no final receiving required for the common carrier tickets and service fees via a ROC. As a result, when we receive the monthly reconciliation file of airfare costs from OMEGA, their data and our data are not matching. This is leading to a significant number of rejection items in the Accounting Error Listing Report which requires OFM Travel Office staff to do rework in order to clear these errors.

Thus, we request that you please enter the appropriate service fee amount when you are completing a request for airfare through the Record of Call mechanism w/ OMEGA. All

service fee information can be accessed at the following ORS/Worksite Enrichment Programs web address:

<http://www.nih.gov/od/ors/dss/special/travel.htm#fees>

Just to clarify, these ROC requests and corresponding service fees fall under "Meeting Travel".

On a related note, Purchase Order requests for airfare tickets through OMEGA must also reflect the same service fee amounts as those for ROCs.

ARE INDEFINITE DELIVERY CONTRACTS MANDATORY OR PRIORITY?

The Delegated Acquisition Handbook in Part II, pages 4 and 5, shows the standard priority listing of sources with Federal Supply Schedule vendors taking precedence over commercial sources. On page 11 of Part II, however, there is a chart which shows NIH mandatory Indefinite Delivery Contracts taking precedence over Federal Supply Schedules. A few questions come to mind:

In what sense is the use of the NIH IDC's mandatory? The NIH Indefinite Delivery Contract Guide does not use the word "mandatory;" it uses the word "preferred."

Should I ignore the Federal Supply Schedules and go directly to an ECS III contract when searching for supplies?

To what source should a purchasing agent look to find a listing distinguishing the NIH mandatory IDC's from the nonmandatory IDC's?

An NIH IDC is mandatory when it is a "requirements" contract. The way a requirements contract works is:

Under a requirements contract, the Government's agreement is to fulfill all actual requirements of designated activities during a specified period with a particular contractor. This provides the consideration necessary to bind the contractor to supply the goods or services that the Government requires at a good price.

Most of the NIH equipment maintenance contracts are requirements contracts. You give your equipment serial number to a vendor, that number is added to the contract and any maintenance or service calls are paid for through that contract. For example, if you have a Beckman piece of

equipment, you should use the Beckman equipment maintenance contract.

Some of the NIH IDCs are nonmandatory. Please see the April 2002 OLAO Acquisition Newsletter. Carol Marcotte of NITAAC provided a series of answers to questions about the NITAAC contract, including the answer that the NITAAC contracts should be considered only after the priority sources in FAR 8.001 are considered. There is other good information in this article, too.

You, therefore, may not ignore the Federal Supply Schedules and go directly to ECS III. You must consider the FSS contract (and document the file that the FSS was considered) and make a decision about obtaining the best value for the government. It may be that ECS III offers a better price or a quicker turn around. Consider ECS III a vehicle to use when you obtain some advantage for the government.

The purchasing agent can go to the Acquisition Operations website:
<http://www.nih.gov/od/olao/oa/contracts/index.html> and he/she will find a list of NIH IDCs. You can discover whether or not the contracts are mandatory by viewing the contracts themselves (by accessing the contract source number in the ADB). To make it easier, most of the maintenance contracts are mandatory. The other IDCs are not, but they may be a way to obtain the best value for the government.

PURCHASE CARDS

Signatures on "All" Purchase Card Logs

It is imperative that all purchase card logs are signed and dated by both Cardholders (CH) and Card Approving Officials (CAO), certifying that all information is accurate.

In cases where the AO and the CH are physically located in different satellite offices, it is the responsibility of both individuals to coordinate a feasible process that will ensure monthly purchases are properly recorded on the log for final approval, with the appropriate supporting documentation attached (e.g., clearance approvals, charge slips, packing slips, etc.)

BPA NEWS

ADVERTISING

NIH no longer has a contract with Sykes Communication for advertising services. However, there are three Federal Supply Schedule BPAs that cover advertising services:

BRTRC, Inc.

Attn: Sabine Dietrich

8260 Willow Oaks Corp Drive

Fairfax, VA 22031

(703)-204-9277

BPA #55533

Expiration Date: 05/31/04

DAR Public Relations

Attn: Dannette Render

3737 Park East Drive, Suite 205

Beachwood, Ohio 44122

(216)-831-4850

BPA #57650

Expiration Date: 03/31/07

Jill Tanenbaum Graphic Design & Advertising

Attn: Jill Tanenbaum

4701 Sangamore Road, Suite 235S

Bethesda, MD 20817

(301)-229-1135

BPA #58196

Expiration Date: 06/30/07

NEW, DISCONTINUED AND REESTABLISHED BPAS

The following BPAs have recently been established:

BPA #	Company Name
#57517 -	Axxora LLC - for chemicals and biological materials

#56497 - Panacea Consulting Inc - for IT services

#56501 - Penn Camera Exchange - for photographic supplies/audiovisual equipment

#56540 - Confident Controls USA - for electrical supplies and hardware/building supplies

#56576 - Exygen Research - for laboratory testing services

#58003 - Venturi Staffing Partners - for temporary support services

#56604 - Turn Key Solutions - for meeting support and records management

#56628 - Northwestern Energy - for electric and gas services for RML, NIAID

#56616 - Teresa Triana - for translation services

#56591 - Fulcrum Associates - for training/facilitation services

#56655 - Colorado RAM Solutions - for IT memory

#56643 - Proxtronics Inc - for radiation safety training/x-ray quality assurance

#56667 - Tritel Resources - for temporary support services and IT services

#56670 - Next Century Corporation - for IT services

#56682 - E-Bioscience - for blood products and biological materials

#56631 - Micro Technology International - for IT services

#56694 - Standard Office Supply - for office supplies and equipment

#56707 - NTJ Enterprises Inc - for transcription services and laboratory testing services

#56710 - R.T. Scientific Inc - for chemicals and laboratory supplies

#56734 - Monroe Graphics - for printing services

#56801 - Profiles Placement Services - for temporary support services

#56761 - Nello Wall Systems Inc - for office reconfiguration

#56758 - PEC Solutions - for IT services

#56785 - Bladen Lithographics Inc - for printing services

The following BPAs have recently been discontinued:

#56967 - Answer Temps Inc

#53897 - Columbia Lighthouse

#56304 - Hire Standard Staffing

#41333 - Praxair Inc

#47654 - Q-Biogene

#55545 - Visual Sound Inc

#55218 - Viva Products Inc

#55063 - All-U-Need Temp Services

#55193 - Aspen Temporary Services

#55245 - SAI People Solutions

#56564 - Fox Staffing

The following BPAs have recently been reestablished:

#46568 - Executive Personnel Services - for temporary support services

#55390 - Aquent Inc - for IT services

#54565 - GT Systems/Diversity Service - for temporary support services

#48216 - Advanced Equipment Company - for material handling equipment/supplies

AVAILABLE TRAINING AND SEMINARS

2635

Purchase Card Processing System

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 electronic purchase logs using the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
5/6/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$218	4/9/2003
6/12/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$218	5/14/2003
7/20/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$218	7/01/2003

2607

Simplified Acquisitions Refresher for AOs (2 classes each day)

This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the role and responsibilities of the Approving Official. The Delegated Acquisition (DELPRO) Reference Guide will be used. The audience is Administrative Officers/Approving Officials who have successfully completed the mandatory 4 day Delegated Acquisition Training course more than 2 years ago and feel they could benefit from an update course specifically designed to emphasize Approving Official's responsibilities.

Course Date	Time	Location	Cost	Cancellation Deadline
7/31/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$190	7/2/2003

2636**Mandatory Purchase Card Training**

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 cardholders or card approving officials.

For more information, or to register, please contact the NIH Training and Development Branch on 496-6211 or visit the website: <http://learningsource.od.nih.gov/>

Course Date	Time	Location	Cost	Cancellation Deadline
4/14/2003	8:30 - 4:30	EPS	\$290	3/7/2003
5/5/2003	8:30 - 4:30	EPS	\$290	4/7/2003
5/19/2003	8:30 - 4:30	EPS	\$290	4/21/2003
6/9/2003	8:30 - 4:30	EPS	\$290	5/12/2003
6/10/2003	8:30 - 4:30	EPS	\$290	5/13/2003
7/14/2003	8:30 - 4:30	EPS	\$290	6/16/2003
8/11/2003	8:30 - 4:30	EPS	\$290	7/14/2003

MANDATORY DELPRO PROCUREMENT TRAINING

The Delegated Acquisition 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. The following courses will be available for enrollment this FY2002 and FY2003.

2609**Federal Supply Schedules**

Course Date	Time	Location	Cost	Cancellation Deadline
4/15/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	3/18/2003
7/15/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	6/17/2003

2610

Consolidated Purchasing Through Contracts

Course Date	Time	Location	Cost	Cancellation Deadline
4/16/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	3/19/2003
7/16/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	6/18/2003

2611

Buying from Businesses on the Open Market

Course Date	Time	Location	Cost	Cancellation Deadline
4/17/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	3/20/2003
7/17/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	6/19/2003

2617

Price Reasonableness in Simplified Acquisitions

Course Date	Time	Location	Cost	Cancellation Deadline
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5/20/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$245	5/1/2003
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2612

Professional Service Orders

Course Date	Time	Location	Cost	Cancellation Deadline
5/7/2003	8:30 - 12:00 1:00 - 4:30	EPN	\$245	4/8/2003
6/11/2003	8:30 - 12:00 1:00 - 4:30	EPN	\$245	5/14/2003
7/29/2003	8:30 - 12:00 1:00 - 4:30	EPN	\$245	7/1/2003

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.

Course Date	Time	Location	Cost	Cancellation Deadline
4/15 thru 4/18/2003	9:00 - 4:00	EPS	\$784	3/18/2003
5/20 thru 5/23/2003	9:00 - 4:00	EPS	\$784	4/22/2003
7/15 thru 7/18/2003	9:00 - 4:00	EPS	\$784	6/17/2003
8/12 thru 8/15/2003	9:00 - 4:00	EPS	\$784	7/15/2003

NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS in case an opening occurs. For further information, please contact the Human

Resource Development Division on 496-6211 or visit the website:

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

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may have related to acquisition so that we can include your articles in future newsletters.

The OLAO Acquisition Newsletter is published by the Office Of Logistics and Acquisition Operations (OLAO), OA, OD. This issue and prior issues are available through the OLAO homepage:

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

To receive a hardcopy of the Newsletter or to correct/remove/add your mailing address for the Newsletter, Mailing Key F113A, please fax your request to (301) 402-0217, or email your request to the following individuals:

Ms. Arlene Wallace at: wallacea@ors.od.nih.gov Or

Ms. Margaret Agresti at: agresti@ors.od.nih.gov

OLAO invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, seidelp@od.nih.gov , Tim Theoharis, theocharist@od.nih.gov , Annette Romanesk, romanesa@od.nih.gov , or John Best, bestj@od.nih.gov . If you have any questions or comments regarding the information, policy and/or procedures published in the News, contact the DELPRO Helpline on 496-0400 and you will be referred to the appropriate area.