



THE OLAO ACQUISITION NEWSLETTER

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

(DELPRO HELPLINE 301-496-0400 & PURCHASE CARD HELPLINE 301-435-6606)

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YOUR CO-EDITORS



SIMPLIFIED ACQUISITION MINI SYMPOSIUM

The Division of Acquisition Programs, Office of Logistics and Acquisition Operations would like once again to extend an invitation to NIH Purchasing Officials and all that are interested, to attend the "Simplified Acquisition Mini Symposium" on Thursday, April 27, 2006 in the Natcher Conference Center from 8:30 a.m. - 12:30 p.m. There is no charge for the symposium. On-line registration is now available via our homepage at <http://www.olao.od.nih.gov/>. Acquisition training credit will be provided to all who register and attend. The half-day session will consist of speakers, presentations and the 2005 Purchasing Agent Awards Ceremony. For further information, you may contact Ms. Alfreda Mire via email on the global email listing or telephone her at 301-435-3904. Topics for discussion include:

- New Business System (NBS)
- Fedsource
- Strategic Sourcing Initiatives

Also, Awards for Outstanding Purchasing work in 2005 will be presented.

HIGHLIGHTS OF THE MONTH



WE'RE CHANGING OUR LOOK

The Division of Acquisition Programs, OLAO Acquisition Newsletter is updating very shortly. The OLAO Acquisition Newsletter has had the same look over the years. We've heard your requests for an updated look so look for a new look in the very near future.

LEVEL I CERTIFICATION IS NOW SIMPLIFIED ACQUISITION



CERTIFICATION

Level I Certification is now called Simplified Acquisition Certification. The next certification board will meet some time at the end of April 2006. Please submit your Level I/Simplified Acquisition packages to your IC Coordinator so that

they can be forwarded to Annette Romanesk, 6011 Executive Boulevard, Room 547H by April 14th.

CONTINUOUS LEARNING POINTS FOR 1102S AND CONTRACTING OFFICERS

You may recall that the new policy regarding Federal Acquisition Certification in Contracting Program issued on January 20, 2006 set forth a requirement that all 1102s and all Contracting Officers regardless of series must complete 80 Continuous Learning Points (CLPs) every two years. While most of the policy changes set forth in that memo go into effect immediately, that portion wasn't to go into effect till October 1, 2007. It makes more sense to start the training year on a calendar basis, to avoid conflict with the fiscal year end efforts. The Department concurs and has allowed that the tracking of CLPs will begin January 1, 2008. In the meantime, we will continue to proceed under the existing guidance

provided by the October 2004 Certification Handbook, such that we will be required to take 40 hours of skills currency training during the period from January 1, 2006 through December 31, 2007.



It will be handled just as it has been in the past - individuals are responsible for getting the required training and keeping a record of the training they have completed. Office Chiefs are responsible for ensuring that their staff are provided with the opportunity to take training and to ensure that their staff actually take the required amount of training. Kelly Jackson will maintain a database of this training and follow up to ensure that their database demonstrates that all acquisition staff have the appropriate training. There are several ways that they get training records into their skills currency database. They keep records of the acquisition training provided by HHS University. They enter information when people forward them sign-in sheets or e-mails confirming group attendance at various events. Individuals can also forward certificates of completion, or send an e-mail with a cc: to your supervisor stating what event was

attended, on which dates, and the number of hours of attendance. Such e-mails and certificates should be forwarded to Kelly Jackson at kj5s@nih.gov, or inter-office mail at 6100/6D01A.

GREEN PURCHASING TRAINING IS NOW AVAILABLE ON VIDEO

Green Purchasing training can be seen on video at the following website:

<http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingVideoTraining.asp>. To receive credit for the training, you must send an email to Carl Henn and John Best indicating when you completed the video. You must also cc: your

supervisor in the email. This is required training for all Acquisition officials, except DELPRO Ordering Officials unless they have a purchase card.



STRATEGIC SOURCING UPDATE



The Department of Health and Human Services is moving ahead with its Strategic Sourcing (SS) plans. To date there are ten commodities available

on the HHS SS Portfolio and nine of those commodities are available for usage via the NIH BPA Listing. Current commodities include:

- Custodial Products
- Events Management
- IT Peripherals

- Lab Supplies
- Office Equipment
- Office Supplies
- Temporary Administrative & Professional Staffing
- Temporary Professional & Medical Staffing

The SS Team within the department is working aggressively to have the waiver process finalized when an alternate source is used in lieu of one of the SS vendors. Please keep in mind that all priority sources must be checked as mandated in FAR 8.002. To see a complete listing of the commodities and the current vendors which were chosen you can visit the NIH BPA Listing at <http://www.ola.od.nih.gov/Acquisitions/PlanningAndSupport/BPASupport.htm> or the HHS Departmental SS BPA website at <http://intranet2.hhs.gov/ssc/>

TRAINING FOR CONTRACTOR EMPLOYEES



Our office is still receiving calls regarding the payment of training for Non Government/ Contractor Employees. Per the Office of the General Counsel, we cannot pay for training for contractor employees. The old rule was that contractor employees could not attend a

training class that was no cost even though there were open spaces. The new rule which has been slightly relaxed is that contractor employees may attend a training class if there are open spaces, but only if there is "not" a cost associated with the class. You are "not" to register contractor employees for training.

MEMBERSHIP FEES

The Office of the General Counsel has again confirmed that appropriated funds are not to be used to pay for membership fees. "Appropriated funds may not be used to pay for membership fees of an employee of the United States or the District of Columbia in a society or association. 5 U.S.C. 5946. The prohibition does not apply if an appropriation is expressly available for that purpose, or if the fee is authorized under the Government Employees Training Act. Under the Training Act, membership fees may be paid if the fee is a necessary cost directly related to the training or condition precedent to undergoing the training. 5 U.S.C. 4109 (b)"



SELF SERVICE STORES



If you have recently visited the NIH Self Service Supply Stores in building 10, room B1N-105 or building 31, room B1A-47, you probably noticed an increase in the number of items available.

As the result of an

aggressive inventory and ordering process; enzymes, laboratory, medical, chemical, office supplies and other products are

now readily available. We are also looking to increase capacity in order to stock a larger quantity of refrigerated/freezer items. We feel this will make shopping for these products easier, quicker and more convenient. Due to increased stockage, and the number of customer visits, our sales have increased by approximately 30 percent over the past month. The stores offer convenient shopping for a variety of products with discounted prices. To shop at one of our stores, you only need a valid Self Service Charge Card and your NIH identification card. Please stop by the store that services your area. If you are too busy to visit or, if you are located off campus; delivery service is available for a nominal charge. The hours of operation are 8:00 a.m. to 4:15 p.m, Monday through Friday. We want to ensure that we are stocking the items that you require; therefore, your input is important to us. If you have any comments, concerns or ideas, please feel free to contact the Self Service Supply Store Manager at 301-496-2051, the Distribution Facilities Manager at 301-435-6562 or the MEO Manager at 301-496-5744.

HHS UNIVERSITY TRAINING

HHS University provides a host of training opportunities, including our Acquisition and Project Officer courses. Listed below are the steps needed to complete the registration process;

1. Look up the classes you are interested in at <http://learning.hhs.gov> . Prepare your agency's training nomination or credit card form. The credit card form is posted at <http://learning.hhs.gov/registration/creditcardform.pdf> .
2. Fax a copy of your completed training nomination or credit card form to (301) 480-3287.
3. Registration is not complete until you have received confirmation via email from HHS University. If you do not receive a confirmation email within 3 weeks of the scheduled start date of the class, please call (301) 451-6810.
4. If you are currently registered for a class, please go to your current registration profile and remove yourself from the waitlist.

HHS University also offers a set of free classes related to Capital Planning Investment and Control with a separate registration program. These classes can be accessed at

<http://learning.hhs.gov/CPIC/CPICMain.html>

HHS University offers hundreds of free online training classes which can be accessed at <http://lms.learning.hhs.gov/CourseCatalog/index.cfm?fuseaction=browse&CategoryID=115>

There are a number of free acquisition classes available through the Federal Acquisition Institute. Contact Carl Henn at ch24v@nih.gov for more information.

DELEGATED PROCUREMENT REVIEWS

The DELPRO reviews are under way. Alfreda Mire and Cynthia Henderson are in full swing with the reviews. Each year the Division of Acquisition Programs reviews a sampling of its nodes. The DELPRO Approving Officials who will be reviewed will be receiving a telephone call from either Alfreda or

Cynthia to schedule reviews of your Ordering Officials if they haven't already. If you'd like to double check to make sure your files are in compliance ahead of time be sure to print the "DELPRO Regulatory and Procedural Findings Checklist" from our homepage to review the applicable areas for findings.

If you have any other questions prior to your review or feel you need additional training feel free to call the DELPRO Helpline on 496-0400.

The following BPAs were recently established;

#62811 – Quality Lab Products – for laboratory and animal supplies

#62898 – Video & Telecommunications Inc – for IT hardware, software and supplies

#62886 – BTR Inc – for inventory management services

#62862 – GJK & Associates – for temporary staffing

#61658 – Camag Scientific – for laboratory services

#61697 – Bioneer Life Science – for chemicals and biological materials

#61752 – High Plains Computing – for IT supplies and hardware

#61764 – Apex Controls – for temperature controls, gauges, pumps, motors

#61788 – Hendrick Communications – for writing, editing and photographic services

#61831 – Kennedy Office Supply – for office supplies

#61910 – Center for Creative Education – for consultation and training

#61973 – Silicon Mountain Memory – for IT hardware

#62026 – Andrea Berman Price – for project management and consulting services

#62092 – Atlis Systems Inc – for IT services

The following BPAs have recently been discontinued;

50788 – Seigakagu/Associates of Cape Cod

#51077 – Bodman

#54838 – Diagnostic Pathology Services

#58796 – Duvall Services Company

#47196 – Quality Lab Products

#45667 – Surgipath Medical Industries

#52957 – Washington Biotechnology/Peptide Technologies

#53210 – Yale University School of Medicine

#45864 – ABC Building Services

#50855 – Analtech

#53207 – Apple Scientific

#59440 – Hunters Professional Services

#60587 – Incris Inc

#53167 – LP Oliver & Sons

#60590 – Network Technologies



- #58287 – RN Temps & RT Temps
- #44442 – S & H Photo
- #46355 – Video & Telecommunications Inc
- #58927 – First Choice Staffing
- #45761 – BTR Inc
- #61216 – Chroma Technology Corp
- #59058 – CIPHERGEN Biosystems
- #53313 – Cole Equipment Company

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 purchase logs using the ADB.

| Course Date | Times | Location | Cost | Cancellation Deadline |
|--------------|------------------|----------|-------|-----------------------|
| Apr 3, 2006 | 8:30am - 12:30pm | EPS | \$286 | Mar 7, 2006 |
| Jun 8, 2006 | 8:30am - 12:30pm | EPS | \$286 | May 8, 2006 |
| Jul 31, 2006 | 8:30am - 12:30pm | EPS | \$286 | Jul 3, 2006 |

2607

Simplified Acquisitions Refresher

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

| Course Date | Times | Location | Cost | Cancellation |
|-------------|-------|----------|------|--------------|
|-------------|-------|----------|------|--------------|

| | | | | Deadline |
|-------------|------------------|-----|-------|-------------|
| Apr 6, 2006 | 8:30am - 12:30pm | EPS | \$286 | Mar 7, 2006 |
| Jun 5, 2006 | 8:30am - 12:30pm | EPS | \$286 | May 8, 2006 |
| Aug 1, 2006 | 8:30am - 12:30pm | EPS | \$286 | Jul 3, 2006 |

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 Human Resource Development Division on 496-6211 or visit the website <http://learningsource.od.nih.gov>

| Course Date | Times | Location | Cost | Cancellation Deadline |
|--------------|-----------------|----------|-------|-----------------------|
| Apr 5, 2006 | 8:30am - 4:30pm | EPS | \$300 | Mar 4, 2006 |
| May 1, 2006 | 8:30am - 4:30pm | EPS | \$300 | Mar 31, 2006 |
| Jun 7, 2006 | 8:30am - 4:30pm | EPS | \$300 | May 6, 2006 |
| Jul 17, 2006 | 8:30am - 4:30pm | EPS | \$300 | Jun 15, 2006 |
| Aug 2, 2006 | 8:30am - 4:30pm | EPS | \$300 | Jul 2, 2006 |

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

**2609
Federal Supply Schedules**

| Course Date | Times | Location | Cost | Cancellation Deadline |
|-------------|------------------|----------|-------|-----------------------|
| May 9, 2006 | 9:00am - 12:00pm | EPS | \$287 | Apr 8, 2006 |

**2610
Consolidated Purchasing Through Contracts**

| Course Date | Times | Location | Cost | Cancellation Deadline |
|-------------|-----------------|----------|-------|-----------------------|
| May 9, 2006 | 1:00pm - 4:00pm | EPS | \$287 | Feb 8, 2006 |

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**2611
Buying from Businesses on the Open Market**

| Course Date | Times | Location | Cost | Cancellation Deadline |
|--------------|------------------|----------|-------|-----------------------|
| May 10, 2006 | 9:00am - 12:00pm | EPS | \$287 | Apr 9, 2006 |

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**2617
Price Reasonableness in Simplified Acquisitions**

| Course Date | Times | Location | Cost | Cancellation Deadline |
|--------------|------------------|----------|-------|-----------------------|
| Jun 29, 2006 | 8:30am - 12:00pm | EPS | \$287 | May 9, 2006 |

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2612

Professional Service Orders

| Course Date | Times | Location | Cost | Cancellation Deadline |
|-------------|------------------|----------|-------|-----------------------|
| Apr 4, 2006 | 8:30am - 12:00pm | EPS | \$277 | Feb 28, 2006 |
| Jun 6, 2006 | 8:30am - 12:00pm | EPS | \$277 | May 2, 2006 |
| Aug 3, 2006 | 8:30am - 12:00pm | EPS | \$277 | Jul 4, 2006 |

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 | Times | Location | Cost | Cancellation Deadline |
|--------------|-----------------|----------|-------|-----------------------|
| May 2, 2006 | 8:30am - 4:00pm | EPS | \$837 | Apr 2, 2006 |
| May 3, 2006 | 8:30am - 4:00pm | | | |
| May 4, 2006 | 8:30am - 4:00pm | | | |
| May 5, 2006 | 8:30am - 4:00pm | | | |
| Jul 18, 2006 | 8:30am - 4:00pm | EPS | \$837 | Jun 15, 2006 |
| Jul 19, 2006 | 8:30am - 4:00pm | | | |
| Jul 20, 2006 | 8:30am - 4:00pm | | | |
| Jul 21, 2006 | 8:30am - 4:00pm | | | |
| Aug 15, 2006 | 8:30am - 4:00pm | EPS | \$837 | Jul 16, 2006 |
| Aug 16, 2006 | 8:30am - 4:00pm | | | |
| Aug 17, 2006 | 8:30am - 4:00pm | | | |
| Aug 18, 2006 | 8:30am - 4:00pm | | | |



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 301-496-6211 or visit website: <http://learningsource.od.nih.gov>

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us 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 Annette Romanesk, RomanesA@od.nih.gov, Milton Nicholas, NicholaM@od.nih.gov, Alfreda Mire MireA@od.nih.gov or Cynthia Henderson HendersonCy@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 Milton Nicholas at the email address listed. For future issues, contact the DELPRO Helpline on 301-496-0400 and you will be referred to the appropriate area.