



THE OLAO ACQUISITION NEWSLETTER

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

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SEND US YOUR ACQUISITION ARTICLES.
OPM WEB SITE OR HARD COPY - HOW TO GET.
YOUR CO-EDITORS.

ATTACHMENT 1 - PURCHASE CARD POINTERS



HIGHLIGHT(S)

OF THE MONTH

NIH PURCHASE CARD PROGRAM - TEMPORARY CHANGE IN AGENCY PROGRAM COORDINATOR

Due to the upcoming retirement of Barbara Schultz, effective May 6, 2002, Ms. Laurie J. Weker, Director, Division of Acquisition Programs, Office of Logistics and Acquisition Operations (OLAO), will act as Branch Chief of the Acquisition Services and Review Branch, DAP, OLAO; Acting Branch Chief of the Simplified Acquisition Programs Branch, DAP, OLAO, and also, as the Agency Program Coordinator for the NIH Purchase Card Program.

DELPRO NOTES

NEW UNICOR REPRESENTATIVE

NIH has a new UNICOR representative. Her name is Catlin Gahan. Her phone number is (301) 718-2638. UNICOR is a mandatory source before ordering from Federal Supply Schedule vendors and open market vendors. You must call the UNICOR representative first before purchasing furniture, so that she can determine if UNICOR can meet your needs.

LEVEL I PACKAGES FOR JULY

The next Level I Certification Board will meet some time at the end of July, 2002. Please submit your Level I Package to your IC Coordinator so that your IC Coordinator can send your package to Annette Romanesk, 6011 Executive Blvd., Room 547H by July 17, 2002.

NIH 2604 AND 2604-1 FORMS ARE AVAILABLE ON THE OLAO WEBSITE

The NIH 2604 form "Delegation of Acquisition Authority" is used to request DELPRO Approving Official Authority and to request Purchase Card authority above \$2,500. The NIH 2604-1 form "Request for Ordering Official Authority" is used to request DELPRO Ordering Official Authority.

These two forms are available at the following website: <http://www.nih.gov/od/olao/oa/>

From the website, you should select either "DELPRO" or "Purchase Cards" on the left hand side of the screen. The forms are available from either of these selections.

WEBSITE TO OBTAIN FEDERAL SUPPLY SCHEDULE VENDORS

<http://www.gsaelibrary.gsa.gov/>

C **Search by Keyword or SIN Number:** Search results show an index card with the applicable Schedule number and Special Item Number (SIN). Clicking on the Schedule number shows each SIN number and description, with the contractor's contract number, telephone numbers, and pricing availability in GSA Advantage. Clicking on the SIN number takes you directly to an index card for that particular SIN number, with a listing of the contractor's contract number, telephone numbers, and pricing availability in GSA Advantage.

C **Search by Contract Number or**

Contractor Name: Search results show an index card with the applicable Schedule number and Contractor name. Clicking on the Schedule number shows each SIN number and description, with the contractor's contract number, telephone numbers, and pricing availability in GSA Advantage. Clicking on the Contractor name brings up an index card with Contractor Information, the schedule number, schedule title, expiration date of the contract, SIN number(s) under the contract, and pricing availability in GSA Advantage.

C **Search by Schedule Number:** Search results show each SIN number and description, with the contractor's contract number, telephone numbers, and pricing availability in GSA Advantage.

PURCHASE CARD NOTES

PURCHASE CARD RECONCILIATION/SUSPENSION

Currently, when a Cardholder (CH) and the CAO have not reconciled nor requested an extension, the CH account has been suspended. **EFFECTIVE May 1, 2002**, Cardholders who have completed their reconciliations on time, but their CAO has not completed their approval on time will be suspended as well. To preclude the suspension of cards, it is strongly encouraged that Cardholders quickly review the ADB by the due date to make sure their reconciliation has been completed by both parties. In the event an extension is required, please e-mail your request to "Help,Creditcard", or creditcard@od.nih.gov.

NIHITS NEW PROCEDURES

(All Cardholders and CAOs were notified directly via e-mail)

ADDENDUM

(Revised 03/27/02)

to the

NIH Policy Manual 6013-2 Internal Procedures for the Purchase Card (I.M.P.A.C) Program

PURPOSE

The purpose of this addendum is to provide instructions when using the NIH Integrated Training Systems (NIHITS) and the purchase card as the payment mechanism for training.

BACKGROUND

The NIHITS is an electronic system which provides authorization for employees to attend a training class and documents the training and payment method. Due to the design of NIHITS, the PURCHASE CARD as a selected method of payment is encouraged. (It does not result in a double obligation of funds.)

The Delegation of Authority to purchase off the shelf (OTS) training is limited to \$2,500 or less, per person, per vendor, for a course or class which is offered to the general public through catalog listings, web sites, general announcements, etc.

The NIH Purchase Card Program Office recognizes that there is a need for 1) the acquisition of multiple NIHITS transactions for employees and 2) the acquisition of multiple purchase card purchases to the same school or vendor for OTS training for an individual student **on the same day**.

The requirements of the Federal Acquisition Regulation (FAR)13.003(c) states that the

contracting officer/cardholder shall not use simplified acquisition procedures to acquire services by breaking down the total cost of the service when it exceeds the micro-purchase threshold at \$2,500 into several purchases merely to avoid the use of a contract or purchase order. This is generally referred to as splitting orders to stay under these thresholds.

While taking into consideration the FAR requirement not to split orders, it has been determined by the NIH Purchase Card Office that a cardholder may exceed their Single Purchase Limit (SPL) and place multiple orders **in one day** for the purchase of training and associated incidentals. The basis for this determination is the fact that orders are placed per individual and each order does not exceed \$2,500.

The following instances are examples of how a cardholder may exceed their SPL for the purchase of training and associated incidentals and place multiple orders in one day, **without splitting orders**:

- 1) The cardholder's SPL is \$2,500. The cardholder on the same day enters orders for five students to attend classes at the University of Maryland totaling \$2,900 for all five students. The charge per student is less than \$2,500.
- 2) The cardholder's SPL is \$2,500. The cardholder can place an order in NIHITS on the same day for one student for two classes at two separate vendors. One class is at the University of Maryland for \$1,500 and the second class is at CompuSearch for \$1,800.

The cardholder **is not** permitted to exceed their SPL or split the order in cases where the price of one class exceeds their SPL. For example, the cardholder has an action to pay \$3,500 for one student to attend the University of Maryland. In this

case, the cardholder would not be able to make the purchase since the **individual** action is greater than their SPL of \$2,500.

Cardholders must still adhere to the pertinent laws and procedures governed by the Government Employees Training Act (GETA), 5 USC Chapter 41 as codified in Parts 410 and 412 of Title 5, Code of Federal Regulations (CFR).

Group Training is training purchased for more than one individual for an OTS class at the same time with the same vendor. This purchase is considered a single purchase and the cost cannot exceed the cardholder's single purchase limit or be split among each individual participant.

CARDHOLDER RESPONSIBILITY

The cardholder may place training orders directly with the schools/vendors based on the instructions outlined below:

- All training must be input into NIHITS including tuition and books. In order to avoid double obligations and/or payments, the cardholder must identify the purchase card as the payment mechanism when entering the information into NIHITS. If someone other than the cardholder is entering information into NIHITS, that individual must ensure the payment mechanism identified in NIHITS is the purchase card.
- The NIHITS approval form and the cardholders pertinent purchase card information must be faxed directly to the schools/vendors and/or the appropriate book stores.

CARD APPROVING OFFICIAL (CAO)

RESPONSIBILITIES

It is the CAO's responsibility to ensure that the cardholder is adhering to these instructions regarding the purchase of training and the use of NIHITS.

SECURITY DIFFERENCES BETWEEN THE PURCHASE CARD AND DELPRO

The effective security of the Purchase Card program is designed around the relationships of two key players. Each has a critical role in assuring the integrity of the process. The players are the Cardholder and the Card Approving Official (CAO). A cardholder uses the purchase card to buy goods and services for government use. He/she has the **primary responsibility** for the proper use of the purchase card. Approval of the buy by purchase card is after the order has been placed; with DELPRO, approval of the buy is before the order has been placed.

DELPRO requires compliance with OMB Circular A-123. This circular requires separation of duties and supervision. DELPRO requires that neither the DELPRO Approving Official nor the DELPRO Ordering Official is the Requesting Official or the Receiving Official; or that the DELPRO Approving Official and DELPRO Ordering Official are not the same individual, in order to reduce the possibility of fraud. (DELPRO Reference Guide, Part I, page 27)

This is different from the Purchase Card. The Cardholder is the Government's legal agent for each purchase made with the purchase card. **In many instances, the cardholder is the requestor, the purchasing agent and the receiver all in one.** The CAO must review the file documents and reconciliation on a monthly basis.

The Division of Acquisition Programs, OLAO does not require the use of a purchase request and individual offices may not require the use of a purchase request. In the event an Institute does

require a purchase request, the Cardholder remains the individual legally responsible and accountable for each transaction. The Cardholder must comply with all applicable regulations and procedures for the agency.

(See Manual Issuance 6013-2 “Internal Procedures for the Purchase Card (I.M.P.A.C.) Program” dated 2/5/02 located at the following website:

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

Select Purchase Cards on the left-hand side of the first screen. On the next screen, select Purchase Card Guide (NIH Manual 6013-2)

Responsibilities as a cardholder are to:

- C Secure the card
- C Maintain a purchase log
- C Use the card only to make informed buys of approved goods and services
- C Ensure availability of funds before purchase
- C Observe all dollar limits on purchases
- C Reconcile and document transactions
- C Use the card ethically

The other key player is the Card Approving Official (CAO). The primary purpose of this position is to assure proper use of the purchase card. The Approving Official is usually a supervisor.

The Approving Official makes sure that:

- C cardholder purchases are necessary for accomplishing the mission of the agency.
- C The Approving Official must review monthly statements and verify that all transactions that were made during the month were actually for necessary Government purchases and in accordance with the Federal Acquisition Regulation.

Other important players on the Purchase Card team are the NIH Agency Program Coordinator (APC), the Bank, the NIH Purchase Card reviewers and the merchants. Each has a critical role in assuring the integrity of the program. Other mechanisms in place to safeguard integrity are mandatory purchase card training and restricting the dollar thresholds of purchases. Thresholds above the micropurchase level of \$2,500 are restricted to individuals that have Level I Certification. Cardholders with single purchase limit above \$25,000 are restricted to the centralized and decentralized purchasing offices.

PURCHASE CARD POINTERS

(SEE ATTACHMENT 1)

CONTRACTS

Select the following URL for instructions on using the NIH Public Information and Communications Services (PICS) contracts:

<http://dssa.od.nih.gov/pics/>

These contracts are available for a wide range of information and communication services. These services include: Communications Research; Media Analysis and Outreach; Media and Crisis Communication Training; Information and Referral; Outreach/Promotion; Press, Public Information, Marketing & Media Services; Outreach Minority/Underserved Populations; Product Development; Graphic Design; Exhibit Services; Communication Meeting/Conference Support; Database Development/Management; Information Tracking and Referral; Web Design, Development and Management; Website Usability Testing; and Inventory/Warehouse/Distribution Services.

SIMPLIFIED ACQUISITION & CONTRACTS

8(a) SIMPLIFIED PURCHASE AND CONTRACT OFFERING PROCEDURES

All Small Business Administration (SBA) 8(a) contract offerings should be forwarded to the SBA as follows:

* 8(a) competitive offerings, exceeding 3 million dollars, should be faxed to Loretta Taylor, Small Business Administration, at 202.481.4199. Loretta will process the offering, assign a National Buy Number to the offering and arrange acceptance of the requirement by the SBA. Loretta can be reached at 202.606.4000, extension 316; she prefers offerings to be faxed to her at the SBA.

* 8(a) sole source offerings, less than 3 million dollars, should be faxed to the SBA District Office location, where the 8(a) contractor's headquarters is geographically located. For example, if the contractor's headquarters is located in Washington, DC, the SBA Washington District Office would accept and process the 8(a) offerings and resulting contracts in support of the contractor located in their local district portfolio. To locate SBA District Offices, visit <http://www.sba.gov>.

MISCELLANEOUS INFORMATION

By Ellen Grant

NIH Travel Management Center (TMC) Service Fees Increased

Due to the airlines ceasing all commissions paid to travel agencies, Omega World Travel increased their service fees effective **Monday, April 22**. Historically, the NIH benefitted with lower per ticket transaction fees since our contract allowed the TMC to retain all airline commissions earned. Since the airlines have now ceased all commissions, an equitable adjustment is necessary to off-set the 5% (or \$20 cap) loss that Omega has encountered.

The adjusted fee schedule is as follows:

Staff and Patients Travel

Fax/Email	\$23.50
Phone/In-person	\$30.50

Meeting Travel

Fax/Email	\$33.50
Phone/In-person	\$43.50

These new fees will be applied to all tickets issued on or after April 22.

We have tried to distribute this as widely as possible, however, please disseminate to others who may need this information.

For questions, comments or concerns related to this change, please contact Ellen Grant at 301-402-8180 or via email at grante@mail.nih.gov <<mailto:grante@mail.nih.gov>> .

BPA NEWS

The following BPAs have recently been established:

- #55675 - BCE Corporation - for repair of typewriters, computers, copiers
- #55518 - Benchmark Security - for security devices
- #55493 - Best Plumbing - for plumbing tools and materials
- #55506 - DSI Computer Products - for IT supplies, software and hardware
- #55624 - Henry Sweeny Company - for electrical and building supplies
- #55387 - Wiring Cabling Services - for IT services and repair
- #55403 - TKR Biotech - for laboratory supplies and equipment
- #55390 - Aquent Inc - for IT services
- #55427 - HW & W, Inc - for IT services
- #55415 - Partners Resource Group - for office support services/temporary help
- #55454 - Phelps Industrail Products - for hardware/tools/building supplies
- #55466 - Synthegeen - for biological materials, laboratory services

The following BPAs have recently been discontinued:

#51811 - Aerotek/Option One
#36472 - BCE Corporation
#40898 - Benchmark Security
#39306 - Best Plumbing
#48046 - Danka Office Imaging
#36433 - DSI Computer
#39463 - Henry Sweeny Company
#33233 - Operon Technologies
#45004 - Ritz AudioVisual

The following BPAs have recently been reestablished:

#41918 - Santa Cruz Biotechnology - for biological materials and blood products
#48373 - Key Scientific - for laboratory supplies and equipment

AVAILABLE TRAINING AND SEMINARS

PURCHASE CARD SURVIVAL

THE SIMPLIFIED ACQUISITION PROGRAMS BRANCH, DIVISION OF ACQUISITION PROGRAMS, is sponsoring a series of "Purchase Card Survival" meetings on the PURCHASE CARD PROGRAM. These meetings will be held four times a year. The following dates have been established through 2002:

JUNE 4, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.
SEPTEMBER 3, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.
DECEMBER 3, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

Additionally, these meetings are teleconferenced into several locations. Contact Cole Stathes, at 435-3933, for specific information. Current information on Purchase Card Survival Meetings is available on the following website: <http://www.nih.gov/od/olao/oa/purchase/survival.html>

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.

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
5/07/02	8:30 - 12:00	Frederick Bldg. 3/1520	\$169	4/09/02
6/06/02	8:30 - 12:00 1:00 - 4:30	Bldg. 31/B3C02A	\$169	5/09/02
8/14/02	8:30 - 12:00 1:00 - 4:30	Bldg. 31/B3C02A	\$169	7/14/02

**MANDATORY
PURCHASE CARD TRAINING**

This one-day 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 abilities 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 use the Uniform Resource Locator (URL), <http://learningsource.od.nih.gov/>.

**2636
PURCHASE CARD TRAINING**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
5/06/02	9:00 - 4:00	Frederick Bldg. 3/1520	\$272	4/08/02
5/08/02	9:00 - 4:00	EPS/Classroom 6	\$272	4/24/02
5/09/02	9:00 - 4:00	EPS/Classroom 6	\$272	4/25/02
5/24/02	9:00 - 4:00	EPS/Classroom 2	\$272	5/10/02
6/05/02	9:00 - 4:00	Bldg. 31/B3C02A	\$272	6/08/02
7/12/02	9:00 - 4:00	EPS/Classroom 2	\$272	6/14/02
8/13/02	9:00 - 4:00	Bldg. 31/B3C02A	\$272	7/16/02

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 FY-2002.

2609

Federal Supply Schedules

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
08/06/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	07/09/2002

2610

Consolidated Purchasing through Contracts

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
08/07/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	07/10/2002

2611

Buying from Businesses on the Open Market

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
08/08/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	07/11/2002

2617

Price Reasonableness in Simplified Acquisitions

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
5/30/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	05/02/2002

2612

Professional Service Orders

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
6/13/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	05/16/2002
8/28/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	07/31/2002

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.

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
<u>May 20 thru May 23, 2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza South</u>	<u>\$766</u>	<u>4/22/02</u>
<u>June 17 thru June 20, 2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza South</u>	<u>\$766</u>	<u>5/20/02</u>
<u>July 8 thru July 11, 2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza South</u>	<u>\$766</u>	<u>6/10/02</u>
<u>Aug 19 thru Aug 22, 2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza South</u>	<u>\$766</u>	<u>7/22/02</u>

Although a Cancellation Deadline date may have passed, You MAY still submit a registration form through NIHITS at ANY TIME in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or use the Uniform Resource Locator (URL), <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 & Acquisition Operations (OLAO), OA, OD. This issue and prior issues are available through the OPM homepage: <http://www.nih.gov/od/olaola>

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

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

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

The above requesting methods are preferred. However, you may also contact the Reprographic Communications Branch on 496-6781 and asked to be placed on, or ask for a correction to or removal from Mailing Key F113A.

The Office of Logistics & Acquisition Operations, invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, E-mail: SeidelP@OD.NIH.GOV, Tim Theoharis, E-mail: TheoharT@OD.NIH.GOV, Annette Romanesk, E-mail: RomanesA@OD.NIH.GOV, or John Best, E-mail: BestJ@OD.NIH.GOV, OPM Acquisition News, Bldg. 6011, Room 549A. 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.

Attachment 1

PURCHASE CARD POINTERS!!

- **REVIEWS**

This year we have set a goal of reviewing the files of all purchase card holders with delegations above \$2,500 level and reviewing more than half of all purchase card holders with delegations under this level. These reviews are to ensure the high integrity of the NIH purchase card program. Unlike past years, this year we expect to meet this goal because we have recruited additional staff. We have enlisted the help of the DELPRO reviewers. The reviewers examine invoices, log sheets, receipts and any supporting documentation for the purchase card buys. A copy of a checklist completed during the review, is available on the OLAO s Acquisition Operations website at <http://www.nih.gov/od/olao/oa/purchases/index.html> .

This is your opportunity to ask questions about the use of the Purchase Card. We look forward to meeting you, answering your questions and helping you in any way we can.

- **MORE ACQUISITION INFORMATION**

If you are interested in learning more about simplified acquisition and the mechanisms (including purchase cards) available to accomplish it, subscribe to the monthly OLAO Acquisition Newsletter. It is available on the Acquisition Operations Homepage, <http://www.nih.gov/od/olao/oa/news/index.html> and also on hardcopy. For a hardcopy, fax a request to be added to the mailing key F113A to (301) 402-0217.

- **NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)**

PURCHASE CARDHOLDERS WITH SINGLE PURCHASE LIMITS (SPLS) ABOVE THE MICRO-PURCHASE THRESHOLD (\$2,500) MUST determine the appropriate North American Industry Classification System (NAICS) Codes and size standards. The NAICS Codes replaced the Standard Industrial Classification (SIC Codes) system. For information on how to obtain a NAICS code, visit the NIH Small Business Office web site, <http://epic.od.nih.gov> and click **New to the NAICS** in blue near the bottom of the page. Users will be guided through the process of selecting the correct NAICS code.

If cardholders have any questions, they may contact the Purchase Card Helpline at 301-496-6606 or the NIH Small Business Office at 301-496-9639.

- **REMEMBER YOUR FEDERAL ACQUISITION REGULATION**

As you do your buying with the purchase card, remember all the applicable rules and regulations that apply to any federal acquisition. They are found in the Federal Acquisition Regulation and were taught in your purchase card training. Some of these rules are:

- Do not buy anything on the unauthorized purchase list (dated 1/8/2002).
- Buy from a mandatory or priority source of supply if available.
- Ensure all clearances are obtained if applicable.
- Some of the additional rules that apply to acquisitions over \$2,500:
 - On multiple award federal supply schedules, examine at least 3 schedules and select the best value for the government.
 - Buy American buy only domestic end products.
 - Do a full and open competition (a minimum of three quotes) for buys from the open market.
 - Buy from small business concerns or justify why not.

HOW TO GET ANSWERS

You may email the purchase card helpdesk at creditcard@od.nih.gov
Or call the helpline at 301 435-6606!

