



SIMPLIFIED ACQUI-  
SITION HELPLINE  
(301) 496-0400

PURCHASE CARD  
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# The Office of Acquisition and Logistics Management (OALM) Acquisition Newsletter

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

JUL / AUG 2007

## Processing of Transportation and Travel Expenses for "Invitational Travelers"

**OFM TRANSMITTAL No.293** issues June 26, 2007, that purchase orders for professional services (what used to PSOs) for which there is no honorarium are not considered to be acquisitions and will be processed as invitational travel.

With the recent implementation of the NIH New Business System modules, including the new Central Contractor Registration (CCR) and non-CCR requirements, there seems to be some confusion w/respect to **how invited guest speakers are to have their transportation and travel expenses processed.**

The Federal Travel Regulation (FTR) implements statutory requirements and Executive Branch policies for Federal civilian employees and others authorized to travel at Government expense, i.e., "Invitational Travelers". The FTR 300-3.1 defines Invitational Travels as follows.

"Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.

It is the latter part of the above definition, i.e., individuals serving without pay or at \$1 a year.. that pertains to guest speakers and others serving in a similar capacity and as such, when it comes to performing official business on behalf of the NIH,

these nonfederal persons are to travel under the guidelines contained in FTR Chapter 301, "Temporary Duty Travel Allowances".

From the above regulations, the following two rules apply:

1.) Any nonfederal person who is authorized to conduct official business on behalf of the NIH and who is NOT receiving an honorarium or fee for service must be placed on a Travel Authorization the automated travel system. In this way, all related transportation and travel expenses are being captured under the appropriate sub-object class code (21.XX). (See NIH Manual Chapter 1500-12-01).

2.) Any nonfederal person who is authorized to conduct official business on behalf of the NIH who is receiving an honorarium or fee for service is NOT to be placed on a Travel Authorization. Instead, they are to be placed on the applicable procurement document, i.e., a Purchase Order for professional services (what used to be a professional Service Order (PSO)) or a regular Purchase Order. However, when these procurement mechanisms are used, each applicable line item for services performed must receive the appropriate sub-object class identifiers (See NIH Manual Chapter 1500-12-02). For example, the line item for "Per Diem" would receive the applicable object class 21.XX identifier. In this respect, the individual is traveling under the guidelines of the Federal Acquisition Regulation, Part 31-205-46. By adhering to the above two rules, we properly capture all transportation and travel expenses incurred by Invitational Travelers whether or not they are being paid for their services.

In accordance with Paragraph No.1 above, all existing procedures for entering Non-affiliate traveler information into GELCO, i.e., the automated travel system, remain unchanged. **Contact Joel Papier on 301-496-4379 with regards to this policy.**

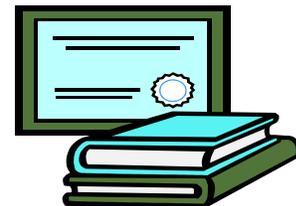


# New Procedures for Requesting Simplified Acquisition Certification A (Formerly Level I)

Beginning with the NIH Simplified Acquisition Certification Board meeting in October, 2007, the following information must be provided in your Simplified Acquisition Certification A package:

- (a) Provide a “Simplified Acquisition Certificate Application Form”, Appendix N-2 of the HHS Acquisition Workforce Training and Certification Handbook. <http://oamp.od.nih.gov/division/acp/AcqTraining/careerhandbookver2Jun07.pdf><http://oamp.od.nih.gov/division/acp/Warrants/warrants.asp>
- (b) Provide a “Contracting Officer’s Warrant Application Form”, Appendix P-1. See <http://oamp.od.nih.gov/Division/acp/Warrants/warrants.asp> **NOTE:** This form is only required if you are requesting purchase card SPL above \$3,000, or if you are a card approving official approving purchase cardholders with authority above \$3,000, or if you are approving BPA calls up to \$ 500,000, POs up to \$3,000 and TO/DOs up to \$500,000
- (c) Provide a current resume identifying buyer or approver duties
- (d) Provide copies of certificates from the “Basic Simplified Acquisition” and the “Advanced Simplified Acquisition” classes.
- (e) Provide a copy of your last performance appraisal with the final rating.
- (f) Provide proof that you have completed Green Purchasing.

Fax your package to Annette Romanesk, Fax# 301 496-8422



## NBS Access Request Form for New Buyers and Approvers

Effectively immediately, the following website <https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/UserAccessForm/AcquisitionForm.html> will link you to the required form to be used to request access to **NBS Buyer Acquisition for New Buyers and Approvers.**

To complete the form electronically, first save the file to your computer. Click your cursor on each gray text area and enter the request information. Once required field are completed, submit request form via email to: [NBSUAFDSAPS@mail.nih.gov](mailto:NBSUAFDSAPS@mail.nih.gov)



## New Approvers and New Buyers Training Requirements

It appears that some individuals believe that since DELPRO and ADB are obsolete, that there is no longer a requirement for Approvers (formerly called DELPRO Approving Officials,) and Buyers (Formerly called DELPRO Ordering Officials) to be trained. While the “Delegated Acquisition Training Program” class is no longer offered, new Approvers and Buyers must attend the new “NIH Simplified Acquisition Delegated Procurement Training (NSADPT)” class. Buyers will be granted up to 6 months interim authority and Approvers will be granted up to 12 months interim authority, during which time they must complete this class.

**If they have not already done so, they must also attend the following half-day seminars:**

Buying from Businesses on the Open Market  
 Consolidated Purchasing Through Contract  
 Federal Supply Schedules  
 Price Reasonableness in the Award of Simplified Acquisitions

**Two new seminars that will be developed:**

Negotiation Techniques for Simplified Acquisitions  
 Appropriations Law For Simplified Acquisitions



## Acquisition Spending Is Being Monitored

Subsequent to the NBS deployment on June 4th, the NIH Deputy Director for Management sent an alert dated July 15, 2007, stating that acquisition awards are being monitored. Although dips in productivity are expected with any new system, activities need to be carefully monitored, especially since we are in the fourth quarter. The alert also stressed concerns regarding expenditures to date. As a result, Executive Officers have been asked to report weekly on actions that are anticipated to be awarded this FY and Office of Acquisitions (OA) Directors are beginning to identify acquisition actions within their immediate offices. No one wants any actions left undone or account of "technical difficulties".



## Scientific Equipment Contractor Merger

The existing NIH Wide laboratory freezer Contract #D4000009 (for -80 degree and below freezers) with Thermo Electron Corporation has merged with Fisher Scientific, International. The new company, Thermo Fisher Scientific, Inc, continues to offer three different types of maintenance agreements for lab freezers.

For information on these services, please contact Ms. Dana Spielman (contact sales) on (304) 258-3116 or (540) 535-9300.



## Green Purchasing Training Requirement

Green Purchasing training is required every two years for all 1102s, 1105s, 1106s, all contracting officers regardless of series, all project officer and acquisition program managers, purchase card holders and card approving officials. This is a new requirement for project officers with a due date of December 31, 2007. This training is available on line as described at <http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingForWebsite.asp>.



# Waiver Requirement for Food Purchase

## OFM Transmittal No.295 - HHS POLICY ON THE PURCHASE OF FOOD WITH APPROPRIATED FUNDS - WAIVER REQUEST

In accordance to HHS policy composed in Chapter 1160-1, Appendix 3, NIH co-sponsored events and NIH Combined Federal Campaign, Savings Bonds, and similar activities will also be considered as exceptional situations that DO NOT require a waiver request as outlined. In brief, the four exceptions are: 1) The Government Employees Training Act (GETA), both training and conference training activities; 2) The Government Employees' Incentive Awards Act; 3) Statutory authority to accept gifts and to use that money for the providing of food at various functions if deemed appropriate use of the funds and consistent with any conditions placed on the gift by the donor; and 4) Under extreme emergencies involving imminent danger to human life or the destruction of federal property.

(NOTE: As per NIH policy composed in Chapter 1160-1, Appendix 3, NIH co-sponsored events and NIH Combined Federal Campaign, Savings Bonds, and similar activities will also be considered as exceptional situations that DO NOT require a waiver request as outlined below.



When none of the above four exceptions can be applied to the event at hand, each IC will be able to avail themselves of the Department's waiver process.

### A. HHS Waiver Policy

The waiver process will be limited to, 1) formal government sponsored conferences; and 2) cultural awareness events. Such requests should be granted only under exceptional circumstances. In addition, all of the conditions outlined below must be met before you can authorize the use of appropriated funds for light refreshments and meals, and the circumstances must be clearly detailed in the justification block of the NIH 2408-1 form, "Request For Use Of Appropriated Funds/Gift Funds For Light Refreshments/Meals And Other Entertainment Expenses". If an IC official is uncertain as to whether the use of appropriated funds for food is a legitimate expense for the event at hand, he/she can contact the Office of General Counsel staff or the Office of Financial Management (OFM).

**1. Formal Conference**– This is defined as a NIH sponsored meeting, symposium, seminar, or similar type of activity where people assemble to coordinate, exchange, and disseminate information or to explore or clarify a defined subject, problem, or area of knowledge within the statutory mission of the sponsoring entity, and it involves participation of multiple agencies and/or nongovernmental participants. This is a conference that is held within or outside of the defined local travel area.

Condition No.1-A) Light refreshment and meals (if applicable) are incidental to the conference; B) attendance at the meals and when light refreshments are served is to ensure attendees' full participation in essential discussions, lectures, speeches; and c) the meals and light refreshments are part of a conference that includes the food being served during essential discussions, speeches, lectures, etc., but also includes other substantial functions occurring separately from when the food is being served.

Condition No.2– Each IC must include in its justification a "criticality requirement" for the provision of light refreshments and meals (if applicable). This can be demonstrated by linking the need for the waiver request to, e.g., a departmental objective or initiative, and Executive Performance Plan, Department Strategic Plan, a Government Performance and Results Act goal, etc.

Condition No. 3– Each IC must reflect on the 2408-1 form the estimated costs of the light refreshments and meals (if applicable) and in the justification block, include a brief statement in terms of how this expense will not have any adverse impact on performance goals, objectives, or attendees to leave the meeting site to seek light refreshment, etc.

### 2. Cultural Awareness Event

Condition No.1-A) The use of appropriated funds is for "sample" food items and the samples are provided as a separate event from a meal or light refreshment; B) the food has a nominal cost and servings are of minimal proportion, and C) the samples serve an educational function and are clearly related to the aim of promoting cultural awareness objectives.

Condition No.2-Same as above.

Condition No.3– Same as above.

### B. NIH 2408-1 Waiver Request Procedures and Delegation of Authority (DOA)

The current NIH 2408– form will serve as the waiver request document. To clarify, the delegation of authority to approve all such requests will remain w/ the IC Executive Officer as per NIH DOA, Travel NO.17, Authority, NO., 3. However, we are now required to forward a copy of each approved request to the Director, Division of Acquisition Policy/ASAM, for review. Thus, effective for all requests signed on or after August 1, 2007, each IC will be required to forward two (2) copies of the approved and signed 2408-1 form to Joel Papier, in the office of Financial Management (OFM), 2115 E. Jefferson St/Room 4B-439, Bethesda, MD 20892. Again, the justification must address each of the three HHS conditions when the use of appropriated funds is authorized for the provision of

Light refreshments and meals at formal conferences and cultural awareness events. The waiver requests are to be batched and mailed to Joel Papier following the end of each quarter. Please note that the first batch will be due not later than Wednesday, October 10, 2007 and is to reflect requests for only the months of August and September (NOTE: Negative responses will be required in order that we can keep track of all 29 IC components). This office will send out reminder emails for all ensuing quarterly batches. In turn, OFM will forward copies of the waiver requests to the Director, Division of Acquisition Policy/ASAM. Due to the potential large volume of these request, this office will review the request on a random basis.

In addition, with respect to Exception No.2, The Government Employees' Incentive Awards Act, this office would like to clarify two matters: 1) The various CG Decisions that were applied in establishing existing NIH policy provide that only light refreshments, NOT meals, can be furnished at these functions: and 2) Whereas the entertainment expenditures can cover "other employees" attending the ceremony to honor the employee award recipients, the expenditures should not be extended to family and friends of those "other employees". See Activity "G" of Appendix 3 and Activity "D" of Appendix 4. Note: All existing NIH Policy as contained in NIH Manual Chapter 1160-1, Appendix 3 and Appendix 4 remains in effect. **Should you have any questions regarding these new reporting requirements or entertainments policy, please contact Joel Papier (301) 496-4379**

## New Procedures for Requesting Authority

### For Approvers And Buyers With Purchase Card Authority Above \$3,000

**Please be advised that the NIH 2604 form shall no longer be used for requesting authority for new approvers and for new purchase card authority above \$3,000. The NIH 2604-1 form will still be used for requesting authority for new buyers.**

#### Delegated Authority for Approvers and Buyers and Purchase Card Request Procedures above \$3,000

These guidelines pertain to obtaining Delegated Procurement Authority for new Approvers and Buyers, and new Purchase Cardholder and Card Approving Official (CAO) authority above \$3,000.



#### Obtaining Approver and Purchase Card Authority (i.e., Contracting Officer's Warrant)

Approvers for BPA Calls, Purchase Orders and/or Task Orders/Delivery Orders, Purchase Cardholders and Card Approving Officials with authority above \$ 3,000, require a Contracting Officer's Warrant. The following documents need to be submitted:

- "Contracting Officer's Warrant Application Form", See Purchase Card Manual Issuance - Appendix P-3.
- Current resume.
- Most recent performance appraisal with a rating
- Proof of having taken Green Purchasing training.

Additionally, those individuals who are currently certified need to submit a copy of the designee's Simplified Acquisition Certificate (formerly called Level I). If the applicant is not certified, he/she will receive an interim warrant

These documents should be faxed to Annette Romanesk at (301) 496-8422

#### Warrant Cancellation

Warrants may be cancelled by submitting the following documents:

- "Request to Terminate Warrant/Notice of Termination" form, See Purchase Card Manual Issuance - Appendix P-2.
- Original Warrant with "Cancelled" written on it.

These documents should be sent to Carl Henn at 6100 Executive Blvd., Room 6D01

#### Obtaining Buyer Authority

Requests for new Buyer authority are to be made on the NIH 2604-1. This form is available on the NIH Forms page located at: <http://forms.cit.nih.gov>. Note that the form is automated. Information can be typed on-line, or the blank form can be printed and information completed off-line. Part I is to be completed, including the requisite signatures. Part II is to be left blank.

**Upon completing the form with the designated change (s), this form should be faxed to Annette Romanesk at (301) 496-8422.**

# Simplified Acquisition (SA) Pathway to Knowledge

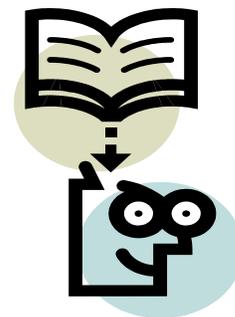
Approaching!!!

## Simplified Acquisition (SA) Pathway to Knowledge

### Lectures Series III - Federal Appropriations Law....

Mr. Steve Tominelli will provide us with the latest information relating to Federal Appropriations Law. Lecture Series III is open to the entire acquisition community, and any NIH employees that are interested.

This is the third lecture sponsored by the Division of Simplified Acquisition Policy and Services, OALM. We urge you to come and gain the most current knowledge to best serve your customers. [The Federal Appropriations Law session](#) is scheduled to be held on October 16, 2007, 9:30am - 11:30am, at the Neuroscience Center, Building 6001 Executive Blvd., Conference Room C, Rockville, MD 20852. Registration is required and will be available @ <http://olao.od.nih.gov/> by August 31, 2007. Please contact Ms. Alfreda Mire if you have any questions at (301) 435-3904.



Further, all lectures will occur quarterly and will count toward an individual's certification maintenance and warrant maintenance training requirement. Your attendance at these lectures is strongly encouraged.

## ACMIS Registration Requirement

### ACQUISITION CONSOLIDATED MANAGEMENT INFORMATION SYSTEM (ACMIS) REGISTRATION REQUIREMENT:

All Contracting Officers regardless of series, all Project Officers (POs), and all staff in series 1102, 1105 and 1106 are required to register in ACMIS, and enter information sufficient to document their completion of mandatory training. ACMIS is at [www.acmis.gov](http://www.acmis.gov). You establish your account over the web. There is a two page guide to assist with registration at [http://oamp.od.nih.gov/Division/acp/ACMIS\\_Registration2.pdf](http://oamp.od.nih.gov/Division/acp/ACMIS_Registration2.pdf) Helpful hints: Note that Project Officers are referred to as "Contracting Officer Representative/Contracting Officer Technical Representative" in the system. Many fields don't apply to POs. Only provide information that is relevant to acquisition. Focus on current acquisition certification and refresher training for the current period (2006 and 2007). You can enter several courses in one entry by listing the title and provider as "various" and putting all the detail into the text block.



The deadline for registering has already passed, so information should be entered promptly. NIH's free training slots from the Federal Acquisition Institute will be set in proportion to the number of NIH registrants in ACMIS. For additional information you may contact Carl Henn, NIH Acquisition Career Manager via email [HennC@od.nih.gov](mailto:HennC@od.nih.gov).

## Simplified Acquisition Challenge

The correct answers to the May/Jun Simplified Acquisition Challenge: 1.A, 2.B, 3.A, 4.B, 5.C, 6.A, 7.B, 8.C, 9.B, 10.C

# Entering Outstanding SAI Actions to DCIS/ FPDS-ng

Division of Simplified Acquisition Policy and Services Division has identified those actions that were not completed and/or entered into the Simplified Acquisition Interface (SAI) as the cutoff of May 31, 2007. Since SAI no longer is available, it is imperative that the users directly record all outstanding SAI actions to DCIS/FPDS-ng no later than **October 15, 2007**.

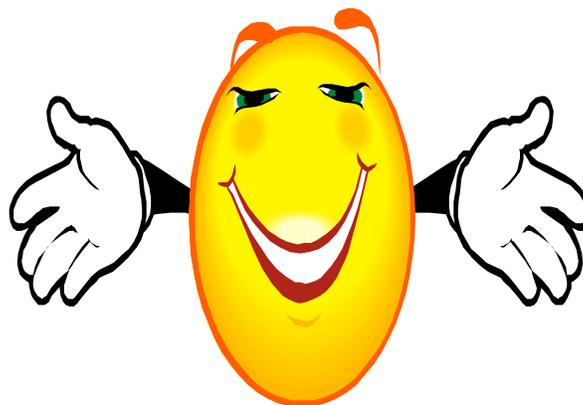
In an effort to assist with the entry of outstanding SAI Actions to DCIS/FPDS-ng directly, Alfreda Mire will be forwarding instructions to the applicable individual users by August 31, 2007.

Please make every effort to see that all of your data is submitted into the DCIS system accurately and timely. If you have any questions regarding DCIS/FPDS-ng data entry, please notify Alfreda Mire at 301-435-3904 or via email [mirea@od.nih.gov](mailto:mirea@od.nih.gov).



## The Following BPAs Have Recently Been Established & Discontinued

#999900108B – The Scale People – for laboratory instruments  
 #999900112B – Cryo Express – for liquid nitrogen and bulk gases  
 #999900116B – Cleanwise Inc – for custodial products  
 #999900365B – WT Weaver and Sons – for locks and lock-related hardware  
 #999900114B – Graphics by Gallo – for graphic arts services  
 #999900113B – Management Support Technology – for IT services and software  
 #999900334B – Allcomm Inc – for IT hardware, software and services  
 #999900117B – Morra Communications – for writing and editing services  
 #999900119B – Cavanaugh Press – for printing services  
 #999900588B – Atlis Systems – for graphic arts services  
 #999900122B – Mayflower Textile Services – for laundry services  
 #999900123B – GT Computers – for IT services, software and hardware  
 #999900125B – Unifirst Corporation – for laundry services  
 #999900127B – Timothy Cook – for graphic arts services  
 #999900129B – Express Biotech – for chemicals, media and blood products  
 #999900128B – Goldbelt Raven LLC – for medical/scientific equipment and repair



### The following BPAs have recently been discontinued:

#52842 – Ambion Inc  
 #55518 – Benchmark Security Systems  
 #61934 – D & R Millwork  
 #61661 – Medical Connection  
 #61894 – Tech Springs LLC  
 #63424 – Structured Technology Solutions  
 #50125 – Midwest Medical Supply  
 #48870 – S & S Tire Service  
 #62065 – Laser Printing & Envelopes  
 #51938 – NRI Healthcare Inc  
 #63033 – On-Site Sourcing Inc  
 #57635 – RGM Graphics Inc  
 #62377 – Sheffield Recordings  
 #56967 – The Answer Staffing Services  
 #63621 – Linco Diagnostic Services  
 #63645 – Whatman Inc  
 #63657 – University of Maryland Baltimore  
 #63748 – Seven Harvest International  
 #63787 – Nutech Laundry



## 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>

### 2609 Federal Supply Schedules

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
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No Classes Scheduled

### 2610 Consolidated Purchasing Through Contracts

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
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No Classes Scheduled

### 2611 Buying From Businesses On The Open Market

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
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No Classes Scheduled

## 9512 NIH Simplified Acquisitions Delegated Procurement

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
Sep 4, 2007	8:30-4:00pm	6120 EPS	\$736	Aug 13, 2007
Sep 5, 2007	8:30-4:00pm	6120 EPS	\$736	Aug 13, 2007
Sep 6, 2007	8:30-4:00pm	6120 EPS	\$736	Aug 15, 2007
Sep 7, 2007	8:30-4:00pm	6120 EPS	\$736	Aug 15, 2007

## 9513 NIH Simplified Acquisitions Delegated Procurement

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Sep 17, 2007	8:30-4:00pm	6120 EPS	\$1446	Jul 22, 2007
Sep 18, 2007	8:30-4:00pm	6120 EPS	\$1446	Jul 22, 2007
Sep 19, 2007	8:30-4:00pm	6120 EPS	\$1446	Jul 22, 2007
Sep 20, 2007	8:30-4:00pm	6120 EPS	\$1446	Jul 22, 2007
Sep 21, 2007	8:30-4:00pm	6120 EPS	\$1446	Jul 22, 2007

## 9515 NIH Buyer Contracts

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date*</u>
Aug 15, 2007	8:30-4:00pm	6120 EPS	\$553	Jul 24, 2007
Aug 16, 2007	8:30-4:00pm	6120 EPS	\$553	Jul 24, 2007
Aug 17, 2007	8:30-4:00pm	6120 EPS	\$553	Jul 24, 2007

## 9516 NIH Internal & External Requisitioner

<u>Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Date</u>
Sep 10, 2007	9:00am-4:00pm	6120 EPS	\$480	Aug 12, 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

## The OALM Acquisition Newsletter

Development Division on (301) 496-6211 or visit their website: <http://learningsource.od.nih.gov>

The OALM 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.

OALM invites your comments and suggestion for future articles. Please address all correspondence to the editors: John Best, [BestJ@od.nih.gov](mailto:BestJ@od.nih.gov) , Nic D'Ascoli, [DAscoli@od.nih.gov](mailto:DAscoli@od.nih.gov) , Cynthia Henderson, [HendersonCy@od.nih.gov](mailto:HendersonCy@od.nih.gov) , Alfreda Mire, [MireA@od.nih.gov](mailto:MireA@od.nih.gov) , Milton Nicholas, [NicholaM@od.nih.gov](mailto:NicholaM@od.nih.gov) , or Annette Romanesk, [RomanesA@od.nih.gov](mailto:RomanesA@od.nih.gov) .

If you have any questions or comments regarding the information, policy and/or procedures published in this issue, you may contact Alfreda Mire at the email address above. For future issues, contact the Simplified Acquisitions Helpline on (301) 496-0400 or via email at [SimplifiedAcquisitionHelp@od.nih.gov](mailto:SimplifiedAcquisitionHelp@od.nih.gov) and you will be referred to the appropriate editor.