



THE OLAO ACQUISITION NEWSLETTER

HOME PAGE: <http://www.nih.gov/odlolaoloa>

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

ATTACHMENT 1- "Delpro - Regulatory & Procedural Findings
Checklist"

ATTACHMENT 2- " Maryland State Tax Exemption Certificate"

ATTACHMENT 3- " District Of Columbia Tax Exemption
Certificate"



HIGHLIGHT(S) **OF THE MONTH**

Sales Tax Exemption for Purchases

All Government purchases are exempt from sales tax, regardless of the purchasing mechanism. You have just finished placing an order with your government purchase card. The customer service representative then gives you a total that includes sales tax. **WRONG!!!!!!!!!!!!!!** NIH employees making purchases with government purchase cards are exempt from paying sales tax. If the vendor requires a confirmation of Sales Tax Exemption, see Attachment's 2 and 3 for a copy of the tax exempt letters for Maryland and the District of Columbia. For other states sales tax exempt letters refer to website:

<http://apps.fss.sa.gov/services/gsa-smartpay/taxletter>

This also includes government buys on a walk in basis; i.e. Staples, Office Depot, etc.

Commercial Items up to 5 Million Extended

The Office of Federal Procurement Policy has informed the agencies that there is a one-year extension to use simplified procedures in acquisitions of commercial items up to \$5 million. The new authority is set to expire January 1, 2003. This was discussed at the Civilian Agency Acquisition Council (CAAC) meeting on January 9th. Agencies are authorized to issue a class deviation for the extension. HHS will be issuing the class deviation in the near future. As noted during this week's CAAC meeting, the test authority provided in section 4202 of the Clinger-Cohen Act, to use simplified procedures in acquisitions of commercial items up to \$ 5 million, has been extended by one year-i.e., it is now set to expire on January 1, 2003.

This extension was provided by section 823 of the Defense Authorization Act for FY 02 (Public Law 107-107).

PURCHASE CARD NEWS

PURCHASE CARD PROGRAM

Are Audits Really Necessary ?

In general, audits can be informative by providing helpful information that can assist you in maintaining proper records and accurate documentation. The audits are not designed to put you in-the-spotlight. They are designed to assure the Government that the Federal Acquisition Regulations (FAR) are applied when a purchase for a product or service is made. It allows the Purchase Card Program to guarantee that Cardholders are seeking proper clearance(s) prior to making a purchase in accordance with the clearance manual (NIH Manual 26307-3). Both the FAR and the clearance manual can be viewed in the OPM Web site (<http://www.nih.gov/od/opm>).

What Should Your Monthly Acquisition File Include?

All Files above and below the Micro purchase threshold MUST include the following:

Record of Purchase Card Order

Receipts (Sale Slips, Invoices, Packing Slips)

Statement of Account (Printed from the ADB after the reconciliation has been completed).

Supporting Documentation (Justifications, Statement Of-Work, Quotes, Clearances, etc).

Purchases Over \$2,500.00

Documentation is very important. It provides the Reviewer with a history of the purchase. In addition, purchases over \$2,500.00 should address the following concerns:

- C Were mandatory sources checked ?
- C Is it a small or large business ?
- C Is the vendor on a Federal Supply Schedule or Open Market?
- C Was it awarded competitively or on a sole source basis ?

Federal Supply Schedule

Check List Greater than \$2,500.00

I At least three schedule price lists should be reviewed for all multiple award schedule acquisitions.

FAR Part 8.404(b)(2)

I When other than the lowest price is selected, document explanation of a “**Best Value**” decision.

FAR Part 8.404(b)(2)

Purchases Over \$2,500.00

Open Market

Documentation Check List

- I Adequate purchase description or statement-of work for services
- I Document the quotes solicited - **FAR 13.106-3(a)(2)**
- I Document the basis for determination of price reasonableness - **FAR 13.106-3(a)(2)**
- I Document the evidence that the purchase price is advantageous to the Government when other than the lowest price is selected - **FAR Part 13.106-1(a)(2) and 8.404(b)(2)**

Open Market

Justification Check List

- I Justification is required for not using a small business for purchases over \$2,500.00 - **FAR Part 19.502-2(a)**
- I Sole Source purchases require a justification- **FAR Part 6.302**
- I Brand name, make, or model requires a justification- **FAR Part 11.105**
- I For services, inclusion of Service Contract Act, wage determinations or exemption certification, when applicable - **FAR Part 22.1002-1**
- I Small Business Representations and SIC Code Clause - **FAR Part 19.307 and FAR Part 52.219-1**
- I Document if the end product is in accordance with the Buy American Act - **FAR Part 25.101**

General Reminders

- ⌊ For awards to individuals show evidence that the individual or vendor has been notified of the required compliance Drug Free Workplace Act Clause - **FAR 23.505(a)(1) & 52.223-6**, prior to acceptance of an order.
- ⌊ Unauthorized Purchases must be ratified- **HHSAR 301-602-3**

REMEMBER

If your card has been suspended, you must notify the Purchase Card Program.

Once a cardholder has been suspended, notify the Purchase Card Program via e-mail at Creditcard.anod.nih.gov. Once this office verifies the reconciliation is complete, the purchase card will be reactivated. CH(s) should anticipate waiting at least 24-48 hours before the card is reactivated. This reactivation waiting period is based on your first suspension. If CH(s) have numerous suspensions, please refer to the NIH Purchase Card Reconciliation Procedures (Revised 5/01/01) for appropriate reactivation timeframes. Which can be found at: <http://www.nih.gov/od/olao/oa/purchases/reconciliation.html>

DELPRO NOTES &

SIMPLIFIED ACQUISITION NEWS

The Town Crier

LEVEL 1 PACKAGES -

The next Level 1 Certification Board will meet some time at the end of April, 2002. Please submit your Level 1 Package to your IC Coordinator so that your IC Coordinator can send your package to Mrs. Annette Romanesk, 6011 Executive Blvd., Room 547H by **April 15, 2002.**

Wage Determinations Available -

General wage determinations are now accessible on the web. The wage determinations, pursuant to the Davis-Bacon and all related Acts are available free of charge on the Government Printing Office web site address: www.access.gpo.gov/davisbacon. They may also be obtained electronically by subscription to the Davis - Bacon Online Service <http://davisbacon.fedworld.gov> Of the National

Technical Information Service (NITS) of the U.S. Department of Commerce @ 1-800-363-2068.

CLASS NAME CHANGED- The class entitled "Purchase Card Log & Reconciliation, has been changed. The class is now entitled "Purchase Card Processing System".

NIH Printing Requirements Revised -

NIH Manual 6308, "Acquisition of Printing Requirements at the NIH" has been revised. This chapter is revised to comply with recommendations by the NIH Office of Management Assessment in a November 2001, Corrective Action Report. One of the recommendations was to incorporate as a best practice the Government Printing Office policy emphasis on online distribution of publications to Federal Depository Libraries and the online use of the GPO Form 3868. This chapter complies with the recommendation and brings the NIH into compliance with statute, regulation and policy. The Chapter discusses the direct acquisition for printing, as well as printing that is a peripheral deliverable in a contract for a larger purpose.

For additional information, please go to:

<http://www1.od.nih.gov/oma/manualchapters/contracts/6308/> .

For information on NIH Manual Chapters, including Delegations of Authority, please go to the NIH Manual Chapters Web site at:

<http://www1.od.nih.gov/oma/manualchapters/> .

New Prompt Payment Rate

The Prompt payment interest rate has changed. For the period beginning January 1, 2002 and ending on June 30, 2002 the prompt payment interest rate is 5.500 per centum per annum. The old rate was 5.875. The interest has decreased, however it is important to realize the necessity of promptly entering receiving. Once receiving is entered, the payment process may begin. The Prompt Payment Act is Public Law 97-177 which states that each Federal agency who acquires services, supplies or equipment from vendors and does not make timely payment for such delivery by the required payment date shall pay an interest penalty to the vendor (**FAR Part 32**).

- i_ **Attachment 1** of this newsletter is the same form reviewers use to audit Delpro files. This should assist new agents in the NIH procurement community as well as remind veteran agents of what to look out for in a Delpro review.

Contracts

New role for OLAO in New Business System

OLAO Has A Role To Play

by Molly Eng

OLAO plays a very interactive role in the process of creating the New Business and Research Support System (NBRSS). Here's the latest article about the NBRSS by Marina Gregory which provides more detail and websites where you can find out who, what, when and where things are happening.

Change Comes To The NIH!

By Marina Gregory

Have you heard about the NBRSS?

If you haven't, and you are part of the NIH community, you need to know about the NBRSS.

NIH is spearheading a DHHS-wide initiative to introduce a business infrastructure that will support biomedical research in the 21st century --- one that meets the needs of the scientific community and enables achievement of world-class performance.

What is the NBRSS?

NBRSS is the NIH Business and Research Support System, comprised of two state-of-the-art NIH-wide Enterprise Resource Planning (ERP) Systems that support industry standard best practices in administration and provide optimal service to the community. The NIH Business System (NBS) will dynamically coordinate NIH's core administrative functions, and the Enterprise Human Resources and Payroll (EHRP) system will replace the existing DHHS human resources and payroll system.

Who at NIH is impacted by the NBRSS?

Anyone who is involved with budgeting and finance, property, acquisition and supply, R&D contracts, travel, the Service and Supply Fund, or processing, reviewing, and/or approving civilian personnel transactions will be impacted by the NBRSS.

What does the introduction of the NBRSS mean to the community?

The NBRSS will improve NIH's total administrative and scientific support capability by linking the accounting systems and all administrative and scientific support functions, incorporating "best practice" administrative support processes, and balancing the standardization of practices with IC and scientist flexibility. The introduction of the NBRSS will replace the ADB, IMPACT, and other 'homegrown' administrative systems.

We can't do it right without you! Select here

<http://nbs.nih.gov/faq/index.htm> for FAQs to help you to learn more about the future of NIH and what might be in it for you. Your questions and comments are most welcome and may be directed to Marina Gregory at-

["gregorym@mail.nih.gov"](mailto:gregorym@mail.nih.gov).

The Administrative Management Systems Steering Committee. Select here for a complete listing of our members.

<http://nbs.nih.gov/steering/steermbrs.html>

BPA NEWS !!!!!

The following BPAs have recently been established:

- #55703 - Novagen Inc - for chemicals, tissue materials, and biological materials**
- #55300 - Southern Biotechnology - for biological materials, animal services**
- #55324 - University of Alabama - for tissue specimens and histology services**
- #54826 - Equiparts - for hardware, tools and building supplies**
- #55012 - Machine & Welding Supply - for gases**
- #54983 - Editech Services - for temporary office support services**
- #55000 - Sytel Inc - for IT hardware, software and repair**
- #55087 - Systems Research & Application - for IT hardware, software and services**
- #55051 - Faxworld Corp - for telecommunications hardware and repair**
- #55127 - Ingenious Targeting Lab - for laboratory testing services**
- #55103 - Air Cleaning Technologies - for air/water filters and instruments**
- #55142 - Maria Rosdolsky - for translation services**
- #55166 - Metropolitan Board - for design services**

The following BPAs have recently been discontinued:

- #53858 - Basic Options Staffing**
- #48737 - BEB Enterprises**
- #40511 - Novagen Inc**
- #42052 - PerkinElmer Wallac**
- #40665 - Southern Blotechnology**
- #25496 - University of Alabama**
- #47666 - Xerox Corporation**
- #55036 - Delta Microsystems**

The following BPA has been reestablished:

- #41918 - Santa Cruz Blotechnology - for biological materials and blood products**

AVAILABLE TRAINING & 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, with the exception of the March 5th cancellation. 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://eos13.dcrf.nih.gov:80/od/opm/purchases/survival.html>

BASIC PURCHASE CARD TRAINING

Mandatory Purchase Card Training has been scheduled for the following dates. Registration is required through Human Resources Development Division (HRDD) using NIHITS. You may obtain further information on class registration at the HRDD web site: <http://learningsource.od.nih.gov>

2636 PURCHASE CARD TRAINING SCHEDULE

Tuition for the following courses: \$272.00

<u>DATE</u>	<u>START TIME</u>	<u>END TIME</u>	<u>LOCATION</u>	<u>Cancellation Deadline</u>
3/19/02	9:00A.M.	4:00PM	Executive Plaza South	2/19/02
4/18/02	9:00 AM	4:00 PM	Bldg 31	3/19/02
5/06/02	9:00 AM	4:00 PM	NCI/Frederick CCRD-Bldg 3 Rm1520	4/08/02
6/05/02	9:00 AM	4:00PM	Bldg 31	5/08/02
7/12/02	9:00 AM	4:00 PM	Executive Plaza South	6/14/02
8/13/02	9:00 AM	4:00 PM	Bldg 31	7/16/02

PURCHASE CARD LOG & 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 hand-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB.

This course is for CURRENT NIH PURCHASE CARD HOLDERS who wish to create and reconcile electronic Purchase Logs using the ADB.

2635 PURCHASE CARD PROCESSING SYSTEM

Tuition for the following courses: \$169.00

Course Dates	Course Time	Location	Cancellation Deadline
3/20/02	8:30 AM	Executive Plaza South	2/19/02
	12:00 PM		
	1:00PM 4:30 PM		
4/17/02	8:30AM	Executive Plaza South	3/20/02
	12:00PM		
	1:00PM 4:30 PM		
5/07/02	8:30 AM	NCI Frederick CCRD Bldg.3/1520	4/09/02
	12:00 PM		
	1:00 PM 4:30 PM		
6/06/02	8:30 AM	Bldg 31	5/09/02
	12:00 PM		
	1:00 PM 4:30 PM		
8/14/02	8:30AM	Bldg 31	7/14/02
	12:00 PM		
	1:00 PM 4:30 PM		

MANDATORY DELPRO PROCUREMENT TRAINING

The Delegated Acquisition Training Program and first five 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>
<u>04/09/2002</u>	<u>9:00 -12:00</u> <u>1:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>03/05/2002</u>
<u>08/06/2002</u>	<u>9:00 -12:00</u> <u>1:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>07/09/2002</u>

2610**Consolidated Purchasing through Contracts**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
<u>04/10/2002</u>	<u>9:00 -12:00</u> <u>1:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>03/13/2002</u>
<u>08/07/2002</u>	<u>9:00 -12:00</u> <u>1:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>07/10/2002</u>

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>
<u>04/11/2002</u>	<u>9:00 -12:00</u> <u>1:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>03/07/2002</u>
<u>08/08/2002</u>	<u>9:00 -12:00</u> <u>1:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>07/11/2002</u>

2617**Price Reasonableness in Simplified Acquisitions**

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

2612**Professional Service Orders**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
<u>02/27/2002</u>	<u>8:30 - 12:00</u>	<u>NCI Frederick Cancer Research & Development Center</u>	<u>\$207</u>	<u>01/30/2002</u>
<u>04/17/2002</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>03/20/2002</u>
<u>06/13/2002</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>05/16/2002</u>
<u>08/28/2002</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>Executive Plaza</u>	<u>\$207</u>	<u>07/31/2002</u>

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>01/14-17/2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$766</u>	<u>12/17/2002</u>
<u>03/04-07/2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$766</u>	<u>02/11/2002</u>
<u>05/20-23/2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$766</u>	<u>04/22/2002</u>
<u>07/08-11/2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$766</u>	<u>06/10/2002</u>
<u>08/19-22/2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$766</u>	<u>07/22/2002</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 ACQUISITION NEWS

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 Acquisition News 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/opm/>

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.