



THE OLAO ACQUISITION NEWSLETTER

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

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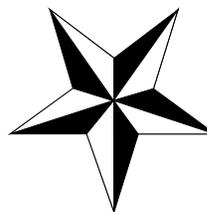
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SEND US YOUR ACQUISITION ARTICLES.
OLAO WEB SITE OR HARD COPY - HOW TO GET.
YOUR CO-EDITORS.

HIGHLIGHT(S)

OF THE MONTH



DELPRO NOTES AND SIMPLIFIED ACQUISITION NEWS

UNICOR

Federal Acquisition Circular (FAC) 2001-21, which became effective on March 26, 2004, modifies the Federal Acquisition Regulation (FAR) 8.6, Acquisition from Federal Prison Industries, Inc. (FPI). This FAC implements the Consolidated Appropriations Act, 2004, Division F, Section 637 (P.L. 108-199). It states that when using FY2004 funds for the purchase of a product or service offered by FPI (also known as UNICOR) Schedule, the purchasing agency must first conduct market research to determine that the product or service does not exceed current market prices and provides the best value to the buying agency. This procedure is applicable to all purchases using FY 2004 appropriated funds, **regardless of the mechanism, where the total exceeds \$2,500.** You are encouraged to read the full text of FAR 8.6. Below are the key steps to be followed:

Before purchasing a supply listed in the FPI Schedule, conduct market research (FAR Part 10.002) to determine whether the FPI item is comparable to supplies available from the private sector in terms of price, quality, and time of delivery. This is to be a unilateral determination by the contracting officer, DELPRO ordering official or Card Approving Official.

Prepare a written determination based on the results of the market research that includes supporting rationale explaining the assessment of price, quality and time of delivery.

If the FPI item is comparable, either purchase the item from FPI in accordance with the ordering procedures at <http://www.unicor.gov> or, if appropriate, obtain a waiver from FPI in accordance with FAR 8.604.

If the FPI item is not comparable in one or more of the areas of price, quality and time of delivery, acquire the item through competitive procedures found in FAR 6.102, set-aside procedures found in FAR 19.5, or simplified acquisition competition procedures found in FAR 13. Include FPI in the solicitation process and consider a timely offer from FPI for award in accordance with the requirements and evaluation factors in the solicitation.

When placing an order under a multiple award delivery order contract, follow the fair opportunity procedures in FAR 16.505. When using a multiple award schedule issued under the procedures in FAR 8.4 or the fair opportunity procedures in FAR 16.505, establish and communicate to FPI the requirements and evaluation factors that will be used as the basis for selecting a source so that a timely offer from FPI

can be evaluated on the same basis as the contract or schedule holder.

If you are using funds other than FY2004 appropriated funds, you are required to:

Purchase the required supplies of the classes listed in the FPI Schedule at prices not to exceed current market prices following the ordering procedures at <http://www.unicor.gov>, unless a waiver has been obtained in accordance with FAR 8.604.

If the contracting officer, DELPRO ordering official or Card Approving Official believes the FPI price exceeds the market price, the matter may be referred to the FPI for resolution.

NEW HHS CLASSES REQUIRED FOR LEVEL I CERTIFICATION BEGINNING IN FY2005

Beginning in FY2005, the two classes that are now required for Level I Certification, Contract Formation I and Acquisition Planning II will not be the required HHS classes for Level I Certification.

Beginning this coming Fall, Level I Certification for new DELPRO Approving Officials and for new Purchase Cardholders and new Card Approving Officials who purchase or approve purchases above \$2,500 and up to \$25,000, will be required to obtain Level 1(a) certification by attending the two new HHS classes. These classes will be Basic Simplified Acquisition Procedures and Advanced Simplified Acquisition Procedures. For individuals who attended these two classes that were given prior to the Year 2000, their certificates from

these older classes will still be acceptable. Also, individuals who attended Contract Formation I and Acquisition Planning II, their certificates from these classes will still be acceptable.

New Purchase Cardholders and new Card Approving Officials who approve purchases above \$25,000 and up to \$100,000 (these are limited to Purchasing Agents in the Centralized/Decentralized ordering offices), will be required to obtain Level 1(b) certification by attending four HHS classes beginning this coming Fall. The HHS classes that they must attend are Basic Simplified Acquisition Procedures, Advanced Simplified Acquisition Procedures, Introduction to Contracting, and Acquisition Planning I. If, prior to the Year 2000, they attended the older Basic Simplified Acquisition and Advanced Simplified Acquisition classes, their certificates from these older classes will still be acceptable. Also, for individuals who attended the Contract Formation I and Acquisition Planning II classes, their certificates from these classes will still be acceptable. These individuals would then only have to take the remaining two classes Introduction to Contracting and Acquisition Planning I.

Please be sure that you notify your Institute's training coordinator if you need to take these classes beginning in the Fall, so that they will have this information when it comes time for them to request slots for these classes. **They have now been asked to request slots by July 21.**

CENTRAL CONTRACTOR REGISTRATION (CCR)/ PROFESSIONAL SERVICE ORDERS

A deviation was obtained to FAR 4.11 - Central Contractor Registration. On April 28, 2004 we sent an email indicating that individuals on Professional Service Orders (PSOs) are not required to register in the Central Contractor Registration (CCR) until such time as they have been awarded six (6) orders. After receiving 6 orders, they must register in the CCR as set out in FAR 4.11. Also, individuals on Professional Service Orders are still required to be set up for electronic funds transfer in the ADB with their ACH information.

This is to advise you that individuals who meet the definition of professionals are exempt from the CCR requirement until such time as they have been awarded (6) six orders. The six orders may be S-type orders or purchase orders. The professional service is not limited to guest speakers/lecturers. The service may extend for days, weeks, etc. using a PSO or purchase order.

REMOVING INDIVIDUAL ON PSOS FROM DUN & BRADSTREET MARKETING MAILING LIST

Recently there have been some complaints from individuals who are performing a service to the government via PSOs. Individuals who have registered with Dun & Bradstreet as part of the CCR registration process have been inundated with SPAM, unsolicited mail or both. Any individual who wishes that their name, address, telephone number and other personal information not be released or sold to third parties must call Dun & Bradstreet's Customer Service at 1-800-234-3867 and request to be taken off of their marketing listing. (Be sure to state marketing listing or this request may not be honored). Please share this information with anyone who processes PSOs and with individuals

who have already registered with Dun & Bradstreet as part of the CCR registration process.

BUSINESS CARDS

Effective immediately, there has been a change in policy regarding the procurement of employee business cards. The changes are included below. However, the NIH Printing Services Branch will be unable to accept new orders for business cards until approximately July 23, 2004. Centers and other NIH components who need to order employee business cards prior to this date are authorized to purchase employee business cards from the Lighthouse for the Blind through July 23, 2004.

POLICY

Appropriated funds may be used to purchase employee business cards for NIH employees who, in the conduct of their official duties, interface significantly and continuously with people or organizations external to NIH (Government and Non-Government) to further the statutory mission of NIH. NOTE: Use of appropriated funds for the purchase of employee business cards is not authorized for Federal Advisory Committee Members and Special Government Employees.

Employee business cards must be procured using the following procedures:

(1) Employee business cards for Institute personnel can be purchased through the NIH Printing Branch, Division of Medical Arts and Printing Services, ORS (NIH Printing Branch)(301/496-3881). If the NIH Printing Branch is not used, then the purchase must be made from the Lighthouse for the Blind (LB), Seattle, Washington. LB is a mandatory source via the Javits-Wagner-O Day Act. The General Services Administration has issued the LB a Federal Supply Schedule contract to supply employee business cards to Federal employees.

(2) Employee business cards for Center or other NIH component's personnel must be purchased through the NIH Printing Branch.

The NIH Printing Branch will only accept Central Services Accounting (CSA) requests for the purchase of employee business cards. Requestors must also go to the website address: www.nih.gov/od/ors/dss to place orders. Contact the NIH Printing Branch at (301) 496-3881 for more information.

The standard employee business card format must include: Department of Health and Human Services and National Institutes of Health in either text or logos; employee's name and official organizational title (informal titles and references cannot be used); address, telephone number, fax number, and e-mail address. The IC or Center logos may be included.

The purchase of employee business cards with foiled logos is prohibited. The inclusion of personal cellular telephone numbers on the employee business cards is also prohibited.

Orders for business cards shall be reasonable in relation to their usage by the particular employee. In most cases, orders will not need to be placed more often than yearly for an employee. Most employees will not need more than 250 cards per year. An adequate justification for quantities exceeding 250 employee business cards is required. A reorganization or change in position may necessitate replacement of cards.

RESPONSIBILITIES/PROCEDURES

The employee shall submit a written request for employee business cards to their immediate supervisor. The written request must describe the employee's duties, why the employee business cards are required, the level of interaction with people or organizations external to NIH, and how the employee's communication capabilities are or will be adversely impacted without the employee business cards. If more than 250 cards are needed, the written request shall state the number of cards required and include an adequate justification for the excess quantity.

The immediate supervisor of an employee requesting business cards will be responsible for the following:

(1) Reviewing and determining whether the request to purchase employee business cards is justified. Requests will not be considered if the employee does not have significant and continuous interaction with persons or organizations external to the NIH.

(2) Ensuring that requested quantities in excess of 250 business cards are justified and reasonable.

(3) If applicable, ensuring that requests for cards in excess of one order per year per employee are justified and reasonable.

(4) Requesting approval of employee business card requests from the Executive Officer (EO)(cannot be re-delegated)(see sample memorandum below). Requests for EO approval can be handled via e-mail or fax. Approvals must be obtained in writing before the acquisition process begins.

(5) Maintaining written approval of employee business card requests.

The individual responsible for ordering supplies cannot begin the acquisition process for an employee business card order until there is written evidence of EO approval.

If the employee business cards are ordered through the NIH Printing Branch, a copy of the EO approval (with the CSA ordering number, P or X, affixed) must be faxed to (301) 480-4548.

USE OF APPROPRIATIONS TO PURCHASE EMPLOYEE BUSINESS CARDS

SAMPLE REQUEST FOR APPROVAL MEMORANDUM

DATE:

FROM:

TO: (Insert Name)
Executive Officer, (Insert IC)

SUBJECT: Request for Approval to Purchase Employee Business Cards

Attached is the justification to purchase employee business cards for [insert name] of my staff.

The employee interacts significantly and continuously with people or organizations external to NIH. Use of the employee business cards would facilitate prompt and efficient business-related communications in the course of such interaction, which furthers the statutory mission of NIH. The quantity of [insert number] employee business cards is determined to be reasonable.

Your approval is requested.

(Signature)
Immediate Supervisor s Name (typed)
Immediate Supervisor s Title

_____This request is approve_____This request is not approved

(Signature)
Executive Officer s Name (typed)

PURCHASING PROFESSIONAL CREDENTIALS FOR EMPLOYEES

(The information below is only applicable if the NIH institute supports the payment of professional credentials. Be sure to check with your IC managers before proceeding with these payments.)

(The information below is provided by the HHS/OS)

In the past, government employees were responsible for qualifying themselves for the

performance of official duties. If a personal license was necessary for an employee to perform in a certain capacity, the employee was charged with procuring it at his own expense. Pursuant to 5 U.S.C. Section 5757, agencies now have the discretion to use appropriated funds to pay for expenses related to professional credentials for employees, subject to certain limitations. Section 5757 of title 5 provides:

- (a) An agency may use appropriated funds or funds otherwise available to the agency to pay for
 - (1) expenses for employees to obtain professional credentials, including expenses for professional accreditation, State imposed and professional licenses, and professional certification; and
 - (2) examinations to obtain such credentials.
- (b) The authority under subsection (a) may not be exercised on behalf of any employee occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of the confidential, policy determining, policy making, or policy advocating character of the position.

The exception provided in paragraph (b) of this statute pertains to Schedule C employees as classified by the regulations promulgated by the Office of Personnel Management. 5 C.F.R. Section 213. Schedule C positions are those excepted from the competitive service due to the confidential or policy-determining nature of the positions. 5 C.F.R. Section 213.3301.

The agency has the discretion, therefore, to use appropriated funds to pay for the professional credentials, licenses, and certifications, and exams for such credentials for employees other than Schedule C employees or any other classification of employees that is excepted from the competitive service for the reasons listed in 5 U.S.C. Section 5757 (b).

NIH MAY NOT PAY FOR ENTRANCE EXAMS, i.e., THE MCAT AND GRE UNDER THE IRTA PROGRAM

(The decision below is provided by the HHS/OS)

In regard to whether NIH may pay for admissions tests, i.e., the MCAT and GRE as part of the Intramural Research Training Awards Program (IRTA), according to the policy, the IRTA program IRTA Traineeships are established for the principal benefit of the participant and to provide opportunities for developmental training and practical research experience in a variety of disciplines related to biomedical research, medical library research and related fields. Traineeships are designed to provide research training for which fellowship support is not provided under Section 487 of the PHS Act, and which is not residency training of physicians or other health professionals.

The IRTA programs mission provides opportunities for pre-doctoral, post-baccalaureate, and training of students who are interested in the research program to gain research experience. At the end of the traineeship, the individuals are encouraged to either finish their degree programs or to pursue higher education. While pursuit of higher education and advanced degrees is encouraged, the IRTA guidance does not appear to contemplate the payment of expenses associated with gaining entrance into such programs. Therefore, NIH is not authorized to pay for entrance exams like the GRE or MCAT under the IRTA program.

PURCHASE CARD NEWS

PURCHASE CARD ON-LINE REFRESHER TRAINING

The purpose of the online refresher training is to reinforce the policies and procedures associated with the NIH Purchase Card Program, as well as to provide CHs and CAOs with readily available updated reference material to assist them in the

day to day use of their cards. CHs and CAOs will be expected to complete this training every two years. Initially, it will be given to those CHs and CAOs who have had accounts for more than six months. Then, as other CHs and CAOs reach their two year anniversaries, they will be expected to complete the refresher training.

The online refresher training was disseminated to the first group on May 3, 2004. The training is designed to automatically notify each CH/CAO via email. The email outlines detailed instructions as to the web address, login and course completion requirement. CHs/CAOs who have had authority for six months or more will receive their email notification no later than August 3, 2004. If by August 3rd, you have not received your email notification to complete the training, please submit an email to PCRsupport@od.nih.gov.

CARD APPROVING OFFICIALS
APPROVING ORDERS ABOVE
\$2,500 MUST BE LEVEL I
CERTIFIED AND OBTAIN INTERIM
AUTHORITY

Card Approving Officials (CAOs) who will be approving Cardholders who have authority to order above \$2,500 must be Level I(a) certified, the same as Cardholders who are granted authority to purchase items above \$2,500. If a CAO is not already Level I certified, in order to obtain Level I certification, a CAO must submit an NIH 2604 form Delegation of Acquisition Authority to request interim authority for one year to approve orders above \$2,500. They can only be granted one year interim authority, during which time they must complete the HHS training classes that are required for Level I certification. Level I certification requires one year experience and the required classes. The certification board who will review the Level I packages, meet in January, April, July and October of each year.

The NIH 2604 form requesting interim CAO authority should be mailed to Annette Romanesk, 6011 Executive Blvd., Room 547H with a copy of at least one certificate from one of the required HHS classes. Before the end of the one year interim authority period, the CAO should send their Level I package to Annette Romanesk also.

CAOs who approve cardholders above \$2,500 and up to \$25,000 must obtain Level 1(a) certification which requires 2 HHS classes as follows: Basic Simplified Acquisition Procedures and Advanced Simplified Acquisition Procedures.

CAOs who approve cardholders above \$25,000 and up to \$100,000 (This authority is only granted to cardholders in the centralized/decentralized ordering offices), must obtain Level I(b) certification which requires 4 HHS classes as follows: Basic Simplified Acquisition Procedures, Advanced Simplified Acquisition Procedures, Introduction to Contracting and Acquisition Planning I.

Contract Formation I and Acquisition Planning II classes taken prior to FY2005 will be considered equivalent to Basic Simplified Acquisition Procedures and Advanced Simplified Acquisition Procedures and certificates for these classes taken prior to FY2005 will still be acceptable for Level I.

**SIMPLIFIED ACQUISITION &
DELPRO NOTES**

SKILLS CURRENCY TRAINING
REQUIRED FOR 1105 AND 1106
STAFF

The new Acquisition Training and Certification Handbook guidance requires 24 hours of skills currency training every two years for 1105 and 1106 staff. No specific courses are required for this skills currency training.

**NEW CONTRACT AWARDED TO
MEDICAL EQUIPMENT
MAINTENANCE CO. (MEMCO)**

A new contract has been awarded to Medical Equipment Maintenance Co. (MEMCO) offering maintenance and preventative maintenance on laboratory freezers. The Contract number is D4000009. Please contact Bob Fyffe on (301) 881-2393 for details.

**NEW SITE FOR THE OLAO
HOMEPAGE**

The new site for the OLAO Homepage is <http://www.olao.od.nih.gov/>

LEVEL I PACKAGES FOR JULY

The next Level I Certification Board will meet some time at the end of July, 2004. Please submit your Level I Package early to your IC Coordinator so that your IC Coordinator can send your package to Annette Romanesk, 6011 Executive Blvd., Room 547H around July 12, 2004.

**OFFICE OF FINANCIAL
MANAGEMENT**

REVISED

**NIH MANUAL CHAPTER 1160-1,
ENTERTAINMENT**

Provided by Joel Papier, Office of Financial Management, NIH

1) When we are referring to Conferences/Meetings (non-training related) Event Type C on the matrix (Appendix 3 and

Appendix 4) of NIH Manual Chapter 1160-1, Entertainment and the corresponding definitions, here is the rule of thumb that should be followed for **Internal Meetings**:

If it s an internal meeting (i.e., a meeting between NIHers only or between NIHers and other government employees) you should not authorize the use of appropriated funds or gift funds for Light Refreshments (LR) when the meeting is held in the official duty station area,i.e.,local travel. Whether the meeting is held on a day-to-day or non-day-to-day basis is irrelevant.

Example: If NIHers meet w/other Feds every other month to discuss a rewrite of the HHS accounting standards, appropriated funds/gift funds should not be authorize for LR. If LR are provided, all of the attendees contribute out of pocket to the costs of the LR. The same scenario should apply for scientific/research-oriented meetings between NIHers and/or other Feds.

2) Similarly, for Event Type C , here is the rule of thumb that should be followed for **Non-Internal Meetings**:

If it s a non-internal meeting (i.e., a meeting between NIHers and Nonfederal Persons (could also include other Feds)), you should use discretion when authorizing the use of appropriated or gift funds for LR when the meeting is held in the official duty station area. Just because we have Nonfederal Persons coming here to advise should not result in our feeding them LR every time they set foot on campus. Again, whether the meeting is held on a day-to-day or non day-to-day basis is irrelevant.

Example A: Grant review meetings that occur on a monthly or bi-monthly basis. These meetings are in support of the IC s objectives and are routine in nature, and appropriated funds should not be used to provide LR.

If you want to provide LR, have all of the attendees contribute out of pocket to the costs of the LR.

Example B: Nonfederal Persons visiting to advise on special initiatives by the Administration, Congress, HHS, etc., or to meet to discuss recent international or national health events, e.g. Avian Flu, Mad Cow Disease (Creutzfeldt-Jakob Disease), SARS, or to discuss strategic planning initiatives for the outyears, etc. The use of appropriated or gift funds for LR for these activities is permissible.

3) Avoid selecting off-site (or off-campus) meeting facilities when a small number of Nonfederal Persons have been invited to attend a conference, meeting, etc. In this scenario, there should be ample space in NIH buildings and facilities or other government facilities. If the only alternative is to convene the meeting at a non-government off-site location, e.g., Pooks Hill Marriott, you must adhere to the guidelines in FTR 301-74.19. That regulation provides For a conference you sponsor in whole or in part for 30 or more attendees, you must maintain a record of the cost of at least three alternative sites considered and these records must be made available to the Office of the Inspector General or other interested parties.

INFORMATION TECHNOLOGY

SYSTEMS SECURITY

REQUIREMENTS FOR NIH

ACQUISITIONS

There is a requirement to comply with the Department's Information Technology systems security requirements whenever you process an acquisition that involves IT where the contractor/vendor will develop or have access to a federal automated information system (AIS). These requirements include, but are not limited to clerical and secretarial support, computer services, system analyst, computer programmers, website developers and systems maintenance and database support. In general, anyone developing or having access to an NIH system and IT contractors will need a security clearance.

The Computer Security Act of 1987 (P.L. 100-235) was enacted to improve the security of information in federal computer systems and to ensure that information accessed by contractor/vendor employees from federal AISs is adequately safeguarded. To ensure that all applicable requirements are covered, the Department has implemented this Act such that it encompasses all types of acquisitions, including purchase orders, records of call, and purchase card transactions.

If you receive an IT requirement that meets the definition, you should contact your Institute's ISSO (Information Systems Security Officer). Their names can be found at <http://irm.cit.nih.gov/nihsecurity/scroster.html>. They will guide you through the process to ensure that you assign the appropriate clearance category. You may also contact Thomas Mitchell, CIT/ODCIO (301-594-2750), tm4d@nih.gov for further assistance.

For additional information, the Department of Health and Human Services (HHS) automated information systems security program (AISSP) is contained in the HHS AISSP Handbook <http://irm.cit.nih.gov/policy/aissp.html>. Further guidance is contained in the HHS Personnel Security/Suitability Handbook <http://www.hhs.gov/ohr/manual/pssh.pdf>. HHS Instruction 731-1, Personnel Security/Suitability Program http://www.hhs.gov/ohr/manual/98_1.pdf, and CIT's Security Planning and Assessment (Tables 1-3) website <http://www.cit.nih.gov/security-planning.asp>.

Purchasing Agents in the Centralized/Decentralized Ordering Offices should also be sure that the following clauses are incorporated by reference into their orders as appropriate:

FAR clause 52.204-2, Security Requirements (August 1996), when the acquisition may require contractor/vendor employees to access classified information. This FAR clause can be accessed at

<http://www.arnet.gov/far/farqueryframe.html>.

FAR clause 52.239-1, Privacy or Security Safeguards (August 1996), when the acquisition is for IT services requiring security of IT and/or the design, development or operation of a system of records using commercial IT services or support services. This FAR clause can be accessed at <http://www.arnet.gov/far/farqueryframe.html>.

PROCUREMENT DEADLINE DATES

The NIH Manual 6007-1, Deadline Dates for Procurement Requests, was updated in June, 2004. This issuance revises the Procurement Administrative Lead Times (PALTS) and the deadline dates for those ICs who submit on-line Market Requisitions (RQMs) and other authorized funding documents to the Division of Logistics and Acquisition Operations (OLAo) for non R&D awards in the current fiscal year and the first quarter of FY2005. The Manual will be available at <http://www1.od.nih.gov/oma/manualchapters/>

a. Equipment, Supplies & Services (Open Market) - \$500,000 & greater - Competitive - Deadline is 6/7/04. Sealed Bid, Commercial Acquisition or Sole Source - Deadline is 6/28/04

b. Equipment, Supplies & Services (Open Market) - >\$100,000 - \$500,000 - Competitive - Deadline is 6/7/04

c. Equipment, Supplies & Services (Open Market) - >\$25,000 - \$100,000 - Deadline is 9/7/04

d. Equipment, Supplies & Services (Open Market) - >\$10,000 - \$25,000 - Deadline is 9/13/04

e. Equipment, Supplies & Services (Open Market) - >\$2,500 - \$10,000 - Deadline is 9/13/04

f. Equipment, Supplies & Services (FSS) - >\$2,500 - MOL - Deadline is 9/13/04

g. Equipment, Supplies & Services (Open Market & FSS) - \$2,500 or less - Deadline is 9/27/04

h. Equipment, Supplies & Services (other Govt. Agency) (e.g. UNICOR, GPO & etc.) - ALL Dollar Value - Deadline is 9/8/04

i. FEDSTRIP Orders - ALL Dollar Value - Deadline is 9/13/04

j. DELPRO Actions - ALL Dollar Value - Deadline is 9/27/04

k. SF-44s - Deadline is 9/27/04

l. NIH Stock Requirements - ALL Dollar Value - Deadline is 9/27/04

m. Rental/Maintenance Renewals or Other Open Market procurements requiring an early FY05 effective date - Over \$100,000 - As soon as the ADB will accept RQMs with the new FY CAN (usually on or about mid-August)

n. Rental/Maintenance Renewals, Deposit Accounts & Standing Orders for 10/1 effective date (Open Market & FSS) - As soon as the ADB will accept RQMs with new FY CAN (usually on or about mid-August)

OUTSTANDING SERVICE IN PURCHASING AWARDS

The 2003 Outstanding Service in Purchasing Awards were presented to the following employees who demonstrated a commitment to excellence in obtaining quality goods and services to meet the needs of NIH. These awards were presented at the April 21st Simplified Acquisition Committee (SAC) meeting at the Neuroscience Building. David Ramos, Acting Associate Director for Administration presented the awards to the awardees. Nominators and supervisors of the awardees were in attendance as well as SAC members. The awardees will also be acknowledged during the Awards Ceremony at the 2005 Simplified Acquisition Symposium.

Honorable Mention Awards

1. Shirley Bowyer (CC)
2. Steve Brown (NCI)
3. Linda Calhoun (NCI)
4. Crystalyn Gale (NINDS)
5. Vicki Grantham (NHLBI)
6. Lynda Johnson (CC)
7. Lee Ann McCray (NIEHS)
8. Andrea McGee (CC)
9. Fran Monico (ORS)
10. Stacey Polk (CC)
11. Thomas Smith (NCI)
12. Dianna Snowden (CC)
13. Group Award - Mary Junious, Iris Lawson and William Tucker (NIAMS)

Special Recognition Awards

1. Gladys Burns (NICHD)
2. Joan Coulter (NCI)
3. Susan Dawson (NCI)
4. Manuel Gomez (NIDDK)

5. Kirtner Hobson (NHLBI)
6. Ann Holmes (NCI)
7. Laurrita Spriggs (NCI)
8. Linda Taylor (NIAID)

Outstanding Service Awards

1. Zina Cramer (NHLBI)
2. Carol Hayden (OD)
3. Julienne Keiser (NIAID/RML)
4. Cynthia Newman (NIDCR)
5. Betzy Perez (NHLBI)
6. Rebecca Sundberg (NIMH)

JAVITS-WAGNER O DAY (JWOD)

What is the JWOD Program?

The Javits-Wagner-O Day (JWOD) Program employs nearly 40,000 Americans who are blind or have other severe disabilities, enabling them to lead more productive and independent lives. The JWOD Program uses the purchasing power of the federal government to buy quality products and services at a fair market price from participating, community-based nonprofit agencies dedicated to training and employing individuals with severe disabilities.

The JWOD Program is administered by an independent Federal agency, the Committee for Purchase From People Who Are Blind or Severely Disabled. Through two Central Nonprofit Agencies, National Industries for the Blind and NISH (service people with a range of disabilities), the Committee currently works with over 600 nonprofit agencies across the country, as well as in Puerto Rico and Guam, to provide employment opportunities to people with severe disabilities. The purchase of JWOD products and services by Federal customers helps battle the 70 percent unemployment rate faced by this untapped labor resource.

People who are blind or have other severe disabilities are a vital part of the American workforce, and under the JWOD Program they are also essential suppliers of SKILCRAFT and other JWOD products and services to the federal government and U.S. Armed Forces. Everything from office supplies, such as pens and notepads; military unique items, such as chemical protective suits and first aid kits; food items that support government international relief feeding programs; and services, such as janitorial/custodial, food services, call center operations and digital imaging. The JWOD Program currently provides such products and services to HHS as medical publications in Braille and medical records folders; and prescription eyewear, laundry and forms distribution services.

How can I learn more about the JWOD Program?

You can learn about the JWOD Program by visiting www.jwod.gov the Program's informational Web site, or the Web sites of NIB www.nib.org and NISH www.nish.org.

The 2004 JWOD Catalog is here!

This comprehensive, full color catalog (also available in a user-friendly CD-ROM version) includes over 2,600 SKILCRAFT and other products. An electronic version of the catalog is also available on the web site of the National Industries for the Blind (NIB) at www.nib.org. Get your copies of the new JWOD catalog by contacting NIB's customer fulfillment center (operated by ABVI-Goodwill Industries in Rochester) via email at customer.service@nib.org or by phone at (800) 433-2304. Please specify whether you would prefer to receive your copy of the catalog in print format or on CD-ROM.

MISCELLANEOUS INFORMATION

NIH CONTRACTOR DESIGNATIONS ON E-MAIL

(From Dona Lenkin, Deputy CIO, NIH)

This is to advise you of two policy changes affecting NIH contractors who use NIH e-mail services. These policy changes will require contractor designations in NIH e-mail addresses and NIH e-mail messages. These changes are being implemented to address concerns raised by the Office of the General Counsel over the potential disclosure of e-mail messages that contain privileged, sensitive, or confidential information.

The first change effective immediately requires all contractor staff who have access to and use NIH e-mail to identify themselves as contractors on all outgoing e-mail messages, including those that are sent in reply or are forwarded to another user. The best method for complying with this requirement is to set up an e-mail signature (AutoSignature) or an electronic business card (V-card) on each contract user's computer system and/or personal digital assistant (PDA) that will automatically display Contractor in the signature area of all e-mails sent by the user. Technical assistance is available by contacting the NIH Help Desk at (301) 496-4357. This requirement will also be incorporated into existing IT Security and Acquisition policies and procedures and conveyed to security and acquisition staff through their respective channels. Please advise all other staff as you deem appropriate.

The second change that is planned for future implementation involves a minor modification to all NIH contractor e-mail addresses as they appear on the Global Address List (GAL). These addresses will be reconfigured to add a [Contr] suffix to each address, i.e., Doe, John (NIH/CIT) [Contr]. This change will be made by CIT and does not require action by the IC.

If you have any questions, please contact Judy Blair at 301-402-4466.

CLAUSE REQUIRED ON PURCHASE AND DELIVERY ORDERS WITH NIH CONTRACTORS WHO USE NIH E-MAIL SERVICES

(This clause is applicable to Decentralized/Centralized Ordering Offices only)

Due to a policy change affecting NIH contractors who use NIH e-mail services, all purchase and delivery order that may require contractors to send e-mails must include the following clause:

All contractor staff that have access to and use of NIH e-mail must identify themselves as contractors on all outgoing e-mail messages, including those that are sent in reply or are forwarded to another user. To best comply with this requirement, the contractor staff shall set up an e-mail signature (AutoSignature) or an electronic business card (V-card) on each contract user s computer system and/or personal digital assistant (PDA) that will automatically display Contractor in the signature areas of all e-mails sent by the user.

The policy change referenced above requires contractor designations in NIH e-mail addresses and NIH e-mail messages. This policy change was implemented to safeguard against potential disclosures of e-mail messages that may contain privileged, sensitive, or confidential information.

The NCI RFP/Contract Workform has been revised to incorporate the policy change with the clause, and can be accessed at <http://rcb.cancer.gov/rcb-internet/wkf/sample-contract.htm> under ARTICLE H. ACCESS TO

NATIONAL INSTITUTES OF HEALTH (NIH) ELECTRONIC EMAIL. All current IT Security and Acquisition policies and procedures must be changed to reflect this new requirement.

Please consult the NIH Help Desk at 301-496-4357 for technical assistance.

BPA NEWS

The following BPAs have recently been established:

- #59623 Geiger Photography for photography services
- #59776 Professional Products for audiovisual repair and supplies
- #59946 Konica Minolta Business for printers, fax machines and supplies
- #59816 Translators & Interpreters Guild for translation services
- #59961 Posner Industries for hardware and tools
- #60054 Chromadex Inc for chemicals and testing services
- #60121 Life Science Products for medical and laboratory clothing
- #58693 Kelley Swofford Roy Inc for advertising and graphic design services
- #58745 Magnificent Publications for writing and editing services
- #58796 Duvall Service Company for rotors, accessories and supplies
- #58824 Cueto & Reed for graphic arts and design services
- #58812 Airflotek for hepafilters

#58887 Equitech-Bio for blood products and media

#58915 Analytical Laboratories in Anaheim for laboratory and testing services

#58890 Washington Biotechnology for antibody production, peptide synthesis and animal studies

#58966 Alphatech Corp for IT services

#58927 1st Choice Staffing for office support services

#59034 AC Technology for IT software, hardware and repair

#59058 CIPHERGEN Biosystems for chemicals

#58993 Temporary Staffing for office support services

#59007 National Power Corp for IT supplies, electrical supplies and IT hardware

#59061 Danucom Corp for IT services

#59085 Esoterix Laboratories for laboratory and testing services

#59022 All-Shred Inc for document shredding

#59073 Snelling and Snelling Inc for office support services

#59140 Data Solutions for administrative and consulting services

#59125 Trans Express for courier services

#59164 Capital Imaging/Toner Express for copier and printing supplies

#59188 Titan Digital Communications for IT services

#59176 Management Systems Designers for IT hardware, software and services

#59216 Close-Up Productions for video services and equipment

#59191 EFX Company for photographic services and supplies

#59228 Rudolph's Office & Computer Supply for office and IT supplies

#59137 Altum Inc for IT services

#59270 Biocare Medical LLC for chemicals, blood products, laboratory supplies and equipment

#59243 New Directions NA LLC for IT services

The following BPAs have recently been discontinued:

#42064 Geiger Photography

#55560 Kelly Scientific Resources

#44833 Professional Products

#55403 TKR Biotech Products

#49965 Diagnostic Products

#51783 Konica Business Machines

#55584 Mitratek Inc

#43841 Translators Guild

#57426 Chroma Graphics

#44130 Kearney & Associates

#57398 Pinnacle Resources Inc

#57350 Resolvit Resources

#54056 Dynamic Difference

#55478 Engineering Systems Solutions

#57465 Moore North America

#48922 People Processing Information

#57505 Science Supply

#59555 Aquas Inc

- #42104 Posner
- #46662 Atlantic Nuclear
- #57362 KSJ & Associates
- #55663 Louisiana Acrylics
- #46608 Sooner Scientific
- #49495 Abbott Laboratories
- #57805 Chromadex Inc
- #39084 Life Science Products
- #57792 - Banner Staffing
- #57777 Bar-Ray Products
- #57868 Nature Technology
- #57820 Strategux Consulting

The following BPA has recently been reestablished:

#53976 Powerhouse Tool & Supply for hardware and tools

AVAILABLE TRAINING AND SEMINARS

2635

Purchase Card Processing System

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB.

This training is for current NIH Purchase Card holders who wish to create and reconcile electronic purchase logs using the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
Aug 2, 2004	8:30am - 11:30am	EPS	\$189	Jul 1, 2004

Aug 2, 2004	1:00pm - 4:00pm	EPS	\$189	Jul 1, 2004
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2607

Simplified Acquisitions Refresher for AOs (2 classes each day)

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

Course Date	Time	Location	Cost	Cancellation Deadline
Aug 6, 2004	8:30am - 11:30am	EPS	\$190	Jul 5, 2004
Aug 6, 2004	1:00pm - 4:00pm	EPS	\$190	Jul 5, 2004

2636

Mandatory Purchase Card Training

This course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of the ADB Purchase Card will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

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

Course Date	Time	Location	Cost	Cancellation Deadline
July 12, 2004	8:30am - 4:30pm	EPS	\$290	Jun 11, 2004
Aug 3, 2004	8:30am - 4:30pm	EPS	\$290	Jul 2, 2004

Aug 5, 2004	8:30am - 4:30pm	EPS	\$290	Aug 4, 2004
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Mandatory DELPRO Procurement Training

The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment this FY2002 and FY2003.

2609

Federal Supply Schedules

Course Date	Time	Location	Cost	Cancellation Deadline
Sep 7, 2004	9:00am - 12:00pm	EPS	\$245	Aug 6, 2004
Sep 7, 2004	1:00pm - 4:00pm	EPS	\$245	Aug 6, 2004

2610

Consolidated Purchasing Through Contracts

Course Date	Time	Location	Cost	Cancellation Deadline
Sep 8, 2004	9:00am - 12:00pm	EPS	\$245	Aug 7, 2004
Sep 8, 2004	1:00pm - 4:00pm	EPS	\$245	Aug 7, 2004

2611

Buying from Businesses on the Open Market

Course Date	Time	Location	Cost	Cancellation Deadline
Sep 9, 2004	9:00am - 12:00pm	EPS	\$245	Aug 8, 2004
Sep 9, 2004	1:00pm - 4:00pm	EPS	\$245	Aug 8, 2004

2617

Price Reasonableness in Simplified Acquisitions

Course Date	Time	Location	Cost	Cancellation Deadline
Aug 25, 2004	9:00am - 12:00pm	EPS	\$245	Jul 24, 2004

Aug 25, 2004	1:00pm - 4:00pm	EPS	\$245	Jul 24, 2004
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2612

Professional Service Orders

Course Date	Time	Location	Cost	Cancellation Deadline
Aug 4, 2004	8:30am - 11:30am	EPS	\$245	Jul 3, 2004
Aug 4, 2004	1:00pm - 4:00pm	EPS	\$245	Jul 3, 2004

2603

Delegated Acquisition Training Program

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a hands-on segment in which students actually access the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
Jul 13, 2004 thru July 16, 2004	8:30am - 4:30pm	EPS	\$784	Jun 12, 2004

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 Training and Development Branch on 496-6211 or visit the website: <http://learningsource.od.nih.gov>

THE OLAO ACQUISITION NEWSLETTER

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

The OLAO Acquisition Newsletter is published by the Office Of Logistics and Acquisition Operations (OLAO), OA, OD. This issue and prior issues are available through the OLAO homepage: <http://www.nih.gov/od/dao/oa>

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

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

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

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