



THE OLAO ACQUISITION NEWSLETTER

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

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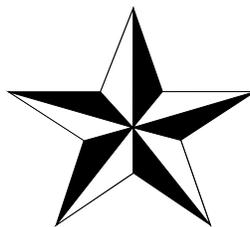
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HIGHLIGHT **OF THE MONTH**

**OLAO Newsletter to be published
quarterly**

**This is the last monthly issue of this
newsletter. Beginning January 2004, it will be
issued on quarterly schedule. Your articles
and input are greatly appreciated.**

Purchase Card Refresher Issue

This issue is dedicated to the purchase card and all simplified acquisition procedures involving the usage of purchase cards. This past year the Acquisition Services and Review Branch has performed purchase card reviews for every card holder with a single purchase limit up to and above \$2,500.00 at NIH, main campus as well as NIH satellite offices. The results of the reviews overall reflected adequate record keeping. It is the purpose of this issue to remind cardholders of all the required components necessary to successfully and properly complete purchase card transactions. This will also help ensure successful purchase card reviews.

Purchase Card Training Goes Electronic

REFRESH YOURSELF IN 2004!

The NIH PURCHASE CARD REFRESHER COURSE is here. Yes, it is true! For those of you who have a Purchase Card (PC), you had to have completed the initial mandatory Purchase Card training. The training gave you the knowledge and skill to use the card responsibly and to meet all the requirements. Now, you are required to take the new, interactive online refresher course to brush up on those skills and requirements. The course is currently being developed to allow cardholders and Card Approving Officials to painlessly review the process and procedures for card use and documentation. The course will be approximately one hour, but will allow you to stop and start as your schedule requires. The designers expect you will find the course so interesting and engaging that you will stay at your desk and complete it in one sitting!

The Purchase Card Program would like **VOLUNTEERS** for the pilot test of the course to make certain it meets the needs of the NIH and is easily navigational. The pilot tests will occur the second and third week of January. The pilot test will be about an hour and lunch will be provided.

Our contractor for this effort is the team of NuCoreVision, Inc (NVI) www.nucorevision.com and DB Consulting Group, Inc. The training is tentatively scheduled to roll out February 1st 2004. If you are interested in volunteering please contact Mr. John Best (301) 496-4595 or via email BestJ@od.nih.gov.

PURCHASE CARD NEWS

PURCHASE CARD BASICS

MAINTAIN A PURCHASE CARD ORDER LOG AND INVOICES

The Purchase Card Log is Mandatory. It ensures that you maintain adequate records. Print the Statement of Account (printed from the ADB after the reconciliation has been completed) and attach this to your monthly acquisition file each month.

The NIH Manual Issuance 6013-2 dated 02/15/02; Internal Procedures for the Purchase Card International Merchant Purchase Authorization Card, (I.M.P.A.C.) Program states on page 19 , paragraph H, that you should keep a monthly Record of Purchase Card Orders Log which must be annotated and retained in a monthly acquisition file.

KEEP ALL INVOICES & PACKING RECEIPTS (SIGN & DATE THEM)

The Purchase Card File Review Checklist states that you should sign and date all receipts and invoices and/or the Cardholder and Card Approving Official must sign and date the Record of Purchase Card Order Log. The person receiving the items should sign and date all of the invoices and packing receipts with the date of delivery. The invoices and packing slips must be maintained with the purchase card log in the monthly acquisition file. Individuals other than the cardholder receiving the items must forward the signed and dated packing slips to the cardholder.

CHECK PRIORITY SOURCES

The Federal Acquisition Regulations [FAR 8.001] requires you to first check the availability of the item or service through the priority sources prior to purchase. Maintain a JWOD Catalog for Products and Services. **Notate your file of that you have checked availability.** Visit the website at [http:// www.jwod.com](http://www.jwod.com).

DO NOT GIVE YOUR PURCHASE CARD TO ANYONE ELSE TO USE

Use of the card by a person other than the cardholder is unauthorized ! Remember, as a cardholder you are responsible for the purchases made with the purchase card. You cannot loan your card to anyone. A vendor cannot charge purchases to your card without your authorization.

The General Services Administration (GSA) has a website for Federal Supply Schedule information:

<http://www.fss.gsa.gov/schedules/>

It is an extremely helpful resource in which sources, product, contract and contractor information can be obtained/cross referenced from GSA s Federal Supply

Schedules (FSS) by searching via Keyword, Contract Number, Contractor Name, Special Item Number (SIN) OR Schedule Number. Simply click on the icon that reads **Schedules E Library** and a search engine will come up.

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

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

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

Notate your file that competition was performed among GSA vendors unless there is a legitimate sole source justification in the file.

NAICS & BUSINESS SIZE STANDARD

Use the North American Industry Classification System (NAICS) code And business size standard on single Purchases above the \$2,500 level ! (please see attachment (1))

IMPORTANT NOTE!

This form, FAR clause 52.219-1, must be filled in and included in the file for each purchase card buy over \$2,500.

There are blocks on the form that **MUST** be completed by the Cardholder, who is responsible for determining the appropriate North American Industry Classification System (NAICS) Codes and size standards. Federal procurement officials and others use size standards to determine whether a business is large or small.

Please remember, when you place a Record of Call (ROC) against a Blanket Purchase Agreement (BPA), you **DO NOT** have to identify a NAICS code. This has already been done for you within the BPA. **HOWEVER**, the NAICS codes and business size standards must be included in all other solicitations above the micro-purchase threshold i.e. >\$2,500.

The NAICS Codes replaced the Standard Industrial Classification (SIC Codes) system.

The NIH Small Business Office has created a Web based search engine to simplify the conversion of

SIC Codes to NAICS Codes. The web site is: <http://epic.od.nih.gov>

THE INSTRUCTIONS TO USE THIS SITE ARE AS FOLLOWS:

1. Click onto the website above or type the web information.
2. Go to the bottom of the page, click New to the NAICS? The items listed on this page are search engine icons.

3.If the cardholder knows the SIC CODE but is looking for the applicable NAICS code, click icon SIC TO NAICS Search, type in the SIC Code ;e.g., 3229, then click search. The applicable NAICS code will appear at top of screen.

4.If the cardholder does not know the SIC Code, click NAICS Keyword Search. Type in the keyword, e.g., computers, look to the right and click Business Activity then click search. A listing will appear with various NAICS Codes associated with computers. If you are unsure of the commodity, go to right of the page, click details. The description of the item will appear.

5. After the searches are completed, move the arrow to left side, click home. Go to the top of the page. Click file, scroll down and click exit. If cardholders have any questions, they should contact the NIH Small Business Office at 301-496-9639.

THE BUY AMERICAN ACT

The Buy American Act (41 U.S.C.10a-10d) states a preference for goods "made in America." It applies to supplies acquired for use in the United States, including supplies acquired under contracts set aside for small business concerns if the supply contract exceeds the micro-purchase threshold (of \$2,500). It also applies to services that involve the furnishing of supplies when the supply portion of the contract exceeds the micro-purchase threshold. The Buy American Act can be found in the Federal Acquisition Regulation (FAR) Subpart 25.001.

There are two exceptions to the Act::

(1) If a domestic product preference would be inconsistent with the public interest.

(2) Not available (or not available in sufficient quantities) in the U.S.

The Buy American Act restricts (but allows) the purchase of supplies that are not domestic end products. To qualify as a domestic end product, the

product must be manufactured in the U.S. and the cost of the domestic components exceed 50% of the total cost of the components. In order to purchase a foreign made product you have to perform an analysis which, for purposes of evaluation only adds certain percentages to the foreign made product.

If you determine that the product is over \$2,500, going to be used in the U.S., and is comprised of over

50% foreign made components, you must take another step before you purchase the foreign made

product. You must determine if the cost is reasonable, by doing a comparison with the domestic products available. To do this comparison, **you add either 6 or 12 % to the price of the foreign made product -6 %, if the lowest domestic offer is from a large business concern;**

12% if the lowest domestic offer is from a small business concern;

Then compare prices. The price of the domestic offer is reasonable if it does not exceed the evaluated price of the low offer after addition of the appropriate evaluation factor to the foreign made product. For additional information, contact the Simplified Acquisition Helpline, 496-0400.

DELIVERY DATES FOR THE PURCHASE CARD LOG

There have been many questions regarding what date should be inserted as the "Delivery Date" for the college courses, conferences, reprints, manuscripts, and subscriptions. We are recommending the following:

Conferences: The starting date of the conference.

College Courses: The date the course begins.

Reprints: The date they are to be received.

Manuscripts: The date of publication.

Subscriptions: The date the subscription begins.

Simplified Acquisition News

The Town Crier

Central Contractor Registration (CCR)

Effective October 1, 2003, the Central Contractor Registration (CCR) is the primary vendor database for the Federal Government. It collects and disseminates information on vendors who do business with the Government. All acquisition mechanisms with the exception of purchase cards, when they are used as both a purchasing and payment mechanism, require that the vendor register in the CCR.

All current Blanket Purchase Agreement (BPA) vendors who accept Records of Call (ROC) have already been registered. Future BPA vendors will be asked to register by the BPA Program at the time the BPA is established. Therefore, Records of Call can be placed against a BPA without any further CCR activity. However, Purchasing Agents in the centralized and decentralized areas will need to verify that the vendor is registered prior to placing an order. Professional Service Orders (PSOs) vendors are also not exempt from the CCR. DELPRO and centralized and decentralized Purchasing Agents will need to verify that the vendor is registered prior to placing an order. Registration verification can be done at www.ccr.gov.

Prior to vendors and individuals registering with the CCR, they will need to obtain a Data Universal Numbering System (DUNS) number. They can apply for a DUNS number at no cost on 1-866-705-5711. The DUNS number will not be effective until 24 hours later.

Once the vendor or individual has received their DUNS number and it is effective, they will need to register with the CCR (www.ccr.gov). The CCR handbook is also accessible from this website.

All vendors and individuals seeking assistance in registering with the CCR can call 1-888-227-2473 for additional help. NIH Administrative Officers or procurement staff who have questions regarding this new requirement may contact either the DELPRO Helpline at 301-496-0400 or the Purchase Card Helpline at 301-435-6606.

Nomination Packages Available

The Nomination Package for *Outstanding Service in Purchasing Award* for Calendar Year 2003 will be distributed this month. Nominations are due no later than C.O.B. January 30th, 2004 to Sue Kaminski, 6011 Executive Blvd., Room 547G. You are encouraged to nominate employee(s) for this award. The award will be presented to one or more individuals who have demonstrated a commitment to excellence in obtaining quality goods and services to meet the needs of NIH's scientists. Please refer to the memorandum dated 12/2/2003 for more information. The awardees will be honored during the April 21, 2004 Simplified Acquisition Committee Meeting. You can view the nomination package at the following website:
http://www.nih.gov/od/olao/oa/simp_aq/index.html

Simplified Acquisition Symposium Volunteers Wanted

Volunteers are needed for the 2005 Simplified Acquisition Symposium. All interested parties may contact Mrs. Laurie Weker through the global e-mail list.

BPA NEWS

NEW, DISCONTINUED AND REESTABLISHED BPAS

The following BPAs have recently been established:

#58666 - Applied Biosystems/Aplera - for chemicals, biological materials and laboratory supplies

#58433 - Biocon - for animal services and laboratory testing services

#58445 - Bitterroot Disposal/Waste Connections - for Rocky Mountain Laboratories, NIAID

#58327 - EMD Biosciences - for media, chemicals, biological materials

#58460 - Compuvisions - for graphic arts and design services

#58457 - District Healthcare - for laboratory and housekeeping supplies

#58354 - Dynamic Specialties - for imprinted items

#58496 - Friendship Computer/Netdata - for IT supplies,

hardware and repair

#58378 - Kirkegaard & Perry - for chemicals and biological materials
#58421 - Molecular Probes - for chemicals and biological materials
#58393 - Molecular Probes - for chemicals and laboratory supplies
#59152 - Matrix Technologies - for laboratory supplies and equipment
#58587 - Chesapeake Instruments - for laboratory supplies and equipment
#58800 - Henninger Media - for video services
#59661 - Iron Age - for safety footwear
#58757 - PGC Scientific - for media, laboratory supplies and equipment
#58718 - Roboz Surgical - for surgical instruments
#59097 - Trinity Biotech - for media and biological materials
#57820 - Strategux Consulting - for IT services
#57868 - Nature Technology - for biological materials
#57856 - MKG Sales - for housekeeping supplies
#57871 - Contemporary Staffing - for office support services
#55390 - Aquent Inc - for IT services
#57883 - The Garrison Group - for consulting services
#57895 - Tutman Media/TMM Corp - for design and video services
#54798 - Mindbank Consulting - for IT services
#57923 - Interimage - for IT services
#57908 - Vedior/Clinical One - for temporary services
#57947 - Vision 2000/Kota Design - for graphic and web design
#57974 - AAA Service Laboratory - for laboratory services
#57950 - Elantech - for IT services
#57998 - Vantage Human Resources - for consulting services
#58042 - Lasertech International - for office and copier supplies
#58054 - Cryonix - for repository storage services
#58066 - Management Assistance Corp - for IT

professional services

#58081 - Bamboo Solutions - for IT services
#58078 - Airnet Systems - for domestic shipping services
#58106 - Rabil & Bates - for graphic arts services

The following BPAs have recently been discontinued:

#52854 - Applied Biosystems
#43408 - Biocon
#56446 - Bitterroot Disposal
#47093 - Calbiochem-Novabiochem Corp
#53416 - Calbiochem-Novabiochem Corp
#43265 - Compuvisions
#42625 - District Healthcare
#56043 - Dynamic Specialties
#51432 - Eagle Design & Management
#43838 - Friendship Computer
#42964 - Kirkegaard & Perry
#48961 - Kontes Glass
#43368 - Molecular Probes
#43371 - Molecular Probes
#45655 - Robbins Scientific
#54580 - AMC of Delaware
#56201 - Builders Hardware
#50488 - Dowcraft Corporation
#48101 - Hemagen Diagnostics
#49262 - The Hon Company
#54514 - Markson Labsales
#56394 - Data Impact
#56367 - GC Micro
#56110 - Geneka Biotechnology
#52906 - Glyko Inc
#56355 - Nextage Medical Products
#43435 - Chesapeake Instruments
#41684 - Henninger Video

#43186 - Iron Age Safety

#44087 - PGC Scientific

#41530 - Roboz Surgical

#57114 - Trinity Biotech

The following BPA has recently been reestablished:

#57986 - Management Solutions & Systems - for IT supplies, services and repair

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
10/28/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$218	10/13/2003
12/10/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$218	11/17/2003

2607

Simplified Acquisitions Refresher (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
No Dates Yet				

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
1/12/2004	8:30 - 4:30	EPS	\$290	12/18/2003
2/10/2004	8:30 - 4:30	EPS	\$290	1/20/2004

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. Course schedules will be available on the website: <http://learningsource.od.nih.gov/>

The following course are not accepting enrollment at this time. For more information, please contact the NIH Training and Development Branch on 496-6211 or visit the website: <http://learningsource.od.nih.gov/>

2609

Federal Supply Schedules

2610

Consolidated Purchasing Through Contracts

2611

Buying from Businesses on the Open Market

2617

Price Reasonableness in Simplified Acquisitions

2612

Professional Service Orders

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
01/13/ thru 01/16/2004	8:30 - 4:30	EPS	\$784	12/12/2003

NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or visit the website:

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/olao/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: agresti@ors.od.nih.gov

OLAO invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, seidelp@od.nih.gov, Tim Theoharis, theoharist@od.nih.gov, 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.