NIH National Institutes of Health
Office of Management

The Office of Acquisition and Logistics Management Newsletter

OALM

DCIS Helpline
866-319-4357

OAMP

Div of Acq Policy and Evaluation

Div of Financial Advisory Services

Div of Simplified Acq Policy & Services

Purchase Card Program

Purchase Card Helpline
301-435-6606

Simplified Acquisition Helpline
301-496-0400

BPA Helpline
301-496-5212

OLAO

Div of Logistics Services
301-443-7977

Property Management Branch
301-496-5712

Supply Management Branch

NIH Supply Center
301-496-9120

Self-Service Store—Bldg 10
301-496-2051

Self-Service Store—Bldg 31
301-496-4430

Transportation Management Branch
301-496-4511

NITAAC
888-773-6542

PROHIBITION ON ACQUIRING CERTAIN TELECOMMUNICATION EQUIPMENT AND SERVICES

Section 889(a)(1)(A) of the 2019 National Defense Authorization Act (NDAA) prohibits the federal government from acquiring telecommunications equipment or services from Huawei, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). This applies to new solicitations issued on or after August 13, 2019 and any resulting contracts, as well as to contracts that are awarded on or after August 13, 2019 even if the solicitations preceded that date.

FAR Case 2018-017 addresses the provision of covered telecommunications equipment or services by:

- Prohibiting contractors from providing covered telecommunications equipment or services unless the agency confirms that an exception applies, or a waiver is granted.

- Requiring every offer for a contract or order that includes covered equipment or services to provide additional details.

- Mandating that contractors report any covered equipment or services if discovered during the course of contract performance.

This prohibition applies to all contracts, including those below the Simplified Acquisition Threshold and purchases below the Micro-Purchase Threshold.

For additional clarification, please reference the 889 FAQ for Acquisition Workforce or the FAR 4.2105 Decision Tree found on the Simplified Acquisition SharePoint site.

HHS POLICY FLASH 20-01: ACCURATE PRODUCT SERVICE CODE (PSC) SELECTION IS CRUCIAL

The HHS acquisition workforce is reminded the selection of the most accurate, precise, and descriptive Product Service Code (PSC), based on the predominant product or service being purchased, is critical to the federal reporting process. The purpose of the codes is to indicate "WHAT" and "HOW" specific products and services are being purchased and to assist industry, agencies, and government leadership with making critical procurement policy and acquisition decisions. The information collected provides data for compiling legally mandated reports, examine existing trends in Federal spending, and helps link procurement systems to contracting and financial data.

Miscellaneous PSC codes ending in "99" [e.g., R499 (Support – Professional: Other), R699 (Support – Administrative: Other), and R799 (Support – Management: Other)] are often selected as the default codes rather than the exception. To support data integrity and prudent business decisions, acquisition

HHS POLICY FLASH 20-01: ACCURATE PRODUCT SERVICE CODE (PSC) SELECTION IS CRUCIAL

Continued from page 1

professionals are encouraged to use miscellaneous codes sparingly since they are vague and do not supply adequate information on purchase types and categories. Contracting officers are encouraged to choose a PSC code that is meaningful and best describes what is truly being bought.

In addition to recording accurate PSC codes, acquisition professionals are reminded to use the "Description of the Requirement" field in FPDS to fully summarize the principal purpose of the order in as much detail as possible.

Additional Resources:

The Federal Procurement Data System Product and Service Codes Manual (June 2019 Edition – effective June 28, 2019)

The Defense Pricing and Contracting (DPC) office maintains a Product Service Code (PSC) Selection Tool to assist the acquisition workforce with selecting Product Service Codes, Object Classification Codes, and North American Industry Classification System (NAICS) codes. PSC Selection Tool.

CLEAR CONTRACT LANGUAGE CRUCIAL TO CONTRACTOR PERFORMANCE

The Nuclear Regulatory Commission (NRC) Office of the Inspector General (OIG) conducted an evaluation of contracts focused on Voice over Internet Protocol (VoIP) deployment. The evaluation found the language used in a series of contracts was unclear and too board.

In one case, the ambiguous language found in the contracts led to confusion as to whether the contractor (Verizon) was responsible for physically installing the VoIP phone on the desks at headquarters. While NRC believed Verizon to be responsible, Verizon disagreed and ultimately did not install the VoIP phones. As a result, NRC had to incur additional cost by issuing another contract to perform the work.

NRC contacted GSA for mediation because the agency believed that Verizon was not fulfilling its contractual duties. However, after GSA reviewed the language in the contract, it was determined that Verizon was performing the work stated in the Statement of Work, as written. As a result, NRC could not recover any costs. The result was programmatic

confusion, delay in work, and added cost to meet program objectives.

The reason this occurred is because the contract language was unclear and too broad. A contract must clearly define the work for which a contractor is responsible as well as the performance objectives that must be met.

To avoid situations like this, OIG recommends: clarification on contractor roles and responsibilities, consultation of legal counsel to avoid gaps and duplication of services, establishment of policy for all new telecommunications contracts & future modifications to current telecommunications contracts, and finally, that CORs review roles and responsibilities to prevent gaps and duplication of services.

Contractual language is essential to the success of the program and contractor performance. Poorly written line items and Statement of Works (SoW) will only lead to greater burden in the future. Please visit Evaluation of NRC's Oversight of the Voice over Internet Protocol Contract and Implementation to review the full OIG evaluation.

WHITE HOUSE HONORS NIH HBCU PROGRAM

The National Institutes of Health (NIH) and Historically Black Colleges and Universities (HBCUs) have shared a long history of successful advancements in healthcare. HBCUs maintain a longstanding tradition of contributing to the nation's public health—as well as diversifying the healthcare profession.

In 2017, Ms. Diane J. Frasier, the NIH Head of the Contracting Activity, Director, Office of Acquisition and Logistics Management (OALM) established the Path to Excellence and Innovation (PEI) Program in accordance with the Presidential Executive Order (EO) 13779 *The White House Initiative to Promote Excellence and Innovation at Historically Black Colleges and Universities (WHIHBCU)*. The PEI's mission is to empower HBCUs with the knowledge, resources, and skills they need to effectively and consistently compete for and win partnership opportunities within the NIH.

On September 9, 2019, the PEI program received the Chairman's Award from the White House Initiative on HBCUs at the 2019 National HBCU Week Conference. The award recognized the NIH's efforts to strengthen HBCUs ability to equitably participate in federal programs, explore new ways to improve the relationship between the federal government and HBCUs and establish how each respective agency intends to increase the capacity of HBCUs to compete effectively for grants, contracts, and cooperative agreements. Notably, the WHIHBCU acknowledged the NIH's implementation of the first NIH HBCU Industry Day on March 12, 2019. The event brought HBCUs, industry, and the NIH acquisition, grant, and program officials together to collaborate on best practices and form partnerships. Currently, there are six HBCU's in our pilot program – Jackson State University, Howard University, Hampton University, Meharry School of Medicine, Morehouse School of Medicine, University of the Virgin Islands.

Moreover, former HHS Secretary Dr. Louis Wade Sullivan accepted the Lifetime Achievement Award for his leadership in minority health research and policy. The NIH Deputy Director, Lawrence A. Tabak, D.D.S., Ph.D., and Dr. Eliseo J. Perez-Stable, M.D., were in attendance to support these awards.

If your institute or center has programs about the infrastructure and/or training of HBCU administrators, please email NIHSmallBusiness@nih.gov.

RECAP CORNER

ID	Title	Date	Purpose
19-37	FY 2014 Canceling Year Lines	5/13/2019	Provide update on canceling 2014 year lines
19-38	FedDataCheck Webinar - Miscoding the new FPDS-NG Item 6T - Inherently Governmental Functions	5/14/2019	FedDataCheck (FDC) Alert 141 identifies actions where FPDS Item 6T Inherently Governmental Functions (IGF) and Item 8A Product or Service Code (PSC) conflict. Item 6T Inherently Governmental Functions is only required on actions with a PSC as a 'Service' (PSCs which begin with an "ALPHA"). The number of FY19 actions by ICs is listed below.
19-39	NEW SharePoint Site for DCIS, CPARS, and FedDataCheck -	5/14/2019	Provide New SharePoint Site for DCIS, CPAR, and FedDataCheck
19-40	FedDataCheck Webinar - Commercial Item Acquisition Procedures - Expanding Universes and Inconsistent Coding	5/28/2019	Provide FedDataCheck Webinar information
19-41	FY18 Independent Validation and Verification (IV&V) Results	5/28/2019	Provide FY18 Independent Validation and Verification Results
19-42	FPDS Downtime for Production Maintenance	5/30/2019	FPDS Maintenance
19-43	FPDS validation has been reinstated	6/3/2019	Reinstatement of FPDS validation
19-44	Awards not Reported to FPDS/ DCIS on Friday, May 31, 2019	6/3/2019	Provide awards not reported to FPDS/DCIS on May 31, 2019
19-45	Execution of NBS PO Final Close Program on FY 2014 Canceling Year Funds	6/10/2019	Provide executive of NBS PO Final Close Program on FY2014 Canceling Year Funds
19-46	DCIS Data Corrections - FedDataCheck 123 Alert Email Tip	6/14/2019	Provide DCIS Data Corrections
19-47	FedDataCheck Webinar -- – Linking FPDS-NG to Sub-Awards and their corresponding Highly Compensated Officers	6/17/2019	Provide FedDataCheck Webinar
19-48	FY 2014 Canceling Year Lines & NBS Automated Close Program Run of June 21	6/27/2019	Provide FY 2014 Canceling Year Lines & NBS Automated Close Program

BACK TO TOP

RECAP CORNER

19-49	FY 2014 Canceling Year Lines & Scheduled NBS Automated Close Program Run of July 20	7/1/2019	Provide update on cancelling year lines & scheduled NBS Automated Close
19-50	FPDS Changes – June 2019	7/1/2019	Provide FPDS Changes
19-51	PCard Changes – June 2019	7/1/2019	Provide PCard Changes
19-52	FY 2014 Canceling Year Lines & Scheduled NBS Automated Close Program Run of July 20	7/8/2019	Provide FY 2014 Canceling Year Lines & Scheduled NBS Automated Close
19-53	DCIS is Down	7/15/2019	DCIS Downtime
19-54	DCIS Connectivity - RESOLVED	7/15/2019	DCIS Restored
19-55	FY 2014 Canceling Year Lines & Scheduled NBS Automated Close Program Run of July 20	7/15/2019	Provide FY 2014 Canceling Year Lines & Scheduled NBS Automated Close
19-56	FPDS Maintenance Downtime - Saturday, July 20, 2019	7/18/2019	FPDS Maintenance Downtime
19-57	NBS Automated Close Program Run of July 20 Postponed	7/19/2019	Cancel Year Lines and Expiring Lines
19-58	DCIS/FPDS-ng NEW Item 2H Solicitation Date	7/22/2019	NEW Item 2H Solicitation Date added July 2019
19-59	FY 2014 Canceling Year Lines & Scheduled NBS Automated Close Program Run of August 24	7/22/2019	Cancel Year Lines and Expiring Lines
19-60	Error message received when updating/correcting a finalized DCIS/FPDS report.	7/23/2019	Buyers are receiving the below error message when correcting/updating a finalized DCIS/FPDS record.
19-61	FY 2014 Canceling Year Lines & Scheduled NBS Automated Close Program Run of August 24	7/29/2019	Cancel Year Lines and Expiring Lines
19-62	SAM will update the Table of Size Standards to reflect SBA's recent inflation adjustment to the monetary-based standards	7/19/2019	SAM will update the Table of Size Standards

BACK TO TOP

RECAP CORNER

19-63	Contract Number Not Found in FPDS – External Delivery/Task Order Error Message	8/15/2019	Contract Number not found in FPDS message displays when reporting an external Delivery/Task Order base award to DCIS/FPDS
19-64	FPDS Production Downtime - Saturday, August 24, 2019	8/22/2019	FPDS Production Downtime -
19-65	No NBS Automated Close Run on August 24	8/23/2019	Cancel Year Lines and Expiring Lines
19-66	Please Resolve All FY 2014 Canceling Year Lines ASAP!	8/26/2019	Cancel Year Lines and Expiring Lines
19-67	New National Interest Action Value – Hurricane Dorian 2019	9/17/2019	A New National Interest Action (Item) value 'Hurricane Dorian 2019' has been added to track the relief contracts in DCIS/FPDS
20-01	Decommissioning the Department Contracts Information System (DCIS)	10/04/2019	HHS is decommissioning the Departmental Contracts Information System (DCIS)
20-02	Policy Flash from the HHS Office of Acquisition Policy - Product Service Codes (PSCs)	10/04/2019	Selection of the most accurate, precise and descriptive Product Service Code (PSC),
20-03	DCIS Alert - New FPDS-NG Guidance on Determining the Principal Place of Performance – DCIS/FPDS Item (9) - Webinar Event	10/07/2019	PotomacWave Inc. will be hosting a webinar on Thursday, October 17th
20-04	DCIS Alert - Discrepancies Between FPDS-NG and FAPIIS on Reported Terminations for Cause and Default - Webinar Event	10/25/2019	PotomacWave Inc. will be hosting a webinar on Thursday, October 31st
20-05	DCIS Alert - FPDS Validation has been turned off	10/31/2019	The FPDS validation button for reporting awards has been disabled
20-06	DCIS Alert - Connectivity - RESOLVED	11/04/2019	DCIS Connectivity issue has been RESOLVED
20-07	DCIS Alert – R&D Human Subjects Involvement - NIH Field 115 UPDATE	11/05/2019	The NIH Human Subjects Involvement field, NIH field 115, has been updated to retire two values
20-08	DCIS Alert - Termination for Default vs. Termination for Cause -- the same result for vendor, so what's the difference? - Webinar Event	11/06/2019	PotomacWave Inc. will be hosting a webinar on Thursday, November 14th

ACQUISITION TRAINING INFORMATION

Acquisition Training at NIH

Acquisition Training Classes that are offered by the NIH Training Center can be accessed at the following link: Acquisition Management Training

Federal Acquisition Certification Coursework

CON courses and other Federal Acquisition Certification required courses can be found at the NIH Training Center, Federal Acquisition Institute, and Defense Acquisition University.

Section 508 Accessibility Training

Section 508 Accessibility Training courses can be accessed at: CIT Section 508 Accessibility Training Website.

Green Purchasing Training

Green Purchasing Training and other Green Training courses can be found at: OALM Green Purchasing Website.

NEWS FROM THE BPA PROGRAM

Need to make a quick buy?
Looking to create value for your customer?
Not sure what a BPA is?

Contact the BPA Helpline at 301-496-5212 or
the Helpdesk BPAProgramBranch@od.nih.gov for more information.

NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS AVAILABLE ONLINE

Lists of all NIH Blanket Purchase Agreements (BPAs) can be found at the NIH Blanket Purchase Agreement webpage.

This location contains Two BPA Lists:

1. Complete vendor alphabetical list;
2. Vendor list sorted by commodity; and

If you have any questions or need further clarification, please contact the BPA helpline at 301-496-5212 or email.

Mahalo

"Thank You" in Hawaiian

SPECIAL THANKS
We'd like to thank all those who contributed to this issue
and to future editions of the OALM Newsletter.

The OALM Newsletter will be published four (4) times in calendar year 2019. We encourage staff to submit articles that would be of interest to our readers. We will do our best to include such articles in future editions of the OALM Newsletter.

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If you have any questions or comments regarding the information, policy and/or procedures published in this issue, you may contact Jesse Lee at the e-mail address above. For future issues please contact the Simplified Acquisitions Helpline on 301-496-0400 or via e-mail at OALMnewsletter@mail.nih.gov and you will be referred to the appropriate editor.