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

THE NIH PURCHASE CARD SUPPLEMENT VERSION 6.2 RELEASED JANUARY 2020

The NIH Purchase Card Supplement was revised and replaces the NIH Purchase Card Supplement version 6.1 (October 2015). The new Supplement version is 6.2 and is effective at the end of January 2020. Most of the major changes were previously communicated to the purchase card community and occurred this past year but are now being formalized in the Supplement. Extensive input was also received from the IC's Purchase Card Coordinators and incorporated as well.

Some of the revision highlights include:

- Micro-purchase threshold (MPT) updated from $3,500 to $10,000
- New servicing bank updated to Citibank as part of SmartPay 3
- Written price reasonableness justification required for purchases greater than $5,000
- Form SF-182 is mandatory for all external trainings, regardless of price. (All training taken by NIH employees must be verified as completed and entered into LMS after completion)
- Updated language regarding warrant requirements per OALM's Acquisition Career Program
- Updated guidance on procuring food for award ceremonies
- Updated guidance on purchasing Microsoft software
- Updated guidance on ergonomic purchases
- New guidance on the purchase of warranties
- New dispute process with Citibank
- Convenience checks are limited to $5,000 per transaction
- New Privacy requirements

The NIH Purchase Card Program understands that some of these policy updates and changes may impact business practices; however, the impact is expected to be minor. If cardholders and/or card approving officials (CAOs) have specific questions regarding the Supplement or how to implement new requirements, they should contact their IC Purchase Card Coordinator or the NIH Purchase Card Help Desk at 301-435-6606 or by e-mail at Creditcard@OD.NIH.Gov.

Please note: The HHS Purchase Card Guide Version 6.0 (July 2010) remains in effect. No additional dates have been provided as to when this will be updated. If and when the HHS Purchase Card Guide is updated, the NIH Purchase Card Supplement will also be updated accordingly.

The NIH Purchase Card Supplement Version 6.2 can be found on the NIH Purchase Card Intranet site at http://oampintranet.od.nih.gov/purchasecard/purchasecard.html.

CDMP SHAREPOINT SITE UPDATE

On December 21, 2019, the Departmental Contract Information System (DCIS) retired. PRISM users began reporting to the Federal Procurement Data System - Next Generation (FPDS-NG).

As a result, the Contract Data Management Program (CDMP) updated the CDMP SharePoint site to provide the Acquisition Community with various resources to help with the transition. The CDMP Site Directory contains links to the Recorded FPDS Training Session, CDMP Yammer Site, FPDS Resource Page, and a host of other topics for the Acquisition Community.

CDMP Directory URL: https://oalmsps.od.nih.gov/DDO/CDMP/FDCResolutions/SitePages/Home.aspx

The FPDS Demo Video & Handouts page provides users with FPDS system functionality information, such as FPDS record navigation, keyboard shortcuts, field types, and field names by FPDS Section.

The FPDS Resource Page provides users with documents containing Helpful Hints for each of the FPDS Data Sections and its associated FPDS Data Element.

FPDS Job Aids provide Buyers with information on how to create, correct, and modify an FPDS contract action.

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Links to the FPDS User Manual, Data Element Dictionary, and the FPDS Glossary of Terms are on the FPDS Resource page under Resource Guides.

The redesign to the FedDataCheck (FDC) Resolutions page occurred to align with the newly designed FPDS page. FDC Resolutions were updated to provide the Buyer with step-by-step instructions for correcting the errored contract action in FPDS.

The FDC SharePoint Site contains reports, useful information, and videos. Download the FDC Details Report to provide you with a listing of contract actions in errored status. Filters and pivot tables have been added to the report to help users determine which actions require a corrective action. The name of the Buyer, FPDS Section (i.e., Contract Data), FPDS field name (i.e., Type of Contract), FDC Error Description, and the Suggested FPDS Correction are included in the report as well.

Please feel free to visit the site often as content is continually updated to support the many topics offered on the CDMP SharePoint Site.

CDMP is requesting your assistance and ask that you share this vital information within your organization.

THE OALM SMALL BUSINESS PROGRAM OFFICE'S UPDATES ON THE PATH TO EXCELLENCE AND INNOVATION PROGRAM

The White House Initiative on Historically Black Colleges and Universities (Initiative[1]) was created in Executive Order 13779[2]– White House Initiative to Promote Excellence and Innovation at Historically Black Colleges and Universities (signed on February 28, 2017). This Executive Order (EO) calls on the Secretary of Education to identify federal agencies that interact with Historically Black Colleges and Universities (HBCUs). These agencies form the Interagency Working Group (IWG) to advance collaboratively the mission of

THE OALM SMALL BUSINESS PROGRAM OFFICE'S UPDATES ON THE PATH TO EXCELLENCE AND INNOVATION PROGRAM

The IWG is comprised of representatives of federal agencies and departments and chaired by the Initiative's Executive Director. The IWG helps advance and coordinate work across the Federal Government and in the private sector to strengthen and expand the institutional capacity and competitiveness of HBCUs. Through the IWG, the Initiative used a strategic mapping approach to address the complexity of multiple agencies launching similar HBCU-focused initiatives. To align strategies, programs, and initiatives with high-leverage interventions, this approach formed interagency clusters within the IWG, known as the Interagency Competitiveness Clusters (ICCs). The ICCs are a subset of the IWG comprised of senior leaders and other professionals from federal agencies who develop and execute individual and collaborative federal agency and private sector programs and strategic initiatives in select priority areas. The goals of the ICCs are to:

1. Create efficiencies within the Federal system to implement Executive Order 13779;

2. Provide high-leverage, individual and collaborative leadership to advance HBCU competitiveness; and

3. Increase Federal agency engagement with HBCUs and contributions to the institutions and the people and communities they principally serve.

This quarter NIH proposed and led the creation of a HBCU Contracting ICC. The first cluster meeting was held on December 9, 2019 and featured the new Administrator for Federal Procurement Policy in the Office of Management and Budget, Dr. Michael Wooten.

On February 5, 2020, the Office of Acquisitions and Logistics Management (OALM) will introduce the Path to Excellence and Innovation (PEI) program to the NIH Office of Management (OM) and highlight the progress of the program at the OM All-Hands Meeting The SBPO strives to further enhance and expand the PEI program by continuing to cultivate strong partnerships between Historically Black Colleges and Universities (HBCUs), businesses, and the NIH, exposing HBCUs to the federal contracting process and providing direct access to the NIH program and acquisition officials. The OM All-Hands Meeting will be held at the Natcher Conference Center, Main Auditorium, 9000 Rockville Pike, Building 45, Bethesda, MD 20892, from 10:30 AM – 12:00 PM.

For questions about the PEI program or upcoming events, please send your inquiries to the SBPO staff at NIHSmallBusiness@nih.gov.

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[1] The "Initiative" is comprised of the WHI-HBCU Executive Director and the team which is responsible for the oversight of the Executive Order 13779 and the Interagency Working Group.

[2] Executive Order 13779 can be found at https://www.gpo.gov/fdsys/pkg/DCPD-201700149/content-detail.html.

OPEN OPPS—BUILDING A 21ST CENTURY GOVERNMENT TOGETHER

Do You Have a Project That Needs to Get Done, But…

- You don't have enough time?
- You don't have enough of or the right resources?
- You would like to do something in a new way, with a fresh perspective?
- You are an expert and would like to share your expertise with junior acquisition professionals?
- _____ (fill in the blank)

Would you like help? Then please consider Open Opportunities. Open Opps is a government-wide platform to collaborate, complete projects and solve problems with other federal employees who might or might not be in your organization. You have the option to post and run a project or detail 100% virtually, in person or a combination of the two. The use of this platform is supported by OMB[1], OFPP[2] and FAI[3] for enhancing training and development of the federal contracting and acquisition workforce.

How do I get started to post a project? In addition to what is available at https://openopps.usajobs.gov/, contracting specific samples are available to get you started. Please contact Kelly Lael with any questions or ideas you want to discuss. She is here to help and show you how easy it is to get that project done in a new way. At Open Opps we are -- *Building a 21st century government together.*

What if I don't have a project to post? Open Opps welcomes you to the platform as a participant for posted opportunities. Please visit the website to see if there is an open project that you would like to apply for.

Who do I contact? Kelly Lael is an assisted acquisitions contracting officer at NITAAC. She is passionate about solving problems in an innovative manner that highlights the strengths and talents of federal employees. This is one reason she continues to be a community manager for acquisitions in Open Opportunities. Would you like to know more? Please contact her at 301.402.5683 and Kelly.Lael@nih.gov. Visit https://openopps.usajobs.gov/ to set up an account and begin exploring this platform. Group training is available upon request.

[1] Office of Management and Budget
[2] Office of Federal Procurement and Policy
[3] Federal Acquisition Institute

NEW FAC-C TRAINING REQUIREMENTS

New Federal Acquisition Certification - Contracting (FAC-C) training requirements came into effect beginning October 1, 2019. The changes to the curriculum are not extensive, however, there are varying dates to keep in mind. Students will be provided time to implement these changes as they seek FAC-C Level I, II, or III. Visit FAI website for details of the changes.

NEW BRANCH CHIEF FOR THE NIH
BLANKET PURCHASE AGREEMENT PROGRAM

OALM is happy to announce our new Branch Chief for the Blanket Purchase Agreement Program in OAMP/DSAPS, Nora Rivera. Nora joined the National Institutes of Health in 2001 and began her federal career in the Office of International Programs (OIP) at the National Heart, Lung, and Blood Institute where she supported program officers, coordinated multiple international activities and also served as Project Officer. Nora then transitioned to the Office of Acquisitions at NHLBI in 2007, where she began a career in federal contracting. As Contracting Officer, she led multiple R&D and non-R&D acquisition projects for NHLBI COAC customers. Since 2016, Nora has been serving as the Branch Chief of the R&D contracts section within the Office of Acquisitions, Office of Logistics and Acquisition Operations (OLAO), where she managed a team of 7 acquisition professionals responsible for awarding and administering multiple NIH-wide contracts.

The BPA Branch manages over 500 BPAs for the NIH delegated community including 200 for SREA Hotels. These NIH-wide ordering mechanisms are a simplified method of filling anticipated repetitive needs for supplies or services. BPAs benefit NIH in many ways including negotiating vendor discounts and establishing pre-negotiated terms and conditions for the delegated community. BPA Calls or the purchase card can be used to place orders and obligate funds against the BPAs. NIH employees interested in free NIH BPA Training, please contact the BPA Helpline at 301-496-5212 or the BPA Program Help Desk. This training is worth 1 CLP. For a listing of BPA vendors and additional information, please see https://oamp.od.nih.gov/dsaps/bpa-program.

Please join us in welcoming Nora!

RECAP CORNER

Below is a recap of recent OLAM communications to the NIH acquisition workforce.

ID	Title	Date	Purpose
20-09	Changes in PRISM Due to Decommission of DCIS	12/23/2019	Provides guidance on changes in PRISM due to the decommission of DCIS on 12/21/19
20-10	Resolving FY 2015 Cancelling Year Lines	1/9/2020	Provides guidance on resolving FY15 cancelling year lines by 6/30/20

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 Courses

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.

Σας ευχαριστώ

"Thank You" in Greek

The OALM Newsletter will be published four (4) times in calendar year 2020. 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.

Please address all correspondence to the editors: Milton Nicholas, NicholaM@od.nih.gov Michele McDermott, McDermottMl@od.nih.gov, Jesse Lee, Jesse.Lee2@nih.gov, or Barry Solomon, SolomonBJ@od.nih.gov.

If you have any questions or comments regarding the information, policy and/or procedures published in this issue, you may contact Michele McDermott 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.