The Office of Acquisition and Logistics Management Newsletter

INSIDE THIS ISSUE:

NIH-WIDE IDIQ CONTRACT FOR ILLUMINA REAGENTS AND CONSUMABLES

An NIH-wide contract to supply reagents and consumables to the NIH community was awarded on September 3, 2020 with Illumina. It is an Indefinite Delivery, Indefinite Quantity (IDIQ) type contract with an ordering period of 5 years that allows acquisition officials across NIH to place delivery orders directly with Illumina for needed reagents and consumables.

This contract will provide a streamlined process for the NIH acquisition community to procure Illumina reagents and consumables for use in the operation of NIH-owned and leased Illumina sequencing and genotyping systems. Reagents and consumables are substances or compounds added to a system to cause a chemical reaction or added to test if a reaction occurs.

Ordering procedures and other information can be found on the NHLBI Office of Acquisitions (OA) Customer Support website under the folder for NIH Wide Contracts.

For other questions, contact Lynn Furtaw at Lynn.Furtaw@nih.gov or Rashida Ferebee at Rashida.Ferebee@nih.gov.

NEW HHS OFFICE OF ACQUISITION POLICY MAX.GOV SITE

The HHS Office of Acquisitions (OA), Office of Acquisition Policy (OAP) recently announced the launch of the Office of Acquisition (OAP) Policy MAX.gov site. Policy Flash 21-05 introduced the policy site and provided information to procurement staff for logging on to the site.

This new resource for the HHS acquisition community should improve user satisfaction by maximizing accessibility and optimizing functionality and usefulness. In addition, it is expected the OAP MAX.gov site will improve the flow of information about government-wide and department-wide acquisition policies by providing a comprehensive resource for locating acquisition policies, guidance, tools, and training enabling the HHS acquisition professionals the resources needed to be responsible stewards of taxpayer dollars.

The HHS OAP MAX.gov site is the preferred resource for HHS acquisition policy. The OAP Max.gov site can be accessed via this hyperlink: Office of Acquisition Policy.

NIH FY21 SMALL BUSINESS GOALS

Small businesses are critical to our nation's economic strength and their success is dependent upon our collaborative efforts. To that end, the National Institutes of Health (NIH) Small Business goals for Fiscal Year 2021 have been established. The NIH's FY21 small business prime contract goal of 29.07% presents the maximum opportunity for small business participation based on areas of potential growth in small business contracting at the NIH. Factors considered in determining this goal included an analysis of the NIH's historical spend and a three-year goal achievement (FY18-FY20) analysis. NIH's achievement of goals will allow HHS to meet the minimum goal of 21.80%. The subcontracting goals were established by the Small Business Administration (SBA) and are not negotiated.

NIH	SB	SBD	WOSB	HZ	SDVOSB
Prime Contract	29.07%	5%	5%	3%	3%
Subcontract	33.25%	5%	5%	3%	3%

Please submit any inquiries regarding the FY21 small business goals to NIHSmallBusiness@mail.nih.gov.

NIH SMALL BUSINESS PROGRAM OFFICE CONTINUES COLLABORATION WITH NIH HUBZONE CONSORTIUM

The NIH Small Business Program Office continues their commitment to the mission and efforts of the NIH HUBZone Consortium. Established in June 2017, the Consortium assists NIH in striving towards the small business goal of 3% spending to the HUBZone set-aside category. The Consortium consists of experienced HUBZone companies with a wide range of capabilities and past performance, including expertise in research and development, management consulting, construction services, laboratory products, and information technology. Consortium members are committed to showcasing their skill sets and experience to NIH's 27 Institutes and Centers.

The Consortium currently boosts 42 members, including Board members and company members. Past accomplishments include hosting an NIH HUBZone Industry Day in April 2018 and more recent educational support to promote the HUBZone companies as well as provide business development support to member companies. HUBZone companies positively affect their communities through job creation and community outreach to support, improve and sustain their local areas. From training programs to internship programs, to supporting other local small businesses, HUBZone companies make a difference in their local areas.

In this next fiscal year, the HUBZone Consortium will continue its efforts to increase awareness of HUBZone companies, capabilities, as well as support the NIH Small Business Office in its efforts to increase HUBZone spending.

For more information about the HUBZone Consortium, please visit, NIH HUBZone Consortium | OAMP.

WHY "BEST IN CLASS" MAKES GOOD BUSINESS SENSE

A 2019 [memorandum](#) from the Office of Management and Budget (OMB) directs agencies to increase their use of Best in Class (BIC) contracts. But the case for BIC solutions goes well beyond any mandate.

BIC, part of the federal government's category management initiative, is a government-wide designation for acquisition solutions that can be used by multiple agencies and that satisfy key criteria defined by OMB. A BIC designation means that a vehicle is based on mature acquisition processes that will help agencies get more value from their spending. All three of NITAAC's government-wide acquisition contracts (GWACs) have been designated as BIC.

In its March 20 memo, OMB directed agencies to begin setting annual goals for increasing the use of BIC contracts for common goods and services, while still meeting their small business and other socioeconomic goals. The memo makes the case that the BIC initiative already has delivered good results.

"The BIC goal is a reflection of the many benefits that have been realized from increasing the visibility and use of model contracts solutions—including billions in cost avoidance aided by reduced contract duplication for identical products at wide price variations, increased use of common specifications and greater reliance on government and industry best practices," the March 20 memo states.

The value of BIC comes down to its focus on contract management as a discipline. In vetting contracts, OMB looks at whether the acquisition team consistently follows best practices and mature processes.

For example, the first criteria for BIC is, "Rigorous requirements definitions and planning processes." Among the questions OMB asks is, "How inclusive or collaborative is the process of collecting and capturing the requirements during the planning phase of the acquisition process? Are all the major stakeholders included?"

Likewise, for the fourth criteria, "Category and Performance Management Practices," OMB asks, "Does the vehicle include management provisions that go beyond traditional contract management, e.g., does it include ongoing assessment of demand and spend, alignment with market changes and trends, usage, performance, training, etc.?"

The goal of BIC is to highlight contracts that consistently deliver strong results. By relying on contracts with good track records, agencies—and the federal government as a whole—can raise the baseline for the quality of acquisitions.

The more that agencies rely on contracts with good track records, the more benefits that they will see. That includes higher volume discounts, reduced administrative costs and contract duplication, and the greater use of buying data to make informed decisions.

That is why OMB is focused on what's called Spend Under Management (SUM), which refers to the portion of an agency's budget that is aligned with strong contract management practices. OMB and the Category Management Leadership Council have developed a SUM maturity model to help agencies analyze their spending:

- Tier 0: Spending is unaligned with consistent management practices

- Tier 1: Spending is managed at the agency-wide level, with strong contract management practices

- Tier 2: Spending is managed at the government-wide level through multi-agency government-wide solutions with strong contract management practices

WHY "BEST IN CLASS" MAKES GOOD BUSINESS SENSE

Tier 3: Spending is managed at the government-wide level using BIC solutions

The March 20 memo is part of an effort to push more spending into the higher tiers, with BIC contracts recognized as the culmination of this effort. For agencies, the BIC initiative should <u>not</u> be another reporting requirement. In the end, it's about making a good business decision—and reaping the benefits.

The fact that all three NITAAC contracts—CIO-SP3, CIO-SP3 Small Business and CIO-CS—have received the BIC designation is a testament to the quality of our contract holders, contracting officers, customer service and overall team.

Through these contracts, agencies have access to the latest IT services and products from a wide range of vendors, including a robust pool of small businesses. As always, we are committed to providing our customers with acquisition services that will support their efforts to bring more discipline to their IT spending and to meet their ever-evolving IT requirements.

For more information, visit nitaac.nih.gov or call our helpline: 1-888-773-6540.

DLS AND NIH SUPPLY CENTER NEW YEAR'S RESOLUTIONS

It is a new year, which everyone knows means New Year's resolutions.

On December 29, 2020, the Division of Logistics (DLS) Director sent out a message of gratitude and resolution to our 27 institutes and centers: to thank everyone for putting each other first through ONE NIH central sourcing and making a very important resolution: to modernize the customer experience for you and all of NIH. DLS is undergoing a business process reengineering effort to streamline our inventory management practices, enhance our customer web presence through catalog and order updates, and optimize the shopping experience for each of you to ensure that you receive the products you need when you need them.

At the NIH Supply Center, the resolutions we are making this year are not only resolutions but promises we are committing to you for fulfillment. In 2021, we promise to continue to put our customers first, to take your valued feedback, and put it into action. Below are just a few of the promises we are making to you:

DLS AND NIH SUPPLY CENTER NEW YEAR'S RESOLUTIONS

Communication – We understand that information is important to create a trusted relationship. We are creating a space that allows for open and honest feedback, as well as constant flow of communication. Through our email platform, we will be sending out:

- Weekly Personal Protective Equipment (PPE) updates with FAQ links

- Monthly Newsletters (compiles all special promotions, price comparison, videos, etc. for the month)

- Industry and government sourcing trends and Supply Center updates

- Other advertisements or administrative information as needed

As in all good communication, we understand it is not one-sided. In addition to sending you the good information outlined above, we would like to receive your feedback. A Customer Survey was sent during the week of January 31, 2021 with responses sought by February 15, 2021.

In addition to this, we are creating monthly vendor showcases, conducting quarterly Supply Chain Advisory Council (SCAC) Meetings, and developing our all-encompassing social media platform. If you would like to stay up-to-date, please email our Market Outreach Lead, Kayla McKnight, at Kayla.McKnight@nih.gov to subscribe to our emails, or follow us on Facebook and Twitter.

Inventory Management – We will be engaging with our customer base through weekly, biweekly, and annual meetings to discuss inventory, supply, demand, and outstanding orders for sourcing resolution. Our Inventory Management Specialists are here to help customers receive the best quality products at the best prices. Our team is responsible for researching and sourcing all commodities, including the hard to secure items. Our Inventory Management Specialists research manufacturers, speak with vendors, procure items, and partner with the Department of Health and Occupational Services, as well as vetted industry partners to ensure our NIH community is secure, protected and receiving authentic products to support their mission. Our Inventory Management Specialists are also responsible for keeping the Self Center Store at Building 10 well-stocked with an array of products ranging from laboratory and clinical supplies (including reagents and enzymes stored at temperatures as low as -80 degrees, to PPE and office supplies).

- **Mobile Tablets**- we are excited for the launch of our mobile tablets and feel these will enhance your store visits, as well as allow you to get back to work faster. Check out our video on how these will operate.

- **New Online Catalog**- our updated online catalog is making tremendous progress! We are in the final stages of completing and internally demoing the new website and hope to share with you soon. This will offer you a new experience including easier navigation.

We thank you for continuing to support each other and your logistics partner in the NIH community. We promise that the new year will be our best year yet, together, as ONE NIH!

LEARN HOW TO SOLVE YOUR IT AND ACQUISITION CHALLENGES WITH NITAAC

Procurement, directly or indirectly, affects every federal employee, but only a fraction of employees has a working understanding of the procurement process. The NITAAC is aiming to change that.

NITAAC conducts free training sessions for all Federal employees on how to procure IT products, services and customizable solutions using CIO-SP3, CIO-SP3 Small Business and CIO-CS Government-Wide Acquisition Contracts (GWACs).

The NITAAC trainings offer a nuts-and-bolts understanding of GWACs and the importance of FAR Part 16.505 in streamlining ordering procedures.

During the trainings, attendees learn how to:

- Use CIO-SP3, CIO-SP3 Small Business, and CIO-CS to acquire the latest IT innovations;

- Leverage CIO-SP3 and CIO-SP3 Small Business to meet socioeconomic goals;

- Discover the benefits of Best in Class contracts;

- Take advantage of NITAAC's Customer Support and value-added services, like 12-hour turnaround on scope assessments;

- Use the electronic-Government Ordering System (e-GOS) to manage and award competitions; and

- Use FAR 16.505 to streamline ordering procedures to obtain IT products, services and solutions faster and more easily.

What's more, participants earn two Continuous Learning Points (CLPs), which can be applied towards a number of other certifications.

To learn more about upcoming trainings, visit https://nitaac.nih.gov/about/news-and-events/events-and-training and scroll to the bottom of the page to view the training calendar.

Interested but can't make it during any of the times listed? Please email NITAACsupport@nih.gov or call the NITAAC Customer Support Center at 1.888.773.6542 to schedule a free training session.

NBS BUYER SIMPLIFIED ACQUISITIONS - SYSTEMS 2021 COURSE

The NIH Business System (NBS) and Office of Acquisition & Logistics Management (OALM) are excited to announce the launch of a modular computer based, **NBS Buyer Simplified Acquisitions-Systems (2021 version)** course. This course replaces the previous computer-based training located in the Learning Management System (LMS) titled: NBS Buyer Simplified Acquisition – Systems II. This course provides users with an on-demand learning opportunity to understand the operations of the NIH contract writing system PRISM and the Buyer Simplified Acquisition role, while also serving as a resource bank for PRISM users to reference in the future. *This systems course is mandatory for all prospective staff requiring the NBS PRISM Buyers Simplified Acquisitions role.*

The NBS Buyer Simplified Acquisitions-Systems (2021 version) course, now available on the HHS Learning Management System (LMS), is comprised of five required modules covering aspects of the NIH acquisitions lifecycle, and one optional section that provides detailed troubleshooting instructions for completing the course in the LMS. It is highly recommended that you review the optional Troubleshooting Tip Sheet before beginning the required course material. **Please take this course using your Microsoft Edge browser.**

NBS BUYER SIMPLIFIED ACQUISITIONS - SYSTEMS 2021 COURSE

Recommended Content

Course Troubleshooting Tip Sheet

Required Content:

- Module 1 – **NBS and Simplified Acquisitions Overview**

- Module 2 – **Acquisitions Planning and Pre-Award**

- Module 3 – **Creating Awards**

- Module 4 – **Administering and Modifying Awards**

- Module 5 – **Award Closeout**

Within each module, users will progress through lessons and exercises that teach the necessary information to perform key tasks within PRISM. Each module concludes with a short quiz designed to help reinforce concepts and processes reviewed in the module. To receive credit, users must score 100% on the quizzes. Completion of each course module and a Final Assessment score of 80% or higher is required to gain the necessary user access for the Buyer Simplified Acquisition role in PRISM.

Basic Simplified Acquisition training is a required prerequisite because of the advanced procurement concepts and terminology used in this course. Basic Simplified Acquisition is offered through various channels including FAITAS (free; Course # FQN 425), the NIH Training Center (cost; Course # NIHTC9530) and other vendors. For more information regarding acquisition training, please contact acp@nih.gov.

You can register for the new course on the HHS Learning Management System (LMS). The course information is provided below:

Course Name: NBS Buyer Simplified Acquisitions-Systems (2021 version)

Course ID: NBS BSA-SYSTEMS 2021

The course will take approximately 8 hours to complete.

Please reach out to mary.dunne@nih.gov should you have any questions or concerns.

NBS BUYER CONTRACTS 2020 COURSE

The NIH Business System (NBS) and Office of Acquisition and Logistics Management (OALM) are excited to announce the launch of a modular computer based **NBS Buyer Contracts 2020** course. The course will provide users with an on-demand learning opportunity while also serving as a resource bank for NBS users to reference in the future.

The Buyer Contracts 2020 course, now available on the HHS Learning Portal, is comprised of six required modules covering aspects of the NIH acquisitions lifecycle, and one section which provides detailed troubleshooting instructions. **Please take this course using your Microsoft Edge browser.**

The NIH NBS Buyer Contracts 2020 course is designed to instruct new Buyers on how to use the acquisition software PRISM when creating and managing contracts throughout the award lifecycle. This course is mandatory for all prospective NBS Buyers requesting NBS Buyer Contract access. The course includes six required modules:

- Module 1 – **NIH Business System Overview**

- Module 2 – **Introduction to PRISM**

- Module 3 – **Pre-Award**

- Module 4 – **Creating a Contract**

- Module 5 – **Administering and Modifying Contracts**

- Module 6 – **Closeout**

Recommended Content includes:

- **Course Troubleshooting Tip Sheet**

Within each module, users will progress through lessons and exercises that teach the necessary information to perform key tasks within the NBS. Each module concludes with a short quiz designed to help reinforce concepts and processes reviewed in the module. To receive credit, users must score 100% on the quizzes. Completion of each course module and a Final Assessment score of 80% or higher is required to gain the necessary user access to the NBS PRISM system.

You can register for the new Buyer Contracts 2020 Course on the HHS Learning Portal. The course information is provided below:

Course Name: NBS Buyer Contracts 2020

Course ID: BUYER CONTRACTS 2020

ID #: 00213331

The course will take approximately 8 hours to complete.

For more information on the new online course, please contact OALMCourses@mail.nih.gov.

COVID-19 PROCUREMENT GUIDANCE

As a reminder, a COVID-19 Procurement resource page has been established for the NIH acquisition community. This guidance is maintained and will be supplemented as we continue to learn more about how this situation will affect the administration of procurement actions at the NIH. Please visit the ASRB SharePoint home page for more information.

RECAP CORNER

Below is a recap of recent OALM Communications to the NIH acquisition workforce.

ID	Title	Date
21-12	NIH Acquisition Training – Potomac Wave Tools	11/17/2021
21-13	How to Avoid FDC #150 - Employment Eligibility Verification Designation	11/16/2021
21-17	How to Avoid FedDataCheck #113 – Reason for Modification reflects Change Order on an award coded as Commercial Item Acquisition	12/30/2020
21-18	SAM.gov Transitions in April 2021	11/30/2020
21-19	Resolving FY 2016 Canceling Year Lines	12/1/2020
21-23	How to Avoid FedDataCheck #123 – Place of Performance Zip Code (+4)	12/14/2020
21-24	FY2020 Annual Independent Verification and Validation (IV&V)	12/14/2020
21-25	FY21 FedDataCheck Progress Report	12/15/2020
21-28	The NBS Buyer Contracts 2020 course, now available on the HHS Learning Portal	
21-29	How to Avoid FedDataCheck # 121 – CO Business Size Determination	12/28/2020
21-33	Fiscal Year 2021 Small Business Goals for NIH	1/21/2021
21-34	How to Avoid FedDataCheck #134 – Local Area Set Aside	1/11/2021
21-35	Request to Complete the Optimize NIH Acquisitions Survey	1/15/2021
21-37	ACTION REQUIRED: FY21 FedDataCheck Data Inconsistencies as of Friday, January 15, 2021	1/19/2021
21-38	Reminder to Complete the Optimize NIH Acquisitions Survey – FEEDBACK NEEDED BY JANUARY 27	1/25/2021

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.

Go raibh maith agat

"Thank You" in Irish

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 2021. 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, Alan Ambrose, AmbroseA@od.nih.gov, Luke Makenzie, Luke.Makenzie@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.