

The Office of Acquisition and Logistics Management Newsletter

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NEW ACQUISITION BASICS WORKSHOP FOR NON-ACQUISITION STAFF

The NIH Office of Acquisition and Logistics Management (OALM) has developed a new one-hour training workshop specifically intended for non-acquisition staff at NIH, called **“NIH Acquisition Basics Workshop for Non-Acquisition Staff”**. It is intended to provide a brief and introductory overview of the Federal acquisition process to help non-acquisition staff understand key acquisition policies and procedures. The workshop was developed as the result of an OMA recommendation from a purchase card assessment that was conducted and is intended to help address gaps between purchasing staff and non-acquisition staff. The training is available online via the link below. Slides for the workshop are also available to serve as a resource for users upon completion of the workshop.

Topics covered include:

- Basic Federal Acquisition concepts
- Roles and responsibilities in the acquisition process
- Unauthorized commitments
- Thresholds and types of acquisition instruments used
- General process for purchasing at NIH including the acquisition life cycle
- Elements of Acquisition planning including special clearances needed
- Requirements for receiving goods and services

The training is located on the OALM DSAPS/ASRB SharePoint Site and is available to any NIH staff. Enrollment is not required or tracked. Once you click on the link below, select the folder titled: NIH Acquisition Basics Workshop for Non-Acquisition Staff and then the Acquisitions Basic Workshop Training. Copies of the slides are also available without the video component.

[NIH Acquisition Basics Workshop for Non-Acquisition Staff](#)

Please share with your program staff as needed. If you have any questions, please email us at: SimplifiedAcquisitionHelp@od.nih.gov or call (301) 496-0400.

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RAISING AWARENESS ABOUT THE RISK OF CONTRACT FRAUD

Fraud risks to the government are significant. Contract fraud often occurs for financial gain and may occur before or after the contract is awarded. Fraud mechanisms can include actions like “bid-splitting,” billing manipulation, and fictitious vendors.

The U.S. Government Accountability Office (GAO) developed a new Antifraud Resource to help Federal agencies combat fraud.

https://gaoinnovations.gov/antifraud_resource/

The GAO Anti-Fraud Resource illustrates the numerous activities, mechanisms, and impacts of fraud schemes that affect the Federal government. GAO has an interactive diagram organized by 27 key characteristics commonly found in contract fraud schemes.

- Billing manipulation
- Embezzlement
- Misrepresentation of expended funds
- Scam
- Conflict of interest
- False claim
- Misuse of award funds
- Shell company abuse
- Conspiracy
- Fictitious entity
- Money laundering
- Theft
- Cooking the books
- Ghost employee
- Non-delivery of service
- Unauthorized action
- Data breach
- Illicit use of funds
- Payroll mischarging
- Unreported income
- Data fraud
- Intellectual property theft
- Personally identifiable information theft
- Unsubstantiated income
- Eligibility misrepresentation
- Misrepresentation
- Reimbursement scam

GAO also included resources to read about real-life contract fraud schemes.

- Air Force Contract Steering Scheme https://gaoinnovations.gov/antifraud_resource/details;scheme=Air%20Force%20Contract%20Steering%20Scheme
- Conflict of Interest Scheme Regarding Agriculture Contracts https://gaoinnovations.gov/antifraud_resource/details;scheme=Conflict%20of%20Interest%20Fraud%20Scheme
- Small Business Set Aside Scheme https://gaoinnovations.gov/antifraud_resource/details;scheme=Small%20Business%20Set-aside%20Scheme
- Bid-Rigging Scheme Regarding Department of Defense Contracts https://gaoinnovations.gov/antifraud_resource/details;scheme=Bid-rigging%20Fraud%20Scheme
- Failure to Deliver Prescribed Services Regarding a Veterans Affairs Contract https://gaoinnovations.gov/antifraud_resource/details;scheme=Failure%20to%20Deliver%20Prescribed%20Services%20Fraud

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RAISING AWARENESS ABOUT THE RISK OF CONTRACT FRAUD

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You have a responsibility to assist in combating fraud, waste, and abuse. You are encouraged to report matters involving fraud, waste, abuse, misconduct, and mismanagement in any HHS programs. The HHS Office of Inspector General (OIG) is responsible for conducting investigations into fraud, waste, and abuse involving HHS programs, including NIH contracts. The HHS OIG has dedicated web site to raise awareness about contractor fraud. <https://oig.hhs.gov/fraud/contract-fraud/>

The HHS OIG Hotline accepts tips and complaints from all sources. You can submit a complaint to the OIG hotline by visiting this HHS OIG web site. <https://oig.hhs.gov/fraud/report-fraud/>

Additionally, the NIH Office of Management Assessment's Division of Program Integrity (DPI) is responsible for conducting independent reviews and investigations of allegations involving:

- 1) Non-criminal allegations of fraud, waste, abuse, mismanagement, misuse of NIH grants and contracts funds and employee misconduct;
- 2) grantee or contractor conflicts of interest, and
- 3) other misconduct or misuses of NIH resources by NIH employees or others doing business with NIH.

DPI performs a liaison role for the HHS OIG on investigations at NIH and collaborates with the HHS OIG on specific cases as appropriate. DPI monitors the NIH Hotline ([nihhotline@nih.gov](mailto:.nihhotline@nih.gov)), which is available to NIH staff and the public to report allegations. You can learn more about DPI by visiting this NIH web site <https://oma.od.nih.gov/DPI/Pages/Home.aspx>.

A free anti-fraud resource available for NIH employees and contractors is a 30-minute online training. To launch the free online training, log onto LMS. <https://lms.learning.hhs.gov/Saba/Web/Main>. Within the Catalog Search, type "NIH Fraud Awareness Training." The course ID is 00194384.

This NIH fraud awareness training course will describe the definition of fraud, the circumstances that lead to fraud, and how to report potential fraud. It also highlights some common fraud examples that have occurred at NIH.

NEW PRODUCT LAUNCHES AT THE NIH SUPPLY CENTER

We understand your needs and wants regarding quick deliveries and turnaround times, as well as stocking more green products in our portfolio. That's why we partnered with Rhino and Polycarbin to bring these visions to life.

- Rhino is the USA-based manufacturer for our new nitrile gloves. These gloves are 4.4gm, 510K Certified and approved for medical use, and eco-friendly. The gloves come in boxes of 100 and are \$13.90 per box. We currently have the items below in stock:

- [841500N227072](#) (Medium)
- [841500N227073](#) (Large)
- Polycarbin is focused on "closing the loop" on laboratory plastics. Their pipette tips are made from recycled plastics, which means they are sustainable, help lower your carbon footprint, and are made with circular economy, recycled resin. This sustainable supply model has given Polycarbin the ability to keep items in stock that were otherwise delayed due to manufacturing challenges associated with the pandemic.

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NEW PRODUCT LAUNCHES AT THE NIH SUPPLY CENTER

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After ordering and using your pipette tips, contact Polycarbin to schedule a pickup. They will then remanufacture the pipette tips to be used again! After the plastics are picked up, they are decontaminated through one of Polycarbin's waste hauling partners, and through their proprietary sorting and purification method, they are ready to be created into new lab products.

We hope these added products are beneficial to you, as we strive to have the most up-to-date, useful, product catalog for the NIH Community. We look forward to better serving you in 2022!

SECTION 508 RESOURCES AVAILABLE ON THE CDMP SHAREPOINT SITE

Did you know that there are several resources available on the Contract Data Management Program (CDMP) SharePoint Site for [Section 508](#)? CDMP is located in the Office of Acquisition and Logistics Management (OALM).

Introduction: Per briefing notes: **Executive Order 14035** – “As the Nation's largest employer, the Federal Government must be a model for diversity, equity, inclusion, and accessibility, where all employees are treated with dignity and respect. Accordingly, the Federal Government must strengthen its ability to recruit, hire, develop, promote, and retain our Nation's talent and remove barriers to equal opportunity. It must also provide resources and opportunities to strengthen and advance diversity, equity, inclusion, and accessibility across the Federal Government.” Source: Executive Order on Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce.

Diversity, Equity, Inclusion and Accessibility (DEIA). The “A” in DEIA, is a foundation on which the federal workforce must build diversity, equity and inclusion for people with disabilities.

Executive Order 14035 aligns with the **Rehabilitation Act of 1973** to require federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C § 794 (d)) applies to all federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (<https://www.section508.gov/>), agencies must give disabled employees and members of the public access to information comparable to the access available to others.

Although the focus is on Microsoft Word, PowerPoint, Excel, Outlook, and Adobe Acrobat PDF, the 508 requirement also applies to Visio, Publisher, Project, OneNote, etc.

All electronic documents, no matter the platform or software, must comply with Section 508. This includes multimedia and virtual meetings, as well as documents sent via email or placed on an internal/external website, a shared network (i.e., NIH Network Drive or MS Teams Folders), or a SharePoint Site.

508 Document Library

Why reinvent the wheel? Use the [508 Document Library](#) to download 508 training programs and various documents on how to resolve the Microsoft Office and Adobe Acrobat Pro Accessibility Checker issues. HHS Checklists are additional compliance requirements that must be performed manually by the document creator and the 508 Document Library offers tips to resolve some of the common [HHS Accessibility Compliance Checklist](#) requirements.

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SECTION 508 RESOURCES AVAILABLE ON THE CDMP SHAREPOINT SITE

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New to Section 508? In the Document Library section, expand the category “Document Creators” > “Sub-category: Accessibility Checker (Microsoft & Adobe)” for instructions on how to run the Accessibility Checker.

- Resolving the **HHS Checklist requirements for all electronic documents**, download - [HHS Checklist Cheat Sheet](#), (PDF, 1766KB).
- The sub-category for **508 Workbooks for All Electronic Documents** provides instructions on how to resolve accessibility issues specific to the program being used (**Adobe PDF or Microsoft Office**).

508 Quick Tip: Address a specific accessibility issue, such as "**Missing alternate text**" – expand the category “Document Creators” > “508 Quick Tips (Adobe PDF or Microsoft Office)”, whichever applicable.

New to Adobe Acrobat? To get started, download [Things you should know BEFORE converting a document to Adobe PDF](#) (PDF, 1024KB).

- Information on creating accessible forms can be found under: “Document Creators” > “PDF Forms”. Download - [Tips for Creating an Accessible Form](#) (PDF, 1375KB) to get started.

Planning a Virtual Event? Download [Tips for an Accessible Virtual Event](#) (PDF, 2103KB).

Applying the Section 508 standards to electronic documents is not a burden. It helps everyone to engage, comprehend, and participate in the information being shared. It also benefits the document creator! By applying these standards, you are sharpening your Microsoft and Adobe skillsets by using the software as intended.

NITAAC’S COMMITMENT TO CUSTOMER SERVICE

Information technology manufacturers and suppliers across the country are struggling with significant supply chain disruptions that are impacting their ability to meet customer and market demands. Supply-chain bottlenecks around the world have caused record shortages of many products that American consumers are used to having readily available, such as household goods, electronics and, most importantly, to NITAAC, information technology (IT).

Although we don’t have the answer to the supply chain challenges, NITAAC wants our federal partners to know we are actively working to find ways to make fulfilling IT task orders on our Government-Wide Acquisition Contracts (GWACs) as easy as possible. In December, we convened a listening session

with our contract holders to hear firsthand what supply-chain challenges our contract holders are experiencing. Our intent is to develop a roadmap that will allow us to better understand roadblocks, set timelines, and manage expectations with our agency partners. Ultimately, we aim to be able to tell our agency partners how long an order will take so a fulfillment timeline can be addressed in their acquisition planning.

We understand the important role information technology plays in the Federal Government and are committed to understanding the bottlenecks resulting from the current supply chain challenges. We are determined to find practical solutions that will help you procure the IT products and services you need.

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NITAAC'S COMMITMENT TO CUSTOMER SERVICE

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Revolutionizing IT Acquisitions with CIO-SP4

Understanding supply-chain challenges is not the only way we are working to ensure our agency partners can procure the IT products and services they need. We are consistently working to bring the next great Government-Wide Acquisition Contract (GWAC), Chief Information Officer-Solutions, and Partners 4 (CIO-SP4) to the market. The \$50 billion GWAC will focus on emerging technologies in IT — such as blockchain, cybersecurity technologies, Agile, and "software as a service" — as well as reducing administrative burden on the competitive process behind the GWAC. On December 15, 2021, we posted Amendment 012, which is NITAAC's response to a Government Accountability Office ruling partially sustained on November 23, 2021. The modification allows offerors who submitted a proposal on or before August 27, 2021, to submit proposal revisions to

sections L.5.2.1 through L.5.2.4 and corresponding sections on the self-scoring sheet. Proposal revisions are due by 5:00pm EST on January 21, 2022. Additionally, the CIO-SP3 vehicle is currently being extended for one year to ensure there is no gap in contractual coverage between CIO-SP3 and CIO-SP4. The new projected award for CIO-SP4 is no later than November 1, 2022. Understanding the supply chain challenges and reimagining acquisitions with CIO-SP4 are just a few examples of our ongoing commitment to customer service.

Customer service is at the heart of what we do at NITAAC. We are fully invested in making sure the lines of communication are open. We are identifying issues upfront and are ensuring federal agencies can get the IT they need to achieve their agency missions when they need it. Although most resolutions get abandoned, this is one you can count on. Happy New Year from the NITAAC Nation to all our agency partners.

CPARS RESOURCES AVAILABLE ON THE CDMP SHAREPOINT SITE

Did you know that there are several resources available on the Contract Data Management Program ([CDMP](#)) SharePoint site for [CPARS](#)? CDMP is located in the Office of Acquisition and Logistics Management (OALM).

Introduction: The Federal Acquisition Regulation (FAR) requires a Past Performance Evaluation in accordance with [FAR Part 42](#), to be used in source selection procedures per [FAR Part 15](#).

The Contractor Performance Assessment Reporting System ([CPARS](#)) is one of many tools used to communicate contractor strengths and weaknesses to source selection officials and Contracting Officers. All CPARS information is treated as “**For Official Use Only/Source Selection**” in accordance with [FAR 3.104](#). Access to CPARS is restricted to those individuals with an official “need to know”.

CPARS Access: Most of the links within this article will take you to the CDMP SharePoint site – at sign-in, select “Windows Authentication”.

CPARS access is granted to Federal Employees only. **NIH Contractors are not granted access to CPARS.**

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CPARS RESOURCES AVAILABLE ON THE CDMP SHAREPOINT SITE

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Focal Point (FP):

Instructions: Go to <https://www.cpars.gov/access.htm> - Under Access Levels, “I am a Government Employee and I am...”, click on “Managing Accounts and Records”. Scroll down to “Focal Point only function” and click “Request Focal Point Access” and follow the prompts.

*Agency - select “HHS” and select the Approving Official – “Dee Dansby (Agency POC)”.

Attention Focal Points: The first time you log into CPARS, please ensure the User Profile reflects the appropriate Organization. In the upper left-hand corner of the screen and click on the “Update Profile” link. Select the appropriate Organization from the drop-down field and click the “Add” button to add your selection, then click “Save” to update the profile.

*Note - Changes will remain in effect until changed by the user.

For more information see CPARS Login – [New User](#).

All other User Roles:

- Alternate Focal Point (AFP)
- Assessing Official Rep (AOR)
- Assessing Official (AO)
- Reviewing Official (RO)

Use the [NIH Focal Points](#) page to contact your respective FP.

Contracting Officer or Contract Specialist Access to View Past Performance Evaluations:

Instructions: Go to <https://www.cpars.gov/access.htm> - Under Access Levels, “I am a Government Employee and I am...”, click on “View Performance and Integrity Records”. Scroll down to “Access functions” then click “Request Access (View Performance) Access” and follow the prompts.

Download the [View Performance Records](#) (PDF, 346KB) tip sheet to assist you in retrieving Past Performance Evaluations. *You must have View Performance Access to retrieve a Past Performance Evaluation.

CPARS Reporting Threshold

When contract actions meet the CPARS [Reporting Threshold](#):

Description	Threshold	Viable After Contract Expired
Systems and Non-Systems	≥ Simplified Acquisition Threshold	3 years
Construction	≥ \$750,000	6 years
Architect-Engineer	≥ \$35,000	6 years

Note: The Federal Procurement Data System (FPDS) is the official source for award information.

CPARS contract data is [pulled](#) from FPDS – Use the [FPDS Award ID](#) to find contract actions in CPARS.

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*Updates to the **FPDS Data Elements** must occur in **FPDS**.

It is important to understand how closeout dates affect CPARS – See [CPARS and Contract Closeout](#) for more information.

CPARS Contract Status vs. Evaluation Status

The [Contract Status](#) (Current, Due, Overdue) refers to the entire contract action. In the case of a Task Order or multiple option years, if one evaluation is overdue then the entire contract is Overdue.

The [Evaluation Status](#) (Registered, Initiated, Drafted, Rated, Reviewed, Finalized, Completed) refers to the evaluation, not the entire contract. **The Evaluation Status informs the user who has ownership of the Evaluation.**

- Request ownership by using the [Evaluations/Contract Status Report](#) to contact the current owner (exception Contractor Rep).
- In addition, the Contract and Evaluation statuses can be found by clicking on the “Evaluations/Contract Status Report” menu option in CPARS, then click “Run Report”.

NIH CPARS Users

At each interval in the CPARS [Workflow Process](#), CPARS [notifications](#) are sent to users notifying them of pending actions. It is important to keep aligned with the CPARS timeline to help reduce the backlog of overdue evaluations and provide source selection officials with relevant information.

Focal Point / Alternate Focal Point (Federal Employee)

Timeline: 30 days after the Date Signed, assign and register eligible CPAR contract actions.

The NIH Focal Point (FP) is responsible for assigning [User Roles](#), registering contract actions, monitoring workflow, and notifying users of impending actions.

- **CPARS Auto Register:** Actions appearing in the Auto Register report must be registered within **30**-days after the Date Signed. On day **365**, regardless of registration status, the action is due to be evaluated. If the action is not registered by day **485** (after the date signed), it becomes “overdue” on day **486** regardless of its registration status.
- **Reassign User Roles:** To reassign a user role, see Manage CPARS Access – [Transfer User Option](#). Avoid [duplicate](#) user profiles by using the “Search” tool to assign a user’s name to contract actions.
- **Note** – A Focal Point cannot assign contract actions to another Focal Point. This must be done through a [FP-to-FP transfer request](#).
- **Notify Users of Pending Actions:** The [Focal Point Workshop](#) page provides instructions on how to use the “Evaluations/Contract Status Report” to run your own reports. It also contains a FAQ section and other documents that will help you navigate CPARS (*Focal Point Toolbox*).

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- **Evaluation Status Initiated & Drafted Actions** – Change from Assessing Official Rep (Initiated) to Assessing Official (Drafted) or vice versa ([Edit an Evaluation](#)).
- **Evaluation Status Rated Actions** – If it has been [less than fourteen days](#) (to the minute) after the AO signature date, the Focal Point can change the Evaluation Status from “Contractor Rep (Rated)” to “Assessing Official (Drafted)”.

More than 14 Days – Follow the instructions “[Re-status Action More Than 14-Days After AO Signature Date](#)”.

Assessing Official Rep (Contracting Officer Representative (COR))

Timeline: 365 days after the Date Signed

Evaluation Types – Interim and Final

Interim Evaluations – Annual evaluations are referred to as an “[Interim](#)“(Evaluation Type) until the end of the contract/order, at which time the evaluation is termed “Final”.

- For contracts/orders that have a period of performance greater than 365 calendar days, the first Interim evaluation must reflect at least the first 180 calendar days of performance contract/order. See also, [CPARS & Leap Year](#).
- **Final Evaluations** - A [Final](#) Evaluation must be prepared for contracts/orders that have a period of performance (the entire contract action) of less than 365 calendar days.

Update, Send to Assessing Official

Actions appearing on the CPARS To-Do List (Pending Actions) must be evaluated in accordance with the action required – [Update Send to Assessing Official](#).

- **Evaluation Status - Initiated:** The Assessing Official Rep. has ownership of the evaluation and must enter the appropriate “Narratives” and “Ratings”.
- The [Narratives](#) (Quality, Schedule, Cost Control, Management, Small Business, Regulatory, and Other Areas) must support the [Ratings](#) (Exceptional, Very Good, Satisfactory, Marginal, Unsatisfactory).
- The narrative should include a clear, non-technical description of the principal purpose of the contract or order. It should be tailored to the type, size, content, and complexity of the contractual requirements.
- **Do NOT** assign a rating lower than “satisfactory” solely for not performing beyond the requirements of the contract/order.
- **Do NOT** assign a rating higher than “satisfactory” solely for meeting the contract requirements. Source: CPARS Guidance – <https://www.cpars.gov/help.htm>
- Avoid using phrases such as “out of scope” or instructing the contractor on how to do their job. See also, [CPARS Statements to Avoid](#).

Administrative Evaluations

Complete “Administrative Evaluations” when there is no performance or performance information for the evaluated period.

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No performance: No orders are placed under an indefinite delivery vehicle.

Standard Language: “The evaluation is purely administrative in nature to document that no contractor performance has occurred during the reporting period because no task orders have been issued. Therefore, a Satisfactory rating has been given and does not reflect contractor performance.”

No performance information: No contracting and/or program official available to provide an evaluation and no contractor performance information in the contract file.

Standard Language: “The purpose of this evaluation is to document that no performance information is available for the reporting period. The [COR and/or CO] for the reporting period is no longer available. A review of the contract file did not reveal any information either positive or negative about the contractor's performance. Therefore, a Satisfactory rating has been given and does not reflect contractor performance.”

Rate the management evaluation factor as “**Satisfactory**” and include the rationale for issuing an administrative report in the Assessing Official narrative.

Route through the normal CPARS Workflow, including contractor comments and closure by the government.

Contractor Self-Assessment Form

Request that contractors provide [self-assessments](#) of their performance –

- Include a detailed narrative and rating for relevant evaluation areas.
- Consider with all available, relevant data and information when completing the evaluation.
- No requirement to discuss disagreement with self-assessment.
- Contractors are afforded an opportunity to submit comments after the evaluation has been entered into CPARS.

Resources:

- CPARS Contractor Self-Assessment Form ([PDF, 304KB](#))
- CPARS Contractor Self-Assessment Sample Letter ([DOCX, 25KB](#))

Resources: [CPARS Users Guide](#) - [CPARS Quality Checklist](#) - [Writing Quality Evaluations](#)

Assessing Official (Contracting Officer (CO) or Contract Specialist (CS))

Timeline: 485 days after the Date Signed

The Assessing Official is responsible for reviewing the narratives and ratings entered by the Assessing Official Rep (AOR). If the AO agrees with the AOR's assessment, add the final comment in the Assessing Official comments, then sign and send the evaluation to the Contractor Rep (CR).

The Assessing Official (AO) is ultimately responsible for the timely reporting of a CPAR. Use the CPARS Status Tracker, it is really easy to use and provides useful information regarding the status of the Evaluation.

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CPARS RESOURCES AVAILABLE ON THE CDMP SHAREPOINT SITE

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If the AO does not agree with the AOR's assessment, return the Evaluation to the AOR for further input.

- Evaluation Status: Drafted - Action Required: Rate, Send to CR - <https://oalmsps.od.nih.gov/DDO/CDMP/CPARS/SitePages/Rate,%20Send%20to%20CR.aspx>
 - Provides instructions on how to identify and resolve the Action Required: Rate, Send to CR.
- Evaluation Status: Reviewed - Action Required: Finalize Ratings - <https://oalmsps.od.nih.gov/DDO/CDMP/CPARS/SitePages/Finalize%20Ratings.aspx>
 - Provides instructions on how to identify and resolve the Action Required: Finalize Ratings.

60-Day Comment Period

After the AO sends the evaluation to the CR, the **60-day** comment period begins. On day **61**, if the CR agrees with the government's assessment, the AO can close the Evaluation.

Note* All users are locked out of the evaluation until day **61**.

If problems are identified after the evaluation is sent to the CR:

- **Day 1–14** – contact your respective Focal Point
- **After Day 14** – follow the instructions on “[Re-status Action More Than 14-Days After AO Signature Date](#)”.

The AO must forward the Evaluation onto the Reviewing Official (RO) for review and closure if the CR does not agree with the assessment.

Additional resources can be found on the [Assessing Official](#) page on the CDMP SharePoint site.

Reviewing Official (One level above Contracting Officer)

It is the responsibility of the Reviewing Official to review the AO's comments/ratings and the CR's comments.

Per [FAR 42.1503\(d\)](#), “Agencies shall provide for review at a level above the contracting officer to consider disagreements between the parties regarding the evaluation.”

The conclusion of the performance evaluation is a decision made by the Contracting Agency.

Evaluation Status: Finalized - Action Required: Input Comments, Close Evaluation -

The [CPARS Reviewing Official](#) page provides instructions on how to identify and resolve the CPARS To-Do List Action Required: Input Comment, Close Evaluation.

I like to think of CPARS as the “Angie’s List” for the government. If accurate and timely information is entered into CPARS, it can help Source Selection Officials make informed decisions for awarding government contracts. Therefore, it is important to provide a comprehensive, accurate, non-biased CPAR in accordance with the [CPARS Timeline](#).

On either side of the fence (government/vendors) are people relying on CPARS!

ACQUISITION POLICY ZONE

Policy and Guidance Issuances – October 2021 to February 2022

Title	Date	Purpose
Communication from Natasha Copeland regarding NIH Scientific Review Groups (SRGs)	10/01/21	This policy was revised as a result of audits by both the HHS Office of Inspector General and Office of Management Assessment and was reviewed by EAWG, EPMC, CMOC, RPC, PLC, Grants Management, Contracts Management, and OGC during its development.
Communication from Katrina Brisbon regarding Executive Order (E.O.) 14042 – Ensuring Adequate COVID Safety for Federal Contractors	10/06/21	The purpose of this memorandum is to provide information on tracking the implementation of Executive Order (E.O.)14042 - Ensuring Adequate COVID Safety Protocols for Federal Contractors.
22-01 NBS PRISM General Tab – NIH REQUIRED FIELDS Retired Chimpanzee Involvement & New Field Human Fetal Tissue (HFT)	10/07/21	General Tab NIH Required Fields Update.
22-02 FAR DEVIATION Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors	10/08/21	A Class Deviation from the Federal Acquisition Regulation regarding implementation of Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, has been issued for HHS.
22-04 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Guidance for contract modifications to include FAR Clause 52.223-99	10/18/21	Contains guidance for contract modifications to include FAR deviation clause 52.223-99 including guidance on SF-30 Blocks 13 and 14, the PRISM Purpose field and the FPDS 6M Description of Requirement field guidance.
22-05 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors	10/21/21	Provides updated tracking implementation of E.O 14042. Alert addressed a revision to the PRISM requirements for the description 6M field provided in OALM Communication 22-04.
22-07 ADMINISTRATIVE GUIDANCE - Implementation of Executive Order 14042	10/28/21	Provides additional administrative guidance regarding implementation of E.O. 14042.
22-10 Implementation of Executive Order 14042 (EO14042) - Guidance on New and Existing Orders for GSA Schedules, NIH-Wide IDIQs and BPAs	11/2/21	This communication provides guidance on how to handle new and existing orders including those issued under General Services Administration (GSA) schedules, NIH-wide indefinite-delivery indefinite-quantity (IDIQ) contracts and blanket purchase agreements (BPAs).
FAR Case 2022-001, Trade Agreement Thresholds	11/03/21	This rule amends the Federal Acquisition Regulation (FAR) to incorporate revised thresholds for application of the World Trade Organization Government Procurement Agreement and the Free Trade Agreements, as determined by the United States Trade Representative.
OAP Communication regarding Top Issues SPE Review Documents	11/05/21	List of top reoccurring issues with procurement documents submitted for Senior Procurement Executive review and approval.
Communication from Katrina Brisbon to HCAs Introducing the New HHS OSDBU Director	11/05/21	The new HHS OSDBU Director is Mr. Shannon Jackson.

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ACQUISITION POLICY ZONE

Policy and Guidance Issuances – October 2021 to February 2022

Title	Date	Purpose
FAR Case 2021-021, Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors— Proposed rule for review	11/12/21	The proposed FAR Case 2021-021, Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, revises the Federal Acquisition Regulation (FAR) to implement a policy that requires Federal contractors to provide adequate COVID-19 safeguards to their workers performing on or in connection with a Federal Government contract. This rule implements Executive Order (E.O.) 14042, "Ensuring Adequate COVID Safety Protocols for Federal Contractors." The proposed rule requires contractors and subcontractors to comply with all guidance for contractor or subcontractor workplace locations as published by the Safer Federal Workforce Task Force.
Communication from Katrina Brisbon to HCAs – Update on Federal Contractor Vaccination Requirement	11/15/21	UPDATED - Background and Information for Federal Agencies on Executive Order No. 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors (As of November 10, 2021)
Acquisition Alert 2022-3 Service Contract Inventory Reporting Requirement	11/22/21	This is a reminder for the Department of Health and Human Services Contracting Officers of the statutory requirements and their responsibilities related to Service Contract Reporting (SCR) requirements under Section 743 of Division C, of the Consolidated Appropriations Act, 2010 (Pub. L. 111-117), which requires civilian agencies to prepare, submit and make publicly available, an annual inventory of activities performed by service contractors.
Acquisition Alert 2022-04 Guidance on Improving the Made in America Waivers	11/23/21	The purpose of this memorandum is to provide information on the new requirements for nonavailability waivers to the Buy American Act (BAA) and implementation of Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers, issued January 25, 2021.
Communication from Mary Coleman regarding revised Acquisition Alert 2022-04	11/29/21	Guidance on Improving the Made in America Waivers transmits additional guidance regarding the implementation of Executive Order 14005.
FAR Case 2021-014(1), Increasing the Minimum Wage for Contractors	12/01/21	DoD, GSA, and NASA are issuing an interim rule amending the Federal Acquisition Regulation (FAR) to implement the Executive order (E.O.), Increasing the Minimum Wage for Federal Contractors, and a final rule issued by the Department of Labor. E.O. 14026 seeks to raise the hourly minimum wage paid by contractors to workers performing work on or in connection with covered Federal contracts to \$15.00 per hour, beginning January 30, 2022; and beginning January 1, 2023, and annually thereafter, an amount determined by the Secretary of Labor.
22-19 Update on Implementation of Executive Order 14042	12/10/21	Provides updated guidance for implementation of E.O. 14042 for contracts and contract-like instruments (existing or future), and new orders to be issued under existing IDIQs.
OALM COMMUNICATION 22-19.1 (Updated)	12/13/21	This communication updates OALM Communication 22-19 that was sent on Friday December 10 to OALM Communication 22.19.1.
22-24 Coding and Using Appropriate Values for COVID-19 Reporting	1/4/22	Provides guidance for entering COVID-19 actions in PRISM and FPDS using the National Interest Action (NIA) and Emergency Acquisition fields.

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ACQUISITION POLICY ZONE

Policy and Guidance Issuances – October 2021 to February 2022

Title	Date	Purpose
22-26 Contractor Responsibility Assessment (CRA) report now accepting the Unique Entity Identifier (UEI)	1/10/22	Gives information about the FedDataChedk report generated via robotic process automation (Contractor Responsibility Assessment) that includes vendor responses in the SAM and any pertinent records in FAPIIS, FPDS-ng, GSA eLibrary and VetBiz
22-34 Acquisition Alert 2022-08: Additional Guidance on Improving the Made in America Waivers	2/10/22	This Communication transmits additional guidance regarding the implementation of Executive Order 14005.
22-35 Contract Number not Found in FPDS or External Delivery/Task Orders	2/16/22	This communication provides instructions on what to do if you receive an error message “Contract Number not found in FPDS” when reporting an External Delivery/Task Order in FPDS.

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](#).

Gracias

“Thank You” in Spanish

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 2022. 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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