The Office of Acquisition and Logistics Management Newsletter

COVID-19 PROCUREMENT GUIDANCE AVAILABLE

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.

AUTOMATED TRACKING OF COVID-19 PURCHASE CARD TRANSACTIONS FOR MICRO-PURCHASES

The Office of Management and Budget (OMB) issued memo M-20-21 that requires all spending related to the COVID-19 response be tracked and reported. This includes micro-purchases made using the Government Commercial Purchase Card (GCPC). Upon initial issuance of the memo, many ICs began tracking purchases manually using a spreadsheet or an electronic fillable log that was provided.

To eliminate this manual process and streamline the reporting to HHS and OMB, the NIH Purchase Card Program worked with Budget Officers, NBS, nVision and other key stakeholders to implement an automated tracking process for micro-purchases related to COVID-19.

NBS notified the community in March that the 2020.500.COVID-19 task had been created in NBS for all CANs tied to single year, multi-year, and no year funds. For special supplemental funds, different COVID-19 tasks were established. ICs should check with their Budget Officers for guidance on which task they should use.

Moving forward, if a COVID-19 task is used, ICs no longer need to manually track micro-purchases made using the GCPC. nVision has updated several financial and budgetary reports to include these COVID-19 task number filters so that ICs and OALM can run reports on all COVID-19 transactions as needed.

This task filter has also been added to the nVision P-Card Dashboard. There are two nVision reports that can capture COVID-19 expenditures provided the IC utilized the correct fund/task configuration. This includes the ACQ-12/ Obligation Details report which shows all expenditures and the ACQ-67/All PCard Log Transactions which shows only purchase card transactions. A task number was added to these reports and can be used to filter specific COVID-19 expenditures.

For additional information and instructions on how to utilize these reports, please read below.

AUTOMATED TRACKING OF COVID-19 PURCHASE CARD TRANSACTIONS FOR MICRO-PURCHASES

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Summary of impacts to nVision Acquisitions Users

nVision Reports: Attribute Filter for Task Number

Users can track transaction activity associated with the COVID-19 related task number created by NBS for commitments and obligations.

nVision added the Task Number (Task No.) prompt and attribute to the following nVision reports:

- Obligations Details (ACQ-12) - This report provides detailed award line obligation information for a specified award source.

- All P-Card Log Transactions (ACQ-67) - This report provides details of all P-Card log transactions created by a Cardholder during a specified date range.

P-Card Dashboard: New Attributes for COVID-19 Purchase Tracking

nVision added two new attributes to help users track COVID-19 related transactions in the P-Card Summary and P-Card Transaction Details tab:

- Task Number (Task No): Shows the COVID-19 related task number associated with the P-Card transaction.

- Transaction CAN: Shows the associated CAN related to the P-Card transaction.

The nVision Reports and P-Card Dashboard applications may be accessed through the nVision Main Portal.

If you need assistance or have questions related to this release, please contact nVision Support.

Thank You,
nVision Team
nVision Enabling Data-Driven Decision Making

Please direct any questions to the NIH Purchase Card HelpDesk at Creditcard@OD.NIH.GOV.

THE NIH SELF SERVICE STORE AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

The NIH Service Store continues to supply PPE items. These items are available to employees that work in labs, clinical settings or when personal protective equipment would routinely be used or when employees who are typically provided these items in their normal course of their employment. Employees should follow their existing policies and procedures for procuring such items. For a list of Personal Protective Equipment (PPE) and Disinfecting and Cleaning Supplies which can be purchased from the NIH Supply Center please click here or contact the Customer Service team at 301-496-9156 or email with questions.

GOVERNMENT ACCOUNTABILITY OFFICE (GAO) FRAUDNET HOTLINE ASSIST IN FRAUD UNDER COVID-19

GAO maintains the FraudNet hotline to support accountability across the federal government. Each agency is responsible for ensuring that all monies from the stimulus package end up at their intended purpose. GAO is responsible for tracking the money. As money is distributed under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the U.S. Government Accountability Office (GAO) is urging private citizens, government workers, contractors, and others to report allegations of fraud, waste, abuse, and mismanagement to FraudNet.

To report allegations of fraud, waste, and abuse, the public can visit the FraudNet website at http://www.gao.gov/fraudnet. Although the website is the preferred reporting method, allegations can also be sent by e-mail to fraud@gao.gov or by calling 1-800-424-5454 (an automated phone answering system).

All allegations or suspected instances of fraud can be made anonymously. Callers should give as much information as possible regarding allegations. GAO may refer allegations for follow-up to its own investigative unit, appropriate inspector general offices, or to the Department of Justice. Past reports of alleged mismanagement and wrongdoing have involved such varied topics as the misappropriation of funds, security violations, and contractor fraud.

The CARES Act requires GAO to issue a report on its oversight of CARES Act spending 90 days after enactment; issue bi-monthly reports through the first year; and conduct oversight of the programs covered by the CARES Act, Coronavirus Preparedness and Response Supplemental Appropriations Act and the Families First Coronavirus Response Act.

SMALL BUSINESS OFFICE AND PATH TO EXCELLENCE INNOVATION (PEI) PROGRAM

Through the Path to Excellence and Innovation (PEI), the Office of Acquisition and Logistics Management (OALM) has the unique privilege of working at the intersection of acquisition management and biomedical research. The PEI program was established in accordance with Presidential Executive Orders on Historically Black Colleges and Universities (HBCUs) issued by each sitting president since 1980. The Executive Orders recognize the value and rich history that HBCUs contribute to society while calling upon federal agencies to assist in building their capacity. About 5 years ago, OALM noticed that a disparity existed in the acquisition portfolio. Although there are at least 20 HBCUs with viable biomedical research and professional service capabilities, HBCUs constituted less than 1% of NIH contract awards.

On Wednesday, February 5, 2019, Dr. Alfred Johnson, Deputy Director for Management at the NIH, opened the Office of Management (OM) All-Hands Meeting with remarks and then introduced Ms. Diane J. Frasier, Head of Contracting Activity at NIH and Director of the Office of Acquisition and Logistics Management, as the panel moderator. During the All-Hands Meeting, the Small Business Program Office (SPBO) introduced the PEI program to NIH senior leadership and highlighted the progress of the program in accordance with Executive Order 13779. Small Business Program Manager and HBCU Coordinator, Annette Owens-Scarboro, participated in a panel discussion that emphasized the value in exposing HBCUs to the federal contracting process and the importance of providing direct access to NIH program and

SMALL BUSINESS OFFICE AND PATH TO EXCELLENCE INNOVATION (PEI) PROGRAM

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acquisition officials. Additionally, the panel discussion highlighted the efforts of the National Cancer Institute in successfully developing a partnership with Hampton University regarding proton therapy research.

Furthermore, Dr. Michael Gottesman, Deputy Director for Intramural Research, addressed OM's contributions to exciting research advances, while Dr. Francis Collins, NIH Director, showed his appreciation for OM's "unsung heroes."

Overall, the event was very successful. Moving forward, the SBPO strives to further enhance and expand the PEI program by continuing to cultivate strong partnerships between Historically Black Colleges and Universities, businesses, and the NIH. To request additional information or submit inquiries, please email NIHSmallBusiness@nih.gov.

RECAP CORNER

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

ID	Title	Date	Purpose
20-11	New FPDS User IDs, Check Status of ID, or FPDS Validation Errors	1/30/2020	For use for when requesting the status of FPDS ID
20-12	Annual Independent Verification and Validation (IV&V) Review for FY19	2/04/2020	This communication is to alert all acquisition personnel under the above list serves of the upcoming Independent Verification and Validation (IV&V) Review for FY19.
20-13	Resolving FY 2015 Canceling Year Lines	2/10/2020	Certain appropriations are available for obligation for a specific period, i.e., annual and multi-year appropriations. NIH's approach is to have these lines resolved by June 30, 2020.
20-14	NIH-HHS Data Elements Manual (January 2020)	2/10/2020	NIH-HHS Data Element Manual to assist the NIH acquisition community regarding these required fields
20-15	FPDS Monthly Maintenance	2/22/2020	FPDS System Maintenance
20-16	FedDataCheck Semi-Monthly Webinars	2/25/2020	FedDataCheck Webinar
20-17	Potomac Wave (FedDataCheck) Contractor Responsibility Assessment Report	2/25/2020	The Contractor Responsibility Assessment Report (CRA) is a FedDataCheck report generated via robotic process automation that includes a vendor's responses in the System for Award Management (SAM) as well as any applicable records in FAPIIS and FPDS-NG.

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20-18	Resolving FY 2015 Canceling Year Lines	3/09/2020	Certain appropriations are available for obligation for a specific period, i.e., annual and multi-year appropriations. NIH's approach is to have these lines resolved by June 30, 2020
20-19	SAM.gov Downtime Notification	3/14/2020	SAM.gov Downtime
20-20	DCIS/FPDS Alert – NEW Item 6R National Interest Action Values – COVID-19 2020/ P20C COVID-19	3/16/2020	New National Interest Action values 'COVID-19 2020' and 'P20C COVID-19' added to track contracts in DCIS/FPDS
20-21	New National Interest Action values 'COVID-19 2020' and 'P20C COVID-19' has been added to track contracts in DCIS/FPDS	3/16/2020	PRISM documents associated with COVID-19 Reporting, you must select 'Presidential issue emergency declaration or major disaster declaration' before launching FPDS
20-22	FPDS Monthly Maintenance	3/21/2020	FPDS Monthly Maintenance
20-23	SAM.gov Entity Registrations Expiring in the Next Two Months Extended by Sixty Day	3/23/2020	Integrated Award Environment (IAE), GSA has initiated 60-Day extensions to SAM.gov registrations with expiration dates between 3/19/2020 and 5/17/2020.
20-24	Resolving FY 2015 Canceling Year Lines	3/23/2020	Certain appropriations are available for obligation for a specific period, i.e., annual and multi-year appropriations. NIH's approach is to have these lines resolved by June 30, 2020
20-25	Automated Tracking of Emergency Response Expenditures Related to COVID-19	3/23/2020	This Office of Acquisition and Logistics Management (OALM) Guidance is being issued to address how Institutes/Centers (IC) will track emergency response purchases related to COVID-19
20-26	DCIS is Down	3/24/2020	DCIS is unavailable
20-27	Consolidation of COVID-19 Acquisition information	3/26/2020	OALM/OAMP is consolidating COVID-19 information needed by the Acquisition community; this includes acquisition resources for contracting and ordering staff, CORs and program staff
20-28	Supplemental Guidance for COVID-19 Emergency Acquisition Flexibilities: Adding Non-SAM Vendors to NBS	3/26/2020	general guidance for using NBS for COVID-19 vendors who are not registered in SAM

RECAP CORNER

ID	Title	Date	Purpose
20-29	OAMP Guidance to Contracting Officers and Contracting Officer's Representatives in Response to the Coronavirus Disease (COVID-19)	3/27/2020	OAMP Guidance to Contracting Officers and Contracting Officer's Representatives in Response to the Coronavirus Disease (COVID-19) addressing key elements associated with emergency acquisition flexibilities
20-30	Guidance on Deliveries During COVID-19 Emergency	3/27/2020	Attached guidance has been developed to assist with on campus and off campus deliveries during the COVID-19 emergency
20-30.1	Guidance on Deliveries During COVID-19 Emergency	3/27/2020	Updated guidance to assist with on campus and off campus deliveries during the COVID-19 emergency
20-31	Resolving FY 2015 Canceling Year Lines	3/30/2020	Certain appropriations are available for obligation for a specific period, i.e., annual and multi-year appropriations. NIH's approach is to have these lines resolved by July 31, 2020
20-32	COVID-19: Posting Notices to SAM/FBO	4/03/2020	General guidance regarding the posting of COVID-19/Coronavirus-related Notices to SAM/FBO
20-33	Resolving FY 2015 Canceling Year Lines	4/06/2020	Certain appropriations are available for obligation for a specific period, i.e., annual and multi-year appropriations. NIH's approach is to have these lines resolved by July 31, 2020
20-34	SAM.gov Downtime Notification	4/09/2020	SAM.gov Downtime
20-35	Resolving FY 2015 Canceling Year Lines	4/13/2020	Certain appropriations are available for obligation for a specific period, i.e., annual and multi-year appropriations. NIH's approach is to have these lines resolved by July 31, 2020
20-36	FPDS Monthly Maintenance	4/17/2020	FPDS Monthly Maintenance
20-37	Resolving FY 2015 Canceling Year Lines	4/20/2020	Certain appropriations are available for obligation for a specific period, i.e., annual and multi-year appropriations. NIH's approach is to have these lines resolved by July 31, 2020

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ID	Title	Date	Purpose
20-38	Procurement of Accountable Property Assets	4/22/2020	This Acquisition Guidance is being issued to address the proper identification, decaling, and tracking of accountable property assets
20-39	Beware of Fake SAM.gov Website	4/23/2020	GSA was notified of a fraudulent website which is using the look/feel of the real SAM.gov and the look/feel of the real Login.gov sign-page. DO NOT LOGIN!
20-40	Resolving FY 2015 Canceling Year Lines	4/27/2020	Certain appropriations are available for obligation for a specific period, i.e., annual and multi-year appropriations. NIH's approach is to have these lines resolved by July 31, 2020
20-41	Resolving FY 2015 Canceling Year Lines	5/04/2020	Certain appropriations are available for obligation for a specific period, i.e., annual and multi-year appropriations. NIH's approach is to have these lines resolved by July 31, 2020
20-42	Resolving FY 2015 Canceling Year Lines	5/11/2020	Certain appropriations are available for obligation for a specific period, i.e., annual and multi-year appropriations. NIH's approach is to have these lines resolved by July 31, 2020

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.

धन्यवाद

"Thank You" in Hindi

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 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 Milton Nicholas 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.