

The Office of Acquisition and Logistics Management Newsletter

OALM

[CDMP Helpline](#)

OAMP

[Div of Acq Policy and Evaluation](#)

[Div of Financial Advisory Services](#)

[Div of Simplified Acq Policy & Services](#)

[Purchase Card Program](#)

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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](#)

301-451-9605

[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

NITAAC: ORAL PRESENTATION REFRESHER

Are you new to oral presentations or would you like a refresher?

Did you know ...

- Many industry proposal writers take on proposal development duties on top of their 40-hour work week?
- Written proposals are sometimes created by updating the last response, bearing the uncaught typos and prior agency names?

Imagine a real time solicitation response tailored to your requirement. With a properly developed solicitation, this could be exactly what you get.

There is no one-size-fits-all approach to contracting. Of course, certain techniques and approaches have worked well over the years—they are our best practices. Even so, sometimes it’s time to try something new because maybe that will work too. Not convinced? What do you think when you read this brief comparison between written responses and oral responses?

For more details and a comprehensive explanation of the process with successful examples and approaches, please visit <https://nitaac.nih.gov/resources/tools-and-templates/oral-presentations>.

Kelly Lael is an assisted acquisition contracting officer at NITAAC. She is passionate about solving problems in an innovative manner that highlights the strengths and talents of federal employees. What do you think about oral presentations? Do you have any tips or lessons learned you’d like to share? Please contact Kelly at 301.402.5683 and Kelly.lael@nih.gov.

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NIH SUPPLY CENTER’S THREE C’S OF CUSTOMER SERVICE

The NIH Supply Center values our customers! That is why we are collaborative partners in the ONENIH Program, and our logistics teams are mobilized to support you and your mission. Customer Service is a key part in our process to serve you, which is why we want to provide you with the three C’s of Customer Service to help make your experience with us the best it can be!

1. **Communication-** effective communication is key to ensuring your orders are delivered when you want them, where you want them, and who you want them delivered to! Working remotely during a pandemic, most personnel are not at the same building locations anticipated when purchasers first started placing orders with us. Our NIHSC distribution team can only follow the order documentation. At the time of order placement, if you input a POC that is no longer valid, or a building location that is not accessible, your shipments will be delayed. Please give our Customer Service Team a call to update POC or accessible building location.

NIH SUPPLY CENTER'S THREE C'S OF CUSTOMER SERVICE

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Furthermore, when you schedule a delivery with Customer Service, please provide accurate contact information for our drivers. We want to deliver your items when and where you want them - so, please help us help you. When coordinating a delivery with our Customer Service Team, please provide a POC who will be there, on site, at the building location you requested at the time of order placement to accept and sign for deliveries. Please remember all deliveries are made between 9am-3pm, unless otherwise stated.

2. **Clarity**- we understand that sometimes things get lost in translation- and we want to help fix this! There are certain buildings that, per contract, we are not able to deliver directly to customers. These buildings are dock drop delivery locations. Deliveries will be left and signed for with the loading dock. They will then coordinate delivery. If you are located in Buildings 4, 10, 10A, 14, 18T, 30, 33, 40, 49, 50 (floors 5 and 6), TW1, TW2, TW3, 9800 Medical Center, 9615 Medical Center Drive (ATC) 5625 Fisher's Lane, and Triad (Baltimore), all designated Dock Drop Locations, and you contact NIHSC Customer Service and are told your item was delivered, please inquire with your Loading Dock if it has not been received.
3. **Commitment**- deliveries are always dropped off to labs and offices daily, between the hours of 9am and 3pm. Unless we are informed that your office or lab is not onsite, deliveries will continue to be made to the location specified on your order to ensure you are receiving your items in a timely manner! We are committed serving you and fighting for the NIH Mission. We will continue to serve you through delivering your items as quickly as we can!

If it is beyond 48 hours, please contact us via our Customer Service email (NIHSC-CustomerService@od.nih.gov), or phone number (1-833-366-3644). If you have not received your products, there may be an ORS or ORF coordination that needs to take place where only Dock Drops are permitted. Our shared services partners are great to work with and help facilitate good outcomes with us.

As a ONENIH partner, we are committed to serve you. You have questions? We have answers. Our customers are our priority. If you have any questions, please contact Customer Service at NIHSC-CustomerService@od.nih.gov, or by phone at 1-833-3 ONE NIH (1-833-366-3644). Thank you for the great engagement. Let us keep the conversation going, we are listening!

RESOURCES TO HELP THE CPARS COMMUNITY NAVIGATE CPARS

The Contractor Performance Assessment Reporting System ([CPARS](#)) is one (1) of many tools used to communicate Contractor strengths and weaknesses to Source Selection Officials and Contracting Officers.

The Federal Acquisition Regulation (FAR) requires a Past Performance Evaluation per FAR Part 42 in source selection procedures per FAR Part 15.

All CPARS information is treated as "For Official Use Only/Source Selection" per FAR 3.104. Therefore, access to CPARS is restricted to those individuals with an official need to know.

Think of CPARS as Agencies helping Agencies. For example, when comprehensive, accurate, and timely data is entered into CPARS, it helps the awarding agency avoid the hardship of dealing with a low-performing vendor and the complications ensued because of an ill-informed decision.

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RESOURCES TO HELP THE CPARS COMMUNITY NAVIGATE CPARS

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The CPAR provides valuable information to help the Source Selection Official decide when awarding a contract action is in the best interest of the government.

In addition, a timely, comprehensive CPAR also helps businesses obtain government contracts. So, all in all, CPARS helps both the government and the vendor.

CPARS WebEx

CPARS WebEx sessions are conducted monthly. **Who should attend?** The entire CPARS Community. Each month a new topic is presented. Topics range from Auto-Registering Contract Actions to Evaluation Closure.

Users are notified of upcoming sessions via email (NIH CPARS) – invitations are sent:

- 1102 Listserv,
- OA Directors, and
- NIH Focal Points.

Participants who stay until the end of the session will receive **1 CLP**. The invitation for upcoming sessions is on the [CDMP SharePoint](#) site under **News & Information**.

Contact cpars@mail.nih.gov to join the mailing list.

CDMP SharePoint Site:

The screenshot displays the CDMP SharePoint site interface. At the top, there is a navigation bar with 'SharePoint' and 'Sites' tabs. Below this, the main content area features a 'Directory' section with 'EDIT LINKS' and a search box. A horizontal menu contains four buttons: 'CDMP Calendar', 'News & Information', 'Quick Links', and 'Site Directory'. Below the menu, the text 'Contract Data Management Program (CDMP)' is visible. A 'Quick Links' section contains a grid of buttons: '508 Document Library', 'CDMP Homepage', 'Contractor Report', 'C&R Corner', 'FDC Resolutions', 'FPDS Data Dictionary', 'NIH CPARS', 'OALM Communications', and 'Product Service Codes'. At the bottom of the grid is a larger button for 'NIH-HHS Definitions & Instructions Manual'.

The CDMP SharePoint site is a treasure trove of information for the Acquisition professional.

The NIH CPARS button will take you to the NIH CPARS homepage, providing you with links to each CPARS User Role. In addition, users can find a fountain of information about CPARS. For example, do you know how to address CPARS during a leap year? If not, the site will tell you how.

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RESOURCES TO HELP THE CPARS COMMUNITY NAVIGATE CPARS

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Furthermore, the CDMP Homepage provides information regarding NIH Office Codes, Solar Charts, OALM Communications and how to submit requests for training (CPARS, FedDataCheck, etc.). There are several links to guidance and information such as Product Service Codes and the NIH-HHS Definitions & Instructions Manual.

FedDataCheck (FDC) resolutions provide instructions on how to resolve FedDataCheck errored actions.

The Contractor Report will provide you with instructions on how to request the Contractor Responsibility Assessment Report (CRA), which is a convenient tool for any Acquisition professional.

Finally, there is the 508-document library which contains training programs, quick tips, and a host of information on how to address the Section 508 Standards.

Refer to the [CDMP SharePoint Site Directory](#) as your one-stop shop for Acquisition-related information.

LEARN ALL ABOUT GWACS WITH FREE TRAINING FROM NITAAC

NITAAC's three Best in Class (BIC) Government-Wide Acquisition Contracts (GWACs) for information technology (IT), CIO-SP3, CIO-SP3 Small Business and CIO-CS, boast streamlined acquisition and fast ordering for every federal client. All three GWACs offer something special. **CIO-SP3** has got you covered with a full range of quality contracting services for information technology services and solutions. **CIO-SP3 Small Business** features a wide variety of leading small business innovators in socioeconomic categories so you can easily meet targeted goals. **CIO-CS** enables you to

easily acquire IT commodity products and shared solutions, with access to both Original Equipment Manufacturers (OEMs) and Value-Added Reseller (VARs).

Sign up today to learn more in our FREE training sessions and earn two Continuous Learning Points (CLPs). Once you learn how to use GWACs, your technology procurements can be streamlined, simplified and accomplished within any schedule you set within reason, depending upon each project's complexity. When it comes to federal IT procurement, nobody does it quite like NITAAC.

| REGISTRATION LINK | DATE/TIME |
|--|---|
| NITAAC Monthly GWACs Training Session | Thurs, April 28, 2022—1:00pm – 3:00pm EDT |
| NITAAC Monthly GWACs Training Session | Thurs, May 26, 2022—1:00pm – 3:00pm EDT |
| NITAAC CIO-CS GWAC Training Session | Wed, June 15, 2022—1:00pm – 3:00pm EDT |
| NITAAC Monthly GWACs Training Session | Thurs, June 30, 2022—1:00pm – 3:00pm EDT |
| CIO-SP3 & CIO-SP3 Small Business GWAC Training | Tues, July 12, 2022—1:00pm – 3:00pm EDT |
| NITAAC Monthly GWACs Training Session | Thurs, July 28, 2022—1:00pm – 3:00pm EDT |

ACQUISITION POLICY ZONE

Policy and Guidance Issuances – January 2022 to March 2022

| Title | Date | Purpose |
|--|----------|---|
| Acquisition Alert 2022-08 Additional Guidance on Improving the Made in America Waivers | 01/24/22 | The purpose of this memorandum is to provide information from the Office of Management and Budget (OMB) on the implementation of Executive Order 14005, Ensuring the future Is Made in All of America by All of America's Workers. |
| Policy Flash 22-02 E.O. 14026; Increasing the Minimum Wage for Federal Contractors via OALM COUMMICATION 22-33 | 02/01/22 | Pursuant to Federal Acquisition Circular (FAC) 2022-04 and effective January 30, 2022, an interim rule amending the Federal Acquisition Regulation (FAR) to implement Executive Order 14026, "Increasing the Minimum Wage for Federal Contractors", as well as, a final rule issued by the Department of Labor, were published in the Federal Register on January 26, 2021. 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. |
| Policy Flash 22-04 – Rescission HHS COVID-19; Workplace Safety Plan and Implementation Guidance | 02/24/22 | This Policy Flash is issued to provide all Department of Health and Human Services (HHS) Heads of Contracting Activity (HCAs) and all HHS OPDIV/STAFFDIV acquisition offices with notification of the rescission of Policy Flash 21-10, issued April 29, 2021, entitled, "HHS COVID-19 Workplace Safety Plan/Implementation Guidance". |
| Acquisition Alert 2022-09 Rescission of Acquisition Alert 2020-03 and Policy Flash 20-22 and clarify the Use of the Government Purchase Card (GPC) for Personal Use Items via OALM COUMMICATION 22-43 | 03/02/22 | This Acquisition Alert is issued to provide all Department of Health and Human Services (HHS) Heads of Contracting Activity (HCAs) and all HHS OPDIV/STAFFDIV acquisition offices and A/OPCs with notification of the rescission of Acquisition Alert 2020-03, issued March 14, 2020, entitled, "Frequently Asked Questions (FAQs) on the use of the Purchase Card regarding the Coronavirus (COVID-19)" and Policy Flash 20-22, issued September 24, 2020, entitled, "Reminder Acquisition Alert 2020-03." This memorandum also provides clarification on the use of the GPC to purchase personal use items. |
| Policy Flash 22-05 Issuance of Updated HHS Discretionary Suspension and Debarment Handbook | 03/10/22 | This Policy Flash is issued to provide all Department of Health and Human Services (HHS) Operating and Staff Divisions (OPDIVs/STAFFDIVs), with notification of the March 4, 2022, issuance of updated suspension and debarment guidance, entitled, Department of Health and Human Services Discretionary Suspension and Debarment Handbook for Contracts and Grants. This guidance outlines authorities, roles and responsibilities, processes, and templates relative to suspension and debarment actions. |
| Email from DAPE Director | 03/15/22 | Please be advised that going forward, all Acquisition Plans and Acquisition Strategies that are submitted for HCA approval must include the OPDIV OSDBU signature prior to being submitted to AMPSS for review. <u>A signed HHS-653 can no longer be used in lieu of obtaining the OPDIV OSDBU signature.</u> As a reminder, the HHS Acquisition Plan and HHS Acquisition Strategy templates require that the OPDIV OSDBU signature be obtained prior to submitting these documents to the HCA for approval. |
| Policy Flash 22-06 National Interest Action (NIA) Code for Ukraine Mission Support via OALM COUMMICATION 22-42 | 03/15/22 | This Policy Flash is issued to provide all Department of Health and Human Services (HHS) Operating and Staff Divisions (OPDIVs/STAFFDIVs), with information related to the newly implemented National Interest Actions (NIA) Code for Ukraine Mission Support. |

ACQUISITION POLICY ZONE

Policy and Guidance Issuances – January 2022 to March 2022

| Title | Date | Purpose |
|--|----------|---|
| Acquisition Alert 2022-10 HHS Acquisition Review Pilot Program | 03/23/22 | The purpose of this memorandum is to extend the HHS Acquisition Review Pilot Program. |

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](#).

Obrigada

“Thank You” in Portuguese

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