The Office of Acquisition and Logistics Management Newsletter

INSIDE THIS ISSUE:

NIH SUPPLY CENTER'S MODERNIZATION UPDATES

The NIH Supply Center is evolving our business model, as we discover and listen to our customers' needs for a simple and easy buying solution. The team is focused using technology to modernize our catalog and make your shopping experience the best it can be. Below are a few ways you will see these changes in the upcoming year:

New Item Request Form- our New Item Request Form may look a little different! When you want to request a new item for the Supply Center to stock, you may now click on the New Item Request Form on our website and fill out a "point and click" digital version. This will get sent to the appropriate parties, who will begin researching the best options for you. It saves you the time and effort of downloading and emailing the pdf, allowing you to get back to the mission at hand.

Online Catalog- the Supply Center is always updating the online catalog with new images and items, but this year they are working hard to make the site have a more user-friendly look and feel. You will be able to view top commodities easily and have quicker access to main product categories, like office and lab supplies.

CAN Card- all customers already love the CAN Card, but the Supply Center is in the process of making this a more digital friendly experience, similar to Apple Pay! Be on the lookout for more information.

If you would like to be alerted of when these updates occur, please email our Customer Service Team at NIHSC-CustomerService@od.nih.gov to become a part of our email list. Thank you and remember, we are OneNIH!

NIH CPARS WORKFLOW ACTION PLAN (NCP0070)

CPARS (https://www.cpars.gov) is an online web application that collects and manages Contractor Performance Assessment Reports. The FAR requires that Contractor Performance Information be collected during contract administration and the following information be used in source selection evaluations.

Per CPARS Guidance – https://www.cpars.gov/help.htm

Once the contract's/order's performance period has been completed, the AOR or AO enters the ratings and narratives to reflect the contractor's performance during the reporting period.

Due Date – The due date represents the date the Evaluation for that specific performance period must be **completed**.

The CPARS due date can be found in the CPARS To-Do List results.

> The Evaluation must be completed within 120 days after the period of performance end date. Subtract 120 days from the due date for a specific performance period to determine when to start the Evaluation.

> The start date is displayed in the Action Required (CPARS To-Do List) when the contract status reflects Current. For Due actions, the start date will not appear in the Action Required.

NIH CPARS WORKFLOW ACTION PLAN (NCP0070)

To **avoid Overdue Evaluations** in the future, please apply the steps below to ensure the Evaluation is completed within the **120-day Evaluation Period**.

Step	User Role	Eval Status	Action Required	Days After Timeline Start
1	AOR (COR) / AO (CO)	Initiated	The CPARS timeline starts 120 days after the 'period of performance' end date.	0
2	AOR (COR) / AO (CO)	Initiated	The AOR (COR) sends the Eval to the AO, and the status changes from Initiated to Drafted.	0 - 20
2a	AO (CO)	Initiated	The AO (CO) notifies the AOR (COR) that they have ten (10) days to complete the Evaluation, or the AO (CO) will take over and complete the Evaluation. A sample email draft is provided below in the resources section.	20
3	AO (CO)	Drafted	AO (CO) takes over incomplete evaluations and completes it using their knowledge of the performance, standard satisfactory language, or vendor input. Send the evaluation to the CR – no later than day 50 after the timeline start date.	30 - 50
4	CR (Vendor)	Rated	The CR has 60 days to respond to the AO (CO).	110
5	CPARS	N/A	Day 61 - CPARS returns the Evaluation to the AO (CO).	111
6	AO (CO) / RO (Above CO)	Reviewed or Finalized	If the CR agrees or does not sign the evaluation, close it. The status will change from Reviewed to Completed. If the CR disagrees, forward it to the RO. The status will change from Reviewed to Finalized. The RO must Close the Evaluation on or before day 120 after the 'period of performance' end date. The status changes from Finalized to Completed.	111 - 120
		Completed	The Evaluation must be completed within 120 days after the 'period of performance' end date.	120

*Note: Some Offices of Acquisition (OA) utilize the role of the AO only. The steps accommodate this.

Be Proactive

For actions appearing on your CPARS To-Do List with a Current or Due contract status, be proactive, and use the NIH CPARS Timeline Calculator to determine when to start and close the CPAR

Download and open the NIH CPARS Timeline Calculator. Enter the appropriate number in column A (CPARS Contract / Order Number). In column B (Evaluation Due Date), enter the due date to determine when to start the evaluation, when to send it to the AO, when the AO should send it to the CR, and when the action will be returned for closure or input and closure.

ACQUISITION POLICY ZONE

Additional OALM communications can be found on the CDMP SharePoint site.

HHS Policy Flashes can be found on the HHS Office of Acquisition Policy Max.gov site.

Policy and Guidance Issuances – January 2023 to March 2023 .

Date Issued	Policy Communication	Description
3/10/23	**Acquisition Alert 2023-85** Rescinding NIH policy to document fair and reasonable price determination in writing between $5,000 and $10,000	Effective immediately, the NIH Head of Contracting Activity has rescinded the policy for written fair and reasonable price determination for purchases between $5,000 and $10,000 (policy was in OALM Communication 18-27 as part of NIH's Increases to MPT and SAT Threshold Implementation). This policy was implemented at NIH in 2018 when the micro-purchase threshold was raised from $3,500 to $10,000 as NIH wanted to deploy the increased thresholds using a risk-based approach; however, OALM has since determined that this policy has outlived its value and removing the requirement will help reduce the administrative burden for purchase cardholders and the simplified acquisition community.

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.

Merci

"Thank You" in French

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 2023. 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.