

## The Office of Acquisition and Logistics Management Newsletter

### OALM/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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301-496-0400

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[BPA Helpline](#)

301-496-5212

### OALM/OLAO

[Div of Logistics Services](#)

301-443-7977

Property Management Branch

301-496-5712

Supply Management Branch

NIH Supply Center

301-435-5036

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

### OALM

[DCIS Helpline](#)

301-451-2771

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### SUPPLY CENTER AND SELF SERVICE STORE NEWS

Extraordinary things are happening at the Supply Center and its Self Service Stores. We are currently transforming our entire organization. The NIH Supply Center transformation initiative is designed to unleash our commitment and passion in serving the NIH community with quality research products and to generate an environment where responsiveness flourishes, collaboration and teamwork naturally occur, and accomplishment abounds our commitment to you.

The NIH Supply Center has served the scientists at the National Institutes of Health since 1943. The NIH Supply Center is an ISO-9001:2008 Certified Organization that provides quality laboratory products as well as office supplies to the 27 Institutes and Centers including their 250 laboratories. The Supply Center has a distribution center located in Gaithersburg; for your additional convenience two Self Service Stores are located on the Bethesda Campus, Bldg. 10, Room B2B41 and Bldg. 31, Room B1A47. Our experienced staff stands ready to provide the scientist with all their research needs in a timely and responsive manner.

The NIH Supply Center is the Agency's internal, not for profit, and a great source for medical, non-medical surgical, laboratory, and office supplies. We are your complete one stop shop for the best value of top quality supplies that includes lab plastic-ware, laboratory glassware, bench chemicals, lab life science products and enzymes to name a few. We purchase wholesale from the vendor and offer you at wholesale cost. Unlike our competitors, we are a not for profit organization, so all funds stay within the Agency. We save the Agency money by reducing Purchase

Card transactions, time, expenses, and shipping cost of external ordering that you may not see that could certainly add up.

#### We offer Brand Name Laboratory Supplies

We only work with the highest quality suppliers, we have the ability to offer deeply discounted prices on top quality laboratory supplies. Our customers benefit from our strong vendor partnership. The more you invest with the Supply Center will ultimately increase our volume of orders, which in return will drive our prices even lower. It's that simple!

#### Get Fast, Accurate Deliveries

At the NIH Supply Center, we never underestimate the importance of getting you the right supplies at the right time. We guarantee next day delivery for items in stock. Additionally, we guarantee accuracy of our deliveries. If there's a problem with our service, we will replace or reship the products at no cost. It is our belief that no experiment should ever be delayed because of a late delivery.

#### Enjoy Superior Customer Service and Satisfaction

Our number one priority is putting our customers first. Our goal is that you are completely satisfied with our service and your purchase. We know the value of your time; we strive to help you get the most out of every minute. We promise to monitor our customer service staff to ensure a pleasant shopping experience. Understanding your customer experience is fundamental to our partnership. Please help us improve our customer service and responsiveness by taking advantage of our customer comment boxes located at both Self Service Stores. We look forward to your input.

## SUPPLY CENTER AND SELF SERVICE STORE NEWS

Continued from page 1

### NIH Supply Center's Customer Perks

- A promise to conduct a continuous analysis of our product inventory to ensure we have the right products available for your research needs
- Storage at no cost for bulk or large purchases made through the New Business System (NBS) or the Self Service Stores
- No fee for shipping or delivery
- Can stock the popular items requested
- No credit card transaction fees
- Quarterly Commodity Council meetings
- Quarterly NIH Supply Center Product Showcase conducted at Clinical Center with at least 25 vendors

Vendor Table Top shows conducted at BLDG 10 Self Service Store. Check calendar on our website <http://nihsc.od.nih.gov>

### Clearance Sale for the remainder of FY 2013.....save 30%!

Many products including office and lab supplies are being reduced so hurry and get these products while supplies last. The sale of clearance items is our effort to make room for new items and provide more responsive and comprehensive support to our customers. View the list of Clearance items,

contact NIHSC Customer Service, call 301-496-9120 or visit one of our Self Service Stores at the NIH Bethesda campus in the following locations and hours of operations:

Self Service Store Building 10, Room B2B41 from 8:00 AM till 4:00 PM 301-496-2051:

Self Service Store Building 31, Room B1A47 from 8:00 AM till 4:00 PM, 301-496-4430

For a complete list of our clearance products, please visit the following link: <http://nihsc.od.nih.gov/Templates/Promotions/documents/Clearance.pdf>

### Mark your Calendars!

Join us on Wednesday, August 14, 2013, 10:00 AM-1:30 PM for the NIH Supply Center Product Showcase, in the Bldg. 10, Clinical Center's South Lobby on the NIH Campus. The goal of this event is to highlight new and existing products available at the Self Service Stores as well as items stocked at the NIH Supply Center's Distribution Center. The vendors will be on hand to give demonstrations of items available at the Self Service Stores as well as the Supply Center for potential and existing customers.

Lastly, we encourage you to visit our website regularly for the latest updates and news about the NIH Supply Center and its Self Service Stores.

## GSA's GOVERNMENT-WIDE WIRELESS AGREEMENTS AND SERVICE PLANS

**G**SA's FSSI Wireless BPA solution improves procurement and management of wireless devices and services across government.

### Introduction to FSSI Wireless BPAs

GSA established the Wireless Federal Strategic Sourcing Initiative (FSSI) Program Blanket Purchase Agreement (BPA) to improve the management of wireless contracts across government. The FSSI Wireless project seeks to drive lower purchase and operational life-cycle costs for wireless services while enabling improved management of mobile technology. Improved management practices allow agencies to invest in mobile applications that deliver services more effectively and efficiently.

The BPA contractors are AT&T Mobility LLC; Sprint; T-Mobile, Inc; and Verizon Wireless.

### Comprehensive Wireless Acquisition

The GSA FSSI Wireless BPA project improves the procurement and management of wireless services across government. The FSSI Wireless project enables agencies to implement cellular service plans and devices more effectively and efficiently through the following:

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## GSA's GOVERNMENT-WIDE WIRELESS AGREEMENTS AND SERVICE PLANS

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- **Unified Acquisition** – Consolidates the number and variety of disperse wireless contracts to reduce life-cycle management costs and drive better volume discounts
- **Improved Information Management** – Simplifies service plan management and enables centralized access to standardized usage data to easily identify opportunities for cost savings
- **Center of Excellence** – Leverages best practices and collaboration across agencies and the entire community of stakeholders to optimize performance and increase value
- **Cost Reduction** – Pre-competed contracts that provide the opportunity to negotiate additional discounts
- **Streamlined Acquisition** – Simplified ordering process that reduces procurement time and enables easy reoccurring acquisition of products and services

### FEATURES OF GSA'S FSSI WIRELESS BPAS

- Multiple wireless carriers, devices, service plans, and device management support
- Allows devices purchased outside the program to use BPA's plans and services
- Includes selection of no-charge devices, with device refresh after 20 months
- Adheres to federal policies and administrative priorities
  - [OMB memo, dated May 20, 2005--Implementing Strategic Sourcing](#)
  - [Executive Order 13576--Delivering an Efficient, Effective and Accountable Government](#)
  - [25 Point Implementation Plan to Reform Federal IT Management](#), December 9, 2010, specifically, "collaboration with industry in the pre-request for proposal (RFP) stage"
  - Federal Information Processing Standard (FIPS) Publication 140-2

### BENEFITS

- **Save time** by consolidating multiple wireless services, plans, and devices across the enterprise into a streamlined program
- **Easily select** the contractor with the best quality, price, and service coverage
- **Save 15-20%** by taking advantage of volume-pricing and price-maintenance controls
- **Gain control** by electronically collecting and analyzing inventory and account data
- **Conveniently order** through the flexible Blanket Purchase Agreement (BPA), with online aids and GSA support
- **Quickly replace devices** and comply with federal legislation and security regulations

### CONTRACT TYPE

Federal agencies and state and local governments can use the FSSI Wireless BPAs, which are based on GSA IT Schedule 70, SIN 132-53, with a 5-year period of performance. A 1.5% total fee (including Schedule 70 fee) is included in contractors' prices. For more information, visit <http://www.gsa.gov/wirelessfssi>.

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## GSA's GOVERNMENT-WIDE WIRELESS AGREEMENTS AND SERVICE PLANS

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### WIRELESS BPA OFFERINGS

- **Multiple wireless carriers**
- **Variety of wireless devices**, including cell phones, smart phones, and broadband data devices bundled with service plans; or use devices procured elsewhere with BPA service plans
- **Standardized wireless and cellular domestic service plans** across all BPA industry partners
- **Infrastructure/subsystems and accessories**
  - Licenses and support for management, security, enterprise messaging, and disposal and disposition reporting
  - Network connectivity and other coverage enhancements
- **Business portal interface** that allows an agency to integrate its management system for improved access to industry partner data for ordering, inventory, billing, and reporting
- **Sharing of best-practices** for the efficient adoption of centralized purchasing, MDM, Telecommunications Expense Management Services (TEMS), and similar applications

### FOR MORE INFORMATION

If you have questions regarding FSSI Wireless BPAs, please contact the National Customer Service Center (NCSC) at (888) 377-0070 or email the NCSC at [NCSCcustomer.service@gsa.gov](mailto:NCSCcustomer.service@gsa.gov). For additional information regarding voice, data, and data add-on options, please visit <http://www.gsa.gov/wirelessfssi>.

## NITAAC's IT ACQUISITION FORUM & EXHIBITION DRAWS OVER 400 ATTENDEES

On June 18, 2013, the NIH Information Technology Acquisition and Assessment Center (NITAAC) hosted over 400 attendees for a joint GWAC learning session and information technology exhibition at the Natcher Conference Center on the NIH Main Campus. Aptly named, "At the Corner of Savings & Confidence," the Forum featured three educational sessions between 9 a.m. and 12 p.m. NITAAC was able to give contracting professionals tips on year-end strategies for acquisitions on CIO-SP3, CIO-SP3 Small Business and ECS III, and well as showcase the latest trends in information technology at over 60 exhibits.

According to Robert Coen, NITAAC Acting Director, "It is a great day when we can bring together customers and contract holders to share information, ideas and best practices. I think the "Mythbusting" campaign is really

starting to take hold, and customers are especially eager for events like this where they can ask specific questions to contract holders, who are, after all, the technology experts."

NITAAC's three morning sessions consisted of 30-minute segments on Flexible Ordering Agreements, including Task Orders with Optional Tasks, Small Business Set-Asides and Market Research, and finally, a panel of procurement officials.

Coen opened the morning with a brief presentation on the NITAAC GWAC program, giving the audience a frame of reference for the information that followed. The first session was hosted by Charles Hicks, a NITAAC Contracting Officer, who explained the flexibility of GWACs, and how tasks or delivery orders can be structured for repetitive or recurring needs. He spoke of

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## NITAAC's IT ACQUISITION FORUM & EXHIBITION DRAWS OVER 400 ATTENDEES

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how GWACs allow for any contracting type available under the FAR, and quoted the Guiding Principles for the Federal Acquisition System, “A Business Advisor should be empowered to make decisions...[to] exercise personal initiative and sound business judgment in providing the best value product or service to meet the customer's needs.” He then explained how NITAAC helps customers do just that, offering guidance on different ways to structure task orders to meeting repetitive and recurring needs, phased acquisitions, programs with geographically diverse regional needs and other such challenges. The end result is reduced administrative costs, reduced lead-time, the elimination of repetitive acquisitions and the ability to leverage buying power through volume purchasing.

Ed Wilgus, NITAAC Acting Deputy Director, filled the audience in on Small-Business Set-Asides, demonstrating how NITAAC GWACs make it easier for agencies to reach their goals. Customers learned how both CIO-SP3 Small Business and ECS III provide for set-asides, featuring a diverse pool of fully vetted contract holders who offer quality products and services at rates and prices that average less than comparable purchasing vehicles. Next, he demonstrated the many research tools that NITAAC offers both on the web and in their proprietary streamlined ordering systems, e-GOS and RFQ. Both systems enable customers to release RFI's to gather important information on capabilities, sources sought, technical specifications and even comments and/or suggestions for improving the actual requirements package. Additionally, the e-GOS system for CIO-SP3 features a labor rate analysis tool, and the RFQ system for ECS III features a searchable database for price comparison. According to Wilgus, “We want our customers to have all the tools they need to perform their due diligence, because the more information they gather upfront, the better they are able to meet their mission goals and objectives.”

The final session featured a panel of acquisition professionals moderated by Michelle Street, a Procurement Analyst and member of the NITAAC Executive Team. She was joined by Dan

Harteringer, Scott Keasey and Shari Shor of the NIH, and Jake Lewis of the Tricare Management Activity. Street hosted a lively discussion on the role of GWACs in today's acquisition landscape, providing insight to the audience as to why they are the preferred contracting vehicles in many agencies, offices and programs.

The event closed with a reminder that NITAAC offers free training to customers on-site, or at monthly sessions hosted by NIH. For information on scheduling training, see the article titled “Free Training from NITAAC”, or contact the NITAAC Customer Support Center at [NITAACsupport@nih.gov](mailto:NITAACsupport@nih.gov) or 1.888.773.6542.

### **FREE TRAINING FROM NITAAC – EARN 2 CLPs!**

The NIH Information Technology Acquisition and Assessment Center (NITAAC), offers free monthly training sessions for federal agencies that purchase information technology products, services and solutions.

The monthly training courses start at 1 p.m. and end at 3 p.m., allowing time for detailed Q&A with our contracting officers. Each attendee earns 2 CLPs while learning about faster, easier, cost-competitive acquisitions with NITAAC GWACs.

You can also schedule your in-office training online at <http://nitaac.nih.gov/nitaac/node/add/training-request/>, or contact the NITAAC Customer Support Center at [NITAACsupport@nih.gov](mailto:NITAACsupport@nih.gov) or 1.888.773.6542.

### **Upcoming NITAAC Training Dates**

**WebEx Training Courses** – Registration is free, quick and easy. For a webinar in the comfort of your office. Please follow this link to register for one of the monthly classes: <http://nitaac.nih.gov/nitaac/free-training/web>.

August 27

September 26

October 29

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## NITAAC's IT ACQUISITION FORUM & EXHIBITION DRAWS OVER 400 ATTENDEES

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**Classroom** – Registration is free and locations are available on the NIH Campus, or at satellite offices on Executive Blvd. in Rockville, MD. Follow this link to register: <http://nitaac.nih.gov/nitaac/free-training/nih>.

September 5 - NIH Campus at Natcher Auditorium, Room C1/C2, 9000 Rockville Pike, Rockville, MD

October 2 - 6130 Executive Blvd., Room H, Rockville, MD 20852

August 2 - 6130 Executive Blvd., Room H, Rockville, MD 20852

## NITAAC TO RECEIVE MAGIC 2013 ACQUISITION EXCELLENCE AWARD FOR GOVERNMENT AND INDUSTRY COOPERATION

The Multiple-Award Government and Industry Conference (MAGIC), on behalf of the Partnership for Procurement Excellence (PPE), a non-profit dedicated to facilitating dialogue and cooperation among federal civilian agencies, Department of Defense and private industry on improving acquisition best practices, the Advisory Board and Board of Directors, announced that NITAAC will receive a MAGIC 2013 Acquisition Excellence Award for Government and

Industry Cooperation on July 10, 2013 at the opening dinner of the MAGIC conference, to be held at the Hilton Alexandria Mark Center, Alexandria, VA.

Robert Coen, NITAAC Acting Director, will receive the award for his leadership of NITAAC's collaboration and engagement with industry to increase transparency of requirements, introduce streamlined acquisition tools, and enhance communication with industry through Community Action Groups (CAGs).

Upon notification of the award, Coen said, "I am honored to receive this award on behalf of the NITAAC program and its contract holders. I believe the success of our GWACs is due to the extraordinary partnership we have developed as we look for new ways to share ideas and best practices, and communicate those to our clients through superior customer service. We are fortunate to have such active and engaged industry partners, and look forward to many years of continued success."

MAGIC Acquisition Excellence Awards recognize individuals from government who have made contributions toward the development, implementation or enhancement of Government-Wide Acquisition Contract (GWAC) and Multiple-Award Contract (MAC) best practices. The awards highlight achievement in the past year that have advanced the federal government's ability to execute its mission in a highly effective and cost efficient manner and have the potential to be replicated for the betterment of the larger community.

MAGIC 2013 will bring together 250 chief acquisition officers, chief financial officers, senior procurement executives, contracting officers, legal and IT professionals from across the federal government and industry to discuss issues pertinent to government acquisition and multiple award contracting.

## ACQUISITION TRAINING SCHEDULE

PSAC



### 2609 Federal Supply Schedule (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

PSAC



### 2610 Consolidated Purchasing Through Contracts (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

PSAC



### 2611 Buying From Businesses on the Open Market (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

PSAC



### 2617 Price Reasonableness Simplified Acquisition (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				



### 2635 NBS P-Card Logs & Reconciliation (Refresher) (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

### 5512 Professional Services (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Aug 9, 2013	8:30am—4:00pm	6120 Executive Plaza South	\$470	Aug 2, 2013
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

## ACQUISITION TRAINING SCHEDULE

PSAC



### 5513 Negotiation Strategies for Simplified Acquisition (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

### 5515 NBS Buyer Acquisition (Refresher) (14 CLPs)



Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

PSAC



### 5521 Federal Appropriations Law (24 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Aug 19—Aug 21, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$910	Aug 5, 2013
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

### HHS Appropriations Law Course Online (16 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Ongoing	N/A	<a href="#">ONLINE COURSE</a>	\$0	N/A

### 8801 Writing Statements of Work (13 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

### 9512 Purchase Card Training (NBS) (Purchase Card Program) (19.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Sep 16—Sep 18, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$1,120	Sep 2, 2013
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				



## ACQUISITION TRAINING SCHEDULE

### 9513 Simplified Acquisition & Delegated Procurement Five (5) Day Class! (40 CLPs)

PSAC



Dates	Times	Location	Cost	Cancellation Date
Aug 12—Aug 16, 2013	8:30am—4:00pm	6120 Executive Plaza South	\$1,860	Jul 29, 2013
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

### 9515 Buyer Contracts (NBS) (21 CLPs)



Dates	Times	Location	Cost	Cancellation Date
Aug 26—Aug 28, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$930	Aug 14, 2013
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

### 9516 Internal & External Requisitioner (NBS) (7 CLPs)



Dates	Times	Location	Cost	Cancellation Date
Aug 6, 2013	8:30am—4:00pm	6120 Executive Plaza South	\$480	Jul 23, 2013
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

### 9519 Simplified Acquisition for Offices of Acquisition\* (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				
<b>This class is only for NBS/Prism approvers and buyers in the Offices of Acquisition. This class is not appropriate for NBS/Prism approvers and buyers in Delegated Offices of Acquisition. NBS/Prism approvers and buyers in Delegated Offices of Acquisition should take Course Number 9513 “Simplified Acquisition &amp; Delegated Procurement”.</b>				

### 9530 Basic Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

## ACQUISITION TRAINING SCHEDULE

### 9532 Advanced Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Aug 12—Aug 16, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$990	Jul 29, 2013
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

For information on the *above* courses including complete descriptions, prerequisites, and registration information, contact the Human Resource Development Division at (301) 496-6211 or visit their training website at <http://trainingcenter.nih.gov/>

### 9566 CON100 - Shaping Smart Business Arrangements (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Aug 12—Aug 16, 2013	9:00am—4:00pm	6120 Executive Plaza South	\$1240	Jul 29, 2013
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

### 9568 CON110 - Mission Support Planning (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<a href="#">I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</a>				

### CON237 - Simplified Acquisition Procedures Class - Available Online

CON 237 online edition is now available at the following link:  
[http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs\\_id=32](http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=32)

In order to enroll, you must first create your profile with the Federal Acquisition Institute Training Application System (FAITAS) at this link: <http://www.fai.gov/>

Note: Any questions about registering with FAITAS must be directed to FAI at: [training@fai.gov](mailto:training@fai.gov) or 703-805-2300.

CON 237 may be taken in place of the Basic Simplified Acquisition class.

## ACQUISITION TRAINING SCHEDULE

### AT100 Section 508 Electronic & IT Training—Phase II (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

This seminar will be focused towards NIH supervisors and managers and will provide information to ensure that all electronic and information technology developed procured maintained or used meets accessibility standards. [Click here to register for Phase II](#)

#### **Prerequisite: HHS Section 508 Training - Phase I:**

In order to attend this Phase II course, Phase I must be completed. This introductory course may be accessed online at <http://lms.learning.hhs.gov>.

- Name: HHS Section 508 Training - Phase I
- Course ID: HHS508; ID: 00009629

### AT170 - Section 508 Training for Purchasing Agents: Purchases, VPATS & POTS

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

### AT171 - Acquisition Process - Making Sure You Are in Compliance with Section 508

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

### AT180 - Introduction to Making MS Office 2010 Documents 508 Compliant

Dates	Times	Location	Cost	Cancellation Date
Aug 1, 2013	1:30pm—4:30pm	Baltimore—Biomedical Research Center Rm 04A315		
Aug 22, 2013	9:30am—12:30pm	Bldg 12A—Rm B51		

### AT190 - Creating 508 Compliant PDF Documents using Adobe Acrobat X

Dates	Times	Location	Cost	Cancellation Date
Aug 8, 2013	1:30pm—4:00pm	Fernwood Bldg—Rm 1NW02		

## GREEN PURCHASING TRAINING

As a reminder, per HHS policy, all contracting officers, contract specialists, purchase cardholders, card approving officials, CORs and acquisition staff in job series 1102, 1105 and 1106 are required to take Green Purchasing training every two calendar years. The training includes online training modules for your convenience.



Please visit the Green Purchasing webpage for further information including an application form and searchable database. It may be accessed at:

<http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingForWebsite.asp>

Questions? Please send to: [GreenPurchasing@mail.nih.gov](mailto:GreenPurchasing@mail.nih.gov)

## NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS

Lists of all NIH Blanket Purchase Agreements (BPA's) can be found at the following URL: <http://oamp.od.nih.gov/Division/SAPS/Acq/PCard/BPAProgram.asp>

This location contains three BPA lists:

- 1) Complete vendor alphabetical list;
- 2) Vendor list sorted by commodity; and
- 3) A listing of the preferred HHS Strategic Sourcing vendors.

If you have questions or need further clarification, please contact the BPA helpline at (301) 496-5212 or e-mail [BPAProgramBranch@od.nih.gov](mailto:BPAProgramBranch@od.nih.gov)

# Спасибі

“Thank You” in Ukrainian

### SPECIAL THANKS

**We'd like to thank all those who contributed to this issue.**

The OALM Newsletter will be published six (6) times in 2013. OALM invites your comments and suggestions for future articles. 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: Michele McDermott, [McdermottMl@od.nih.gov](mailto:McdermottMl@od.nih.gov), Milton Nicholas, [NicholaM@od.nih.gov](mailto:NicholaM@od.nih.gov), Annette Romanesk, [RomanesA@od.nih.gov](mailto:RomanesA@od.nih.gov), or Barry Solomon, [SolomonBJ@od.nih.gov](mailto:SolomonBJ@od.nih.gov).

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