

SAC Minutes – July 24, 2013

TO: Simplified Acquisition Committee

FROM: Director, Division of Simplified Acquisition Policy and Services
Office of Acquisition and Logistics Management

SUBJECT: SAC Meeting Minutes – July 24, 2013

SAC Members present:

Deborah Adams (NIAAA) – Via Phone
Michael Brown (NEI) – Via Phone
Colleen Ennis for Pam Robbins
(NCI) – Via Phone
Linda Fitzwater (NINR) – Via Phone
Patricia Haun (NICHD) – Via Phone
Trissy Knox (NINDS) - Via Phone
Joey Pahira (NHLBI)
Stacey Polk (CC) – Via Phone
Sabrina Posley (NCATS) – Via Phone
Zelia Pulliam (NIDCD) – Via Phone
Sandra Putsy for Ginger Betson
(NIDCR) – Via Phone
Idella Simpson for Vonda Jewell
(NIMH) – Via Phone
Mary Smith (DSAPS)
Bettie Williams (NITAAC) – Via Phone
Zedekiah Worsham (DSAPS)

SAC Members not present:

Anita Miles (CIT)
Marilyn Cuzzolina/Jeanne Macino (CSR)
Lauren Sikes/Tammy Floyd (FIC)

Valery Gheen/Cyndi Arizona (NCCAM)
Donna Brooks/Christine Spates (NIMHD)
David Schneider/Pamela Klein (NHGRI)
Debbie Butcher/Michael O'Donnell
(NIA)
Andi Ricche (NIAMS)
Truc Le (NIBIB)
Sheila Zichos (NIDA)
Claudia Gerwin/Ruby Akomeah
(NIDDK)
Kent Stone/Matt Burr (NIEHS)
Crystal James/LaShonda Wooten
(NIGMS)
Jason Plummer/Belinda Cowling (OD)
Irene Hangemanole/Deborah Ivey (ORS)
Anita Hughes/Terry Galloway (NCI)
Debra Hawkins/Lisa Portner (NHLBI)
Shamay Knox (NIAID)
Christopher Belt (NIDA)
Darren Gann/Antoinette Bridges (NIEHS)
Karen Miller (NLM)
Van Holley (OLAO)
Daniel Hall/Romaine Cole (ORF)

Meeting Started: 9:30 a.m.

- 1. Minutes from April 24, 2013 were approved.**
- 2. Supply Center and Self Service Stores was presented by George Martinez, Director, Division of Logistics Services**

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Supply Stores in Bldg. 10 and 31. GDC Warehouse. Large discount to pass on to customers. Brand name laboratory supplies and office supplies. Free shipping. Fast deliveries. Storage at no cost for bulk or large purchases made through the New Business System (NBS) or Self Service Stores. New leadership: GDC warehouse and self service stores: Kimberly Boyd. See Year-End-Clearance Sale – [excess/discontinued items](#) discounted 30% (2% surcharge)

Vendor Table Top shows conducted at BLDG 10 Self Service Store. Check [calendar](#) on supply center website

3. Contract Property was presented by Marjorie Jackson, Supv., Contract Property Section (DLS)

Per the recent change (April 2012) to Federal Acquisition Regulation (FAR) Part 45, the National Institutes of Health has adopted standardized language in our service contracts, which supply Government property incidental to the place of performance, to contractor personnel located on a Government site or installation where the property within the location remains accountable to the Government.

The change in the regulation removes the ability of the Contracting Officer to insert Property Clauses (FAR 45; and 52.245-1) in the standard service contract thus creating a responsibility/liability gap with equipment assigned to/used by contractor personnel in the performance of their daily duties.

Standardized contracting language is being developed and will be available in the Document Generation System (DGS)

This intended language will provide guidance for the care and protection of Government property made available for the discharge of official duties to contractor personnel. Creating standardized language in the contract may also assist with assigning responsibility and liability for the possible Loss, Theft, Damage, or Destruction (LTDD) of Government property when negligence is present.

Also:

Currently, property utilized by on-site contractor personnel is now assigned to their supervisor in Sunflower. This makes it difficult when a Property Custodial Officer has to issue a property pass when the equipment is taken home. They are working with NBS to change this. Property utilized by on-site contractor personnel will then be required to be assigned to the on-site contractor in Sunflower.

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4. Expiring Lines Update was presented by Nieshia Blocker, PPMB

Today is the last date that ICs can send PPMB an email to notify them of lines that should not be closed because invoices may come in after August 31st.

5. eVIP Training

eVIP training is required for Buyers in Pilot Phase II. PPMB is sending notice to these individuals.

eVIP View-Only Web-Based Training (WBT)

- Location: LMS and NBS Portal
- Duration: 1 hour
- Cost: Free
- All associated COs and Buyers are required to take the training by August 16, 2013
- Reminder communication scheduled for release August 1, 2013

6. The next SAC Meeting is scheduled for August 28, 2013.