TO: Simplified Acquisition Committee

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

SUBJECT: SAC Meeting Minutes – March 27, 2013

Attendees:

Anthony Best (NLM)   Milton Nicholas (DSAPS)
Nieshia Blocker (OALM/PPMD)   Cristy Perrin (OALM/PPMB)
Janice Brunson (CC)   Stacey Polk (CC) – Via Phone*
Matthew Burr (NIEHS) – Via Phone*   Lisa Portner (NHLBI)*
Scott Butler (NIDCD)*   Sabrina Posley (NCATS) – Via Phone*
Belinda Cowling (OD) – Via Phone*   Andi Ricche (NIAMS) – Via Phone*
Nic D'Ascoli (DSAPS)*   Annette Romanesk (DSAPS)
Dee Dansby (OAMP)   David Schneider (NHGRI) – Via Phone*
Tabitha Davol (DSAPS)   Lauren Sikes (FIC) – Via Phone*
Inez Demery (NICHD)   Idella Simpson (NIMH) – Via Phone
Mia Ellis (NEI) – Via Phone   Mary Smith (DSAPS)*
Colleen Ennis (NCI) – Via Phone   Paulette Smith (OAMP) – Via Phone
Linda Fitzwater (NINR) – Via Phone*   Barry Solomon (DSAPS)
John Foley (NIAID)   Christine Spates (NIMHD) – Via Phone*
Claudia Gerwin (NIDDK) – Via Phone*   Patrice Thompson (DSAPS)
Carol Hayden (OLAO)   Kiana Timmons (ORS) – Via Phone
Dionne Hobson (NLM) – Via Phone   Parthenia Walker (DSAPS)
Alan Hyde (NIDA) – Via Phone   Bettie Williams (NITTAAC) – Via
Deborah Ivey (ORS) – Via Phone*   Phone*
Truc Le (NIBIB) – Via Phone*   Zedekiah Worsham (DSAPS)*
Michele McDermott (DSAPS)   Sheila Zichols (NIDA) – Via Phone*
Michael Munday (NIDCR) – Via Phone*

*Simplified Acquisition Committee Member

Meeting Started: 9:30 a.m.

1. **Minutes from February 27, 2013 were approved as presented with no edits or comments.**
2. **ARRA Closeout Standard Operating Procedures were presented by Dee Dansby, OAMP**

Ms. Dansby expressed the importance of ensuring that accurate data is submitted by ARRA recipients within the Recipient Reporting area at the ARRA website. She stated that the

results of the reports can be viewed by the public on Recovery.gov; as well as any other federal entity.

The ARRA SOP is currently in process of being finalized, however, the information contained within the document will provide the Contracting Officer and/or Buyer (Agency Reviewers) with the tools necessary to identify significant errors within the reports submitted to the Federal Reporting.gov system. The ARRA SOP includes Attachment 2: Common ARRA Errors which provides detailed information on various data fields within the report to help Agency Reviewers identify certain data categories that are logically related and those reports that include data that are inconsistent or misaligned between those categories.

Ms. Dansby pointed out that all ARRA funded awards should have been obligated on or before 09/30/2010. She also noted various fields that are commonly inaccurate. For example, the Award ID should reflect that of DCIS/FPDS not PRISM. If the action is a Purchase Order or Contract, the report should not have an associated Order Number. The Project Status Field and the Final Report field should be reflective of one another. For example: if the Final Report field indicate "Yes"; then the Project Status field should indicate "Fully Completed". Agency reviewers (CO/Buyers) should ensure that the Quarterly Project Description and Award Description accurately depicts the project.

The award amount and invoiced amount should reflect NIH Accounting records. The Number of Jobs field is not a concern for actions that have been fully completed and final reported. The number of jobs cannot be changed. The Award Agency and Funding Agency codes for NIH ARRA Contracts is 7529. Ms. Dansby also indicated that in instances where the recipient report reflects the project is Fully Completed, but the Invoiced Amount is minimal compared to the award amount (for example: the obligated amount is $1,000,000; the invoiced amount is $25,000), the report should be reviewed to ensure that it has met the final reporting criteria.

Ms. Dansby stated that the final reporting criteria is as follows:

- Final Report submitted by ARRA recipient (including Final Report on federalreporting.gov);

- All Significant Errors identified and corrected in accordance with OMB Guidance M-10-08;

- All ARRA funded milestones, services, deliveries, and/or construction are complete and no additional work will be funded;

- All invoices are paid prior to the final ARRA funds expiration date (09/30/2015) and all outstanding ARRA funds are de-obligated;

- All work and other agreements are complete under the ARRA funded contract or portion of a contract;

- No further work using ARRA funds is still outstanding; and

- The Contracting Officer in consultation with the COR has verified and documented that the project is complete.

If any discrepancies are found within the reports submitted to Federal Reporting.gov, the agency reviewer should send a request to change the report fields to ARRAAcquisitions@mail.nih.gov. Ms. Dansby can be reached at 301.496.7294 or email (preferred method) arraacquisitions@mail.nih.gov; or dansbyc@od.nih.gov.

3. Expiring Lines and Stale Obligations Update was presented by Cristy Perrin, OALM/PPMB

In an effort to address the FY 2008 Expiring Lines the NBS FINAL Close Program was executed on March 16th. The program closed all non-cost type award lines containing FY2008 obligations, with exception of those recommended for exclusion by the community. A follow up report and communication was released to the community on March 25th that listed all the lines closed by the system. Please note that a modification was created and released in the PRISM system for all lines closed by the Final Close Program. All modifications that exceeded the micro-purchase threshold should be reported to DCIS. Paulette Smith confirmed that any amount greater than $1.00 needs be reported to DCIS.

The next steps include:

- The release of an updated report of all the remaining FY2008 Expiring Lines on April 8th via the OALM Communications mailbox

- April 23rd is the target date to have 45% of expiring lines completed

- Report back to the SAC next month on the progress made throughout the community

4. The next SAC Meeting is scheduled for Wednesday, April 24, 2013 from 9:30 a.m. to 11:30 a.m. at 6100 Executive Blvd., Conference Room 6D01F.