

# **The Office of Acquisition and Logistics**

## **Management Newsletter**

### **OLAO Awards the NIH Public Information and Communication Services (PICS) Contract**

On September 7, 2012, the National Institutes of Health (NIH) Office of Logistics and Acquisition Operations (OLAO) awarded the highly anticipated NIH Public Information and Communication Services (PICS) contract to 25 small businesses. The PICS contract vehicle aligns with NIH's strategic objectives to both consolidate contracts and meet small business contracting goals. PICS will be available NIH-wide on a task order basis.

The PICS contracts will enable the NIH, its component Institutes and Centers (IC's), and Offices to achieve and maintain high quality performance in the areas of media, communication, and information dissemination and technology by purchasing superior communication goods and services, especially where this expertise does not exist in-house.

There are four main task areas, each containing several sub-task areas. The four main areas are: Communications and Outreach; Graphic Design, Web, and Database Support; Materials Development/Distribution Support; and Exhibit Support.

Communications and Outreach services include Communications Research; Media Analysis and Outreach; Outreach and Promotion Activities; Press, Public Information, Integrated Marketing, and Media Support; Outreach to Target Populations/Health Disparities Programs; Foreign Language, Translation, and Interpretation; Media and Crisis Communication Training; and Information and Referrals ("Clearinghouses").

Graphic Design, Web, and Database Support services include Graphic Design; Web Design, Development, and Management; IT Requirements; Security; Database and Web Design, Development, and Management; Information Tracking and Referral; and Website Usability Testing.

Materials Development/Distribution Support includes Materials and Product Development; Inventories / Warehouse / Distribution Services; and Cost-Recovery Support and Services.

Exhibit Support includes activities related to Exhibit Development, Design, Production, and Transport. Activities may consist of newsletter and presentation design and production, as well as assembly, preparation, and shipment of exhibit materials for display and distribution at health, medical and scientific meetings and events.

A PICS Program Support Team within OLAO is available to assist NIH ICs throughout the task ordering process. A user-friendly website has been established by the Support Team to provide customers easy access to ordering procedures, points of contact,

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answers to frequently asked questions, and other useful information. Please visit the PICS Website at <http://pics.olao.od.nih.gov/> or send questions to [PICS1@mail.nih.gov](mailto:PICS1@mail.nih.gov). Begin your task order by clicking on the Big Blue Button on the front page of the web site.

An electronic Government Ordering System (eGOS) is currently being developed for future use by PICS customers. This system, expected to be available in the coming months, will assist customers in task order initiation, proposal submission, and the overall selection process.

The PICS Program Support Team will be presenting awareness and training presentations in the near future. If customers would like to place orders prior to these trainings, please contact the PICS Program Support Team to initiate a task order.

The Point of Contact for this contract is Anthony (Tony) Brown, Contracting POC, OD/OLAO (301-402-2847) or Jeff Klein, COR, OD/OAMP (301-402-5262).

### **NBS Final Close Program Execution**

Lessons learned during FY 2012 Year End Close revealed it was critically important that the community initiate activity to address FY 2008 expiring award lines as early as possible. During the previous fiscal year, the NBS Final Close Program was executed in the 4th quarter and only automatically closed award lines that were less than \$1.00. This year, the NBS Final Close Program was executed on March 16<sup>th</sup>. The program parameters covered award lines containing obligations established in FY 2008, included unlimited amounts, and focused on non-cost type awards.

During the week of March 11<sup>th</sup>, affected Buyers identified all award lines that should be excluded from the process and, therefore, not subject to de-obligation. For all the lines de-obligated by the NBS Final Close Program, a PRISM modification record was created and provisionally "released" in the system.

Responsible contracting officers must associate the modification with the SF-30 form then print and sign the SF-30 form, and/or obtain bi-lateral signatures if required, and then file the fully executed SF-30 form into the official contracting office contract file.

Additionally, de-obligating modifications to contract actions exceeding the micro-purchase threshold must be reported to DCIS if the value of the de-obligating modification is \$1 or greater.

Our goal this fiscal year is to have 85% of the Expiring lines addressed by June 25, 2013. The community will receive monthly reports and metrics to assure the goal is met. If you have any questions please contact Nieshia Blocker at [blockern@od.nih.gov](mailto:blockern@od.nih.gov)

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### The NIH Document Generation System (DGS) Survey Launched and Introducing the DGS Users Group

A NIH Document Generation System (DGS) Survey was distributed on March 1, 2013, through the 1102 Listserv. The results will serve as a catalyst for discussions for the new DGS Users Group.

The DGS is a user-friendly web-based system that is used to generate NIH contract and solicitation documents. The DGS database or "workform language" consists of federal, departmental, and local mandated acquisition clauses and provisions, with associated prescriptions for use, for various types of contracts using the Uniform Contract Format.

The DGS survey was designed to assess the effectiveness of the DGS system for managing and developing solicitation and contract documents, evaluating the usefulness of the DGS help desk and DGS website, and identifying the training needs of the Community. The survey results will help the DGS Team to better understand the experiences of the NIH Acquisition Community and facilitate discussions for the DGS Users Group.

The DGS Users Group will be co-led by the DGS Team (Tish Best/Andrea Spinelli), and will include one DGS User from each COAC. The goal of the DGS Users Group is to share ideas for improvement of document generation and promote sharing across the NIH Acquisition Community. The DGS Users Group will be held quarterly at Building 6100/6D OAMP Conference Room, 6100 Executive Boulevard in Rockville, MD.

If you have questions regarding the DGS Survey and/or DGS Users Group, please submit your inquiry to Tish Best, [helen.best@nih.gov](mailto:helen.best@nih.gov) or Andrea Spinelli, [spinella@mail.nih.gov](mailto:spinella@mail.nih.gov). To access the DGS and related content for contracts and simplified acquisitions, visit [NIH Document Generation System \(DGS\)](#).

### Micro-Purchases and Small Businesses

So, you've been tasked with making a buy on your purchase card. Maybe this is an annual buy, or a unique purchase. It's only \$3,000, a drop in the bucket known as the National Institutes of Health's annual budget, right? It is until you realize NIH has over 1,422 purchase card holders. Including convenience checks, NIH purchase card holders processed over 418,555 transactions in Fiscal Year (FY) 2012, valued at \$280,301,376.

That's a number worth repeating: NIH charged over \$280,301,376 in goods and services to Government purchase cards. Still think your purchase is a drop in the bucket?

Although micro-purchases are exempt from the small business reserve for acquisitions under the Simplified Acquisition Threshold (SAT), purchase card holders should

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consider using small businesses for potential buys to the greatest extent possible when making micro-purchases. To maximize opportunities for small vendors and to achieve NIH's small business goals, it is important to search for small businesses. The GSA Advantage! shopping site ([www.gsadvantage.gov](http://www.gsadvantage.gov)) provides the capability for you to search for small businesses. You can also use the Small Business Administration's Dynamic Small Business Search (DSBS). All small businesses registered to do business with the Government are listed on DSBS. You may visit DSBS from this link: [http://web.sba.gov/pro-net/search/dsp\\_dsbs.cfm](http://web.sba.gov/pro-net/search/dsp_dsbs.cfm). You may use this website to find small businesses by ownership, location, or the products or services they offer. The DSBS website also displays which vendors accept purchase cards.

There is no requirement to report micro-purchases in FPDS, so these awards do not affect NIH small business goals. If the micro-purchases cannot impact the small business goals, why is this important? The first Government contract for small businesses is usually a micro-purchase order, or a contract valued below the SAT.

We encourage NIH purchase card holders to consider small businesses at the start of the procurement process for buys below the SAT, and to make all possible buys from a small business. Buying from small businesses not only helps the requesting service accomplish their mission, it creates a history of past performance for small firms new to the Federal procurement process, and can help NIH achieve their small business goals. For more information regarding the NIH small business program, please contact Wayne Berry by e-mail: [wayne.berry@nih.hhs.gov](mailto:wayne.berry@nih.hhs.gov). For more information regarding DSBS, please contact SBA by e-mail: [tmonline@sba.gov](mailto:tmonline@sba.gov).

### Small Business Goaling Update

NIH has awarded over \$698,137,591 in small business-eligible contracts over the past five months of FY 13 (October 1, 2012 to March 8, 2013). Of these contract dollars, a little more than 30%, or \$211,947,723 went to small business concerns. The small business goal for NIH (FY13) is 23%. It is important to note that, historically, awards to other than small business firms tend to increase during the second half of the fiscal year.

The following are the goals by socioeconomic group, percentage and the dollar equivalent for NIH (FY13): Small Disadvantaged Business (SDB), 5% or \$34,906,880; Woman-Owned Small Business (WOSB), also 5% or \$34,906,880; HubZone, 3% or \$20,944,128 and; Service-Disabled Veteran-Owned Small Business (SDVOSB), also 3% or \$20,944,128.

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### Attention All COACs: It's Time for Spring Training!

Learn how to save time, money and resources on IT procurements.

Are you sure you're getting the best value on your IT purchases? If you haven't used NITAAC GWACs, you may be missing your best opportunity. These NIH contracts provide buyers with *everything IT* from pre-qualified offerors selected from the industry's best and most innovative contractors.

Using a NITAAC GWAC is like having your own COAC-specific contract without the hassle of setting one up, and our free training will show you just how easy procurement can be. From laptops to enterprise systems, VMware to the Cloud, NITAAC GWACs enable you to strategically source the IT you need faster, more easily and at the most competitive costs.

Did you know, for example, that ECS III for IT Products and Related Services offers prices less than GSA Schedules? Were you aware that CIO-SP3 and CIO-SP3 Small Business, our GWACs for IT Services and Solutions, offer ceiling rates that average 10-15% less than other IDIQs?

These are just a few of the advantages NITAAC offers, and we'd like to tell you more at a free training session. It's a two-hour, interactive program covering the basics of GWAC acquisition:

- How GWACs leverage buying power
- Faster, easier, streamlined competition through FAR 16.505
- Free SOW/SOO reviews and recommendations
- Secure, easy-to-use web-based ordering systems
- When to use ECS III, CIO-SP3 and CIO-SP3 Small Business
- How CIO-SP3 Small Business can help meet small business goals
- And more!

Contact [NITAACsupport@nih.gov](mailto:NITAACsupport@nih.gov) to schedule your free, onsite training today. Every attendee will earn certification and two CLPs. If you'd like to learn more, we encourage you to visit [www.nitaac.nih.gov](http://www.nitaac.nih.gov).

### OLAO's Lean Six Sigma Green Belt Course Offering

LSS Green Belt level training will be offered by OLAO to provide participants with advanced process improvement knowledge to address and solve difficult organizational challenges. The Green Belt level training is a 5 day interactive course. Students must attend all 5 days of classes to receive credit towards their Lean Six Sigma Green Belt certification. Our next Lean Six Sigma Green Belt training series will be held May 13 - 17. Please remember that you must attend all five days of classes. For non-OLAO staff there will be a charge for mentoring.

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Lean Six Sigma (LSS) is a Business Process Improvement (BPI) methodology currently being employed at NIH to reduce cycle time and improve the output quality of administrative and service-oriented processes. The implementation of LSS will provide the NIH community with the training, resources, infrastructure, and culture that are critical to its continued success. LSS Green Belts are high-performing NIH staff trained in the process improvement methodology that are empowered to systematically identify and eliminate wastes and defects in organizational processes and operations. Get your Green Belt this year by signing up for the upcoming course and completing a fun and rewarding project to improve your organization!

Space is limited so please contact Brenda Brooks at [brenda.brooks@nih.gov](mailto:brenda.brooks@nih.gov) to RSVP your seat. For questions about our Lean Six Sigma program, please contact Yvette Porter at 301-443-1999, or email at [portery@od.nih.gov](mailto:portery@od.nih.gov).

### BPA Program Training

Need to make a quick equipment purchase?

Looking to create value for your customer?

Not sure what a BPA is?

The NIH Blanket Purchase Agreement Program (BPA) is here to help. The NIH BPA Program is offering training to those in the Simplified and Delegated Community. Training will include:

- Background on the Program
- Defining a BPA
- Benefits of using the BPA
- BPA Call Competition Requirements
- General BPA Program Information
- Required Sources
- Chance to ask questions concerning the Program

Training will be held on **May 15, 2013 at Natcher Conference Center Balcony C from 10AM-11:30AM** (this includes Q&A). In addition to the knowledge gained during the session, you will receive 1 CLP for being a part of the training session. If interested in training please log into the LMS website located at: <https://lms.learning.hhs.gov/Saba/Web/Main/goto/GuestOfferingDetails?offeringId=class00000000051778> to register for class. Registration closes on May 8, 2013. Space is limited, so sign up as soon as possible.

Sign language interpreters and other reasonable accommodations will be provided. If you require such accommodations please contact Christina Vaughan Best at 301-435-3937 or via email at [vaughanc@od.nih.gov](mailto:vaughanc@od.nih.gov) by April 15, 2013.

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### Acquisition Training Schedule

Acquisition Training Classes can be accessed at the following link: <http://trainingcenter.nih.gov/list.aspx?catId=1>

CON 100 Shaping Small Business Arrangements

[http://trainingcenter.nih.gov/show\\_details.aspx?cId=NIHTC9566](http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9566)

CON110 Mission Support Planning

[http://trainingcenter.nih.gov/show\\_details.aspx?cId=NIHTC9568](http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9568)

CON 237 Simplified Acquisition Procedures

[http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs\\_id=32](http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=32)

Advanced Simplified Acquisition

[http://trainingcenter.nih.gov/show\\_details.aspx?cId=NIHTC9532](http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9532)

Basic Simplified Acquisition

[http://trainingcenter.nih.gov/show\\_details.aspx?cId=NIHTC9530](http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9530)

Federal Appropriations Law

[http://trainingcenter.nih.gov/show\\_details.aspx?cId=NIHTC5521](http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC5521)

HHS Appropriations Law

<http://hhsu.learning.hhs.gov/learning/faq.asp#after04182011>

Internal & External Requisitioner (NBS)

[http://trainingcenter.nih.gov/show\\_details.aspx?cId=NIHTC9516](http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9516)

Price Reasonableness in Simplified Acquisitions

[http://trainingcenter.nih.gov/show\\_details.aspx?cId=NIHTC2617](http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC2617)

Professional Services

[http://trainingcenter.nih.gov/show\\_details.aspx?cId=NIHTC5512](http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC5512)

Purchase Card Training (NBS)



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[http://trainingcenter.nih.gov/show\\_details.aspx?cld=NIHTC9512](http://trainingcenter.nih.gov/show_details.aspx?cld=NIHTC9512)

Negotiation Strategies for Simplified Acquisitions

[http://trainingcenter.nih.gov/show\\_details.aspx?cld=NIHTC5513](http://trainingcenter.nih.gov/show_details.aspx?cld=NIHTC5513)

NBS PCard Logs & Reconciliation (Refresher)

[http://trainingcenter.nih.gov/show\\_details.aspx?cld=NIHTC2635](http://trainingcenter.nih.gov/show_details.aspx?cld=NIHTC2635)

Simplified Acquisition & Delegated Procurement (NBS)

[http://trainingcenter.nih.gov/show\\_details.aspx?cld=NIHTC9513](http://trainingcenter.nih.gov/show_details.aspx?cld=NIHTC9513)

AT100 - Section 508 Electronic & IT Training - Phase II

[http://training.cit.nih.gov/class\\_details.aspx?cld=NIHCIT-AT100](http://training.cit.nih.gov/class_details.aspx?cld=NIHCIT-AT100)

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

[http://training.cit.nih.gov/class\\_details.aspx?cld=NIHCIT-AT170](http://training.cit.nih.gov/class_details.aspx?cld=NIHCIT-AT170)

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

[http://training.cit.nih.gov/class\\_details.aspx?cld=NIHCIT-AT171](http://training.cit.nih.gov/class_details.aspx?cld=NIHCIT-AT171)

AT180 - Introduction to Making MS Office 2010 Documents 508 Compliant

[http://training.cit.nih.gov/class\\_details.aspx?cld=NIHCIT-AT180](http://training.cit.nih.gov/class_details.aspx?cld=NIHCIT-AT180)

### **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 the Green Purchasing training every two calendar years. The training includes online training modules for your convenience.

### **NIH Blanket Purchase Agreement (BPA) Lists Available Online**

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

This location contains Three BPA Lists:



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

**We would like to thank all those who contributed to this issue and to future editions of the OALM Newsletter.**

The OALM Newsletter will be published six (6) times in calendar year 2013. 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 Michele McDermott at the e-mail address above. For future issues please contact the Simplified Acquisitions Helpline on 301-496-0400 or via e-mail at [SimplifiedAcquisitionHelp@od.nih.gov](mailto:SimplifiedAcquisitionHelp@od.nih.gov) and you will be referred to the appropriate editor.