



# Buyer Contracts Course Coach Kick-Off Meeting

NBS/OALM/NIHTC  
October 7, 2015



National Institutes of Health  
*Office of Management*

# Congratulations Coaches!



Welcome to the Buyer Contracts Coach Kick-off Meeting!

You have been nominated by your IC to serve as a Buyer Contracts Coach because of your proven knowledge and the peer support you provide.

# Buyer Contracts Course Redesign Background:

OALM made the decision to redesign the Buyer Contracts course based on a course assessment conducted in 2014.

The redesign involved:

1. Converting the course from an instructor-led course to a modular computer-based training.
2. Implementing an acquisition community support network for Buyers, including an IC-based coaching program for new users and a course website with resources and a Yammer group.



# Benefits of the New Computer-Based Buyer Contracts Course

- Allows users to be **provisioned** upon completion of the course at **any time during the year**.
  - Users take the training at their desk at their own pace.
- Offers a **modular-based training approach** that users may re-take after taking the course to refresh their knowledge in specific areas.
- **Reduced time is spent away from the office** attending training. Users can take training at their desk and schedule coaching sessions immediately following a module completion.
- **Increased productivity is achieved** since users can now be provisioned as soon as they complete the course online.

# Coaching Community Overview

- The Buyer Contracts Coaching Community is a critical component in the development of a **holistic training program for new users**.
- The Buyer Contracts Coaching Community will **leverage the Acquisition community's existing culture of peer support** while reducing the burden of impromptu individualized coaching practices.
- The Coaching Community will enhance and **extend the course training experience, supporting users with consistent best practice information and essential job tools**.

# What to Expect as a New Coach



- When new users registers and completes the Buyer Contracts course, they will be prompted to look up their assigned coach and reach out to them.
- Each IC will run the coaching program as they see fit.
- Resources will be available to all coaches on the Buyer Contracts Course website.

# Suggested Coach Profile



- Coaches are considered **subject matter experts** in using the systems required to create and manage contracts. These include Oracle NBS and PRISM.
- Many of you may **already conduct informal coaching** or mentoring sessions within your IC/OA.
- **Coaches are expected to mentor course participants** who are assigned to them or who reach out them.
- The Buyer Contracts Coaching Community structure may vary by IC, each **IC may customize** the program to meet their specific needs.

# Benefits to the Coach and Learner

- **Continuous Learning Points (CLPs) can be awarded** for taking the course and volunteering as a coach.
  - Buyer Contracts Course = 9 CLPs
  - Buyer contracts Coaching Activities
    - 1 hour of coaching = 1 CLP
    - Maximum of 20 Coaching CLPs per year
- **One-on-one support is provided to new and experienced users** through the Coaching Community and supporting course resources.

# Anticipated Level of Effort

- Users are placed in two categories: New User & Experienced User.
  - A new user may be brand new to contracting and/or PRISM and would require more one-on-one support.
  - An experienced user may already have some PRISM and/or contracting experience and may require less one-on-one support.
- The anticipated level of effort for coaches will be based on the number of users assigned to a coach per year.

	<i><b>New User Coaching Time</b></i>	<i><b>Experienced User Coaching Time</b></i>
Month 0-1	8 hours	4 hours
Months 2-4	4 hours	2 hours
Month 6-12	2 hours	2 hours
Total	14 hours	8 hours

# Accessing the Buyer Contracts Course

- Registration for the course is done through the HHS Learning Management System (LMS). To access the course please visit the [LMS Homepage](#) and locate the **Catalog Search** section.
- In the Search field, enter **NIH NBS Buyer Contracts Course** and select the Search button to locate the course.
- Register and launch the content.

## Catalog Search

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

<b>Search</b> <input type="text"/>	<b>In</b> <input type="text" value="Learning Catalog"/>
<b>Location</b> <input type="text" value="Any Location"/>	<b>Starting</b> <input type="text" value="In Next Six Months"/>

Show exact matches only

[Advanced Search](#)

Browse: [Category](#)

# Course Design

Each module is broken down into lessons, exercises, and quizzes.

NIH Module 4: Creating a Contract

Contract Approval

CONTRACT

DCIS

FPDS

Route	Reopen	Closeout	FPDS	?
Contract Information				
Contract Number: HHSN263201500012C		Stage: Award	Obligation: \$0.00	
Version: BASE-Completed		Net View: Off	Total Amount without Options: \$0.00	
		Number of Items: 1	Total Amount: \$0.00	

- Validate the contract in PRISM
- Report the contract to FPDS/DCIS
- Confirm the contract is error free

## Module 1: NIH Business System Overview

Please note that you are required to view all content, lessons, and exercises before completing the Module 1 Quiz.



By the end of this module, you will be able to:

- Describe the NIH Acquisition Process
- Define the role and purpose of the NIH Business System (NBS)
- Navigate and access resources available to the NIH Acquisition community



Once you've reviewed this page, navigate to the next item on the Course Outline:

### 1.1 Lesson: The NIH Acquisition Process

If you cannot view the lesson, expand the module using the plus (+) button

Courses can be completed all at once or as time permits.

# Final Assessment

The Course includes a Final Assessment. Learners must receive a score of 70% or higher to receive credit for the course.

 **Question**

Deobligations only need to be completed once a year at the end of every fiscal year (September 30).

 **Response**

True  
 False

Question 12 of 15

**Incorrect.**

The answer is: False  
To review this information, refer to 5.5 Lesson: Managing Funds and Deobligations.

# Buyer Contracts Course Materials

## Resources:

- **Acronym List**
- **Course Glossary**
- **Web Resources** – lists helpful web-based resources references throughout the course
- **Checklist for Coaches** – provides suggested activities to complete with new Buyers to help familiarize them with PRISM and key Buyer tasks

**Acronym Cheat Sheet**  
Buyer Contracts Course

**Overview**  
The Buyer Contracts Course provides critical resources that support learners' success both inside the virtual classroom and in their day-to-day work as new Buyers. Throughout the course, learners are introduced to many acronyms. This document provides a "cheat sheet" for all acronyms introduced during the course.

**COURSE ACRONYMS**  
Acronyms are listed alphabetically.  
ADB: Administrative Database  
AMBIN: Administrative Management Budget Information  
AP: Acquisition Plan  
APP: Advance Procurement Plan  
BPA: Blanket Purchase Agreement  
CAN: Common Accounting Number  
CAS: Central Accounting System  
CO: Contracting Officer or Contracting Office  
COAC: Consolidated Operations Acquisition Center  
COR: Contracting Officer Representative  
CPD: Central Point of Distribution  
CS: Contract Specialist

**Course Glossary**  
Buyer Contracts Course

**Overview**  
The Buyer Contracts Course provides critical resources that support learners' success both inside the virtual classroom and in their day-to-day work as new Buyers. At the completion of each module in the Buyer Contracts Course, learners are provided with a list of Key Terminology. This document provides a glossary of Key Terminology learned throughout the course.

**GLOSSARY**  
Acquisition: Acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the contract is to be created, developed, demonstrated, and why needs are established and includes the solicitation and selection of sources, award of contract administration, and those technical and all of supporting agency needs by contract. This includes the process of identifying and evaluating sources for acquiring capabilities needed to fulfill the mission. This process includes the formation of an acquisition planning team that addresses the needs of the acquisition and creates a structure for the pre-award process. This process includes the selection of a System (AMBIN): Desktop-based system for filing and processing into the NIS Desktop system. This system is used to track and manage all administrative activities have been completed.

**Web Resources**  
Buyer Contracts Course

**Overview**  
The Buyer Contracts Course provides critical resources that support learners' success both inside the virtual classroom and in their day-to-day work as new Buyers. This document provides an overview of online resources Buyers can access to support their work.

**GENERAL RESOURCES**

- Federal Acquisition Regulation**  
<https://www.acquisition.gov/far/browse.cfm>  
Use for: Navigating the most recent version of the document.
- NIS Acquisition Portal:**  
<https://mypris.nh.gov> [select the top tab "NIS Ac"]  
Use for: Accessing a wealth of resources – including access links, and Help Desk support – organized by Business System.
- HHS Acquisition Planning Resources**  
<https://prism.hhs.gov/procurement/contracts-portal/>  
Use for: Exploring policies, guidance, and support resources.
- Virtual Acquisition Office**  
<https://www.gpo.gov/>  
Use for: Accessing resources and support materials for the Virtual Acquisition Office.

Buyer Contracts Course  
Last Updated: September 2015

**Checklist for Coaches**  
Buyer Contracts Course

**Overview**  
The Buyer Contracts Course provides critical resources that support learners' success both inside the virtual classroom and in their day-to-day work as new Buyers. At the completion of each course module, learners are provided with follow-up activities to conduct independently and with their Coaches. These activities include exploring web resources for Buyers, learning iCOFFice-specific practices, and shadowing their Coaches as they work in PRISM. This document provides a checklist to guide Coaches as they work with their learners to absorb and practice the content learned in each module.

**MODULE 1: NIS BUSINESS SYSTEM OVERVIEW**

- ✓ Confirm Learner reviewed this module's Learn More resources, including the NIS Acquisition Portal, Course webpage, Course Glossary, and Acronym Cheat Sheet.
- ✓ Invite Learner to shadow you as you open and tour the PRISM Welcome page.

**MODULE 2: INTRODUCTION TO PRISM**

- ✓ Confirm Learner reviewed this module's Learn More resources, including the NIS Acquisition Portal, PRISM NAV's and Web Resources document.
- ✓ Discuss your PRISM preferences and articulate the process to set them relevant to your iCOFFice.
- ✓ Provide recommendations for helpful PRISM tips and tools, such as best practices for using QuickLinks, Routing Lists, or any iCOFFice-specific procedures.
- ✓ Demonstrate how to navigate your PRISM inbox.
- ✓ Demonstrate how to create a PRISM routing template (if applicable).

Buyer Contracts Course Coach's Checklist  
Last Updated: September 2015

# Accessing the Buyer Contracts Yammer Group

1. When you receive the Buyer Contracts Yammer Group email (to be sent out following this meeting), select the link.
2. HHS will prompt you to access the Access Management System or AMS. Enter your PIV Card information.
3. If you receive the below error, select the option to “re-enable your profile.”



4. You will then receive an email from AMS, entitled “Access Management System (AMS) profile has been enabled.”
5. Select the [Buyer Contracts Yammer link](#), and follow the prompted instructions to log-in to the site.

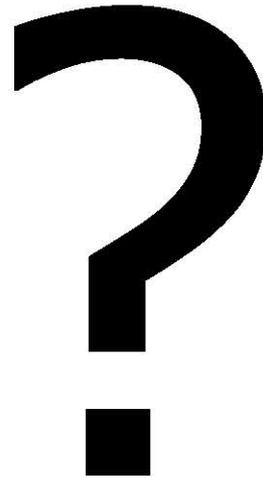
# Actions & Next Steps

- The Buyer Contracts Course will go-live on the LMS tomorrow, October 8<sup>th</sup>.
- To prepare to serve as a Coach, please complete the Buyer Contracts course by October 23<sup>rd</sup>.
  - If you have feedback, questions or comments on the course, please send them to Julia Derrigo [julia.derrigo@nih.gov](mailto:julia.derrigo@nih.gov).
- Note: The new Buyer Contracts Course will not replace the NIH Simplified and Delegated Procurement (NSADP) course.
- For IC-specific questions, please contact your supervisor.

# Points of Contact

- **Buyer Contracts Course Mailbox:**
  - [OALMCourses@nih.gov](mailto:OALMCourses@nih.gov)
- **NBS Training Redesign Team POC:**
  - Julia Derrigo at [julia.derrigo@nih.gov](mailto:julia.derrigo@nih.gov) or (202) 251-7015

# Questions



# Buyer Contracts Coaches

Institute	Name
CC	Li, William
CC	Nsangou, Susan
CSR	Bennett, Melinda
NCI	Diaz, Miguel
NCI	Hudak, Alexis
NCI	McCormack, Charlotte
NCI	Paul Keasey, Scott
NCI	Rudd, Jonathan
NCI	White, Mandie
NCI	White, Patty
NHLBI	Burkett, Roxane
NHLBI	Lear, Jonathan
NIA	Butcher, Debbie
NIA	Smith, Karen
NIAID	Kapsilis, Michael
NIAID	Lancaster, Mahlon
NIAMS	Walker, Lisa
NICHD	Federline, Daniel
NICHD	Hash, Ryan
NICHD	Rebecca Preston
NICHD	Springer, Tracy

Institute	Name
NIDA	Goodling, Ken
NIDCR	Sanders, Jimmy
NIDCR	Silvers, Tijuana
NIDDK	Gerwin, Claudia
NIEHS	Barbour, Patrick
NIEHS	Gentry, Melissa
NIMH	Stinson, Suzi
NINDS	Walker, Glenda
NINR	Davis, Pamela
NINR	Norwood, Isla
NITAAC	Hicks, Charles
NITAAC	Melomed, Natalie
NLM	Inman, Kevin
NLM	Phuong, Uyen
OD	VanWagner, Veronica
ORF	Cole, Romaine
ORF	Crawford, Aaron
ORF	Grasson, Mary
ORF	Hadley, Jessica
ORF	Odilatu, Samuel

# ILT Buyer Contracts Course Participants for FY 13 & FY14

