

The Office of Acquisition and Logistics

Management Newsletter – September/October 2013

eVIP Pilot Phase 2 is Live!

Faster. Cheaper. Better.

NIH's Electronic Vendor Invoicing Program (eVIP) uses Oracle iSupplier to enable electronic submission and processing of the 100,000 vendor invoices received every year, saving NIH and our mission-critical vendors time and money. eVIP Pilot Phase 2 is currently underway with ten vendors (four continuing from the original 2009 pilot and six new vendors) to assess new online vendor registration and vendor support processes:

Original 2009 Pilot Vendors	New Pilot Vendors
Technical Resources Inc.	IntelliPoint
CTIS	Enterprise Resource Performance Inc.
Sapient	RemedyBiz
Sapient Government Services	Johns Hopkins
	Deloitte
	Roberts Oxygen

Actions Required for the Acquisitions Staff Supporting Pilot Vendors

1. Completion of a one-hour web-based training course called "eVIP View-Only Web-Based Training." The course is available for free on the NIH Learning Management System (LMS), and can be [accessed here directly](#).
 - **Due Date:** August 16, 2013.

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2. All 2-Way and 3-Way awards associated with Pilot Phase II Vendors must reflect an active **Contracting Officer and Buyer** as this information will now be visible to the pilot vendors through iSupplier.
 - **Due Date:** August 16, 2013.

3. All **awards for the six new pilot vendors** need to have an electronic invoicing clause added before they begin electronic invoice submission on November 25, 2013. The clause will be released on October 1, 2013.
 - **Due Date:** November 22, 2013.

New 2-Way Approval Process: PRISM Modifications with new Oracle-Based CPDs

On November 25, all paper and electronic 2-way invoices will be approved through a new Oracle-based approval process, replacing the use of Outlook Central Point of Distribution (CPD) mailboxes and MarkView for invoice approvals.

Required Modifications: In preparation for this new process, ALL 2-way awards must be modified by selecting a new Oracle-based CPD from the Payment Office field in PRISM. If an award is created or modified and a CPD is not selected in the Payment Office field, the award will go into a “disapproved” status in PRISM.

Tracking: A dashboard will be released on a bi-weekly basis to track progress on these required 2-way modifications.

Due Date: All 2-way awards (that will receive invoices after November 25, 2013) must be modified by November 22, 2013.

What’s Next?

Role-mapping sessions with each Acquisition Office will take place in October and November to prepare for the new 2-way approval process.

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Questions?

If you have any questions about eVIP, please contact John Ogle (john.ogle@nih.gov) or Jenny Macaulay (jenny.macaulay@nih.gov).

Using Yammer in the NIH Acquisition Community

What is Yammer?

Yammer is a real-time communication tool, where messages are limited to people in the same organization, in our case across all of HHS and throughout NIH. Yammer brings together all our employees inside a private and secure enterprise social network. Yammer enables users to communicate, collaborate, and share more easily and efficiently. It increases communication across silos, surfaces pockets of expertise, and connects remote workers. On September 24th, 2012 Secretary Kathleen Sebelius announced an HHS-wide rollout of Yammer. As an NIH employee, you have free access to both the HHS Yammer network and the NIH.gov Yammer network. The NIH.gov Yammer site allows you to communicate and collaborate across NIH, whereas the HHS Yammer network extends your reach and allows you to collaborate with other HHS employees across all of the HHS OPDIVs, including colleagues at CMS, CDC, and FDA. Sign up for Yammer at <https://www.yammer.com>

Leveraging Yammer to Increase Communications and Support in NIH Acquisitions

The main goal of using the NIH Yammer network is to develop a culture of contribution, connections, and collaboration. This culture of collaboration would reach out to the acquisition community as well as our customers. OALM would like to encourage cross collaboration and sharing of information from seasoned acquisition staff members to new acquisition employees and customers. Using Yammer as a venue to build relationships and scan the environment for important issues is a key to this culture of collaboration. The Junior Acquisitions Employees Working Group has begun developing an acquisitions focused community group on Yammer that will be rolled out shortly. We

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hope you will join this Yammer community to capitalize on the collective wisdom of the community.

When do I use the HHS Yammer site and when do I use the NIH.gov Yammer site?

Yammer can help you be more productive and feel more connected by enabling you to ask questions and find answers faster, save time by sharing great projects and preventing duplicate work, and share important news and announcements.

The HHS Yammer network allows you to collaborate and communicate across the OPDIVs on topics such as:

- Department-wide standards, policies, and procedures;
- Department-wide projects and initiatives; and
- National priorities.

On the NIH.gov Yammer network, you can get questions answered such as:

- I'm new to NIH. Where can I find...?
- Does anyone have experience with...?
- Where can I find the latest travel policy information?
- Who's going to the conference on...?
- What's our protocol on engaging with...?

Throughout NIH and the ICs, you can use Yammer to:

- Gather opinions and ideas from across the organization;
- Prepare for change;
- Coordinate work for projects; and
- Onboard new hires faster and lessen training needs.

For both the HHS Yammer network and the NIH.gov Yammer network, you can:

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- Facilitate the identification of best practices/solutions to problems;
- Improve planning and communication;
- Increase operational efficiency;
- Find out if someone has worked on or is working on a project similar to yours;
- Support the timely collection and sharing of knowledge;
- Provide users with real-time access to relevant, trusted information, applications, and subject matter experts;
- Collaborate on strategic initiatives;
- Collaborate on trans-NIH and HHS projects;
- Find answers to administrative issues;
- Gather opinions and ideas from across the agency; and
- Prepare for change.

How do I know if I'm on the NIH.gov or the HHS Yammer page?

When you sign-up for Yammer, you are automatically enrolled in the HHS Yammer network. You will be sent an invitation to join the NIH.gov network and you must join in order to access the NIH.gov network. Once you have joined the NIH.gov network you will have to toggle between the networks to participate in them. Meaning, if you want to post a message or create a page for the HHS Yammer network collaboration, you will have to switch from your NIH.gov Yammer network to HHS Yammer network and vice versa.

Instructions for toggling between networks:

- Select My Networks from the left side of the screen to display a drop-down list of all the networks where you belong.
- Department of Health and Human Services will be listed as your Home Network and NIH.gov will be listed as an External Network.
- Select the Network you want to switch to. You will be placed in the network selected.

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Examples of Successful Collaboration and Communication Efforts

- Human Resource Specialists from all the HHS Operating Divisions hosted four 2-hour Yam Jams (Virtual Town Hall Events) on Federal Retirement Plans. The events were attended by hundreds of federal employees throughout the department. Employees were able to access important information about retirement and share some of their own experiences with each other.
- The Bring Your Own Device (BYOD) Yam Jam in the NIH network provided information to the NIH community about the success of the BYOD pilot and information on the implementation of the program.
- The NIH Office of Human Resources will be using Yammer as a supplement to onboarding new employees to NIH. A special group and Yam Jam events will assist in acclimating new employees.

Additional Questions

Please contact Sandra Scarbrough if you need further assistance in joining the HHS and NIH Yammer networks. For more information about the upcoming Acquisition Community group, please contact Olga Acosta-Polston.

REMINDER: The PICS contract is Available for Your IC's Communication Needs!

What is PICS?

The NIH Public Information and Communication Services (PICS) contract is an NIH-wide vehicle offering services in:

- Communications and Outreach;
- Graphic Design, Web, and Database Support;
- Materials Development/Distribution Support; and
- Exhibit Support.

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Why use PICS?

PICS offers task-level expertise in addressing complex communications requirements. The twenty-five small business contractors operating under the contract have been vetted by the Communications group to save time and improve quality. For more information on what PICS can do for you, visit the PICS website at <http://pics.olao.od.nih.gov/>.

If you have any questions while using PICS, the Program Support Team is available to assist your IC throughout the task order process (email PICS1@mail.nih.gov). You can even request training from the team by filling out a “Request for Training” form on the PICS website

How to Get Ready for IT Innovation in the Coming Year.

Did you know that NITAAC has a number of research tools that can help you complete your due diligence on IT investments for the coming year? Just as we’ve made GWAC competition and ordering faster and easier, we also offer a number of market research tools to assist program managers, contracting officers and acquisition professionals in their search for the latest innovations in IT.

1. Search for companies “in the know.”

If you already know what technology you’re looking for, you can begin your search on NITAAC’s website at <https://nitaac.nih.gov>. There, you can get a good idea of which companies have the products or services you are looking for. Simply click on CIO-SP3, CIO-SP3 Small Business, or ECS III in the navigation bar at the top of the homepage, and select “Contract Holders” in the dropdown. That will take you to our easily searchable database where you can further search by task area or lot, and socio-economic categories.

2. Use RFIs to learn about products, services and solutions.

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A Request for Information (RFI) may be submitted to NITAAC's ordering systems to collect information about the capabilities of potential offerors. This is an excellent market research tool for service-based commodities, e.g. Email as a Service, as well as other requirements involving customized, complex or enterprise-wide IT. This function is also helpful in gathering technical feedback on Statements of Objectives (SOO), Statements of Work (SOW) and Performance-Based Work statements (PWS). Available in both the RFQ System and e-GOS, RFIs enable informed communications between customers and offerors prior to the release of an RFQ or RFP. To register for the RFQ system for ECS III, or the e-GOS system for CIO-SP3 and CIO-SP3 Small Business simply click on the "Log In" button to the right of the banner on our homepage at <https://nitaac.nih.gov>.

3. Search for prices and/or ceiling rates.

Once you've registered for the e-GOS or RFQ System, you can search the database for contract holder rates and prices. The RFQ System also has a Market Research tool that enables customers to meet the FAR requirement to perform research prior to purchase. It contains thousands of IT products and related services, and can be used to identify the types of commodities available on the GWAC. Keep in mind that items are continuously added, so if a specific product or service is not listed, it does not mean it is not available. In fact, any IT commodity within scope can be added to the vehicle within hours. If information is needed on a specific item that is not in this database, NITAAC suggests using the RFI function, instead.

Every customer can take advantage of free, value-added services from NITAAC's Customer Support Center.

If you have questions about specific requirements, or would like us to come in and train your acquisition team, please call the NITAAC Customer Support Center at 1.888.773.6542 or email NITAACsupport@nih.gov. You can always count on:

- ✓ 1-hour response to any contractual, technical or procedural question
- ✓ Customized support from Contract and IT Specialists
- ✓ Fast Technical Assessments within 24 hours

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- ✓ Every SOW/SOO/PWS evaluated for scope, clarity and other factors to assure quality responses and returned with recommendations
- ✓ Document library of tools and templates based on 20+ years of government wide IT contracting (click on Tools/Templates in the blue navigation bar at the top of our homepage at <https://nitaac.nih.gov>.)

It's never too early to start planning next year's IT investments. We certainly hope you'll look to NITAAC GWACs for **everything IT** in 2014!

Get Started on your CLPs with 90 Minutes Now, and Save Hours in the Coming Year on IT Acquisitions.

You've just finished a mad rush to get your IT requirements in by year-end. So why are we asking you to take 90 minutes to learn how to use government-wide acquisition contracts (GWACs)?

A NITAAC training session can show you how to award commodity IT requirements in as little as 3 days, and complex IT awards in 30 days or less using our secure, online automated systems. You are in the driver's seat with NITAAC's three procurement vehicles: ECS III, CIO-SP3 and CIO-SP3 Small Business.

Upload your requirements in 10 minutes or less, and let automation take the pain out of due diligence, competition and award with FAR Guidance built-in every step of the way. You'll be amazed at how easy using NITAAC GWACs can be, and how much time you can save on every order. Plus, you can even meet your small business goals depending upon which GWAC you choose.

Let us tell you all about it in a complimentary 90-minute training session that covers:

- How our GWACs are faster, easier and cost-competitive
- The benefits of using NITAAC GWACs for IT products, services and solutions

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- A live demonstration of NITAACs easy-to-use online competition/ordering systems
- How to set-aside requirements for 8(a), HUBZone, WOSB, SDVOSB and Small Business
- NITAAC's value-added services, including free comprehensive SOW/PWS/SOO assessments

We invite you to register for one of the training opportunities listed below. If these dates do not work, please contact us and we will gladly schedule a session in your office with your IT procurement team. Visit <https://nitaac.nih.gov/nitaac/free-training> to register, and click on the links for “Webinar”, “At NIH” or “At Your Location” located in the right-hand sidebar.

Webinars

DATES: Tuesday, October 29, 2013
Tuesday, November 19, 2013

TIME: 1:00 – 3:00PM

LOCATION: On your computer

At NIH

DATE: Wednesday, October 2, 2013

TIME: 1:00 – 3:00PM

LOCATION: 6001 Executive Blvd. Rockville, MD, Room A1A2

DATE: Thursday, November 7, 2013

TIME: 1:00 – 3:00PM

LOCATION: Natcher Conference Center, Bethesda, MD, Room C1/C2.

What will participants earn? Two (2) CLPs!

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Interested? Call the NITAAC Customer Support Desk at 1-888-773-6542 or visit our website at <https://nitaac.nih.gov>.

FREE Acquisition-Related Courses During FY2014

The HHS Assistant Secretary for Financial Resources (ASFR), Office of Grants and Acquisition Policy and Accountability (OGAPA), Division of Acquisition (DA) will be sponsoring a series of FREE acquisition-related courses during FY2014. HHS is proud to partner with Federal Acquisition Institute (FAI), IRS' Treasury Acquisition Institute (TAI), and Centers for Medicare & Medicaid Services (CMS) to deliver this fiscal year's training courses. You can view various course offerings, descriptions, dates, times, and locations at [HHS Acquisition Course Offerings](#). All courses will be offered on a first-come first-serve basis.

Featured Workshop for October 2013

HHS is sponsoring two 1-day training sessions for Federal Appropriations Law Refresher on October 15th and 16th. The course description is below.

Course Description: This training course is designed to provide a thorough analysis of all funding activities, as seen through the eyes of the contracting, certifying, and disbursing officers. The students will participate in sessions that explore controlling decisions by the Government Accountability Office (GAO). There are no prerequisites for this course. This course will be offered at **NIH's Natcher Conference Center, located at 45 Center Drive, Bldg. 45, Bethesda, MD (Red Line's Medical Center Metro Station)**.

In FAITAS, look for "**ELEC FAL REF**" to register for this course.

To register for courses, you must have or create a profile, and submit a request through the [Federal Acquisition Institute's Training Application System \(FAITAS\)](#). After your supervisor and the HHS registrar approve your request in FAITAS, you will receive an

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email confirmation. If you do not receive an email confirmation and/or you need any assistance regarding FAITAS you must contact the FAI Service Desk at (703) 752-9604 or via email at FAICustomerSupport@asmr.com. FAI Service Desk hours of operation are 7:30 AM - 5:30 PM. If you have general questions or need to resolve other FAITAS issues go to the FAI.gov website Service Desk link and select the appropriate topic and issue type. If you need specific information in regards to HHS-sponsored courses please send an email to OAWSI@hhs.gov.

GSA Acquisition Program Training Opportunities

Did you know that FREE training on how to effectively use the GSA acquisition program is available right from your desktop – and offers continuous learning points that may count towards your continuing education requirements too?

GSA offers periodic FREE one-hour webinars. Upcoming sessions include GSA Schedules and Small Business on 10/03/2013, FAR 8.4 vs. Open Market on 11/7/2013 and GSA Schedule Contractor Team Arrangements (CTAs) on 12/5/2013. Find information and register at the [GSA Schedules News and Training website](#).

A number of online training modules are available through the Federal Acquisition Institute (FAI) by registering through the [FAI Training Application System \(FAITAS\)](#).

The modules below are FREE and are available to take anytime at your convenience.

FAC 023 Basic Contracting for GSA Schedules

FAC 024 GSA Global Supply

FAC 027 GSA Schedules and Small Business

FAC 028 GSA Schedules and Sustainable Acquisition

FAC 029 GSA Schedules vs. Open Market

FAC 036 GSA Schedules BPAs and CTAs

FAC 037 GSA eBuy: An Overview

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FAC 038 How to Integrate Green into Acquisition

Now that the end of the fiscal year has wound down, consider if this may be an ideal time to refresh your knowledge of the GSA acquisition programs available to you.

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

CON110 Mission Support Planning

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9568

CON 237 Simplified Acquisition Procedures

http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=32

Advanced Simplified Acquisition

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9532

Basic Simplified Acquisition

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9530

Federal Appropriations Law

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC5521-FY14>

HHS Appropriations Law

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

Internal & External Requisitioner (NBS)

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC9516-FY14>

Price Reasonableness in Simplified Acquisitions

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC2617

Professional Services

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC5512-FY14>

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Purchase Card Training (NBS)

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC9512-FY14>

Negotiation Strategies for Simplified Acquisitions

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC5513-FY14>

NBS PCard Logs & Reconciliation (Refresher)

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC2635-FY14>

Simplified Acquisition & Delegated Procurement (NBS)

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC9513-FY14>

AT100 - Section 508 Electronic & IT Training - Phase II

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

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

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

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.

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.

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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:

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

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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
- Chance to ask questions concerning the Program

Training will be held on **October 16, 2013 at The Natcher Conference Center Balcony A 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>. Once logged into LMS, go to <https://lms.learning.hhs.gov/Saba/Web/Main/goto/RegisterCatalog?offeringId=class0000000044228&oneClickLearningON=true> to register for class. Registration closes on October 14, 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 the BPA Program at 301-496-5212 or via email at BPAProgramBranch@od.nih.gov by **October 4, 2013**. You may also contact the BPA Program if you have general questions about the training session.

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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.

Please address all correspondence to the editors: Milton

Nicholas, NicholaM@od.nih.gov, Annette Romanesk, RomanesA@od.nih.gov, Michele McDermott, McDermottMI@od.nih.gov, Jesse Lee at Jesse.Lee2@nih.gov, or Barry Solomon, SolomonBJ@od.nih.gov

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 and you will be referred to the appropriate editor.