

## SAC Minutes – January 30, 2014

**TO:** Simplified Acquisition Committee

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

**SUBJECT:** SAC Meeting Minutes – January 30, 2014

**SAC Members & Alternate Members present:**

Delegated Office of Acquisition			Office of Acquisition, Simplified Acquisition Leads		
	Member	Alternate		Member	Alternate
<b>CIT</b>			<b>CC</b>		Stacey Polk
<b>CSR</b>			<b>NCI</b>	Anita Hughes	
<b>FIC</b>			<b>NHLBI</b>		Lisa Portner
<b>NCCAM</b>			<b>NIAID</b>	Pamela Nevels	Shamay Knox
<b>NIMHD</b>			<b>NICHD</b>		
<b>NCI</b>	Colleen Ennis for Pam Robbins		<b>NIDA</b>		
<b>NCATS</b>		Sabrina Posley	<b>NIEHS</b>		
<b>NEI</b>		Barbara Wilson	<b>NITAAC</b>	Bettie Williams	
<b>NHGRI</b>	Ken Strauch for David Schneider		<b>NLM</b>		Anthony Best
<b>NHLBI</b>			<b>OLAO</b>		
<b>NIA</b>			<b>ORF</b>		
<b>NIAAA</b>	Sandra Camman	Deborah Adams			
<b>NIAMS</b>					

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<b>NIBIB</b>					
<b>NIDA</b>	Alan Hyde	Sheila Zichos			
<b>NIDCD</b>	Zelia Pulliam	Scott Butler			
<b>NIDCR</b>		Jimmy Sanders			
<b>NIDDK</b>					
<b>NIEHS</b>					
<b>NIGMS</b>		Nicole Dujon for LaShonda Wooten			
<b>NIMH</b>	Theresa Tolbert for Amita Patel				
<b>NINDS</b>					
<b>NINR</b>	Linda Fitzwater				
<b>OD</b>					
<b>ORS</b>	Irene Hangemanole				

Meeting Started: 9:30 a.m.

- 1. Minutes from August 28, 2013 were approved.**
- 2. NIH Risk Management Acquisition Assessment Update was presented by Suzanne Servis, OMA**

OMA is assessing “R&D contracts focused on human subjects and animals protections in research”, and “Vendor Pay”. Vendor Pay for CORS and AOs will address approval of awards & modifications, approval of invoices and comparison of billing advice to payment record, appropriate invoice cancellation and documentation of the reason for cancelling an invoice, verification that a reasonable

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explanation is documented for expiring funds that have not been closed out or repurposed.

### 3. eVIP Update was presented by Jenny Macaulay, ORS

Ms. Macaulay had provided a handout that was sent to SAC members. Her handout included:

- Receiving for a 3-Way Electronic Invoice
- How to Research the Status of an Invoice in iSupplier
- Tips for 2-Way Approval Process
- 2-Way Approval Process Online Training
- 2-Way Approval FAQs and Response
- COs & Buyers who support the pilot vendors should include electronic invoicing instructions in their awards
- Questions about eVIP pilot vendor invoice-entry or the 2-way approval process should be directed to [Jenny Macaulay](#) and [Sam Manapakam](#).

### 4. Proposal to Change Required Training Curriculum for NBS/Prism Buyers (Purchasing Agents) and NBS/Prism Approvers (Contracting Officers) in the Delegated Offices of Acquisition was presented by Michele McDermott, DSAPS

- Requiring Simplified Acquisition Certification (SAC-A) for all DOA Buyers and Approvers. Acquisition certifications include built-in requirement for continuous learning.

Current	Proposed
Simplified Acq. & Delegated Procurement	CON 237 Simplified Acq. Procedures
Consolidated Purchasing Through Contracts	Basic Simplified Acquisition
Buying From Bus. on the Open Market	NBS Buyer Acquisition (systems)
Price Reasonableness	Federal Appropriations Law
Negotiation Strategies	Advanced Simplified Acquisition
Appropriations Law for Simplified Acq.	
Federal Supply Schedules	
Federal Appropriations Law	

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- Replacing the 5-day Simplified Acquisition and Delegated Procurement (SADP) class with a new Buyer Acquisition class (3-day NBS/PRISM systems course). Acquisition policy coursework to be required as a prerequisite to the new systems course (CON 237 and Basic Simplified Acquisition). Individuals will be eligible for provisioning as Buyers after completing the Buyer Acquisition course.

### 5. **Prioritizing Sources of Supplies and Services for Use by the Government. FAR Final Rule Effective January 30, 2014 was presented by Nic D’Ascoli, DSAPS**

Effective January 30, 2014, the Federal Acquisition Regulation (FAR) Part 8, addressing [priorities for use of Government supply sources](#) has changed!

#### SUPPLIES

##### **Mandatory Government Sources (8.002)**

1. Inventories of the requiring agency
2. Excess from other agencies
3. Federal Prison Industries, Inc.
4. Supplies on the Procurement List (AbilityOne)
5. Wholesale supply sources (e.g. GSA, DLA, VA etc.)

##### **Use of Other Sources (8.004)**

1. Federal Supply Schedules, Government-wide acquisition contracts, multi-agency contracts, Federal Strategic Sourcing Initiative (FSSI) agreements, or any other procurement instruments intended for use by multiple agencies (*not listed in order of priority*)
2. Open Market/Commercial Sources (including educational and non-profit institutions)

#### SERVICES

##### **Mandatory Government Sources (8.002)**

1. Services on the Procurement List (Ability One)

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### Use of Other Sources (8.004)

1. Federal Supply Schedules, Government-wide acquisition contracts, multi-agency contracts, Federal Strategic Sourcing Initiative (FSSI) agreements, Federal Prison Industries, Inc. or any other procurement instruments intended for use by multiple agencies (*not listed in any order of priority*)
2. Open Market/Commercial Sources (including educational and non-profit institutions)

### USE OF OTHER MANDATORY SOURCES (8.003)

#### Commodity Based Requirements

1. Public utility services
2. Printing and related supplies
3. Leased motor vehicles
4. Strategic and critical materials
5. Helium

After consideration of mandatory sources buyers should turn to pre-negotiated interagency instruments to fulfill their requirements. At NIH we prioritize the use of NITAAC (IT Equipment and Services) and NIHCATSII (Conference Services). A [Government-wide searchable database of contracts](#) and other procurement instruments intended for use by multiple agencies is available via the Internet. All sources should be considered in priority order before any consideration of placing or writing a new open market order.

At present, the HHSAR is being rewritten which may result in further changes

6. **The next Simplified Acquisition Committee (SAC) Meeting will be held on Wednesday, February 26, 2014.**