

## SAC Minutes – March 26, 2014

**TO:** Simplified Acquisition Committee

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

**SUBJECT:** SAC Meeting Minutes – March 26, 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	Terry Galloway
<b>FIC</b>			<b>NHLBI</b>	Eva Bouzis	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>			<b>NIEHS</b>	Darren Gann	
<b>NEI</b>	Barbara Wilson	Michael Brown	<b>NITAAC</b>	Monique Woodard for Bettie Williams	
<b>NHGRI</b>	David Schneider		<b>NLM</b>	Russell Reeves for Karen Miller	
<b>NHLBI</b>	Joey Pahira		<b>OLAO</b>	Brendan Miller	
<b>NIA</b>			<b>ORF</b>	Daniel Hall	
<b>NIAAA</b>		Deborah Adams			
<b>NIAMS</b>	Andi Ricche				
<b>NIBIB</b>	Shelley Jones-Johnson for Truc Le				
<b>NIDA</b>	Alan Hyde	Sheila Zichos			
<b>NIDCD</b>		Scott Butler			
<b>NIDCR</b>	Ginger Betson				
<b>NIDDK</b>					
<b>NIEHS</b>	Kent Stone				

## SAC Minutes – March 26, 2014

<b>NIGMS</b>		Nicole Dujon for LaShonda Wooten			
<b>NIMH</b>		Idella Simpson			
<b>NINDS</b>	Trissy Knox				
<b>NINR</b>	Linda Fitzwater				
<b>OD</b>	Jason Plummer				
<b>ORS</b>		Deborah Ivey			

Meeting Started: 9:30 a.m.

1. **Minutes from January 30, 2014 were approved.**
2. **Electronic Vendor Invoicing Program (eVIP) was presented by Marijke Smith, OFM**

Pilot Phase 3 will involve 2 phases – 30 vendors will be rolled out in 6 waves with 5 vendors per wave. The deployment schedule and vendors are in development. As soon as she has finalized the list of the vendors, she will be sending it out. Phase 3.1 will be the staggered invitation of 30 vendors with View-Only access. Phase 3.2 those 30 vendors will be granted Invoice-Entry access in a staggered manner. Phase 3 will happen within the next month or so.

Action Request: Review your IC's current representation (an IC e-VIP Working Group Members list was attached), and coordinate with your current members and NBS Advocates to determine whether any changes are needed. Email [Marijke Smith](#) to confirm your IC's ongoing representation.

Share the recommended iSupplier training information with the Receiving community in order to learn about how to use iSupplier to research information about invoices and POs, particularly about invoices submitted electronically by eVIP vendors. The course is available on the NIH Learning Management System (LMS).

3. **Expiring Lines Update was presented by Cristy Perrin, PPMB**

All FY2009 expiring lines with the exception of lines expecting an invoice by September must be closed by June 20<sup>th</sup>.

## **SAC Minutes – March 26, 2014**

NBS and nVision working to modify the ACQ-47 – it will be modified within the next month or so.

The ICs are providing the names of single Points of contact who will work with PPMB.

PPMB is proposing to run the automated “Close Funds” program against funds that are one year outside of their period of availability. The [survey](#) of stake holders is available.

At the next SAC meeting, PPMB will provide an update on the proposed FY2010 and beyond expiring lines survey.

- 4. The next Simplified Acquisition Committee (SAC) Meeting will be held on Wednesday, April 23, 2014.**