

## SAC Minutes – April 23, 2014

**TO:** Simplified Acquisition Committee

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

**SUBJECT:** SAC Meeting Minutes – April 23, 2014

**SAC Members & Alternate Members present:**

Delegated Office of Acquisition			Office of Acquisition, Simplified Acquisition Leads		
	Member	Alternate		Member	Alternate
CIT			CC		Stacey Polk
CSR			NCI	Anita Hughes	Terry Galloway
FIC			NHLBI	Eva Bouzis	Lisa Portner
NCCAM			NIAID	Pamela Nevels	Shamay Knox
NIMHD			NICHD		Patricia Haun
NCI			NIDA		
NCATS		Sabrina Posley	NIEHS		
NEI	Barbara Wilson	Michael Brown	NITAAC	Bettie Williams	
NHGRI	David Schneider		NLM	Russell Reeves for Karen Miller	
NHLBI	Joey Pahira		OLAO		
NIA			ORF		
NIAAA					
NIAMS					
NIBIB	Truc Le				
NICHD					
NIDA	Alan Hyde	Sheila Zichos			
NIDCD	Zelia Pulliam				
NIDCR		Jimmy Sanders			
NIDDK	Christie Halcomb for Claudia Gerwin				
NIEHS	Cyndi Arizona for Kent Stone				
NIGMS		LaShonda Wooten			

## SAC Minutes – April 23, 2014

<b>NIMH</b>					
<b>NINDS</b>	<b>Trissy Knox</b>				
<b>NINR</b>					
<b>OD</b>	<b>Jason Plummer</b>				
<b>ORS</b>					
<b>DSAPS</b>	<b>Mary Smith</b>	<b>Nic D’Ascoli</b>	<b>Zedekiah Worsham</b>		

Meeting Started: 9:30 a.m.

- 1. Minutes from March 26, 2014 were approved.**
- 2. eGOS Demonstration was presented by Michelle Street, NITAAC**

Electronic Government Ordering System (eGos) is the tool NITAAC developed for their customers to interface with CIO-SP3 and CIO-SP3 Small Business contractors for task order competition and management; with access to over 140 contractors. CIO-SP3 has 137 labor categories for task orders in support of everything IT including cloud computing, cybersecurity, biomedical information services, health IT, imaging, mobility solutions, software development, enterprise data management, systems engineering, identity and access management, ERP IT infrastructure, workforce management, capital planning and investment, and more. CIO-SP3 small business has 137 labor categories for task orders in support of the same solutions as CIO-SP-3, but structured to help customers meet their socio-economic goals with set-asides specifically for small businesses.

If you need further information contact [NITAAC](#) customer support center:

Email: [NITAACsupport@nih.gov](mailto:NITAACsupport@nih.gov)

Phone: 1.888.773.6542

## SAC Minutes – April 23, 2014

### 3. Closing FY 2009 Expired Funds was presented by Cristy Perrin, OALM

All lines with the exception of lines expecting an invoice by September must be closed by June 20<sup>th</sup>. NBS final close program was executed on April 4, 2014. 1,570 lines were closed by the Program. These orders need to be entered into DCIS if not already entered. All award lines closed require reporting to DCIS within three days.

OALM Communication 14-53 sent April 16, 2014 describes the procedures for submitting exception requests by May 2, 2014. Exception requests will not be held over from one run of the Program to the next.

Should you have any questions, your PPMB Designated POCs for Expiring Lines are:

- Nieshia Blocker – NIAID, NIDA, NINDS, NIMH, NIEHS, NEI, NIGMS, NCRR, NINR, NIMHD
- Sean Holloway – NCI, OD/OLAO, OD/OTT, NICHD, NHLBI, OD/ORS, CC, CIT, NCATS
- Cristy Perrin – NIDDK, OD/ORF, NIA, NLM, NIDCR, NHGRI, NIAMS, NIAAA, NIBIB, NIDCD, NCCAM, FIC, CSR, NITAAC

### 4. Closing FY 2009 Expired Funds (nVision) was presented by Munir Esmail, CIT

Munir Esmail of nVision demonstrated the proposed draft ACQ-47 report that is helpful to acquisition staff when closing expired lines. Mr. Esmail explained that NBS and OFM worked with nVision and OALM to provide the business rules that should be used to select expiring funds. Once the requirements were finalized, nVision made changes to the ACQ-47 and ACQ-48 reports to compare results with the NBS Final Close Report. The most notable difference between the reports was with the 3845 lines that have been fully received but not billed which is reflected only in the ACQ-47. Mr. Esmail also explained that although the ACQ-47 report was updated to reflect an inactive CO, Buyer, and Owner that it would not be able to reflect the “In Progress” error message that is

## SAC Minutes – April 23, 2014

currently included in the NBS Final Close Report. Additional suggestions were made by OALM staff at the Acquisition & Logistics Business Owner meeting to include an inactive vendor and current IC information for the CO, Buyer, and Owner fields. The ACQ-47 report will continue to be used as a tool and the NBS Final Close Report will remain as the master report for closing out expired lines.

### 5. HHSAR Rewrite was presented by Nic D’Ascoli, DSAPS

The Department has officially opened the comment period for the revised HHSAR. If SAC members have any comments on the HHSAR Rewrite, provide comments to [SimplifiedAcquisitionHelp@od.nih.gov](mailto:SimplifiedAcquisitionHelp@od.nih.gov) using the HHSAR Comment Matrix attached to the SAC meeting invite. Comments are due by NLT April 30, 2014.

Procedures, guidance, and instructions (PGI) have been removed from the document and have been set aside for future development. What remains in the HHSAR is only regulatory information. We are now moving to the comment collection period as we prepare the proposed rule for publication.

- Provide only SUBSTANTIVE comments that: 1) materially improve the HHSAR, 2) impact contractors rather than OPDIV/STAFFDIV specific items which are best handled in Sections C (Description/Specifications), G (Contract Administration Data), and H (Special Contract Requirements) of the uniform contract format.
- All comments must include recommended language to rectify identified issues.
- Each comment should be specific to (and cite) a HHSAR Part.

HHSAR changes are to be published in the Federal Register by late Spring.

### 6. The next Simplified Acquisition Committee (SAC) Meeting will be held on Wednesday, May 28, 2014.