

## SAC Minutes – April 24, 2013

**TO:** Simplified Acquisition Committee

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

**SUBJECT:** SAC Meeting Minutes – April 24, 2013

### SAC Members present:

Deborah Adams (NIAAA) – Via Phone  
Ginger Betson (NIDCR) – Via Phone  
Michael Brown (NEI)  
Scott Butler (NIDCD) – Via Phone  
Nic D’Ascoli (DSAPS)  
Linda Fitzwater (NINR) – Via Phone  
Terry Galloway (NCI) – Via Phone  
Claudia Gerwin (NIDDK) – Via Phone  
Patricia Haun (NICHD) – Via Phone  
Debra Hawkins (NHLBI) - Via Phone  
Anita Hughes (NCI – Via Phone  
Deborah Ivey (ORS) – Via Phone  
Trissy Knox (NINDS) - Via Phone  
Shamay Knox (NIAID) – Via Phone  
Truc Le (NIBIB) – Via Phone  
Jason Plummer (OD) – Via Phone  
Stacey Polk (CC) – Via Phone  
Lisa Portner (NHLBI) – Via Phone  
Sabrina Posley (NCATS) – Via Phone  
Russell Reeves (NLM) for Karen Miller –  
Via Phone  
Evron Rollins (ORF) for Romaine Cole –  
Via Phone  
David Schneider (NHGRI)  
Lauren Sikes (FIC) – Via Phone

Idella Simpson (NIMH) for Vonda Jewell  
– Via Phone  
Mary Smith (DSAPS)  
Fran Wagstaff (NIEHS) for Matt Burr –  
Via Phone  
Monique Woodard (NITAAC) for Bettie  
Williams

### SAC Members not present:

Anita Miles (CIT)  
Marilyn Cuzzolina/Jeanne Macino (CSR)  
Valery Gheen/Cyndi Arizona (NCCAM)  
Donna Brooks/Christine Spates (NIMHD)  
Pam Robbins/Bob Barber (NCI)  
Pamela Klein (NHGRI)  
Debbie Butcher/Michael O’Donnell  
(NIA)  
Andi Ricche (NIAMS)  
Ruby Akomeah (NIDDK)  
Crystal James/LaShonda Wooten  
(NIGMS)  
Christopher Belt (NIDA)  
Sheila Zichos (NIDA)  
Darren Gann/Antoinette Bridges (NIEHS)  
Van Holley (OLAO)

Meeting Started: 9:30 a.m.

- 1. Minutes from March 27, 2013 were approved with the exception of “ARRA Closeout Standard Operating Procedures”, since there have been more recent changes to these procedures.**

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### 2. **PRISM Configuration to Require DCIS/FPDSs Reporting was presented by Patricia Gibbons, NBS and Malinda Mullen, OALM**

Beginning June 1, 2013, there will be a new PRISM FPDS/DCIS Requirement. PRISM will require that you complete an error free draft DCIS record and save prior to routing the order for approval and release. After the PRISM document is approved and is in a Release status, PRISM automatically finalizes the DCIS record. DCIS via PRISM is required; only GWAC awards will continue to be directly reported in DCIS. ServiceNow account will be established for DCIS helpdesk questions and problems and the DCIS Helpdesk email account will be disabled. NBS automated modification creations resulting from year end processing will not create a DCIS record and Buyers will be required to complete DCIS.

### 3. **Electronic Vendor Invoicing Program (eVIP) was presented by John Ogle, OFM and Jenny Macaulay, OFM.**

NIH's Electronic Vendor Invoicing Program (eVIP) enables electronic submission and processing of the 100,000 vendor invoices processed every year, saving the NIH and our mission-critical vendors time and money.

eVIP was initially piloted in 2009 with five vendors and will start a second pilot phase in July with six new vendors. NIH's full transition to electronic invoicing will continue as additional vendors are added to eVIP in the months after Pilot Phase 2, enabling:

- **Improved** visibility into the status of open orders, funding, and invoices.
- **Elimination** of 95% of the 20,000 invoices cancelled every year.
- **Savings** of over \$3 million per year by cutting invoice processing costs by 50%.
- **Reduced** processing time and errors associated with paper invoices.

Pilot Phase 2 will assess process and system improvements to enable expansion to the wider vendor community. The following four eVIP improvements will be rolled out in stages between July and November 2013:

1. The **NIH Registration and Authentication (NIHRA)**, a website that enables electronic registration and identity verification of vendors.
2. Dedicated **customer support** for eVIP vendors including self-help tools on NIHRA and an eVIP Help Desk.
3. A proactive approach to contract preparation, including **data clean-up, 2-way award modifications** and the development of an **electronic invoicing contract clause**.

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4. New **Oracle-based approval process** for all paper and electronic 2-way invoices.
  - MarkView will no longer be used to approve 2-way paper invoices
  - Outlook-based Central Point of Distribution (CPD) mailboxes will be re-created in Oracle.
  - Buyers will select the new Oracle-based CPD in the Payment Options field in PRISM at the time an award is created.

### Schedule

**June 22, 2013:** Buyers begin selecting the new Oracle-based CPD from the Payment Options field in PRISM

**July 22, 2013:** Four of the five original 2009 vendors will re-register for eVIP using the new NIHRA electronic process, and will begin to use the new eVIP Help Desk.

**August 22, 2013:** Six new vendors will register through NIHRA and begin using the Help Desk.

**November 2013:** New 2-way approval process goes live for all paper 2-way invoices, and pilot vendors begin electronic invoice submission.

Planning sessions with each Acquisitions Office are taking place now to prepare for the new 2-way approval process. Innovative web-based training is also under development to help prepare NIH and vendors for eVIP.

Stay tuned for more information about the 2-way approval process, training and contract preparation activities.

If you have any questions about eVIP, please contact [John Ogle](#) or [Jenny Macaulay](#).

#### 4. **Expiring Funds April Update was presented by Cristy Perrin, PPMB**

The latest report on the Open FY 2008 Expiring Lines was released to the community on April 10<sup>th</sup>. Currently, a total of 3699 award lines are required to be closed by the end of the fiscal year. The NBS Final Close Program is scheduled to execute on May 11<sup>th</sup> and will close all award lines that were established in FY 2008 which includes unlimited amounts, and focus on non-cost type awards. The NBS Final Close Program cannot process awards that have an inactive CO, PRISM Buyer, Owner, and Vendor, or process In Progress Actions.

After the automated process has completed, a communication will be sent that includes a report of all award lines closed by the program. All award lines closed by the automated program will have a PRISM modification created and released in the system. These modifications must be accounted for by affected PRISM users

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and acted on as deemed appropriate by assigned Contracting Officer. Additionally, all updated awards regardless of amount should be reported to DCIS. The Executive Officers will be updated on the ICs May progress.

The next steps include:

The release of an updated report of all the remaining FY2008 Expiring Lines on May 15<sup>th</sup> via the OALM Communications mailbox

- May 28<sup>th</sup> is the target date to have 65% of expiring lines completed
- Report back to the SAC next month on the progress made throughout the community

### **5. NIH-Wide Acquisition-Related Assessment Fact Sheet was presented by Meredith Stein, Division Director, Risk Management Program, OMA**

The Office of Management Assessment (OMA) to lead NIH-wide risk assessment activities, in partnership with NIH subject matter experts, in order to identify commonalities and solutions across programs and consistently document program results. The areas of focus were identified by the NIH Senior Management Assessment Team.

In conducting the risk assessment, they will:

- determine whether processes and internal controls are operating as intended;
- provide risk management data and information to program stakeholders, including the NIH Steering Committee; and
- assure program efficiency and effectiveness.

The areas of focus are:

- Funding of Contracts with a Period of Performance in Excess of 1 Year
- Research and Development (R&D) Contracts (Animal Welfare & Human Subjects)
- Vendor Pay (including eVIP)