

SAC Minutes – August 28, 2013

TO: Simplified Acquisition Committee

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

SUBJECT: SAC Meeting Minutes – August 28, 2013

SAC Members present:

Anthony Best (NLM)
Ginger Betson (NIDCR) – Via Phone
Michael Brown (NEI) – Via Phone
Debbie Butcher (NIA) – Via Phone
Nic D’Ascoli (DSAPS)
Terry Galloway (NCI) – Via Phone
Patricia Haun (NICHD) – Via Phone
Deborah Ivey (ORS) – Via Phone
Shamay Knox (NIAID)- Via Phone
Trissy Knox (NINDS) - Via Phone
Truc Le (NIBIB) – Via Phone
Joey Pahira (NHLBI) – Via Phone
Jason Plummer (OD) – Via Phone
Stacey Polk (CC) – Via Phone
Sabrina Posley (NCATS) – Via Phone
Doreen Rappaport (DSAPS)
Mary Smith (DSAPS)
Kent Stone NIEHS) – Via Phone
Laura Williams (NINR) – Via Phone
Monique Woodard (NITAAC) for
Bettie Williams – Via Phone
Zedekiah Worsham (DSAPS)

SAC Members not present:

Anita Miles (CIT)
Marilyn Cuzzolina/Jeanne Macino (CSR)
Lauren Sikes/Tammy Floyd (FIC)
Valery Gheen/Cyndi Arizona (NCCAM)
Donna Brooks/Christine Spates (NIMHD)
David Schneider/Pamela Klein (NHGRI)
Sandy Camman/Deborah Adams (NIAAA)
Andi Ricche (NIAMS)
Sheila Zichos (NIDA)
Zelia Pulliam/Scott Butler (NIDCD)
Claudia Gerwin/Ruby Akomeah (NIDDK)
Crystal James/LaShonda Wooten (NIGMS)
Amita Patel (NIMH)
Lisa Portner (NHLBI)
Christopher Belt (NIDA)
Darren Gann/Antoinette Bridges (NIEHS)
Van Holley (OLAO)
Daniel Hall/Romaine Cole (ORF)

Meeting Started: 9:30 a.m.

- 1. Minutes from July 24, 2013 were approved.**
- 2. DCIS was presented by Paulette Smith, OAMP**

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The FPDS Validation in PRISM will be activated in early October 2013, to require an error free draft DCIS record prior to routing for approval/release in PRISM. Actions not reported to DCIS from FY13 or prior fiscal years will prevent or complicate your ability to process timely PRISM actions in FY14.

3. Electronic Vendor Invoicing Program (eVIP) was presented by Jenny Macaulay, OFM

All COs and Buyers associated with the six new pilot vendors are required to complete the “eVIP View-Only Web-Based Training”. The course is available on the NIH Learning Management System (LMS). Course duration is 60 minutes. All (2 and 3-way) pilot vendor awards must have correct Contracting Officers and Buyers. All pilot vendor awards must have the eVIP Clause and language for invoice entry – due date November 22, 2013. All 2-way awards must have a new Oracle-based Central Point of Distribution (CPD) in the Payment office field in PRISM – all 2-way Buyers (not just for pilot vendors) – November 22, 2013. Vendor Support Process: (1) Vendor sees that invoice status in iSupplier is on Approval or Receiving Hold; (2) Vendor calls Vendor Support and hears a menu of options, one of which is for holds; (3) Receives instructions to use the iSupplier search tool for award-specific contact information; (4) Contract Information available for: CO, Buyer, Requestor and an optional IC-appointed additional contact. Note that optional IC Vendor Support point(s) of contact will be displayed for all of the IC’s awards. This field cannot be award-specific. Does your IC want to include a Vendor Invoice Specialist in the search tool for any of the pilot vendor awards? If so, send any Vendor Invoice Specialist nominations to [Jenny Macaulay](#). This column will be removed from the iSupplier search tool unless / until nominations are received.

4. Research Volunteer Payment System Demonstration was presented by Mandy Jawara, CC

NIH may use this system to pay for patients and volunteers and also to pay employees for blood draws who are part of an NIH research protocol. NIH should use this payment system for patients, volunteers and employees in a protocol and not SF-44s or convenience checks for blood draws. Currently this

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system pays by check and eventually will be paid via electronic funds transfer. Mandy Jawara can be reached at 301-496-4763.

5. NIHCATS II electronic Government Ordering System (eGOS): An Overview was presented by Jeff Klein, DSAPS

NIHCATS II is an indefinite delivery/indefinite quantity (ID/IQ) contract with 19 contractors – 11 small and 8 large businesses. Offers conference; documentation; administrative; website design, development, and maintenance; and travel support services. It is a Strategic Sourcing Vehicle to be used by the NIH. eGOS is a web-based application that will facilitate the Task Order Process for the NIHCATS II contract vehicle. It has been developed to facilitate the Task Order Process in the place of email.

Please refer to the [NIHCATS II Website](#) for more information and resources on using the NIHCATS II contracts.

Please contact the [NIHCATS II Program Support Team](#) if you have any questions or concerns.

6. FY 2008 Expiring Lines Update was presented by Cristy Perrin, PPMB

948 lines remaining to be closed out by August 30th. The only exception is if invoices are coming in after August 30th. NIH final closing is September 13th. Please begin addressing 2009, 2010, 2011, & 2012 lines that need to be closed.

7. Winding down use of the SF-44 was presented by Nic D’Ascoli, DSAPS

We ask that you wind down use of the SF-44 Purchase Order-Invoice-Voucher. It is usually not more economical and efficient than the use of other simplified acquisition procedures. DSAPS will be scrutinizing any future SF-44s presented to the Cashier.

8. The next SAC Meeting scheduled for September 25, 2013 has been cancelled.