

SAC Minutes – October 29, 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	
FIC		Yolanda Johnson	NHLBI		Lisa Portner
NCCAM			NIAID	Pamela Nevels	Shamay Knox
NIMHD			NICHD		Patricia Haun
NCI		Lisa Hill	NIDA		
NCATS			NIEHS	Brenda Burke	
NEI	Barbara Wilson	Michael Brown	NITAAC	Bettie Williams	
NHGRI	David Schneider		NLM		
NHLBI			OLAO		
NIA			ORF		
NIAAA					
NIAMS					
NIBIB	Truc Le		Division of Simplified Acquisition Policy and Services		
NICHD					
NIDA			Director	Mary Smith	
NIDCD	Zelia Pulliam	Scott Butler	ASRB	Nic D'Ascoli	
NIDCR	Jimmy Sanders		BPA	Zedekiah Worsham	
NIDDK	Claudia Gerwin		P-CARD		
NIEHS	Kent Stone				
NIGMS		LaShonda Wooten			
NIMH					
NINDS					
NINR					
OD	Jason Plummer				
ORS					

Meeting Started: 9:30 a.m.

1. Minutes from July 23, 2014 were approved.

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2. Year End Close – Sean Holloway, PPMB

The annual Year End Close Survey was sent out. The deadline for the survey is November 21st. Reminders will be sent out. Any questions, contact Sean Holloway, Niesha Blocker or Cristy Perrin.

3. Purchase Card Payments >MPT Initiative – Nic D’Ascoli, DSAPS

ASRB Branch Chief provided a brief description of a new Purchase Card Branch initiative to allow use of the Government-wide Commercial Purchase Card (GCPC) to make payments against contract instruments valued over the Micro Purchase Threshold (MPT). The GCPC may be used to place orders *and* pay for orders under MPT but may only be used to make payments against other contractual instruments over MPT. Simplified Acquisition Refresher training is being offered to warranted cardholders and warranted CAOs. For anyone interested, please talk to their IC Purchase Card Coordinator. Because some in the acquisition user community may not have experience issuing the necessary contractual instruments over the MPT, a set of tools and forms have been provided on the [Acquisition Services and Review Branch \(ASRB\)](#) website to assist this small group of acquisition professionals. This website contains a File Documentation Checklist, Quotation Abstract, links to necessary forms, regulations, some NIH Indefinite Delivery Contracts (NITAAC, LTASC, NIHCATS II etc.), and clause sets designed for the majority of simplified acquisition and internal and external task and delivery orders. Additional clauses and tailoring may be required for specific acquisitions. Special note: the set of Invoicing Instructions appended to these clause sets is designed for these orders which will have a PIID (Procurement Instrument Identifier) ending in “PC”. This special set of invoicing instructions is not to be used with other NIH contractual instruments. Provide any feedback or comments on these instruments or website (except its load speed) to SimplifiedAcquisitionHelp@od.nih.gov.

4. NITAAC Overview – ECS III Contract – Charles Hicks and Melissa Parker, NITAAC

NITAAC provided an on-screen demonstration for creating a Request for Quote for delivery orders for IT products and services under the ECS III contract.

Their handout included:

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[Email](#)

Phone: 1.888.773.6542

[NITAAC Website](#)

5. BPA Program Training November 5, 2014 – Zedekiah Worsham, DSAPS

A BPA Program Training class for Approvers and Buyers in the Delegated Offices of Acquisition will be held November 5, 2014 from 10:00 a.m. to 12:00 p.m., Natcher Conference Center Balcony C. On line registration is required and closes November 4th. The class is currently two thirds full. A notice with registration information was sent to the IC's Delegated Offices of Acquisition SAC members today.

The BPA Price List may be added to the BPA Branch sharepoint site.

- 6.** The next Simplified Acquisition Committee (SAC) Meeting is to be determined. The fourth Wednesday in November and December falls before holidays. If we do have anything to present during this time, it is possible that we may schedule a meeting before the 4th Wednesday.