

SAC Minutes – January 28, 2015

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			NHLBI	Eva Bouzis	Lisa Portner
NCCAM			NIAID		Shamay Knox
NIMHD			NICHD		Patricia Haun
NCI			NIDA		Debra Hawkins
NCATS			NIEHS	Kim Parker	
NEI	Barbara Wilson	Michael Brown	NITAAC		
NHGRI		Pamela Klein	NLM		
NHLBI		Amy Pryor	OLAO	Brendan Miller	
NIA	Debbie Butcher		ORF	Daniel Hall	
NIAAA					
NIAMS	Lisa Walker				
NIBIB	Truc Le	Shelley Jones-Johnson	Division of Simplified Acquisition Policy and Services		
NICHD	Rebecca Preston				
NIDA	Alan Hyde	Sheila Zichos	Director	Mary Smith	
NIDCD		Scott Butler	ASRB	Nic D'Ascoli	
NIDCR	Jimmy Sanders		BPA	Zedekiah Worsham	
NIDDK	Claudia Gerwin		P-CARD	Doreen Rappaport	
NIEHS	Kent Stone				
NIGMS		LaShonda Wooten			
NIMH					
NINDS		Glenda Walker			
NINR	Linda Fitzwater				
OD	Jason Plummer				
ORS	Irene Hangemanole				

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Meeting Started: 9:30 a.m.

1. Minutes from October 29, 2014 not presented

2. Warrants – Acquisition Career Program – Aaron Weimer

HHS Acquisition Certifications SAC-A and SAC-B are no longer sufficient to issue contracting officers warrants. Individuals who currently have a warrant based on an HHS SAC-A or SAC-B are grandfathered in until September 30, 2016, after which time all warrants must be based on a FAC-C Acquisition Certification. If a warrant (based on HHS SAC-A or SAC-B) holder transfers to another IC the warrant will be rescinded and will not be reissued. Going forward, only FAC-C acquisition certifications can be used as the basis to issue warrants.

3. Commercial Item Test Program (FAR 13.5) Extended via Class Deviation – Michele McDermott

The HHS Senior Procurement Executive (SPE), Dr. Angela Billups, issued a class deviation that extends the authority to use simplified acquisition procedures above the simplified acquisition threshold of \$150,000 and up to \$6.5M using the FAR 13.5 Test Program for Certain Commercial Items.

A copy of the deviation was emailed to our user community January 7th. There are also links to the deviation in the January/February, 2015 edition of the OALM Newsletter.

4. Paper Plates, Cups, and Cutlery – Recent GAO Decision – Michele McDermott

On 12/23/2014 GAO issued a decision that the Department of Commerce may not use appropriated funds to purchase disposable cups, plates, and cutlery for employee use. In this case, the disposable cups, plates, and cutlery were primarily for the convenience of agency employees and thus they constituted a personal expense. A detailed explanation including the appropriations law concepts including the Necessary Expense Doctrine, the concept of personal expenses, and the primary benefit rule are explained in an article in the January/February, 2015 edition of the OALM Newsletter.

5. Federal Strategic Sourcing Initiative (FSSI) for Office Supplies Third Generation (OS3) – Milton Nicholas

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OS3 Goals: Achieve savings; Enable achievement of socio-economic goals

- Twenty-four OS3 contractors
- At or below MPT – distribute among OS3 vendors i.e. rotate sources
- Awards exceeding the MPT up to SAT
 - CO must provide each awardee a fair opportunity to be considered for award
- Awards exceeding SAT (\$150,000)
 - Provide fair opportunity to all OS3 vendors
 - Encouraged GSA E-Buy or reverse auction usage
 - See FAR 16.505(b) for additional guidance

Order through GSA Advantage when using Government Purchase Card

[GSA FSSI Link of all OS3 vendors.](#)

6. SF-44 Phase Out and Form Recovery

The SF-44 is being phased out and unused SF-44 forms must be returned to the GDC Warehouse. The January/February, 2015 OALM Newsletter includes an article entitled “SF-44’s Being Phased Out” “Unused SF-44 Books to be returned to the GDC Warehouse”. Before returning partially used SF-44 Books, remove any tissue copies of used SF-44 orders and retain them in your Office of Acquisition or Delegated Office of Acquisition for three years after final payment according to archive requirements of FAR 4.805.

Unused SF-44 books and unused SF-44 forms can be returned using one of the following methods:

1. Drop the books off at the GDC Warehouse, 16050 Industrial Drive, Gaithersburg.
2. Upon request, GDC Warehouse delivery staff will pick up excess forms when delivering other supplies.
3. Arrange for a pickup by GDC Warehouse staff by contacting Gary Marquez at (301) 496-5744.

The article also includes a sample form that must accompany the returned books. The form must be completed and signed by the individual returning the books and by the GDC Warehouse staff. The ICs must retain a copy of the signed form. The form requires a listing of the number of books being returned and the serial numbers of the SF-44s in the book, “Serial Number (From) and Serial Number (To)”.