

May 7, 2008

TO: NIH IC Directors

FROM: Director, NIH

SUBJECT: Capital Equipment Purchases Exceeding \$1M

In order to avoid substantial unnecessary duplication of expensive equipment at the NIH, effective immediately, I have asked the Deputy Director for Intramural Research (DDIR) to approve all capital equipment purchases, not including human imaging equipment, greater than \$1 M in the NIH Intramural Research Program. In addition, I am asking the Radiologist-in-Chief at the Clinical Center to review and approve the purchase of all intramural human imaging equipment exceeding \$1 M.

All maintenance and service contracts for these items will be coordinated and approved by the DDIR and the Radiologist-in-Chief respectively to assure consideration of strategic sourcing contracts as a means of reducing costs. Additionally, in order to achieve the full benefit of equipment purchases and maintenance agreements, it is necessary to identify requirements and allow sufficient lead time for the acquisition process. Acquisition planning must occur in order for NIH to obtain the best value.

/s/  
Elias A. Zerhouni, M.D.

cc:  
NIH Scientific Directors