

The Office of Acquisition and Logistics Management Newsletter

OAMP

[Div of Acq Policy and Evaluation](#)

[Div of Financial Advisory Services](#)

[Div of Simplified Acq Policy & Services](#)

[Purchase Card Program](#)

[Purchase Card Helpline](#)

301-435-6606

[Simplified Acquisition Helpline](#)

301-496-0400

[BPA Helpline](#)

301-496-5212

OLAO

[Div of Logistics Services](#)

301-443-7977

[Property Management Branch](#)

301-496-5712

[Supply Management Branch](#)

NIH Supply Center

301-496-9120

Self-Service Store—Bldg 10

301-496-2051

Self-Service Store—Bldg 31

301-496-4430

[Transportation Management Branch](#)

301-496-4511

[NITAAC](#)

888-773-6542

[DCIS Helpline](#)

301-451-2771

INSIDE THIS ISSUE:

What is the NIH Supply Center?	1
It's Time for Spring Training!	3
BPA Program Training	3
NIH Blanket Purchase Agreement (BPA)	3
Acquisition Training Schedule	4

WHAT IS THE NIH SUPPLY CENTER?

The NIH Supply Center (NIH-SC) is located in Gaithersburg, Maryland with a mission to provide medical, laboratory, and general supplies that add value to the NIH community through consolidated, streamlined acquisition vehicles. The NIH-SC also controls the two Self Service (supply) Stores (SSS) on the main NIH campus located in buildings 10 and 31 and directly distributes supplies from the Gaithersburg Distribution Complex (GDC) to the SSSs and to off campus customers. The SSSs also accept orders from on campus customers and deliver door to door. The NIH-SC and the SSS do not charge for delivery!

The NIH-SC is a fee for service activity, as are many activities within NIH, therefore in order to operate, the NIH-SC adds a sliding scale surcharge to the costs of goods purchased. All acquisitions made by the NIH-SC are screened for price, quality and delivery. In many cases the leveraged bulk purchase prices which the NIH-SC negotiates with our supply chain partners meet or beat the prices individual NIH buyer could obtain for the same products if ordered directly on the open market.

The NIH-SC seeks the best price when acquiring supplies. Products sold in the NIH-SC are acquired from required and priority sources as well as small businesses, Veteran owned small businesses, service-disabled Veteran owned small businesses and women-owned small businesses.

In many cases the NIH-SC offers a better price than what can be obtained by going directly to a vendor because bulk purchases for large quantities provides for deeper discounts. Here are some examples:

Product Sample					
NSN	Description	SC Price (w/ surcharge)	Sale Price (w/ out surcharge)	Supplier	Competitor Price
6135008264798	Energizer AAA Battery 4 PK	\$2.44	\$1.85	Office Depot	\$4.99
615000L056992	Surge Protector	\$17.97	\$13.61	Office Supply	\$36.75
7510015466415	Toner Cartridge Q7551A	\$143.77	\$108.92	Office Depot	\$149.99
650500L063841	Hepes, 100ML 1M PH 7.3	\$106.71	\$80.84	VWR	\$147.48
753000L071731	Pressboard Folders	\$33.40	\$25.30	Office Supplies	\$40.27

So why should the NIH community order supplies through the NIH-SC?

- No delivery charges
- No minimum order quantity
- No minimum dollar limit per order
- Significantly less time ordering supplies than making individual awards on the open market.

WHAT IS THE NIH SUPPLY CENTER?

Continued from page 1

Supply Chain Advisory Council (SCAC) - The Supply Chain Advisory Council (SCAC) charter has been approved by the Director of the Office of Acquisition and Logistics Management and is available on the NIH-SC web site at <http://nihsc.od.nih.gov/Templates/NIH/Announcements/Documents/SCAC.pdf>. The first meeting will be held on Thursday, April 10, 2014 at 1:00 PM, location: TBD, and will be open to anyone involved in the NIH Supply Chain.

Business Operations – We and our Supply Chain partners hold Table Top displays, Product Showcases and promotions to advertise the products being sold in the store and to offer discounts to our research community. The NIH-SC hosted its Fall Vendor Town Hall and NIH-SC Product Showcase December 11th and 12th of 2013. There were over 50 vendors who participated in these events to promote the products sold in the stores and to solicit customer interest for new products to be introduced to the research community within the NIH. The NIH-SC held a Table Top event on the Tuesday, February 18, 2014 promoting tubes and storage products specials in the Self Service Store in building 10. These Table Top events are scheduled by the Business Operations and Marketing team for vendors offering our community promotions on products sold in the store. Our Business and Operations Marketing Team may be reached at nihscmarketingteam@nih.gov. Events are regularly scheduled and posted to the NIH-SC webpage.

Special promotions currently being offered by the NIH-SC may be viewed on our webpage at the following link: <http://nihsc.od.nih.gov/Promotions.aspx>.

Inventory Management - As one of our forthcoming incentives to increase visits to, and visibility of, the NIH-SC and increasing traffic at our self-service stores, we've applied a significant price discount (30%) on five of our more popular inventory items. These reduced prices are for a short time only so you must act quickly! Those items are as follows:

- Defender F100 flash drive – 7045-01-L05-1046
- Tissue culture flask – 6640-00-L01-2351
- 12 CC plastic syringe - 6515-01-069-4404
- 96 Well Fast Semi-skirted – 6640-00-L01-6193
- Falcon 5ml pipet - 6640-00-119-9363

If there is, or will be, a requirement for any or all of these items in your respective labs, we encourage you to take advantage of these deep discounts, as they'll only apply for a limited time! Even if the referenced items are of little interest to you, please stop by our SSS locations to see about other ways the NIH-SC can support you. In an effort to consistently provide better value to the NIH community, there will certainly be more NIH-SC promotions, programs, and events to come. Let's keep it in house!!

Self Service Store – Recently, we have made some changes to SSS and NIH-SC operating procedures. Effective January 2014, off-campus customers can no longer order by Faxing in their CASN card requests. The preferred method for off-campus customers to obtain supplies through the NIH-SC is to place the request on-line through NBS iProcurement "Internal Requisition". The requests are received at the Gaithersburg Distribution Complex where they will be filled from existing stock and shipped to the locations specified by the customer. The alternate method is for off-campus customers to physically shop for the supplies in either of the two stores (building 10 or 31) on main campus.

Additionally, effective March 18, 2014, store hours in Buildings 10 and 31 will be 9 AM to 4 PM and remain open through lunch. This will allow our personnel to get started on re stocking the shelves and basic clean up from the previous day and be prepared to support the day's customers.

If you have any questions, please email us at nihsupplycenter@od.nih.gov or call your Customer Service Representative at (301) 496-3517.

Make the NIH Supply Center your first choice for supplies.

ATTENTION ALL COACs: IT'S TIME FOR SPRING TRAINING!

Are you sure you're getting the best value on your IT purchases? Learn how to save time, money and resources on IT procurements. If you haven't used NITAAC you may be missing your best opportunity. These government-wide acquisition contracts (GWACs) provide buyers with everything IT from pre-vetted contract holders selected from the industry's best and most innovative companies.

Using a NITAAC GWAC is like having your own COAC-specific contract without the hassle of setting one up, and our free training will show you just how easy procurement can be.

These are just a few of the advantages NITAAC offers, and we'd like to tell you more at a free training session. It's a two-hour, interactive program covering the steps of GWAC acquisition:

- How GWACs leverage buying power
- Faster, easier, streamlined competition through FAR 16.505
- Free SOW/SOO reviews and recommendations from NITAAC
- Secure, easy-to-use web-based ordering systems
- When to use the 3 acquisition vehicles: ECS III, CIO-SP3 and CIO-SP3 Small Business
- How CIO-SP3 Small Business can help meet your small business set-aside goals

Please contact NITAAC today to schedule your free, on-site training. Every attendee will earn certification and two CLPs.

Via Email: NITAACsupport@nih.gov

Via Phone: 1-888-773-6542

Via Web: www.NITAAC.nih.gov

BPA PROGRAM TRAINING

Need to make a quick purchase? Looking to create value for your customers? Not sure how to attain that goal? Well the BPA program is here to help.

The NIH BPA Program is offering training to those in the Simplified and Delegated Community. Training will include:

- Background on the Program
- Defining a BPA
- Benefits of using the BPA
- BPA Call Competition Requirements
- General BPA Program Information
- Required Sources
- Chance to ask questions concerning the Program

Contact the BPA program today to schedule your short session for your program area.

Who should attend? Anyone who makes buys for NIH.

For more information contact Christina Vaughan at vaughanc@od.nih.gov to schedule your training session today. These sessions will last 1 hour and you will earn 1 CLP.

NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS AVAILABLE ONLINE!

Lists of all NIH Blanket Purchase Agreements (BPA's) can be found at the following URL: <http://oamp.od.nih.gov/dsaps/bpa-program>

This location contains three BPA lists:

- 1) Complete vendor alphabetical list;
- 2) Vendor list sorted by commodity; and
- 3) A listing of the preferred HHS Strategic Sourcing vendors.

If you have questions or need further clarification, please contact the BPA helpline at (301) 496-5212 or e-mail BPAProgramBranch@od.nih.gov

ACQUISITION TRAINING SCHEDULE

PSAC



2609 Federal Supply Schedule (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

PSAC



2610 Consolidated Purchasing Through Contracts (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

PSAC



2611 Buying From Businesses on the Open Market (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

PSAC



2617 Price Reasonableness Simplified Acquisition (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				



2635 NBS P-Card Logs & Reconciliation (Refresher) (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jun 27, 2014	9:00am-4:00pm	6705 Rockledge Dr.	\$489	Jun 27, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

5512 Professional Services (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jun 26, 2014	9:00am—4:00pm	6705 Rockledge Drive	\$490	Jun 12, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

ACQUISITION TRAINING SCHEDULE

PSAC



5513 Negotiation Strategies for Simplified Acquisition (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

5515 NBS Buyer Acquisition (Refresher) (14 CLPs)



Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

PSAC



5521 Federal Appropriations Law (24 CLPs)

Dates	Times	Location	Cost	Cancellation Date
May 21-May 23, 2014	9:00am—4:00pm	6011 Executive Blvd.	\$940	May 7, 2014
Aug 18-Aug 20, 2014	9:00am—4:00pm	6705 Rockledge Dr.	\$940	Aug 4, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

HHS Appropriations Law Course Online (16 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Ongoing	N/A	<u>ONLINE COURSE</u>	\$0	N/A

8801 Writing Statements of Work (13 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jun 4—Jun 5, 2014	9:00am—4:00pm	301 North StoneStreet Ave.	\$920	May 21, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

9512 Purchase Card Training (NBS) (Purchase Card Program) (19.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Apr 21—Apr 23, 2014	9:00am—4:00pm	6011 Executive Blvd.	\$1,175	Apr 21, 2014
Aug 25—Aug 27, 2014	9:00am—4:00pm	6705 Rockledge Dr.	\$1,175	Aug 11, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

ACQUISITION TRAINING SCHEDULE

9513 Simplified Acquisition & Delegated Procurement **Five (5) Day Class! (40 CLPs)**

PSAC



Dates	Times	Location	Cost	Cancellation Date
Apr 7—Apr 11, 2014	8:30am—4:00pm	6011 Executive Blvd.	\$1,899	Mar 24, 2014
Jun 16—Jun 20, 2014	8:30am—4:00pm	6011 Executive Blvd.	\$1,899	Jun 2, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

9515 Buyer Contracts (NBS) (21 CLPs)



Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

9516 Internal & External Requisitioner (NBS) (7 CLPs)



Dates	Times	Location	Cost	Cancellation Date
May 30, 2014	8:30am—4:00pm	6705 Rockledge Drive	\$499	May 19, 2014
Jul 31, 2014	8:30am—4:00pm	6705 Rockledge Drive	\$499	Jul 17, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

9519 Simplified Acquisition for Offices of Acquisition* (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				
This class is only for NBS/Prism approvers and buyers in the Offices of Acquisition. This class is not appropriate for NBS/Prism approvers and buyers in Delegated Offices of Acquisition. NBS/Prism approvers and buyers in Delegated Offices of Acquisition should take Course Number 9513 “Simplified Acquisition & Delegated Procurement”.				

9530 Basic Simplified Acquisition (16 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Aug 4—Aug 8, 2014	9:00am—5:00pm	6701 Rockledge Drive	\$1,360	Jul 21, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

ACQUISITION TRAINING SCHEDULE

9532 Advanced Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Apr 14—Apr 18, 2014	9:00am—4:00pm	301 North Stonestreet Ave.	\$1,360	May 31, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

For information on the *above* courses including complete descriptions, prerequisites, and registration information, contact the Human Resource Development Division at (301) 496-6211 or visit their training website at <http://trainingcenter.nih.gov/>

9566 CON100 - Shaping Smart Business Arrangements (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Aug 4—Aug 14, 2014	9:00am—4:00pm	6705 Rockledge Drive	\$1,099	Jul 21, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

9568 CON110 - Mission Support Planning (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Aug 25—Sep 4, 2014	9:00am—4:00pm	6705 Rockledge Drive	\$1,035	Aug 11, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

CON237 - Simplified Acquisition Procedures Class - Available Online

CON 237 online edition is now available at the following link:
http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=32

In order to enroll, you must first create your profile with the Federal Acquisition Institute Training Application System (FAITAS) at this link: <http://www.fai.gov/>

Note: Any questions about registering with FAITAS must be directed to FAI at: training@fai.gov or 703-805-2300.

CON 237 may be taken in place of the Basic Simplified Acquisition class.

ACQUISITION TRAINING SCHEDULE

AT100 Section 508 Electronic & IT Training—Phase II (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

This seminar will be focused towards NIH supervisors and managers and will provide information to ensure that all electronic and information technology developed procured maintained or used meets accessibility standards. **[Click here to register for Phase II](#)**

Prerequisite: HHS Section 508 Training - Phase I:

In order to attend this Phase II course, Phase I must be completed. This introductory course may be accessed online at <http://lms.learning.hhs.gov>.

- Name: HHS Section 508 Training - Phase I
- Course ID: HHS508; ID: 00009629

AT170 - Section 508 Training for Purchasing Agents: Purchases, VPATS &

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

AT171 - Acquisition Process - Making Sure You Are in Compliance with

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

AT180 - Introduction to Making MS Office 2010 Documents 508 Compliant

Dates	Times	Location	Cost	Cancellation Date
Apr 14, 2014	1:00pm—4:00pm	Fernwood Bldg—Rm 1NW02		
May 8, 2014	9:30am—12:30pm	Bldg 12A—Rm B51		
May 19, 2014	1:30pm—4:30pm	Fernwood Bldg—Rm 1NW02		
Jun 5, 2014	1:00pm—4:00pm	Bldg 12A—Rm B51		
Jun 16, 2014	1:30pm—4:00pm	Bldg 12A—Rm B51		

AT190 - Creating 508 Compliant PDF Documents using Adobe Acrobat X

Dates	Times	Location	Cost	Cancellation Date
May 14, 2014	9:00am—12:00pm	Fernwood Bldg Rm. 1NW02		
Jun 4, 2014	1:00pm—4:00pm	Fernwood Bldg Rm. 1NW02		

GREEN PURCHASING TRAINING

As a reminder, per HHS policy, all contracting officers, contract specialists, purchase cardholders, card approving officials, CORs and acquisition staff in job series 1102, 1105 and 1106 are required to take Green Purchasing training every two calendar years. The training includes online training modules for your convenience.



Please visit the Green Purchasing webpage for further information including an application form and searchable database. It may be accessed at:

<http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingForWebsite.asp>

Questions? Please send to: GreenPurchasing@mail.nih.gov

Ngiyabonga

“Thank You” in Zulu

SPECIAL THANKS

**We’d like to thank all those who contributed to this issue
and to future editions of the OALM Newsletter.**

The OALM Newsletter will be published six (6) times in 2014. OALM invites your comments and suggestions for future articles. We encourage staff to submit articles that would be of interest to our readers. We will do our best to include such articles in future editions of the OALM Newsletter.

Please address all correspondence to the editors: Michele McDermott, McdermottMI@od.nih.gov, Milton Nicholas, NicholaM@od.nih.gov, Annette Romanesk, RomanesA@od.nih.gov, Jesse Lee, Jesse.Lee2@nih.gov or Barry Solomon, SolomonBJ@od.nih.gov.

If you have any questions or comments regarding the information, policy and/or procedures published in *this* issue, you may contact Jesse Lee at the email address above. For future issues please contact the Simplified Acquisitions Helpline on (301) 496-0400 or via email at SimplifiedAcquisitionHelp@od.nih.gov and you will be referred to the appropriate editor.