

The Office of Acquisition and Logistics

Management Newsletter – March/April 2014

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

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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.

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

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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: <http://nitaac.nih.gov/nitaac/>

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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.

Acquisition Training Schedule

Acquisition Training Classes can be accessed at the following link:

<http://trainingcenter.nih.gov/list.aspx?catId=1>

CON 100 Shaping Small Business Arrangements

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9566

CON110 Mission Support Planning

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9568

CON 237 Simplified Acquisition Procedures

http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=32

Advanced Simplified Acquisition

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9532

Buyer Contracts (NBS)

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC951FY14>

Basic Simplified Acquisition

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9530

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Federal Appropriations Law

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC5521-FY14>

HHS Appropriations Law

<http://hhsu.learning.hhs.gov/learning/faq.asp#after04182011>

Internal & External Requisitioner (NBS)

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC9516-FY14>

Price Reasonableness in Simplified Acquisitions

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC2617

Professional Services

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC5512-FY14>

Purchase Card Training (NBS)

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC9512-FY14>

Negotiation Strategies for Simplified Acquisitions

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC5513-FY13>

NBS PCard Logs & Reconciliation (Refresher)

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC2635

Simplified Acquisition & Delegated Procurement (NBS)

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC9513-FY14>

AT100 - Section 508 Electronic & IT Training - Phase II

http://training.cit.nih.gov/class_details.aspx?cId=NIHCIT-AT100

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

http://training.cit.nih.gov/class_details.aspx?cId=NIHCIT-AT170

AT171 - Acquisition Process – Making Sure You Are in Compliance with Section 508

http://training.cit.nih.gov/class_details.aspx?cId=NIHCIT-AT171

AT180 - Introduction to Making MS Office 2010 Documents 508 Compliant

http://training.cit.nih.gov/class_details.aspx?cId=NIHCIT-AT180

AT190 – Creating 508 Compliant PDF Documents using Adobe Acrobat X

http://training.cit.nih.gov/class_details.aspx?cId=NIHCIT-AT190

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 the Green Purchasing training every two calendar years. The training includes online training modules for your convenience.

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Please visit the Green Purchasing webpage for further information including an application form and searchable database. It may be accessed at: <http://oalm.od.nih.gov/GreenPurchasingForWebsite>
Questions? Please send to: GreenPurchasing@mail.nih.gov.

NIH Blanket Purchase Agreement (BPA)

Lists Available Online

Lists of all NIH Blanket Purchase Agreements (BPAs) 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 any questions or need further clarification, please contact the BPA helpline at 301-496-5212 or e-mail at BPAProgramBranch@od.nih.gov

We would 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 calendar year 2014. 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.

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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 e-mail address above. For future issues please contact the Simplified Acquisitions Helpline on 301-496-0400 or via e-mail at SimplifiedAcquisitionHelp@od.nih.gov and you will be referred to the appropriate editor.