

The Office of Acquisition and Logistics

Management Newsletter – January/February 2013

Commercial Item Test Program Extended

Previously, the “Test Program for Certain Commercial Items” under FAR Subpart 13.5 expired on January 1, 2012. Section 822 of the National Defense Authorization Act (NDAA) for Fiscal Year 2013, Public Law 112-239 extends this test program until January 1, 2015. A Department-wide class deviation from FAR 13.500(d) has been granted to extend the test program’s expiration date to January 1, 2015. This class deviation remains in effect until implemented in the FAR.

FAR 1.404, “Class Deviation,” requires that HHS and other civilian agencies to consult with the Chairman of the Civilian Agency Acquisition Council (CAAC) regarding class deviations. The CAAC Chairman has issued a memorandum that satisfies the consultation requirement, and states that an expedited FAR case is being processed to change the date of expiration for the test program in FAR 13.500(d) to January 1, 2015.

As a result of this class deviation, HHS contracting officers may issue solicitations and award contracts using the test program procedures under FAR Subpart 13.500(d), pending issuance of the FAR rule that will change the test program’s expiration date from January 1, 2012 to January 1, 2015.

If you have any questions on this class deviation, please contact Cheryl Howe at cheryl.howe@hhs.gov.

ECS III Extended for One Year

NITAAC is pleased to announce the extension of the ECS III GWAC for one year through November 25, 2013. That means NIH Contracting Officers and Purchase Card Holders can continue to order IT products and related fixed-price services as we work to develop a new follow-on products/services GWAC. New delivery orders issued under ECS III will offer you the same options as before, up to and including a 5-year period of performance.

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The ECS III GWAC is the HHS Strategic Source for IT products and related services, and can be used to make purchases for the lab and/or office, including but not limited to:

- Apple Products
- Cloud Computing: SaaS, IaaS, PaaS
- Data Warehousing/Data Storage
- Enterprise Software Licenses
- Warranty and Maintenance
- Servers Built to Order (BTO)
- Desktops, Laptops, Smartphones, Tablets, Networking and Peripherals
- Lease Printers with Maintenance and Tech Support
- Citrix Support
- VMware Maintenance Renewal
- Software Maintenance Updates such as Oracle's "My Oracle Support" or Microsoft's "Windows Update"

When using the pre-competes and pre-negotiated ECS III GWAC, competition is governed by FAR 16.505(b)(1)(i), fair opportunity, which states that the buyer "must provide each awardee a fair opportunity to be considered for each order exceeding \$3,000." This is an easier, more efficient process than that of FAR 8.405-1(c)(1), which states that the buyer must survey "at least three schedule contractors" (3 quotes).

By using the secure, online ECS III automated Request For Quote (RFQ) System, your requirement goes out to all of the eligible vendors on the contract. What this means is that even if only one quote is received, you will have done your due diligence in terms of competition and can proceed with your purchase. However, typically you will receive an average of 3-5 quotes per RFQ.

Purchasing agents and program offices can easily work together through the RFQ system simply by listing their colleagues as the alternate Point-of-Contact when requirements are submitted. This gives both parties access to all activity in the system, from competition through selection of awardees. To complete the process, purchases can be made either with an NIH Purchase Card or with award documents prepared through NBS/Prism.

If you find a lower price elsewhere, you are encouraged to negotiate directly with ECS III Contract Holders for the lowest possible price. This GWAC is designed to offer prices less than or equal to Federal Supply Schedules, and you are encouraged to ask Contract Holders to match or beat market prices.

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The average ECS III award takes 3-5 days. The fee is .5% with a \$10,000 cap per delivery order, modification or exercise of option.

We appreciate your doing business with NITAAC, and look forward to continuing to serve you in the future. As always, if you have any questions, please feel free to contact NITAACsupport@nih.gov.

EPA Environmentally Preferable Purchasing (EPP) Survey Launched

The U.S. Environmental Protection Agency's (EPA) Environmentally Preferable Purchasing (EPP) Program survey is open until February 6, 2013.

The EPP survey is aimed at the Federal acquisition workforce to better understand the role that environmental considerations and other factors play in Federal purchasing decisions - specifically the purchase of environmentally preferable or "green" products. The survey is being administered on the FAI.gov website.

The EPP Program is designed to reduce the environmental impacts of federal purchasing and make the overall consumer marketplace more sustainable through federal leadership. Executive Order 13423 defines environmentally preferable as "products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose." In everyday language, we use the term "green" interchangeably with environmentally preferable.

The survey results will help EPA to better understand the perspectives and experiences of Federal purchasers in terms of attitudes and changes in federal spending on environmentally preferable, or "greener", products, and the influence and utility of EPP Program activities and services. Federal acquisition personnel (contractors and industry personnel are excluded) across the Federal government are encouraged to participate in this survey. You do not need to have any knowledge of EPA's EPP Program to take the survey. The survey will take between 15-30 minutes to complete. Please click on this link http://www.fai.gov/survey/2013_epa_epp_survey/ to access the survey. Completion of the survey is eligible for one (1) Continuous Learning Point (CLP).

If you have questions regarding the EPP Survey, please submit your inquiry to EPA's survey mailbox: FederalPurchasingSurvey@epa.gov. To learn more about EPA's EPP Program visit their website <http://www.epa.gov/epp/>.

We appreciate your participation!

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FY 2012 Small Business Goaling Report

Congratulations to the National Institutes of Health Acquisition Community on a successful Small Business Goaling Report for FY'12. Below is the anticipated final small business dollars, actions and achieved percentages for FY'12.

	Actions	Dollars	Percentage
Small Business	12,681	\$1,160,424,936.92	28.0556%
Small Disadvantaged Business	2,726	\$317,894,411.29	7.6857%
8(a) Procedure	964	\$161,836,268.68	3.9127%
Veteran Owned Small Business	1,267	\$129,249,280.77	3.1249%
Service Disabled Veteran Owned Small Business	449	\$44,009,780.03	1.0640%
Women Owned Small Business	3,041	\$316,521,013.02	7.6525%
Certified HUBZone Small Business	475	\$31,670,728.90	0.7657%
Total Small Business Eligible	31,314	\$4,136,158.453.93	n/a

NIH not only met but exceeded the HHS OSDDBU assigned 23% small business goal to achieve 28% in the total small business area. Additionally, you continue to meet and exceed the Small Disadvantaged Business (7.6%), Women-Owned (7.6%), and Veteran-Owned Small Business (3.1%) Percentages.

Therefore, to continue our successful trend in the small business area, we must continue to make every effort to improve the percentages in the statutory prescribed goals for the Service Disabled Veteran and the HUBZone areas.

The key to your continued small business achievements are:

- Early Acquisition Planning
- Adequate Market Research
- Receiving Small Business Review Recommendations and
- Collaborating with your (great) NIH Small Business Specialists

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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

Basic Simplified Acquisition

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

Federal Appropriations Law

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC5521

HHS Appropriations Law

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

Internal & External Requisitioner (NBS)

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9516

Price Reasonableness in Simplified Acquisitions

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

Professional Services

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC5512

Purchase Card Training (NBS)

http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9512

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Negotiation Strategies for Simplified Acquisitions

http://trainingcenter.nih.gov/show_details.aspx?cld=NIHTC5513

NBS PCard Logs & Reconciliation (Refresher)

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

Simplified Acquisition & Delegated Procurement (NBS)

http://trainingcenter.nih.gov/show_details.aspx?cld=NIHTC9513

AT100 - Section 508 Electronic & IT Training - Phase II

<http://training.cit.nih.gov/coursedescription.aspx?courseID=CS0000000000852>

AT110 - Creating 508 Compliant Word 2007 Documents

<http://training.cit.nih.gov/coursedescription.aspx?courseID=CS0000000000766>

AT120 - Creating 508 Compliant PowerPoint 2007 Presentations

<http://training.cit.nih.gov/coursedescription.aspx?courseID=CS0000000000632>

AT180 - Introduction to Making MS Office 2010 Documents 508 Compliant

<http://training.cit.nih.gov/coursedescription.aspx?courseID=CS0000000002327>

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

<http://training.cit.nih.gov/coursedescription.aspx?courseId=CS0000000002004>

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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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/Division/SAPS/Acq/PCard/BPAProgram.asp>

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 and future editions of the OALM Newsletter.

The OALM Newsletter will be published six (6) times in calendar year 2013. We encourage all 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 issued, you may contact Barry Solomon 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.