

The Office of Acquisition and Logistics Management Newsletter

OALM

[CDMP Helpline](#)

OAMP

[Div of Acq Policy and Evaluation](#)

[Div of Financial Advisory Services](#)

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

[Purchase Card Program](#)

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301-435-6606

[Simplified Acquisition Helpline](#)

301-496-0400

[BPA Helpline](#)

301-496-5212

OALQ

[Div of Logistics Services](#)

301-443-7977

[NIH Supply Center](#)

1-833-3ONE NIH (1-833-366-3644)

NIHSC-customerservice@od.nih.gov

Self-Service Store—Bldg 10

301-496-2051

[Property Management Branch](#)

pmbcustomerin-box@od.nih.gov

Property Reutilization and Disposal

301-496-4247

propertyreutilization@od.nih.gov

[NIH Transportation Management](#)

Freight Team

301-496-8851

Fleet Team

301-496-4511

[NITAAC](#)

888-773-6542

PRISM 7.5 UPGRADE COMPLETE

On March 6, 2023, NBS completed the technical upgrade to PRISM 7.5, and the system is now available to users. This upgrade contains no major changes to functionality, however the look and feel of font types and color schemes have changed throughout the application. NBS is in the process of updating the PRISM user documentation as part of this initiative and will be posting the updated job aids on the [NBS Community Portal](#). Job aids that have been updated thus far will show a Revision date of 3/6/23. Find updated job aids on the NBS Community Portal: [Home>Business Areas>Acquisitions>Training Resources>PRISM>User Documentation](#).

NBS will continue to update job aids through the end of March and will send an alert to the Community once all job aids have been updated and posted to the portal.

NEW TEMPLATE AND PROCESS FOR REQUESTING A RATIFICATION OF UNAUTHORIZED COMMITMENT

Optimize NIH Acquisitions and the Office of Acquisition and Logistics Management (OALM) have updated the form for ratifying unauthorized commitments (UC).

The Federal Acquisition Regulation defines an unauthorized commitment as an agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government. An unauthorized commitment violates federal law and failure to follow statutory and regulatory processes for the expenditure of government funds may lead to disciplinary and financial actions. **Only warranted contracting officers and purchase cardholders have the authority to make purchases or obligate the government pursuant to the conditions of their warrant or delegation of authority.**

The responsibility for processing ratification requests for unauthorized commitments within NIH is administered in OALM by the Division of Simplified Acquisition Policy & Services (DSAPS) within the Office of Acquisition Management and Policy (OAMP). Per the Department of Health and Human Services Acquisition Regulation (HHSAR), all ratifications of unauthorized commitments must be approved by the Head of the Contracting Activity (HCA) for the National Institutes of Health, Director of OALM. When the unauthorized commitment exceeds the Simplified Acquisition Threshold (SAT) OALM will coordinate the ratification request with HHS Office of the General Council (OGC).

OALM has a process and template for handling ratification requests which has been in use for some time. Over the last year, the NIH Optimize Acquisition Structures Approval Process Improvement workgroup has made many improvements to this ratification template. The group provided simplification and clarification to instructions and identified key areas for required information for a more streamlined procedure. Significant improvements to the ratification form include:

- Added information buttons in the ratification form
- Added the price reasonableness document into the ratification package

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NEW TEMPLATE AND PROCESS FOR REQUESTING A RATIFICATION OF UNAUTHORIZED COMMITMENT

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- Added the receiving report to the ratification package
- Revised order of signatures
- Included the ability to attach supporting documentation

The new UC Ratification Form will be required for ratification requests initiated on or after February 1, 2023. Ratification requests initiated *before* February 1, 2023, using the old form, that have been signed by the IC but not yet submitted to OALM, will be accepted until March 31, 2023.

The new template and other tools and guidance may be found on the OALM Acquisition Services and Review Branch SharePoint site under the folder: [Ratification of Unauthorized Commitment](#).

Future process improvements that are being considered by the workgroup include:

- Working towards establishing an automated tool that allows for automated review and approvals of UCs
- Capturing and analyzing accurate data
- Increasing training for the Program and Acquisition communities

If you have any questions regarding ratifications, please submit them to the ratification mailbox at: RequestRatification@od.nih.gov.

NIH SUPPLY CENTER VENDOR RELATIONS

The NIH Supply Center has been focused on creating long lasting, effective relationships with our trusted vendors. Meetings are ongoing regarding expanding our product portfolio, establishing new relationships, and maintaining current affairs with existing vendors to ensure the NIH Community receives top quality products at the best possible price. New products are evaluated on a monthly basis and those chosen to be part of our portfolio are then promoted to our customers in store, on social media, on the [NIH Supply Center webpage](#), and via email. In addition, the NIH Supply Center Team is meeting weekly to discuss Infrastructure Investment and Jobs Act (IIJA) compliance in an effort to support community product optionality relative to Personal Protective Equipment (PPE). We encourage all prospective and current suppliers to propose the latest and greatest in available products they may be selling directly to the NIH Community.

Vendor Showcases have resumed at the Self-Service Store. Every month, one to three vendors set up a display and discuss their products sold through the Supply Center. This is a great time to get your questions answered by the experts, or switch to a new brand if you have been debating doing so. Many customers love this opportunity to build new relationships and make sure they are using the best products available in their labs and offices.

If you would like to be alerted of new products and promotions, upcoming shows, or any other Supply Center news, please email our Customer Service Team at NIHSC-CustomerService@od.nih.gov to become a part of our email list, or check out the [NIH Calendar](#). Thank you and remember, we are

ACQUISITION POLICY ZONE

Additional OALM communications can be found on the [CDMP SharePoint site](#).

HHS Policy Flashes can be found on the [HHS Office of Acquisition Policy Max.gov site](#).

Date Issued	Policy Communication	Description
12/21/22	Acquisition Alert 2023-04 – HHS Acquisition Review Pilot Program	This acquisition alert provides guidance for extension of the Acquisition Review Pilot Program until January 31, 2023.
1/27/23	OALM Communication 23-57 - Unauthorized Commitments – Ratification Form Changes	<p>Optimize NIH Acquisitions and the Office of Acquisition and Logistics Management (OALM) have updated the form for ratifying unauthorized commitments (UC).</p> <p>The new UC Ratification Form will be required for ratification requests initiated on or after February 1, 2023. Ratification requests initiated before February 1, 2023 using the old form, that have been signed by the IC but not yet submitted to OALM, will be accepted until March 31, 2023.</p>
2/2/23	Acquisition Alert 2023-06 —HHS Acquisition Review Pilot Program	This acquisition alert updates the HHS Acquisition Review Pilot Program. Included in the document are amended review thresholds for the Agency for Healthcare Research and Quality (AHRQ), Health Resources and Services Administration (HRSA), and Substance Abuse and Mental Health Services Administration (SAMHSA). And finally, the acquisition alert includes a chart outlining supporting documentation required for submissions of documents for Senior Procurement Executive approval.
2/10/23	Acquisition Alert 2023-07 – Class Deviation from the HHSAR – Implementation of the Make Personal Protective Equipment (PPE) in America Act Requirements	<p>Effective immediately, Contracting Officers and Government Purchase Card holders must ensure that procurements for PPE meet the requirements of the Make PPE in America Act.</p> <p>When using the provision at FAR 52.212-3, Offeror Representations and Certifications— Commercial Products and Commercial Services is included in a solicitation for PPE, as defined in the Act and above the micro purchase threshold, contracting officers shall also include the full text of the new provision Made in America Certificate – Personal Protective Equipment</p>

ACQUISITION TRAINING INFORMATION

Acquisition Training at NIH

Acquisition Training Classes that are offered by the NIH Training Center can be accessed at the following link: [Acquisition Management Courses](#)

Federal Acquisition Certification Coursework

CON courses and other Federal Acquisition Certification required courses can be found at the [NIH Training Center](#), [Federal Acquisition Institute](#), and [Defense Acquisition University](#).

Section 508 Accessibility Training

Section 508 Accessibility Training courses can be accessed at: [CIT Section 508 Accessibility Training Website](#).

Green Purchasing Training

Green Purchasing Training and other Green Training courses can be found at: [OALM Green Purchasing Website](#).

NEWS FROM THE BPA PROGRAM

Need to make a quick buy?
Looking to create value for your customer?
Not sure what a BPA is?



Contact the BPA Helpline at 301-496-5212 or the Helpdesk BPAProgramBranch@od.nih.gov for more information.

NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS AVAILABLE ONLINE

Lists of all NIH Blanket Purchase Agreements (BPAs) can be found at the NIH Blanket Purchase Agreement [webpage](#).

This location contains Two BPA Lists:

1. Complete vendor alphabetical list;
2. Vendor list sorted by commodity; and

If you have any questions or need further clarification, please contact the BPA helpline at 301-496-5212 or [email](#).

Grazie

“Thank You” in Italian

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 four (4) times in calendar year 2023. 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:

Alan Ambrose, AmbroseA@od.nih.gov, Jesse Lee, Jesse.Lee2@nih.gov,
Luke Makenzie, Luke.Makenzie@od.nih.gov, or Michele McDermott,
McDermottMI@od.nih.gov.

If you have any questions or comments regarding the information, policy and/or procedures published in this issue, you may contact Alan Ambrose at the e-mail address above. For future issues please contact the Simplified Acquisitions Helpline on 301-496-0400 or via e-mail at OALMnewsletter@mail.nih.gov and you will be referred to the appropriate editor.