

The Office of Acquisition and Logistics Management Newsletter

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FAITAS NO MORE, HELLO CSOD! ARE YOU READY?!?

This June, Federal Acquisition Workforce members will gain access to one of the world’s leading cloud-based people development platforms, Cornerstone OnDemand (CSOD). FAI and its partners are taking the final steps to make sure the FAI CSOD is ready for you. You may also have a few steps to ensure a successful transition for yourself.

FAI CSOD provides users with the following capabilities and features:

- **Reliable Access:** Commercial cloud-based system that maintains 99.9% uptime.
- **Modern Interface:** Industry-leading, user-friendly platform.
- **Standard Features:** Functionality developed based upon industry-wide best practices and feedback from more than 6,000 global clients and over 75 million users.
- **Continuous Enhancements:** Regular upgrades to support millions of users across private and public sectors at no additional cost.
- **Familiar Experience:** Many FAITAS users have taken classes through DAU’s CSOD and are familiar with its student guides, task aids, training, and other resources.

FAI and HHS have provided additional information on the FAI Cornerstone on Demand (FAI CSOD) implementation and sent several communications through the FAITAS listserv to all active FAITAS users. Some important additional information is added here to highlight the additional steps that HHS is taking in order to closeout all FAITAS actions prior to decommission of FAITAS and start-up of FAI CSOD.

These are basic housekeeping requests FAI has asked of all users. If you have not been receiving these communications and have a FAITAS account, it is likely your account has gone inactive due to not logging into the system once within 24 months. Go to [FAITAS](#) and reset your password to log in which will reactivate your account.

May 14, 2021 is the date FAITAS will shut down access to start migrating data to FAI CSOD.

June 1, 2021 is the “go live” date of FAI CSOD.

Initial Certifications: HHS has instructed all OpDivs Acquisition Career Managers (ACMs) to not accept any initial FAC applications that have been submitted and approved in FAITAS by the supervisor after May 3, 2021 at 5PM. Any applications appearing in the NIH ACM queue in FAITAS after 5PM on May 3, 2021 will be disapproved and the applicant will have to wait until FAI CSOD is live on June 1, 2021.

FAITAS NO MORE, HELLO CSOD! ARE YOU READY?!

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Re-certifications (CL Achievement Request): NIH will continue to allow re-certification requests until Wednesday, May 12, 2021 at 11:59PM. Any re-certification requests appearing in the NIH ACM queue in FAITAS after 11:59PM on May 12, 2021 will be disapproved. Please keep in mind that if the minimum requirements are not met, the request cannot be approved. The FAC and NIH DAC re-certification requirements are below. If the action is not approved, you will have to wait until FAI CSOD is live on June 1, 2021. Those still awaiting approval on recent submissions, please verify where the action is currently in the process. If it is still awaiting supervisor approval, you will want to remind your supervisor. To check the status, go to **Manage Career >> Continuous Learning >> My Achievement Requests** and you will be able to see the status of any pending request.

FAC-C - <https://oalms.od.nih.gov/SkillsCurrency>

FAC-COR & FAC-P/PM - <https://oalms.od.nih.gov/program-community>

NIH DAC - https://oalms.od.nih.gov/DAC_re-cert

CLP Requests (My Point Requests): These requests are approved by the supervisor and it is up to the individual supervisor when they will stop allowing CLP requests in FAITAS. CLPs can be approved in FAITAS up to 11:59PM on May 13, 2021. If the action is not approved, you will have to wait until FAI CSOD is live June 1, 2021. Those still awaiting approval on recent submissions, please verify where the action is currently in the process. If it is still awaiting supervisor approval, you will want to remind your supervisor. To check the status, go to **Manage Career >> Continuous Learning >> My Point Requests** and you will be able to see the status of any pending request.

FAITAS Training: Any online training being taken through the FAITAS LMS must be completed by Friday May 14, 2021 before 11:59PM. DAU online trainings are not FAITAS trainings so these would not be affected. All virtual trainings through FAITAS will continue as scheduled during the migration period, but completion would be marked in FAI CSOD starting June 1, 2021.

To learn more about FAI CSOD and the transition from FAITAS read FAI's Acquisition Today and visit the [FAI CSOD FAQs on FAI.gov](#)

THE NIH ENTERPRISE DOCUMENT GENERATION SYSTEM— WHAT YOU NEED TO KNOW...

The NIH Document Generation System (DGS) Program Office, Office of Acquisition Management and Policy Front Office (OAMP FO) is proud to announce policy updates, system assessment, and launching of our new The NIH Enterprise Document Generation System Website. The DGS Program and System is managed and maintained by OAMP FO. DGS Program Office maintains solicitation and contract provisions and clauses for use by the NIH Acquisition Community. The DGS contains the Uniform Contract Format (UCF) template that includes provisions and clauses from the Federal Acquisition Regulations (FAR), Health and Human Services Acquisition Regulations (HHSAR), and NIH specific special contract requirements. The OAMP FO's goal is to have a solicitation and contract generation system that will allow it to attain its goal of providing an exemplary system for use by the NIH Acquisition Community for various contract types.

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THE NIH ENTERPRISE DOCUMENT GENERATION SYSTEM— WHAT YOU NEED TO KNOW...

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The DGS was developed by the National Cancer Institute, Office of Acquisitions, as an automated contract writing system in the late 1990s. At the time, DGS was a state-of-the-art system for developing solicitation and contract documents through a clause-logic based approach to selecting provisions and clauses, with prescriptions for their use. In 2010, ownership of DGS was assumed by OALM/OAMP FO by establishing the DGS Program and making DGS an enterprise system for use by the NIH Acquisition Community. Several surveys of the NIH community assessed the effectiveness of the DGS Program and System for managing and developing solicitation and contract documents, evaluated the usefulness of the DGS help desk and website, and identified the DGS training needs of the community. The survey results helped the DGS Program to better understand the experiences of the NIH Acquisition Community and facilitated discussions of the DGS User Groups. Currently the DGS User Groups meet quarterly. Feedback and suggestions to improve the DGS Program are appreciated. We will continue to solicit feedback through user surveys and if you have any suggestions or feedback please provide your comments to Veenu Varma at veenu.varma@nih.gov and the DGS mailbox DGSteam@od.nih.gov.

DGS Program – Roles and Responsibilities include the following tasks:

- Maintenance and update of the content of the DGS workforms;
- Maintenance and update of the Solicitation and Contract Handbook files in Word format with each workform update;
- Issuance of a NIH-wide e-mail notification (1102 List Serve) advising the NIH Acquisition Community of the specific revisions made to the workforms for each DGS update;
- Maintenance of the website for NIH DGS users of the Workform Attachment files, Commercial Items Clauses, and the Simplified Clause Listing (FAR 52.213-4) in Word format;
- Maintenance of a DGS website for Offerors and Contractors which provides reference information for use in proposal and contract deliverable submission; and
- Establishment and leading NIH-wide Workform User Groups which convene quarterly. This group includes representatives from all acquisition professionals (Contracting Officers/Contract Specialists) within all ten (10) NIH Consolidated Operation Acquisition Centers (COACs) for Research and Development (R&D) and large station support contracting.

Recent Improvements of the DGS Program

The NIH Enterprise DGS had some major technical issues with the system and we were not able to update the master template. We are pleased to announce that the issues have been resolved and the NIH Enterprise DGS is back-up-and-running for master template updates. Recently we updated the following:

- Improved editor functions to enhance user friendly features;
- Implemented the function to generate a Contract from a Request for Proposal (RFP):
 - Users will be able to generate a Contract from RFP with a click of a button;

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THE NIH ENTERPRISE DOCUMENT GENERATION SYSTEM— WHAT YOU NEED TO KNOW...

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- Users will be able to save up to 5 to 6 hours of time in generating a stand-alone contract document; and
- Overall, NIH will save approximately 30,000 labor hours per year based on 600 contracts generated per year.
- Reduced DGS system downtime;
- Upgraded system IT stack in accordance with the National Cancer Institute Center for Biomedical Informatics and Information Technology (NCI CBIIT)'s roadmap – we are moving to upgrade DGS IT stack to Oracle 19c by December 2021; and
- Engaged MITRE, Federally Funded Research and Development Centers (FFRDC), in conducting market research and analysis of alternatives to replace the current NIH Enterprise DGS with a robust new NIH Enterprise DGS II. There will be more information concerning this effort at a later time.

Current Processes and Changes

The DGS Program is currently involved in:

- Updating individual clauses and conveniently providing them on the website (Sections A, B, C, D, E, F, G, H, I (Including I.1 – individual clauses listed by reference for the various types of awards, I.2, I.3, I.4, I.5, and I.6), J, K, L, and M) per the latest FAR Federal Acquisition Circular (FAC) update;
- Providing announcements and status of recent regulation changes or directives, DGS updates, or alerts of coming DGS updates/changes;
- Ongoing quality control of the master template - improvement which includes correcting errors, typos, fonts, and implementing right clause logic to generate solicitation and contract documents;
- Reviewing and updating of Information Technology (IT), Clinical Trials and Human Subjects, and other special contract requirements;
- Moving our DGS helpdesk to a “Service Now” ticketing process;
- Upgrading our DGS training program to include:
- Expansion of the DGS Virtual Training including the DGS Online Learning Platform (OLP) self-learning program; and
- Providing additional DGS online instructor-led training sessions with 30 participants in each session;
- Performing a business needs assessment, technology assessment, and analysis of alternatives to determine the best approach for either enhancement or replacement of the current DGS system; and
- Expanding DGS beyond the currently supported Contracting by Negotiation (FAR Part 15) to include Acquisition of Commercial Items (FAR Part 12), Simplified Acquisition Procedures (FAR Part 13), Federal Supply Schedule (FAR Part 8.4), and various other contract types.

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THE NIH ENTERPRISE DOCUMENT GENERATION SYSTEM— WHAT YOU NEED TO KNOW...

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Launching the new The NIH Enterprise Document Generating System Website

The website was launched on April 24, 2021. The suggested Browser that supports the website is Google Chrome. What new exciting changes will you see?

- An upgraded new look;
- A robust keyword search engine;
- NIH DGS login via Smart Card or Username/Password;
- Detailed menu;
- Rotating Banners highlighting the most recent Announcements and Status – clicking on the banner will take you directly to the page;
- Individual Section Clauses updated by the most recent FAR FAC;
- Tools, forms, websites, documents, etc. just a click away for your use in the day-to-day work; and
- Quick-links available for most information necessary for you to do your work. If you do not see what you need, contact us and we will add it to our website.

The future is bright for the NIH Enterprise Document Generation System. We are looking forward to improving our DGS Program and this tool one day at a time and we will continue to do our best to serve the NIH Acquisition Community.

CONTACTLESS CITIBANK PURCHASE CARDS

In early April 2021, Citibank introduced a new way to make in-person purchases by rolling out contactless cards. The new cards provide cardholders with a more simple, convenient, and fast way of making approved in-person purchases where contactless merchant card readers are available. Rather than swiping and/or inserting the card, contactless cards can be tapped on the merchant's card payment reader at point of sale. The cards can still be used with merchants that are not contactless enabled and can still be swiped and/or inserted if needed.

NOTE: This does not impact existing cards and/or purchases that are made electronically.

Citibank is distributing contactless cards through a natural reissuing process. This means that only new cardholders or existing cardholders that are issued new cards due to lost/stolen compromised, damaged and/or expired cards, will be issued cards with the new contactless capability.

If you have any questions, please email the [NIH Purchase Card Helpdesk](#) or call 301-435-6606.

DLS / SMB IMPROVED CUSTOMER EXPERIENCE

The Division of Logistics Services (DLS) has been vocal about ongoing modernization efforts to better serve the NIH Community's wants and needs regarding procuring laboratory products, office supplies, PPE, chemicals, etc. As a part of this effort, the NIH Supply Center conducted market research to better understand how to serve you and make your shopping experience the best it can be. We want to make you aware of our effort to improve the Supply Center Online Catalog, as well as remind you that it is time to take advantage of our Bulk Hold Program.

We are happy to announce that the new [Supply Center Online Catalog](#) launched mid-February! Through the findings from survey analysis, NIH-SC understood that creating a more efficient, user-friendly experience within the Supply Center website would be most beneficial. Some new features include:

- New Look and Layout
- Improved Search Features
- Improved Short Titles

Improved Categorization

To learn more about our Supply Center Online Catalog improvements, please watch our [video guide](#).

Our Bulk Hold Program allows you to store items at the GDC Warehouse until they are needed. It is the perfect time to start forecasting your supply needs for the rest of the Fiscal Year. Using our Bulk Hold Program is as easy as 1, 2, 3! Just follow these steps:

1. Order items and select the Supply Center as the delivery location
2. Items will be stored for you until your office is ready to receive them
3. Once you are ready to receive your items, contact Customer Service and they will work with you to arrange a delivery

The modernization efforts made, and in the making, are designed for you, as a part of the NIH Community, to have the most proficient customer experience when securing items. As DLS continues to progress within these efforts, we look forward to sharing with you and receiving feedback. If you would like to receive more information or have any questions, contact our Customer Service Team at NIHSC-CustomerService@od.nih.gov or 1-833-3 ONE NIH (1-833-366-3644). Thank you and remember – we are ONE NIH!

MEETING SOCIOECONOMIC GOALS WITH CIO-SP3 SMALL BUSINESS

According to the Small Business Administration (SBA), small businesses are the lifeblood of the U.S. economy. In fact, small businesses create two-thirds of net new jobs and drive U.S. innovation and competitiveness. The contributions of small businesses are so great that federal legislation has been enacted to ensure that small businesses have fair and equitable access to federal spending.

This legislation includes the requirement that federal agencies meet goals for small business and establishes several socioeconomic categories by which they can do so. The SBA negotiates with agencies to establish individual agency goals that, in the aggregate, constitute government-wide goals. There are 24 agencies that are subject to meeting socioeconomic goals, and the NIH Information Technology Acquisition and Assessment Center (NITAAC), through our Best in Class Government-Wide Acquisition Contracts (GWACs), is uniquely poised to assist each of these agencies in meeting their goals and fulfilling their information technology-related missions.

Goals Met with CIO-SP3 Small Businesses

The NITAAC CIO-SP3 Small Business GWAC features a wide variety of leading small business innovators and can be used by any federal, civilian or DoD agency to fulfill information technology requirements and meet socioeconomic goals. CIO-SP3 Small Business boasts pre-vetted contract holders in key socioeconomic categories, such as:

8(a): The SBA 8(a) Program is an essential instrument for helping socially and economically disadvantaged entrepreneurs gain entry in government contracting. This certification is intended for organizations that are owned and controlled at least 51% by socially and economically disadvantaged individuals. The CIO-SP3 Small Business GWAC features 133 8(a) designated Contract Holders.

Historically Underutilized Business Zones (HUBZone): The government limits competition for certain contracts to businesses in HUBZones. It also gives preferential consideration to those businesses in full and open competition. The CIO-SP3 Small Business GWAC features 22 HUBZone small businesses located in underutilized urban and rural communities.

Service-Disabled Veteran-Owned Small Business (SDVOSB): The SDVOSB designation is given to small businesses that are at least 51% owned and controlled by one or more service-disabled veterans. The CIO-SP3 Small Business GWAC features 53 SDVOSB Contract Holders.

Women-Owned Small Business (WOSB): To help provide a level playing field for women business owners, the government limits competition for certain contracts to businesses that participate in the WOSB Federal Contracting Program. In fact, the federal government's goal is to award at least five percent of all federal contracting dollars to women-owned small businesses each year. The CIO-SP3 Small Business GWAC features 21 dynamic Women-Owned Small Businesses.

NITAAC Has You Covered

No matter your socioeconomic goal, CIO-SP3 Small Business can help you meet it. To learn more about CIO-SP3 Small Business, visit <https://nitaac.nih.gov/services/cio-sp3-small-business>.

EARN YOUR CLPs WITH NITAAC BEFORE THE BUSY END OF YEAR BUYING SEASON BEGINS

Daylight saving time serves as a pleasant cue that summer is almost here. And, for federal agencies, the arrival of summer also serves as a reminder that the busy federal fourth quarter buying season is just around the corner. Before federal employees find themselves caught up in the frenzy that is buying season, it is prudent to ensure they have met their Continuous Learning Points (CLPs) obligations to maintain their credentials.

To keep a FAC-C or FAC-PPM, federal employees must earn 80 CLPs every two years. To maintain a FAC-COR, federal employees must earn 40 CLPs every two years. Level 1 CORs are the exception and only require 8 CLPs every two years.

If you need to earn CLPs, NITAAC is the perfect solution. NITAAC conducts free training sessions for all Federal employees on how to procure IT products, services and customizable solutions using CIO-SP3, CIO-SP3 Small Business and CIO-CS Government-Wide Acquisition Contracts (GWACs).

The NITAAC trainings offer a nuts-and-bolts understanding of GWACs and the importance of FAR Part 16.505 in streamlining ordering procedures.

During the trainings, attendees learn how to:

- Use CIO-SP3, CIO-SP3 Small Business, and CIO-CS to acquire the latest IT innovations;
- Leverage CIO-SP3 and CIO-SP3 Small Business to meet socioeconomic goals;
- Discover the benefits of Best in Class contracts;
- Take advantage of NITAAC's Customer Support and value-added services, like 12-hour turnaround on scope assessments;
- Use the electronic-Government Ordering System (e-GOS) to manage and award competitions; and
- Use FAR 16.505 to streamline ordering procedures to obtain IT products, services and solutions faster and more easily

What's more, participants earn two Continuous Learning Points (CLPs), which can be applied toward several other certifications.

To learn more about upcoming trainings, visit <https://nitaac.nih.gov/about/news-and-events/events-and-training> and scroll to the bottom of the page to view the training calendar.

Interested but can't make it during any of the times listed?

Please email NITAACsupport@nih.gov or call the NITAAC Customer Support Center at 1.888.773.6542 to schedule a free training session.

COVID-19 PROCUREMENT GUIDANCE

A COVID-19 Procurement resource page has been established for the NIH acquisition community. This guidance is maintained and will be supplemented as we continue to learn more about how this situation will affect the administration of procurement actions at the NIH. Please visit the [ASRB SharePoint](#) home page for more information.

RECAP CORNER

Below is a recap of recent OALM Communications to the NIH acquisition workforce.

ID	Title	Date
21-38	How to Avoid FedDataCheck #54 – Small Business & Domestic or Foreign Entity	1/26/2021
21-39	ACTION REQUIRED: FY21 FedDataCheck Data Inconsistencies as of Friday, January 29, 2021 (213 Errors)	2/01/2021
21-40	Upcoming changes to beta.Sam.gov and SAM.gov Forum	2/04/2021
21-41	NBS Buyer Simplified Acquisitions-Systems (2021 version) Course Announcement	2/08/2021
21-42	Resolving FY 2016 Canceling Year Lines	2/08/2021
21-43	How to Avoid FedDataCheck #141 - Inherently Governmental Functions (IGF)	2/08/2021
21-44	ACTION REQUIRED: FY21 FedDataCheck Data Inconsistencies as of Friday, February 12, 2021 – (263)	2/16/2021
21-45	FPDS ALERT - FPDS Scheduled Maintenance	2/20/2021
21-46	How to Avoid FedDataCheck #140 – Commercial Items Acquisition Procedures – Part 8 BPA	2/24/2021
21-47	Extension of FPDS National Interest Action (NIA) Code for COVID-19	2/25/2021
21-48	Resolving FY 2016 Canceling Year Lines	3/01/2021
21-49	ACTION REQUIRED: FY21 FedDataCheck Data Inconsistencies as of Friday, February 26, 2021 – (283)	3/01/2021
21-50	ACTION REQUIRED: FY21 FedDataCheck Data Inconsistencies as of Friday, March 12, 2021 – (324)	3/15/2021
21-51	Resolving FY 2016 Canceling Year Lines	3/22/2021
21-52	Upcoming Changes -- Multi-Step Transition of SAM.gov	3/22/2021
21-53	Video Preview: Overview of the New Look of beta.SAM.gov and How to Search	3/24/2021
21-54	ACTION REQUIRED: FY21 FedDataCheck Data Inconsistencies as of Friday, March 26, 2021 – (331)	3/29/2021

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RECAP CORNER

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ID	Title	Date
21-55	GSA Providing Automatic 180-Day Extension of Expiring Entity Registrations in SAM.gov	4/01/2021
21-56	Resolving FY 2016 Canceling Year Lines	4/05/2021
21-57	REGISTER FOR IAE STAKEHOLDER FORUM (April 20, 2021): Searching Contract Opportunities in the New Design	4/06/2021
21-58	ACTION REQUIRED: FY21 FedDataCheck Data Inconsistencies as of Friday, April 9, 2021 (397)	4/12/2021
21-59	beta.SAM.gov Alert - Upcoming SAM Transition - Videos and Guide	4/14/2021
21-60	REMINDER: Webinar Next Tuesday - Searching Contract Opportunities in the New Design - Sign Up Now!	4/14/2021
21-61	FPDS Production Downtime	4/17/2021
21-62	Resolving FY 2016 Canceling Year Lines	4/19/2021
21-63	beta.SAM.gov NEW DESIGN LAUNCH IN ONE WEEK	4/19/2021
21-64	SIGN UP FOR MAY 5 Stakeholder Forum: What You Need to Know About the May 24 SAM.gov Transition	4/22/2021
21-65	ACTION REQUIRED: FY21 FedDataCheck Data Inconsistencies as of Friday, April 23, 2021 (387)	4/26/2021

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](#).

Merci

“Thank You” in French

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 2021. 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 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 OALMnewsletter@mail.nih.gov and you will be referred to the appropriate editor.



We would like to dedicate this newsletter in the memory of [Barry Koitz](#), the OFM Travel Policy Branch Chief, who passed away Thursday, April 22, 2021.