

The Office of Acquisition and Logistics Management Newsletter

OALM

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OAMP

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- [Div of Financial Advisory Services](#)
- [Div of Simplified Acq Policy & Services](#)
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 - [BPA Helpline](#)
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NEW NIH DELEGATED ACQUISITION CERTIFICATION (DAC) PROGRAM REPLACES HHS SIMPLIFIED ACQUISITION CERTIFICATION PROGRAM (SAC)

On April 30, 2019, [the NIH Delegated Acquisition Certification \(DAC\)](#) Program became effective. An acquisition certification such as the Federal Acquisition Certification in Contracting (FAC-C), HHS Simplified Acquisition Certification (SAC), and now the NIH Delegated Acquisition Certification (DAC) signifies an achievement of training and prepares one for work in procurement. An appropriate acquisition certification is necessary for issuance of a Contracting Officers Warrant—where the need for a warrant is justified. The DAC is being implemented in stages. Individuals who held the former SAC and maintained that acquisition certification through regular continuous learning will be Grandfathered into the DAC and will experience no immediate impact. The following topics may be of interest to procurement staff, their supervisors and managers.

Warrants:

Warrants are only issued against a valid acquisition certification and where a need is justified. All acquisition certifications require achievement of continuous learning. Where a warrant holder does not maintain their underlying acquisition certification by achievement of required continuous learning, the acquisition certification fails, and the warrant is revoked. Those who maintained their Simplified Acquisition Certification by achievement of the required 40 CLPs and transmitted that information to the Acquisition Career Program Office are grandfathered into the new DAC and will have no impact to their existing warrant. Warranted Contracting Officers holding the former DHHS level 1 and HHS SAC who by April 30, 2019 did not successfully complete the required CLPs will not be grandfathered into the DAC and are no longer eligible to hold a Contracting Officers Warrant because they do not hold the necessary underlying acquisition certification. Therefore, OALM will be taking steps over the next weeks to revoke those warrant authorities and remove approval provisioning authorities in NBS PRISM™ and NBS Oracle iProcurement Purchase Card System.

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FAITAS

In the future, The Federal Acquisition Institute Training Application System (FAITAS) will be used to manage the new NIH DAC. The Acquisition Career Program (ACP) office is working with Federal Acquisition Institute (FAI) to complete

development of the DAC in FAITAS and will provide additional information as it becomes available. Until the new DAC certification is built in FAITAS, staff may submit a certification request packet via email to ACP@NIH.Gov.

FAITAS

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Those grandfathered into the DAC will be provided an NIH DAC certification with an effective term of April 30, 2019 through April 29, 2021. Official certificates will be available and issued after FAI completes development of the new certification in FAITAS. This system will also provide the registrants with access to free or low-cost training and the ability to track required future continuous learning.

Training:

Many of the training requirements for NIH DAC can be obtained through FAITAS, the NIH Training Center, or through commercially available training vendors. The [NIH Delegated Acquisition Certification \(DAC\)](#) website includes links to offerings for each of the training requirements. Two training requirements currently under development are *Purchasing, Policy, and Practice* which will be an NIH specific course focused on the unique features of the NIH acquisition continuum and NIH procurement vehicles, and the much anticipated “Fair and

Reasonable Price Determination” course. The ACP is working with partners to develop these training opportunities. Staff who are grandfathered into the DAC, will be required to complete all DAC coursework by April 29, 2021. New staff hoping to achieve a DAC will be required to complete all coursework before requesting the new DAC acquisition certification.

Application Requirement:

The NIH DAC application in FAITAS will include two components: Experience and Training. Experience will require: 1) a copy of applicants resume demonstrating at least six months of Simplified Acquisition Experience; 2) most recent PMAP with category rating (first page only); and 3) NIH DAC Application Form. Training requirements and the application form are available on the [NIH Delegated Acquisition Certification \(DAC\)](#) webpage.

SMARTPAY 3 (SP3) PURCHASE CARD UPDATE

Effective January 15, 2019, the NIH Purchase Card Program transitioned from SmartPay 2 (SP2) with JP Morgan to SmartPay 3 (SP3) with Citibank. NIH purchase cardholders were issued new Citibank cards and Citibank convenience checks (if applicable) as part of the bank transition. All Citibank cards should have been activated and JP Morgan cards and checks destroyed.

Now that the Program has transitioned to SP3, we continue to work with Citibank and other NIH stakeholders to address various challenges and implement key tasks which include the following:

- Day-to-day account set-up and maintenance processes
- Purchase card reconciliation in NBS
- Citibank electronic access system functionality issues
- Demographics file integration from Citibank and validating data in NBS
- Compromised cards and;
- Citibank customer service concerns

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SMARTPAY 3 (SP3) PURCHASE CARD UPDATE

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Citibank has hired additional staff to improve the customer service wait times. Cardholders that are still experiencing issues when contacting the bank, should notify the NIH Purchase Card Help Desk.

In addition, Citibank offers some new functionality that NIH plans to explore further in the next several months. One of which includes cardholder access to Citi Manager which is Citibank's electronic access system (EAS). This functionality provides cardholders with the ability to view recent authorization and declines, dispute any unauthorized transactions and create alerts. Additional information on this will be forthcoming and shared with the purchase card community within the next couple of months.

We appreciate the purchase card community's efforts during the SP3 transition. Important Citibank contact information is also below for purchase cardholders. For general inquiries (e.g. authorizations and declines, card status, etc.) cardholders should contact Customer Service. Inquiries involving suspicious charges or potential fraud should be directed to Fraud Early Warning.

Citibank Customer Service (available 24-7)

1-800-790-7206

Citibank Fraud Early Warning (FEW)

1-800-945-3114

If you have any questions on SP3 or Citibank is not able to assist, please contact the NIH Purchase Card Helpdesk at creditcard@od.nih.gov or 301-435-6606.

PRICE REASONABLENESS

What is price reasonableness and how do we document it? Price reasonableness is a determination that a price is fair and reasonable and equitable to both parties involved in the transaction in terms delivery, quality and any other pertinent factors.

Pricing negotiated in [Federal Supply Schedules](#) have been determined fair and reasonable when acquiring supplies, equipment, fixed-price services. Therefore, ordering activities are not required to make a separate determination of fair and reasonable pricing, except for a price evaluation as required by [8.405-2\(d\)](#). Services not offered at fixed prices will need additional

work to establish a fair and reasonable price determination based on an analysis of level of effort, labor mix, and based on fixed hourly rates.

However, for awards issued using Simplified Acquisition Procedures (SAP) FAR Part 13 and FAR Part 13 and 12, fair and reasonable process must be determined for each buy. The best way to determine a price fair and reasonable is through competitive quotations or offers. Where competitive quotations are not available, procurement professionals will employ other techniques. Found in **FAR Subpart [8.404\(d\)](#), FAR Subpart [12.209](#), and FAR Subpart [13.106-3](#).**

WAGE DETERMINATIONS

Wage Determinations OnLine.gov (WDOL.gov) will be decommissioned on June 13, 2019. The government is continuing to streamline multiple processes into one system. Beginning June,13, 2019 users will be able to accomplish the same things that they did in WDOL.gov in beta SAM.gov. The beta SAM.gov will be the official source for wage determinations.

The functionality will now be under the category (Wage Determinations). To learn more about the new WDOL functionality you can access the Learning Center on the site.

Once decommissioned, WDOL.gov, users will automatically be redirected to [beta.Sam.gov](https://beta.sam.gov). The redirect page assists with the transition by providing easy access to:

- Wage determination search
- Learning Center for training information
- Quickstart Guide
- WD Transitional Video

RECAP CORNER

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

ID	Title	Date	Purpose
19-27	Unmatched SmartPay2 transactions as of February 8, 2019	2/8/19	Provided information on the unmatched SP2/JP Morgan transitions.
19-28	Temporary Access in NBS to match SP2 transactions for Feb and March purchase card statements on February 19-20	2/15/19	Provided information on the temporary enabling of NIH iProcurement External – JPMorgan only responsibility for all purchase cardholders.
19-29	Purchase Card Reconciliation Deadline Extended	2/21/19	Provided extension of the purchase card reconciliation deadline to 5:00 PM February 21.
19-30	FY 2014 Cancelling Year Lines	3/4/19	Provide update on the FY 2014 Canceling Year Lines
19-31	PRISM Effective Date Configuration Change	3/11/19	Provided information on the PRISM effective date change to populate DCIS Item 2A.
19-32	FY 2014 Cancelling Year Lines	3/26/19	Provide update on the FY 2014 Canceling Year Lines
19-33	FY 2014 Cancelling Year Lines	4/8/19	Provide update on the FY 2014 Canceling Year Lines
19-34	Commercial and Government Entity Code (CAGE) Backlog Impacts SAM Registrations	4/11/19	Provided information on the CAGE unplanned outage on 4/8/19 which created a backlog that impacted SAM registration processing times.
19-35	Upcoming Changes to Unique Entity Identifier (formerly DUNS)	4/19/19	Provided information on the Government-owned unique entity identifier.
19-36	Commercial and Government Entity Code (CAGE) Backlog Continues to Impact SAM Registrations	4/22/19	Provided update on the CAGE outage.

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 Training](#)

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](#).

DISCONTINUED BPAs

BPA #	Vendor Name	Expiration
HHSN263201500109B	Croyle Diane & Associates	5/31/2019
HHSN263201500116B	Discovery Logic Inc.	5/31/2019
HHSN263201500147B	Gene Codes Corp.	6/30/2019

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](#).

Hvala ti

“Thank You” in Bosnian

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 (4) times in calendar year 2019. 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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