

The Office of Acquisition and Logistics Management Newsletter

OALM

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OAMP

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NIH Supply Center

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2018 ACQUISITION MANAGEMENT FORUM

HHS Office of Grants and Acquisition Policy and Accountability (OGAPA) held an Acquisition Management Forum (AMF) at the Natcher Conference Center on Thursday, March 15, 2018.

The March 15th event entitled “Accessing Acquisition Success” began with opening remarks by Jose Arietta (Associate Deputy Assistant Secretary (ADAS) for Acquisition) and Andrea Brandon (Deputy Assistant Secretary (DAS), OGAPA) and presentations on “ReImagine HHS Acquisitions/Buy Smarter” and “Category Management & the Acquisition Gateway”. Attendees then had the opportunity to go to 3 different breakout sessions from more than 15 offered. The day ended with an Acquisition Town Hall with special guests Andrea Brandon, Jose Arietta and Diane Frasier (Director of Office of Acquisition and Logistics Management (OALM), NIH and NIH Head of Contracting Activity (HCA)).

The AMF provided attendees a valuable opportunity to learn about new initiatives and trends, to network with other acquisition professionals, and to enhance their knowledge and skills.

HAVE YOU HEARD ABOUT THE COMMERCIAL PLATFORM INITIATIVE?

Procurement through commercial e-commerce portals”, also known as the Commercial Platform Initiative, was made law by [Section 846 of the National Defense Authorization Act \(NDAA\) for Fiscal Year 2018](#). But what is it and when will it affect us?

The program is currently under development. Only commercially available off-the-shelf products not exceeding the Simplified Acquisition Threshold will be available through the e-portals.

[Section 846\(a\)](#) of the NDAA states, “The Administrator shall establish a program to procure commercial products through commercial e-commerce portals for purposes of enhancing competition, expediting procurement, enabling market research, and ensuring reasonable pricing of commercial products.” Section 846(a) goes on to say that there will be multiple commercial e-commerce portal providers through multiple contracts to be implemented in phases.

Section 846 established that the program will be implemented in at least three phases spanning 2+ years with more phases to be added if needed. The phases are: Phase 1, Implementation Plan (90 days); Phase 2, Market Analysis and Consultation (90 days + 1 year); and Phase 3, Program Implementation Guidance (90 days + 2 years). The [Phase I Implementation Plan](#) has just been issued (March

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HAVE YOU HEARD ABOUT THE COMMERCIAL PLATFORM INITIATIVE?

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16th) by GSA and OMB. The implementation approach adds a Phase 4, Potential Initial Rollout (by the end of FY19) and Phase 5, Assess and Scale Rollout (by the end of FY20).

The program authorizes commercial e-commerce portals that will be similar to the commercial e-commerce portals many of us use in our personal lives; however the Government has specific requirements that the commercial sector does not. Many details, such as how the platforms will accommodate existing statutes and regulations, still need to be determined. The [Phase I Implementation Plan](#) provides some insight on GSA's implementation approach including recommendations for four legislative changes.

If you would like to follow the development of the program, the GSA has established a [website](#) to post updates. Stay tuned for more information in the upcoming months/years!

PURCHASE CARD USERS: IMPORTANT INFORMATION ON NIH TRANSITION TO GSA SMARTPAY3

The current GSA SmartPay2 (SP2) master contract will expire on November 29, 2018. SP2 is the contract in which NIH's purchase, travel and fleet cards are under. SmartPay 3 (SP3) will officially begin November 30, 2018; however, planning for the transition and implementation has already begun.

The transition from SP2 to SP3 will have a significant impact on the NIH Purchase Card Community. All purchase card accounts under the current SP2 program with JP Morgan will be deactivated on November 29, 2018. New purchase cards accounts with the new bank under SP3 will be issued and delivered sometime in the Fall, and the new cards will be available for use on November 30, 2018.

Under SP3, GSA has awarded master contracts to two banks, Citibank and US Bank. In the next month or two, HHS will be issuing a task order to one of these banks. NIH has provided specific needs and requirements to HHS so that these will be included in the agency's task order. Our current servicing bank, JPMorgan, will not be participating under SP3.

As part of the transition preparation, the NIH Purchase Card Office has already been working with IC Purchase Card Coordinators

on account clean-up projects (such as address and phone number updates, inactive accounts with little or no activity, excessive account limits, etc.). It is critical for cardholders and card approving officials (CAOs) to notify their IC Coordinator of any immediate or impending administrative account changes such as these, or changes in account statuses (e.g. cardholder or CAO leaving the IC or agency), so that when new accounts are set up with the new bank under SP3, the information will be correct. This will ensure the proper establishment of new accounts and accurate delivery of new cards.

The NIH Purchase Card Office will continue to keep the community abreast throughout the transition process. In the interim, purchase cardholders and CAOs should continue to use their current JP Morgan purchase card accounts to process and approve authorized purchases as usual.

Additional information on the SP3 transition will be posted to the [NIH Purchase Card Website](#) in the coming weeks.

If you have any questions on SP3 transition activities for NIH, please contact Maria Snowden at 301-435-3928 or maria.snowden@nih.gov.

NIH PURCHASE CARDHOLDER OR CAO PROXY

A purchase cardholder or Card Approving Official (CAO) proxy is a cardholder or CAO that is temporarily assigned to act during the reconciliation period on behalf of another cardholder or CAO who is unable to complete the reconciliation process in NBS. Typically, this is due to someone being out on leave or the original cardholder or CAO has left NIH and is no longer able to complete the reconciliation process.

If a cardholder or CAO is unavailable to complete the reconciliation of the purchase card statement (matching invoices to logs, verifying transactions and approving them), a proxy should be assigned to reconcile the account. Assigning a cardholder proxy enables another cardholder to match invoices to logs and verify purchases on behalf of the original cardholder who made the purchases. Similarly, when a CAO is out of the office on extended leave, a CAO proxy can be assigned so that another CAO can approve verified charges for their respective cardholder(s).

The IC Coordinator must request that a cardholder or CAO proxy be assigned to reconcile the account. Purchase card accounts that were closed with the bank and have trailing charges that require review or approval after the Cardholder or CAO has departed NIH, will also require a proxy to reconcile the account.

CH/CAO Proxy Reminders:

- A proxy request should be submitted via email from the IC Purchase Card Coordinator to the [NIH Purchase Card Helpdesk](#). The NIH Purchase Card Change Request form that is required for proxy requests is available on the [Purchase Card Website](#).
- The proxy should be an equivalent or higher-grade level and have the same acquisition authority as the cardholder.
- The cardholder assuming the role of proxy may be suspended if they fail to reconcile on behalf of the original cardholder or CAO by the required deadline.
- The account of a cardholder on extended leave may be temporarily suspended to minimize the risk of fraud.
- The IC Purchase Card Coordinator must notify the NIH Purchase Card Help Desk when the proxy is no longer needed.
- In NBS, PCard User and/or Approver roles that are not accessed within 60 days may be automatically deactivated. Because of this, cardholders and CAOs that have been out of the office on extended leave should check with NBS to ensure that their roles are still in place upon their return to the office. If the event that their roles are deactivated, they must work with their IC Coordinator to submit the [NBS PCard User/Approver form](#) to the NIH [Purchase Card Helpdesk](#).
- Individuals who have their NBS PCard User/Approval roles temporarily removed, may also then be removed from the NBS email distribution lists. Since our office relies on these lists, it is important that your cardholders and CAOs maintain access to avoid not receiving related NBS or purchase card communications should one go out during the time that their role was deactivated by NBS.

If you have any questions about cardholder or CAO proxies, please contact the [Purchase Card Helpdesk](#) or Purchase Card Helpline at 301-435-6606.

OLAO IS ON YOUTUBE!

You can now check out the Office of Logistics and Acquisition Operations (OLAO) Contracts on YouTube on the [@OLAOCContracts](#) page. Find information about the following NIH-wide contracts:

The NIH Conference and Travel Support Contract ([NIHCATS](#)) vehicle provides customers with conference and travel support. NIHCATS is an HHS-wide strategic source.

The Public Information Communication Services Contract ([PICS](#)) vehicle provides the NIH with communication goods and outreach support. PICS provides high quality

performance in the areas of media, communication, information dissemination, and information technology to all of NIH.

The Long Term Administrative Support Contract ([LTASCII](#)) vehicle provides the NIH long term administrative services ranging from Clerk positions to Executive Assistants. LTASC II is the only means to procure long-term administrative support within NIH.

The NIH Business Professional Support Services Contract ([NIHBPSS](#)) provides customers with a variety of professional support services.

RECAP CORNER

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

ID	Date	Title	Purpose
18-01	10/6/17	ACTION REQUIRED/DUE FedDataCheck32 - DCIS Item 10H Commercial Item Acquisition Procedures	Attached spreadsheet indicated action required related to the coding of DCIS Item 10H.
18-02	10/12/17	FY17 NIH Annual Independent Verification and Validation Review (IV&V)	Provided awareness of the upcoming Independent Validation and Verification review.
18-03	10/23/17	FY17 Independent Validation and Verification Review – Request for Contract Files	Files that were selected for Independent Validation and Verification review were requested.
18-04	10/30/17	DCIS ALERT: DCIS Version 1.5 Updates	Described the DCIS items have been effected by the V1.5 update and provided a copy of the FPDS-ng Data Dictionary V1.5 October 2017 and NIH DCIS Data User Manual October 2016.
18-05	10/31/17	FY17 Independent Validation and Verification Review – Request for Contract Files	Files that were selected for Independent Validation and Verification review were requested.
18-06	11/9/17	FPDS-ng and DCIS – Production Scheduled Maintenance	Notification of FPDS-ng and DCIS service interruption.
18-07	12/7/17	DCIS ALERT - DCIS Item 10D NUMBER OF OFFERS RECEIVED	Explanation of DCIS Item 10D – requires the actual number of quotations/proposals/ bids/offers received in response to a solicitation.
18-08	1/11/18	Reminder-Decommissioning of the NIH Electronic Vendor Invoicing Program (eVIP) Software Platform	Provided information pertaining to the NIH eVIP decommissioning.
18-09	2/1/18	How to Export nVision Reports with Multiple Tabs	Provided an attachment to assist in exporting data from reports with multiple tabs to one spreadsheet.
18-10	2/8/18	SAM Registration Issues	Notification of a SAM service interruption.

TRAINING INFORMATION

Blanket Purchase Agreement Training

Need to make a quick buy or create value for your customer?

The NIH BPA Program is here to help!

We offer training to those in the Simplified and Delegated Acquisition Community. Please join us for our next WebEx Training/Lecture session that will be held on **May 10, 2018!**

This training will cover topics such as the background of the program, the definition of a BPA, benefits of using BPAs, competition requirements, and more. There will be Q & A at the end of the session.

In addition to the knowledge gained, you will receive 2 CLPs!

Registration for this class will begin on **April 20, 2018** and closes on **May 9, 2018**. More information regarding this class, including WebEx and LMS links, will be announced soon.

For further information, please contact Christina F. Vaughan at vaughanc@od.nih.gov or 301-435-3937.

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](#).

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](#).

Hvala vam

“Thank You” in Croatian

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 (6) times in calendar year 2018. OALM invites your comments and suggestions for future articles. 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 Michele McDermott at the email address above. For future issues please contact the Simplified Acquisitions Helpline on (301) 496-0400 or via email at OALMNewsletter@mail.nih.gov and you will be referred to the appropriate editor.