

The Office of Acquisition and Logistics Management Newsletter

OALM

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Happy New Fiscal Year!



CATEGORY MANAGEMENT AND BUYING FROM GSA FEDERAL SUPPLY SCHEDULES AND OTHER PRE-NEGOTIATED INSTRUMENTS

Category management is an approach the Federal Government is applying to buy smarter and more like a single enterprise. Category management enables the government to eliminate redundancies, increase efficiency, and deliver more value and savings from the government’s acquisition programs. Category Management is the key initiative used to better leverage the vast buying power of the federal government and reduce costly contract duplication.

To that end, OMB asked agencies to meet two modest targets by the end of FY 2018: increase the FY 2016 baseline Spend Under Management by 20% and increase spending through Best-in-Class contracts to no less than 35% of all addressable BIC spending.

The Acquisition Gateway is an online platform that offers expert advice, resources, data, and decision-support tools to help federal acquisition professionals through each step of the acquisition life cycle, leading to successful procurement outcomes. See how the Gateway can help you make the best procurement decision to help reach your targets for SUM and BIC.

There are many resources through which to learn more about these important subjects including NIH archived videocasts on Category Management presented by Rachel Gillerlain, Community Manager, Government-wide Category Management PMO (Chapter No. 2 at the below link) and Required and Priority Sources and Pre-Negotiated Instruments presented by Milton Nicholas, Management Analyst, with OALM (Chapter No. 7 at the below link).

[Category Management and Buying from GSA Federal Supply Schedules and Pre-Negotiated Instruments Videocast](#)

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HHS REVERSE INDUSTRY DAY

On October 9, 2018 the Department of Health and Human Services (HHS), National Institutes of Health (NIH) and Professional Services Council (PSC) will host the HHS Reverse Industry Day. It will be held at the Natcher Conference Center on the NIH Main Campus from 9:15 a.m. to 12:15 p.m. This event provides an opportunity for companies to share their perspectives on the challenges they encounter in trying to conduct business with HHS acquisitions Operating Divisions (OpDivs). Acquisition and programmatic officials will learn how to strengthen industry engagement in support of acquisition planning and execution of pre-award activities. This incredible learning opportunity will include three panel sessions, each followed by audience Q&As. The panel sessions are entitled:

- Doing Business in the Federal Marketplace & the Acquisition Lifecycle.

- Strengthening Acquisition Planning through Productive Industry Engagement.
- The Value of a Quality Debriefing.

Ms. Diane J. Frasier, NIH Head of Contracting Activity and Director of the Office of Acquisition and Logistics Management (OALM) will open the event. Andrea Brandon, Deputy Assistant Secretary, and José Arrieta, Associate Deputy Assistant Secretary, from the Office of Grants and Acquisition Policy and Accountability (OGAPA) will act as the keynote speakers.

Registration is open, and all staff are welcome to register using the following link <https://www.surveymonkey.com/r/HHSReverseIndustry18>. Registration will close once capacity is reached or by close of business on October 5, 2018.

INDUSTRY ADVANCEMENTS TO HELP PREVENT CREDIT CARD FRAUD

The credit card industry is moving towards a way to balance credit card fraud protection while also maintaining a positive customer experience. There are a lot of strategies to prevent credit card fraud; many of which are already being used in the market place today such as: chip cards and mobile pay mechanisms (Apple Pay, Google Pay, etc.) Unfortunately, as technology advances, so do the capabilities of fraudsters.

To keep ahead of the curve, bank industry partners such as Visa have been developing specialized authentication practices that will enable customers to make payments quickly and easily while also safeguarding themselves from fraud. Such techniques include voice recognition, behavioral biometrics, and physical biometrics (facial recognition, iris recognition, vein recognition, etc.).

Voice recognition may be self-explanatory, but the way biometrics are being used today to protect consumers is changing rapidly.

The NIH Purchase Card Program staff recently attended the GSA SmartPay 3 Forum where Visa presented on the ways that they are working to combat credit card fraud. Here are a few examples of how behavioral biometrics is being used today. Behavioral Biometrics is the intricate analysis into user patterns, and this information can help prevent fraudsters from

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INDUSTRY ADVANCEMENTS TO HELP PREVENT CREDIT CARD FRAUD

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accessing your personal data. Technology today can analyze millions of attributes associated with a person attempting to make a purchase such as their location, the device they are using, IP address, transaction type, the time of day, etc. in as little as five seconds! This is good news since there has been a huge shift in how we buy. In 2015 70% of VISA transactions were made in person with a merchant. In 2017 that number dropped to just 19%. As consumers continue to go online for their shopping needs, these quick, secure, and easy to use fraud prevention techniques will be essential and in high demand.

Physical biometrics is also advancing quickly from fingerprint identification to facial recognition to vein recognition; one day a username and password will be a thing of the past. While these technologies have already been developed and demonstrated at multiple events, the challenge now is getting buy-in from merchants and purchase card holders. Considering that the US is the leader in global fraud trends which were up 63% in FY2017 with a 10% year over year growth rate, our buy-in should not be troublesome. This rate is especially high when you compare the US to Europe and Canada who both have significantly less credit card fraud during the same period (15% and 5% respectively) with a negative year over year growth rate. No doubt these stark differences have to do with Europe and Canada quickly adopting advancing technologies such as the chip cards and contactless payments long before the US did. We will continue to keep you apprised of commercial trends and industry changes.

Should you have any questions, please contact the NIH Purchase Card Program at Creditcard@OD.NIH.GOV.

HOW DO SECTION 508 REQUIREMENTS APPLY TO MICRO-PURCHASES?

Section 508 applies to the purchase of all Information and Communication Technology (ICT) products and services, including micro-purchases. Note [FAR 39.2](#) refers to Electronic and Information Technology (EIT) vice ICT. At this time, both terms are used interchangeably. Common ICT products are software, hardware, all electronic/digital content, and support documentation and services.

<http://www.section508.gov/> outlines a 6-step checklist to assist in the process for Section 508 micro-purchase requirements

- Determine if your requirement is ICT

- Determine which Section 508 standards apply
- Perform market research
- Complete documentation
- Follow agency-specific policies and procedures
- Purchase product of service

For a quick, free, online training opportunity by GSA and [Section508.gov](#) take a moment to review the [Micro-purchases and Section 508 Requirements](#) training.

EFFECTIVE RECEIVING

Effective receiving involves receipt, inspection, and acceptance. Timely and accurate receiving reduces payment problems, helps to avoid improper payments, avoids or lowers interest payments, and prevent problems encountered with canceling year lines exercises.

The receiving process encompasses the following terms:

Receipt - the physical receipt of the product or documentation

Inspection - examining and testing the supplies or services to determine whether they conform to contract requirements

Acceptance - the acknowledgement that the items delivered, or services performed conform to the terms and conditions of the contract

Rejection - inspection demonstrates that the deliverable is not in compliance with the terms of the contract

The receiving report is the written evidence that proves Government *acceptance* of supplies delivered, or services performed. As stated at FAR Subpart [FAR 32.905\(c\)](#) “All invoice payments... must be supported by a receiving report or other Government documentation authorizing payment”. At a minimum the receiving report must contain the following elements:

- 1) Contract number or other authorization for supplies delivered or services performed.
- 2) Description of supplies delivered, or services performed.
- 3) Quantities of supplies received and accepted, or services performed, if applicable.
- 4) Date supplies delivered, or services performed.
- 5) Date that the designated Government employee inspected and accepted the supplies or services
- 6) Signature, printed name, title, mailing address, and telephone number of the designated Government official responsible for acceptance or approval functions.

Below are several options that may be used as a receiving report:

OF 347 Order for Supplies or Services

SF 1449 Solicitation/Contract/Order for Commercial Items

[Manual Form w/ elements of FAR 32.905\(c\)](#)

Rubber Stamp w/ elements of FAR 32.905(c)

You can also view our PowerPoint presentation on Effective Receiving (Receipt, Inspection, Acceptance) RIA that is also located on the Acquisition Services and Review Branch SharePoint Site under the Training Tab.

NIH AWARDS THIRD CONFERENCE, ADMINISTRATIVE, AND TRAVEL SUPPORT (NIHCATS III) CONTRACT

The National Institutes of Health (NIH) Office of Logistics and Acquisition Operations (OLAO) awarded the latest Government-wide contract for conference, administrative, and travel support – NIH Conference, Administrative, and Travel Support Contract III (NIHCATS III) – to 13 small businesses.

The new contract provides the NIH and other Federal agencies with the means to acquire support services for conferences and meetings over the next 5 years with a potential ceiling totaling \$100 million.

NIHCATS III offers multiple task areas for services supporting conferences and meetings, including Travel Support; Meeting and Conference Support; Administrative Support; Documentation Support; and Website Design, Development, and Maintenance Support.

The 13 small businesses awarded an NIHCATS III contract offer the NIH the most technically capable and competitively priced solutions. Task orders awarded under NIHCATS III will have the added benefit of helping NIH fulfill its Small Business requirement. The 13 awardees selected for this highly sought-after contract can be found on the NIHCATS III website (<http://nihcats.olao.od.nih.gov>).

NIHCATS III continues the strong tradition established by the NIHCATS II contract. The NIHCATS Support Team at OLAO is happy to support new and returning customers across NIH and the Government as they transition over to NIHCATS III.

Please email the team at NIHCATSIII@mail.nih.gov if you have any questions or need assistance.

NIH AWARDS THE NEXT PUBLIC INFORMATION AND COMMUNICATION SERVICES (PICS) CONTRACT

The National Institutes of Health (NIH) Office of Logistics and Acquisition Operations (OLAO), with strong support from the Office of Communications & Public Liaison (OCPL), awarded the latest contract for communication support – [NIH Public Information and Communication Services Contract II](#) (PICS II) – to 9 small businesses.

We brainstormed with the best and the brightest of the NIH community to create this contract to increase effectiveness and usability. The new contract offers the NIH a comprehensive scope providing customers a portfolio of services to address all their communication needs, small or large, over the next 5 years with a potential ceiling totaling \$500 million.

PICS II offers a variety of task areas for services including Communications and Outreach; Materials Development and Distribution; Graphic Design, Web, and Database Support; and Exhibit Support.

The 9 small businesses awarded a PICS II contract offer the NIH the most technically capable and competitively priced solutions. Task orders awarded under PICS II will have the added benefit of helping NIH fulfill its Small Business requirement. The 9 awardees selected for this highly anticipated contract can be found on the PICS II website (<http://pics.olao.od.nih.gov>).

PICS II supports the NIH mission by helping ICs communicate knowledge and research developments to the public and the scientific community with the goal of enhancing health and reducing illness and disability. The PICS Support Team at OLAO is happy to support new and returning customers as they transition over to PICS II.

Please email the team at PICSII@mail.nih.gov if you have any questions or need assistance.

RECAP CORNER

Below is a recap of recent OALM communications to the NIH acquisition workforce (7/21/18 – 9/18/18)

ID	Date	Title	Purpose
18-29	7/21/18	FPDS Production Maintenance	The FPDS production application will be down for scheduled maintenance on Saturday, July 21, 2018 from 8:00 AM - 3:00 PM (EDT). As a result, the DCIS production application will be down as well. Buyers will not be able to report contract actions to DCIS/FPDS during this time
18-30	7/30/18	FY 2013 Processed PRISM Expiring Lines	The spreadsheet details lines that were closed by the last run of the NBS Line Item Final Close Program on July 13, 2018. DCIS reporting is required within three business days on actions where the total contract action is equal to or above the micro-purchase threshold (\$3,000 in FY2013), for construction contract actions (\$2,000), and services subject to Service Contract Labor Standards (\$2,500).
18-31	8/02/18	Vendor not Active in SAM and Vendor Purpose of Registration	REMINDER: SAM is the official website for the U.S. Government when verifying a vendor's registration. SAM is located at https://www.sam.gov .
18-32	8/09/18	Call for PRISM 7.3 Upgrade UAT TESTERS	The PRISM 7.3 Upgrade will deploy to the User Community in FY19. To meet a critical deployment date of the beginning of FY19, we are seeking volunteers to conduct User Acceptance Testing (UAT) of the system.

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RECAP CORNER

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18-33	8/15/18	Execution of NBS PO Final Close Program on FY 2013 Canceling Year Funds	All Cancel Year Lines (those in their fifth fiscal year after the expiration of an appropriation's period of availability for incurring new obligations) with a budget year of FY 2013 should have funds de-obligated by the NIH deadline of COB August 20, 2018.
18-34	8/15/18	Immediate Action Required on FY 2013 Canceling Year Lines Not in "Released" Status	In preparation for the next run of the NBS PO Final Close Program, Awards must have a status of "Released" at the header level in PRISM to be eligible for Cancelling Year lines to be de-obligated.
18-35	8/18/18	FPDS Downtime Production Maintenance	The FPDS production application will be down for scheduled maintenance on Saturday, August 18, 2018 from 8:00 AM - 3:00 PM (EDT).
18-36	8/20/18	PRISM Auto-numbering Masks – Retired Masks	Several PRISM Auto-Numbering Masks have been retired from PRISM, they are no longer available for use due to the new Unique Procurement Instrument Identifiers (uPIID) structure.
18-37	9/18/18	Unscheduled DCIS Downtime for Production Update and Maintenance	The DCIS production application will be down for an unscheduled production update and maintenance from 12:00 PM to 12:30 PM today, September 18, 2018.

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](#).

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.

Questions regarding Green Purchasing Training should be sent to:

GreenPurchasing@mail.nih.gov.

Dziękuję Ci

“Thank You” in Polish

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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