

# The Office of Acquisition and Logistics

## Management Newsletter – March/April 2016

### Tax Exemption

Generally purchases made with the Government Purchase Card or convenience check are exempt from federal, state and local taxes in accordance with Federal Acquisition Regulation Part 29.3. When using the Government Purchase Card to pay for goods or services, it is the responsibility of the cardholder to ensure that sales tax is not paid. Cardholders must inform the vendor prior to purchase that the purchase is for official U.S. Government Purchases only and that taxes should not be charged. The following should also be kept in mind:

- If the vendor insists on charging tax, the cardholder should attempt to locate another merchant that does not add tax to the purchase price. If no other merchant is available, the cardholder may make the purchase from the original merchant but must document the purchase file accordingly.
- Government purchase cards are generally exempt from state taxes in every state, although certain states do require a form to be completed. To see which states require a sales tax exemption form go to [GSA SmartPay](#).
- If a cardholder receives an invoice and tax is charged, the cardholder must contact the vendor immediately to attempt to obtain a refund for the tax. If the vendor refuses, the cardholder should document the file accordingly and in the future, use another vendor if possible.
- IMPORTANT: Taxes cannot be disputed with the bank.

Ensuring that government purchases are exempt from taxes helps save the Federal Government money and adheres to Federal Acquisition Regulations. Please contact the Purchase Card Help Desk if you have any questions at 301-435-6606 or email [Creditcard@nih.gov](mailto:Creditcard@nih.gov)

### Procedures and Award File Documentation Checklist Now Available

The new [Procedures and Award File Documentation Checklist for Purchase Orders, Delivery and Task Orders or BPA Orders](#) was introduced and made available on the [ASRB SharePoint Site](#)! This new checklist can be found under the “Tools” (Best Practices) section.

The purpose of this Checklist is to provide a tool to aid staff in the Delegated Offices of Acquisition in processing and documenting award (purchase order, task order, delivery order and BPA order) files. This checklist will be updated as necessary. While notice will be provided if and when this checklist is updated, staff are encouraged to check back occasionally to ensure they are using the most updated tools.

# The Office of Acquisition and Logistics

## Management Newsletter – March/April 2016

The use of this checklist is not mandatory but its use is strongly encouraged. Where offices opt to use another checklist, that checklist must contain the minimum content found in this checklist.

If you have any questions or concerns about the checklist, please contact the Simplified Acquisition Helpline at [SimplifiedAcquisitionHelp@od.nih.gov](mailto:SimplifiedAcquisitionHelp@od.nih.gov).

### Free IT Procurement Training with NITAAC

Compete and manage your IT requirements quickly and easily when you choose an NIH-NITAAC Government-Wide Acquisition Contract (GWAC). Our training specialists will demonstrate how GWACs enable you to leverage buying power and how NITAAC's online ordering systems can increase productivity. Earn Continuous Learning Points (CLPs) towards maintaining a number of federal certifications.

A [NITAAC training session](#) can show you how to award commodity IT requirements in as little as 3 days and complex IT awards in as little as 30 days using our secure electric-Government Ordering System, e-GOS. By using e-GOS you will have access to NITAAC three GWACs (CIO-SP3, CIO-SP3, and CIO-CS) and our new Strategic Solutions tool.

e-GOS allows you to compete all of your IT requirements faster and easier all while saving money with competition driven prices. You are in the driver's seat with NITAAC's three procurement vehicles: CIO-SP3, CIO-SP3 Small Business and CIO-CS.

NITAAC offers several different trainings: [your location](#), a [webinar session](#), or [on-site trainings at NIH Campus](#). We invite you to register for a free training session of your choice. If you have questions about specific requirements or would like us to come in and train your acquisition team, please call the NITAAC Customer Support Center at 1.888.773.6542 or email [NITAACsupport@nih.gov](mailto:NITAACsupport@nih.gov). You can always count on:

- 1-hour response to any contractual, technical or procedural question
- Customized support from Contract and IT Specialists
- Fast Technical Assessments within 24 hours
- Every SOW/SOO/PWS evaluated for scope, clarity and other factors to assure quality responses and returned with recommendations
- Document library of tools and templates based on 20+ years of government wide IT contracting (click on Tools/Templates in the blue navigation bar at the top of our homepage at <https://nitaac.nih.gov>.)

**We look forward to meeting you and your acquisition team!**

**WEBINAR**

# The Office of Acquisition and Logistics

## Management Newsletter – March/April 2016

<b>DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Thursday, March 31, 2016	1:00PM – 3:00PM	On your computer
Thursday, April 28, 2016	1:00PM – 3:00PM	On your computer

### **AT NIH**

<b>DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Tuesday, April 5, 2015	1:00PM – 3:00PM	Natcher Conference Center Bethesda, MD, Room G1, G2
Tuesday, June 7, 2015	1:00PM – 3:00PM	6001 Executive Blvd. Rockville, MD, Room B1, B2

## How to Use NITAAC's Electronic-Government Ordering System

If you choose NITAAC for IT commodities or services, the first thing you need to know is the electronic-government ordering system, more commonly referred to as e-GOS. It is a technology-based platform that is easily accessible via the web, enabling you to place, manage, and award requirements from anywhere you have Internet access.

Once you register for the system, you can then easily access it any time you want to place, check on, and even award a solicitation. Here's how to get started:

1. Go to <https://nitaac.nih.gov>, and click on the login button.



2. Scroll down to the “New Users” section and check the box that says, “Yes, I am an NIH Employee.” Enter your username and password, usually, your last name followed by your first and middle initials. Once entered, the screen will populate with information from the NIH Employee Directory (NED), and you should verify it is correct.

# The Office of Acquisition and Logistics

## Management Newsletter – March/April 2016

3. You must read and check the box to agree to the Terms of Service before selecting “Continue.” The original screen will return for you to enter your username and password under “Existing User,” and click log in.

From there, you’ll be taken to a dashboard where you can either start a new order, view recent orders, view any system messages or announcements, or access tools and templates.

On the left-hand side of the screen are contract actions. You have three choices: NITAAC Government-Wide Strategic Solutions for special pricing and ordering of laptops and desktops, CIO-SP3/CIO-SP3 Small Business for IT services and solutions, and CIO-CS for IT commodities and commodity-enabling solutions.

Once you’ve selected a vehicle, you can perform any of the following actions:

- Create an RFP/RFQ
- Create a Sources Sought notice
- Create an RFI
- Create a Draft RFP/RFQ
- Special Notice

On the right-hand side of the screen are links to helpful reference materials:

- Labor Rates
- The CIO-CS Catalog
- NITAAC FAQs
- NITAAC Tools and Templates
- NITAAC Small Businesses
- DoD DFARs Clauses

In the center of the screen, you will see messages related to your current solicitations, as well as relevant announcements from governing bodies like the Office of Management and Budget.

As you get into any of the system functions, you’ll find the directions are easy to follow and FAR guidance is built in. If you decide you want to choose an “exception to fair opportunity,” for example, like a name brand name justification, the applicable FAR clause will appear outlining the steps for doing so. You can also attach any number of documents, so there’s never any retyping.

NITAAC has made the system as easy as possible. We invite you to open an account, create some test solicitations and try walking through the system yourself at <https://nitaac.nih.gov>. If after doing so you still need help, you can always call us at 1.888.773.6542 for over the phone instructions, or to schedule a demo at your office.

And please remember, we appreciate your feedback.

# The Office of Acquisition and Logistics

## Management Newsletter – March/April 2016

### Learn how to streamline your acquisitions and earn 2 CLPs

Discover how NITAAC GWACs enable you to compete, manage and award your requirements quickly and more easily. Also, see a demo of NITAAC's web-based solicitation system that streamlines the entire process. You'll earn two Continuous Learning Points (CLPs) as you learn, good towards maintaining your federal certifications.

A [NITAAC training session](#) can show you how to use CIO-SP3, CIO-SP3 Small Business and CIO-CS for all of your IT requirements, simple to complex. You'll also learn how to use NITAAC's Government-Wide Strategic Solutions for purchase of laptops and desktops in compliance with [OMB memo M-16-02](#).

NITAAC offers several different trainings: [training at your location](#), a [webinar session](#) or you can come to one of our [on-site trainings at NIH Campus](#). We invite you to register for a free training session of your choice.

Here's the upcoming schedule:

#### Webinar

When: March 31 or April 28, 2016 at 1:00 p.m.

Place: Your desk!

#### Monthly at NIH

When: April 5, June 7, and August 4 at 1:00 p.m.

Place: Either the Natcher Auditorium, Bethesda, MD or the Neuroscience Center, Rockville, MD. [\(Check the website for details\)](#).

If you have questions about specific requirements, or would like us to come in and train your acquisition team on-site, please call the NITAAC Customer Support Center at 1.888.773.6542 or email [NITAACsupport@nih.gov](mailto:NITAACsupport@nih.gov).

## NEWS FROM THE NIH-SUPPLY CENTER (SC)

From the Chief

Thank you for your continued confidence in the NIH-Supply Center (SC). On behalf of the entire SC, I can tell you that we are motivated and inspired by the opportunities that you give us to help you succeed. Delivering results that exceed your expectations is our top priority.

I also thank you for your participation in our customer satisfaction surveys, Vendor Town Halls, PAC, SCA and other key events. You rated us above the average standard for attributes that we feel define who we are and why we are different: positive attitude and willingness to get the job done, collaboration, flexibility, clear communication, and on-time delivery. You have my commitment that we will work hard to excel in these areas and others for years to come.

# The Office of Acquisition and Logistics

## Management Newsletter – March/April 2016

If there is anything that we can do to improve our service to you. Please do not hesitate to let us know.

Sincerely,  
Mr. Gary A. Marquez  
Chief, NIH- Supply Center

### Customer feedback

Customer feedback is so important because it provides your NIH-Supply Center (SC) with insight we utilize to improve our support efforts, products and/or overall customer satisfaction. We want to thank all of our customers for your honest feedback and rest assured we utilize this to make all the improvements you have been seeing around campus. Your feedback helps us to:

1. Improve our service and products.
2. It offers us the best way to measure our customer's satisfaction.
3. It provides actionable insight to create a better customer experience.

### Surcharge Reduction

Starting with the new Fiscal Year 2016, we have reduced the surcharge from 22% to 20%. Our goal is to lower the surcharge by 2% per year until 2019. This means that in 2017 the surcharge will be 18%, 2018 the surcharge will be 16% and 2019 the surcharge will be reduced to 14%!

### Return Policy

Exchanges and returns can be made within 14 days from the date of your item receipt. We request that you have the CAN Card that was used to make the purchase available when you return items. Supplies returned after 14 days are not subject to a refund. Did you purchase the item online or at the SSS? Here are the guidelines and information necessary to make the return as smooth as possible.

Orders made through the Self Service Stores (Building 10 & 31):

Items may only be returned to SSS10 or SSS31, not the GDC. Please take your items that you would like to return to the closest store, either building 10 or 31. Your CAN card will then be credited with the amount of the purchase.

### Buy Bulk and Store

Did you know that if you make a bulk/large purchase from the NIH- SC or the Self Service Stores, that you can store your purchased items in the Gaithersburg Distribution Center (GDC) located in Gaithersburg at no cost to you? The warehouse has dedicated locations where your products can be

# The Office of Acquisition and Logistics

## Management Newsletter – March/April 2016

secured and stored in bulk and can easily be delivered directly to you whenever you need them at no cost. Once you have submitted a special “Bulk purchase” request within NBS provide the description, quantity, price, extended price, name, physical address, email address and phone to the SC customer service at (301) 496-9156 or (301) 496-3395. Once that has been received the GDC staff will process and palletize the order for storage. As you need the product contact the customer service at 301-496-3395 and the supplies will be delivered directly to you and the inventory spreadsheet will be updated, reviewed and signed by the POC with appropriate delivery forms attached to the inventory spreadsheet. Upon completion of shipments, an email is sent to the Customer contact to confirm completion of this effort.

### On-line Human Subjects Protections Training

The Office of Extramural Programs offers an e-Learning Series on Human Subjects Protections. There are several training modules appropriate for acquisition staff:

Introduction to Human Subjects Training (.25 CLPs)

Comprehensive Human Subjects Training (1 CLP)

Contract Staff Training (.25 CLP)

The courses can be found at: <https://nih-extramural-intranet.od.nih.gov/d/node/1880>

Also, the March 2016 Human Subjects Case Study of the Month: “Sub-Projects in R&D Contracts” has been published at [https://nih-extramural-intranet.od.nih.gov/d/nih/hsp\\_casestudy\\_03-2016.htm](https://nih-extramural-intranet.od.nih.gov/d/nih/hsp_casestudy_03-2016.htm).

### BPA PROGRAM TRAINING

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

The NIH Blanket Purchase Agreement Program (BPA) is here to help. The NIH BPA Program is offering training to those in the Simplified and Delegated Community. Training will include:

- Background on the Program
- Defining a BPA
- Benefits of using the BPA
- BPA Call Competition Requirements
- General BPA Program Information
- Chance to ask questions concerning the Program

Training will be held on **May 4, 2016 at Natcher Conference Center Balcony A from 10AM-12:00PM** (this includes Q&A).

# The Office of Acquisition and Logistics

## Management Newsletter – March/April 2016

In addition to the knowledge gained during the session, you will receive 2 CLP's for being a part of the training session.

Registration for this class will begin **April 18, 2016** and closes on **May 2, 2016**. Space is limited, so sign up as soon as possible.

Sign language interpreters and other reasonable accommodations will be provided. If you require such accommodations please contact the BPA Program at 301-496-5212 or via email at [BPAProgramBranch@od.nih.gov](mailto:BPAProgramBranch@od.nih.gov) by **April 25, 2014**. You may also contact the BPA Program if you have general questions about the training session.

### THANKS!

We would like to thank all those who contributed to this issue of the OALM Newsletter.

The OALM Newsletter will be published six (6) times in calendar year 2016. 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: Korriise LaRoche, [LaRochek@od.nih.gov](mailto:LaRochek@od.nih.gov), Milton Nicholas, [NicholaM@od.nih.gov](mailto:NicholaM@od.nih.gov), Annette Romanesk, [RomanesA@od.nih.gov](mailto:RomanesA@od.nih.gov), Michele McDermott, [McDermottMI@od.nih.gov](mailto:McDermottMI@od.nih.gov), Jesse Lee at [Jesse.Lee2@nih.gov](mailto:Jesse.Lee2@nih.gov), or Barry Solomon, [SolomonBJ@od.nih.gov](mailto:SolomonBJ@od.nih.gov)

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 [SimplifiedAcquisitionHelp@od.nih.gov](mailto:SimplifiedAcquisitionHelp@od.nih.gov) and you will be referred to the appropriate editor.