

# The Office of Acquisition and Logistics Management Newsletter

## OAMP

Div of Acq Policy and Evaluation

Div of Financial Advisory Services

Div of Simplified Acq Policy & Services

Purchase Card Program

Purchase Card Helpline

301-435-6606

Simplified Acquisition Helpline

301-496-0400

BPA Helpline

301-496-5212

## OLAO

Div of Logistics Services

301-443-7977

Property Management Branch  
301-496-5712

Supply Management Branch  
NIH Supply Center  
301-496-9120

Self-Service Store—Bldg 10

301-496-2051

Self-Service Store—Bldg 31

301-496-4430

Transportation Management Branch  
301-496-4511

NITAAC

888-773-6542

DCIS Helpline

301-451-2771

## INSIDE THIS ISSUE:

<u>SB Industry Day, June 30th 2014 - Natcher</u>	<u>1</u>
<u>Gear-up for year-end requirements by tuning up on Acquisition Strategies now</u>	<u>1</u>
<u>News from the NIH Supply Center</u>	<u>2</u>
<u>Introducing Chief information Officer—Commodities and Solutions (CIO-CS)</u>	<u>4</u>
<u>NIH Blanket Purchase Agreement (BPA) Available Online!</u>	<u>4</u>
<u>Acquisition Training Schedule</u>	<u>5</u>

## SMALL BUSINESS INDUSTRY DAY, JUNE 30TH AT THE NATCHER CONFERENCE CENTER

The Office of Acquisition and Logistics Management is sponsoring a Small Business Industry Day. The theme is "NIH and Small Business Synergy". Industry Day is an outreach event, providing opportunities for small businesses to network and partner with NIH program and acquisition offices, as well as with large businesses. We are marketing this event to all small businesses (8(a) firms, businesses, women-owned businesses) with special emphasis on "HubZone" and Service- Disabled Veteran-owned Small Businesses. The event is scheduled for Monday, June 30, 2014, from 9:00 AM to 4:00 PM at the Natcher Conference Center.

Small businesses are a vital part of this country's workforce and economy. At NIH they play an integral role in both the Intramural and Extramural Programs, and are essential partners in our ability to meet the NIH mission. We are holding this event in order to expand and enhance our relationships with small businesses.

The Point of Contact for this event is Raymond Dillon; he can be contacted at [dillonr@od.nih.gov](mailto:dillonr@od.nih.gov) or 301-496-2507.

## GEAR-UP FOR YEAR-END REQUIREMENTS BY TUNING UP ON ACQUISITION STRATEGIES NOW.

In only 90 minutes, you can learn how to use NITAAC Government-Wide Acquisition Contracts (GWACs) and earn 2 CLPs to boot, while adding to your toolbox of acquisition strategies.

A NITAAC training session can show you how to award commodity IT requirements in as little as 3 days, and complex IT awards in 30 days or less using our secure, online automated systems. Once your requirements documents are complete, it only takes about 10 minutes to upload them into our automated system, with FAR Guidance built-in every step of the way. We can even show you how to meet your small business goals with CIO-SP3 Small Business and ECS III, an increasingly important target to note as we move into year-end spending.

Each complimentary, 90-minute training session covers:

- How GWACs are faster, easier and cost-competitive

- The benefits of using NITAAC GWACs for IT products, services and solutions
- A live demonstration of NITAACs easy-to-use online competition and ordering systems
- How to set-aside requirements for 8(a), HUBZone, WOSB, SDVOSB and Small Business
- NITAAC's value-added services, including free comprehensive SOW/PWS/SOO assessments

We invite you to register for one of the training opportunities listed below. If these dates do not work, please contact us and we will gladly schedule a session in your office with your IT procurement team. Visit <https://nitaac.nih.gov/nitaac/free-training> to register, and click on the links for "Webinar", "At NIH" or "At Your Location" located in the right-hand sidebar.

## GEAR-UP FOR YEAR-END REQUIREMENTS BY TUNING UP ON ACQUISITION STRATEGIES NOW.

*Continued from page 1*

### Webinars

DATES: Thursday, June 26, 2014  
Tuesday, July 29, 2013  
TIME: 1:00 – 3:00PM  
LOCATION: On your computer

Rockville, MD, Room B1/B2

DATE: Tuesday, July 8, 2014  
TIME: 1:00 – 3:00PM  
LOCATION: Natcher Conference Center,  
Bethesda, MD, Room G1/G2.

### At NIH

DATE: Thursday June 5, 2014  
TIME: 1:00 – 3:00PM  
LOCATION: 6001 Executive Blvd.

### What will participants earn? Two (2) CLPs!

**Interested?** Call the NITAAC Customer Support Desk at 1-888-773-6542 or visit our website at <https://nitaac.nih.gov>.

## NEWS FROM THE NIH SUPPLY CENTER

The NIH Supply Center (NIH-SC) located in Gaithersburg, Maryland provides medical, laboratory and general supplies to the NIH community. The NIH-SC also controls the two Self Service Supply stores (SSS) on the main NIH campus located in buildings 10 and 31 and distributes supplies from the Gaithersburg Distribution Complex (GDC) to the SSSs and to off campus customers. The SSSs also accept orders from on campus customers and deliver door to door. The NIH-SC and the SSS do not charge for delivery!

**Supply Chain Advisory Council (SCAC)** - The Supply Chain Advisory Council (SCAC) charter, approved by the Director of the Office of Acquisition and Logistics Management, was discussed in detail during the first meeting of the council on Wednesday, May 14, in the Natcher Building. Opening remarks were provided by Ms. Colleen Barros, Deputy Director for Management, and by Ms. Diane Frasier, Director of the Office of Acquisition and Logistics Management. The council discussed their goals and objectives. Guest speakers included VWR Inc. who provided an overview of a supply management tool called “Catalyst” which tracks internal inventory management which can help labs and ICs manage the day to day stockage and guest speaker Mr. Mark Burchess, Director of Logistics, HHS, Product Support Center, Perry Point, MD who provided an overview of PSC’s capabilities. The next SCAC Council meeting will be held in September in the GDC in Gaithersburg, date to be determined.

**Business Operations** – The NIH SC participated in the NIH Spring Research Festival and provided handout material to researchers and trading partners during the festival explaining our transformation process, marketing efforts, our new Supply Chain Advisory Council (SCAC) meetings, table top display in our Self Service Stores, and many other items we believe are of interest to our research community. We asked for feedback and received 185 surveys with many great suggestions as to how we can improve our business. Our On-Line catalog Studio software testing is near completion and we hope to have it fielded and in product by the end of the third quarter of Fiscal Year 14. The new version of the software includes a new search engine that should help our research community find the products they’re looking for much easier. This new version also has an analytics function to allow redirects for products not found to possible matches with more generic/scientific descriptions. We’re hoping this will increase the reliability of the search results and improve the customers experience. We and our Supply Chain partners will continue to hold Table Top displays, Product Showcases and promotions to advertise the products being sold in the store and to offer discounts to our research community. During the table top displays held in March 2014 sales by product increased 10% while many customers were able to receive discounts directly from the vendor for volume buying.

*Continued on page 3*

## NEWS FROM THE NIH SUPPLY CENTER

*Continued from page 2*

These Table Top events are scheduled by the Business Operations and Marketing team for vendors offering our community promotions on products sold in the store. Our Business and Operations Marketing Team may be reached at [nihsmarketingteam@nih.gov](mailto:nihsmarketingteam@nih.gov). The events are regularly scheduled and posted to the NIH-SC web page.

**We are not currently running any specials; however, we just received a large order of copy paper, bleach, bio hazard boxes, and Wyp-All tissues. We have plenty of stock on hand so look to the NIH Supply Center first for your needs.**

**Inventory Management** - There were a significant number of customers in the NIH community who chose to take advantage of our temporary price reductions for select items. The results of that timely (albeit expired) Supply Center promotion have been analyzed, and each of the 5 discounted items experienced an uptick in monthly sales:

96 Well FastSemi-skirted (last four 6193): ↑ 33% increase  
 12 CC plastic syringe (last four 4404): ↑ 6% increase  
 Defender F100 flash drive (last four 1046): ↑ 38% increase  
 Tissue culture flask (last four 2351): ↑ 50% increase  
 Falcon 5ml pipet (last four 9363): ↑ 33% increase

If you and/or your IC missed an opportunity to purchase items on the preceding list at their discounted price, in both the near and distant future, there will be many more equally impactful price reduction promotions for these and other very popular stock items. Our concerted effort to increase value includes pursuing much more competitive pricing, quality merchandise, and customer pricing from our suppliers. We are promoting maximum efficiency in our operation by minimizing our supplier base and establishing standard purchasing contracts (i.e. IDIQ contract) for our most popular stock items. While many of these alternate source (cheaper price / better value) discoveries won't be published in the newsletter, the related discounts can always be leveraged via the GDC Warehouse (NBS) or the Self Service Stores (SSS).

Finally, the Supply Center has effectively revamped our customer service protocol to better accommodate customers. In addition to calling and/or emailing any inquiries to our new customer service representative, customers should also feel free to contact the applicable item manager for an up-to-date status on all stock items. The item manager can be determined by matching the first 4 numbers (Federal Stock Class – FSC) of the stock number with the corresponding list of (item manager) managed FSC's, the list of managers is available on the Supply Center's web site.

The end of the fiscal year is quickly approaching, and we're taking all of the necessary steps to ensure sufficient stock in advance of September. Allow the Supply Center to support all of your end-of-year requirements while providing your IC with the maximum return. And as always, let's keep it in house!!

**Self Service Store** – Changes are being made daily to both stores – a focus on customer service, re-warehousing, increased stockage. Many customers commented on the bare shelves and we listened, increasing stock levels and increasing delivery to the stores – the results are – Store 10 has less than 7% Zero Balance with stock on order (this was 23% in December 2013) and Store 31 has 3.5 Zero Balance, the lowest it has been in years – so the stock is there waiting for customers to purchase. Additionally, patrons of the stores are asked to complete a survey which is a hard copy of the same survey that is on line. Once this is filled out and dropped off with one of the store personnel the survey is loaded into our online ISO 9011 quality system. If the comments average less than a 3.0 then an Item Manager will research the situation and contact the customer within 3 business days to resolve the problem. If not, then we ask our customers to call or email our Customer Service Representative, Ms. Linda Henderson, at [nihsupplycenter@od.nih.gov](mailto:nihsupplycenter@od.nih.gov) or call her at (301) 496-3395 or (301) 496-9156.

Make the NIH Supply Center your first choice for supplies.

## **INTRODUCING CHIEF INFORMATION OFFICER— COMMODITIES AND SOLUTIONS (CIO-CS)**

NITAAC's next generation IT commodity and commodity-enabling solutions GWAC is off to the races with the release of the CIO-CS Request for Proposal (NIHJT2014002) in Federal Business Opportunities.

Please click here to view the Federal Business Opportunities CIO-CS solicitation

The resulting GWAC will be open to all qualified contractors. Original Equipment Manufacturers (OEMs) must qualify in one or more of the Product Groups described in the solicitation and Value Added Resellers (VARs) must qualify in all of the Product Groups except Category 8 (Telecommunications Plans) in order to be eligible to receive a GWAC award.

With this new GWAC, NITAAC will be able to deliver a whole new spectrum of products and services both on-site and in the Cloud. We are excited about the road ahead, and look forward to bringing our customers a great new team of contract holders with this GWAC award.

## **NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS AVAILABLE ONLINE!**

Lists of all NIH Blanket Purchase Agreements (BPA's) can be found at the following URL: <http://oamp.od.nih.gov/dsaps/bpa-program>

This location contains three BPA lists:

- 1) Complete vendor alphabetical list;
- 2) Vendor list sorted by commodity; and
- 3) A listing of the preferred HHS Strategic Sourcing vendors.

If you have questions or need further clarification, please contact the BPA helpline at (301) 496-5212 or e-mail [BPAProgramBranch@od.nih.gov](mailto:BPAProgramBranch@od.nih.gov)

# ACQUISITION TRAINING SCHEDULE

PSAC



## **2609 Federal Supply Schedule (3 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

PSAC



## **2610 Consolidated Purchasing Through Contracts (3 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

PSAC



## **2611 Buying From Businesses on the Open Market (3 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

PSAC



## **2617 Price Reasonableness Simplified Acquisition (7 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				



## **2635 NBS P-Card Logs & Reconciliation (Refresher) (7 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Jun 27, 2014	9:00am-4:00pm	6705 Rockledge Dr.	\$489	Jun 27, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

## **5512 Professional Services (7 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Jun 26, 2014	9:00am—4:00pm	6705 Rockledge Drive	\$490	Jun 12, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

# ACQUISITION TRAINING SCHEDULE

PSAC



## **5513 Negotiation Strategies for Simplified Acquisition ( 6.5 CLPs )**

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

## **5515 NBS Buyer Acquisition (Refresher) (14 CLPs)**



Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

PSAC



## **5521 Federal Appropriations Law (24 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Aug 18-Aug 20, 2014	9:00am—4:00pm	6705 Rockledge Dr.	\$940	Aug 4, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

## **HHS Appropriations Law Course Online (16 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Ongoing	N/A	<u>ONLINE COURSE</u>	\$0	N/A

## **8801 Writing Statements of Work (13 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

## **9512 Purchase Card Training (NBS) (Purchase Card Program) (19.5 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Jun 23—Jun 25, 2014	9:00am—4:00pm	6705 Rockledge Dr.	\$1,175	Jun 9, 2014
Jul 28—Jul 30, 2014	9:00am—4:00pm	6705 Rockledge Dr.	\$1,175	Aug 11, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

# ACQUISITION TRAINING SCHEDULE

## **9513 Simplified Acquisition & Delegated Procurement** **Five (5) Day Class! (40 CLPs)**

PSAC



Dates	Times	Location	Cost	Cancellation Date
Jun 16—Jun 20, 2014	8:30am—4:00pm	6011 Executive Blvd.	\$1,899	Jun 2, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

## **9515 Buyer Contracts (NBS) (21 CLPs)**



Dates	Times	Location	Cost	Cancellation Date
Jun 11—June 13, 2014	9:00am—4:00pm	6011 Executive Blvd.	\$715	May 28, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

## **9516 Internal & External Requisitioner (NBS) (7 CLPs)**



Dates	Times	Location	Cost	Cancellation Date
Jul 31, 2014	8:30am—4:00pm	6705 Rockledge Drive	\$499	Jul 17, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

## **9519 Simplified Acquisition for Offices of Acquisition\* (7 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				
<p><b>This class is only for NBS/Prism approvers and buyers in the Offices of Acquisition. This class is not appropriate for NBS/Prism approvers and buyers in Delegated Offices of Acquisition. NBS/Prism approvers and buyers in Delegated Offices of Acquisition should take Course Number 9513 “Simplified Acquisition &amp; Delegated Procurement”.</b></p>				

## **9530 Basic Simplified Acquisition (16 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Aug 4—Aug 8, 2014	9:00am—5:00pm	6701 Rockledge Drive	\$1,360	Jul 21, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				



## ACQUISITION TRAINING SCHEDULE

### **9532 Advanced Simplified Acquisition (40 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Aug 11—Aug 15, 2014	9:00am—4:00pm	6705 Rockledge Dr.	\$1,360	
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

For information on the *above* courses including complete descriptions, prerequisites, and registration information, contact the Human Resource Development Division at (301) 496-6211 or visit their training website at <http://trainingcenter.nih.gov/>

### **9566 CON100 - Shaping Smart Business Arrangements (40 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Aug 4—Aug 8, 2014	9:00am—4:00pm	6705 Rockledge Drive	\$1,099	Jul 21, 2014
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

### **9568 CON110 - Mission Support Planning (40 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Aug 25—Aug 29, 2014	9:00am—4:00pm	6705 Rockledge Drive	\$1,035	Aug 11, 2014
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

### **CON237 - Simplified Acquisition Procedures Class - Available Online**

CON 237 online edition is now available at the following link:  
[http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs\\_id=32](http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=32)

In order to enroll, you must first create your profile with the Federal Acquisition Institute Training Application System (FAITAS) at this link: <http://www.fai.gov/>

Note: Any questions about registering with FAITAS must be directed to FAI at: [training@fai.gov](mailto:training@fai.gov) or 703-805-2300.



## ACQUISITION TRAINING SCHEDULE

### **AT100 Section 508 Electronic & IT Training—Phase II (3 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

This seminar will be focused towards NIH supervisors and managers and will provide information to ensure that all electronic and information technology developed procured maintained or used meets accessibility standards. **[Click here to register for Phase II](#)**

#### **Prerequisite: HHS Section 508 Training - Phase I:**

In order to attend this Phase II course, Phase I must be completed. This introductory course may be accessed online at <http://lms.learning.hhs.gov>.

- Name: HHS Section 508 Training - Phase I
- Course ID: HHS508; ID: 00009629

### **AT170 - Section 508 Training for Purchasing Agents: Purchases, VPATS &**

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

### **AT171 - Acquisition Process - Making Sure You Are in Compliance with**

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

### **AT180 - Introduction to Making MS Office 2010 Documents 508 Compliant**

Dates	Times	Location	Cost	Cancellation Date
Jun 5, 2014	1:00pm—4:00pm	Bldg 12A—Rm B51		
Jun 16, 2014	1:30pm—4:00pm	Bldg 12A—Rm B51		
Jul 10, 2014	1:00pm—4:00pm	Bldg 12A—Rm B51		

### **AT190 - Creating 508 Compliant PDF Documents using Adobe Acrobat X**

Dates	Times	Location	Cost	Cancellation Date
Jul 9, 2014	1:30pm—4:00pm	Fernwood Bldg Rm. 1NW02		

## GREEN PURCHASING TRAINING

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 Green Purchasing training every two calendar years. The training includes online training modules for your convenience.



Please visit the Green Purchasing webpage for further information including an application form and searchable database. It may be accessed at:

<http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingForWebsite.asp>

Questions? Please send to: [GreenPurchasing@mail.nih.gov](mailto:GreenPurchasing@mail.nih.gov)

# Salamat

## “Thank You” in Filipino

### 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 2014. 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.

Please address all correspondence to the editors: Michele McDermott, [McdermottMI@od.nih.gov](mailto:McdermottMI@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), Jesse Lee, [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 Annette Romanesk at the email address above. For future issues please contact the Simplified Acquisitions Helpline on (301) 496-0400 or via email at [SimplifiedAcquisitionHelp@od.nih.gov](mailto:SimplifiedAcquisitionHelp@od.nih.gov) and you will be referred to the appropriate editor.