

# The Office of Acquisition and Logistics Management Newsletter

**OALM**

DCIS Helpline  
866-319-4357

**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

## NIH AWARDS FIRST NIH-WIDE BUSINESS AND PROFESSIONAL SUPPORT SERVICES CONTRACT (NIHBPSS)

The National Institutes of Health (NIH) Office of Logistics and Acquisition Operations (OLAO) announced the award of its latest NIH-wide IDIQ contract for Business and Professional Support Services: NIH Business and Professional Support Services Contract (NIHBPSS). This new contract vehicle provides the NIH with the means to acquire business and professional support services over the next three (3) years with a potential ceiling totaling \$30,750,000 million for each contract. The three (3) awardees are PriceWaterhouseCoopers (PwC), BoozAllenHamilton (BAH), and IBM Corporation (IBM).

This NIH-wide contract offers support provided through 8 Task Areas. For more information and to view the complete list of task areas, please visit our Services page.

PWC, BoozAllenHamilton, and IBM offer the NIH the most technically capable and competitively priced solutions. Task orders awarded under NIHBPSS contract will have the added benefit of having competition at the task order level. Additional information about the three (3) awardees selected for this highly sought-after contract can be found on the NIHBPSS website (<http://nihbpss.olao.od.nih.gov/vendors>).

The NIHBPSS Support Team at OLAO is happy to support new customers across NIH as they transition over to NIHBPSS contract vehicle. Please email the team at [NIHBPSS@mail.nih.gov](mailto:NIHBPSS@mail.nih.gov) if you have any questions or need assistance. For additional information, please contact Eric Steinberg, Contracting Officer at [eric.steinberg@nih.gov](mailto:eric.steinberg@nih.gov).

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## WHAT DO YOU KNOW ABOUT THE OFFICE OF ACQUISITION MANAGEMENT AND POLICY (OAMP)?

The Office of Acquisition Management and Policy (OAMP) provides the leadership, advice, and oversight in acquisition and financial advisory services to the National Institutes of Health (NIH). OAMP is comprised of three divisions: the Division of Acquisition Policy and Evaluation, the Division of Financial Advisory Services

and the Division of Simplified Acquisition Policy and Services. OAMP also manages the Document Generation System (DGS) which maintains contract and solicitation clauses and provisions via the work forms for use by the NIH Acquisition community.

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## WHAT DO YOU KNOW ABOUT THE OFFICE OF ACQUISITION MANAGEMENT AND POLICY (OAMP)?

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The Office of Acquisition Management and Policy is led by the Associate Director, Ms. Glynis Fisher.

The Division of Financial Advisory Services (DFAS) provides financial advice, participates in the development, coordination and implementation of cost policy relating to contracts and grants, resolves audit findings, performs cost analyses and special reviews and negotiates indirect cost rates with commercial companies. The DFAS director is Ms. Lorraine Trexler.

The Division of Acquisition Policy and Evaluation (DAPE) provides policy guidance for contracting and program staff, acts as the liaison between NIH, HHS, and other Government agencies in acquisition matters,

develops and implements internal NIH acquisition policies in the form of Manual Issuances, Delegations of Authority and Desk Guides, and reviews and recommends actions for acquisition other than full and open competition and requests for deviations from the FAR and HHSAR. The DAPE director is Mr. Phil Osborne.

The Division of Simplified Acquisition Policy and Services (DSAPS) implements simplified acquisition policy, administers and oversees the NIH Purchase Card, BPA Programs, and the NIH delegated acquisition community by providing guidance, training and reviews. The DSAPS director is Mrs. Mary Smith. Visit <http://oamp.od.nih.gov/> for more additional information and acquisition resources.

### Building the Property Record

The Property Management Branch is asking for your assistance to mitigate certain issues preventing the creation of decal worksheets in the system of record (Sunflower).

The Division of Policy and Quality, A-123 Audit Team discovered that certain buyers are batching multiple property and non-property items together onto a single line description with a quantity of 1, which negatively affects the general ledger. In addition, this practice does not create a decal worksheet for each accountable property asset.

#### **Background:**

The Oracle-Sunflower PO Interface (OSI) creates Decal Worksheets in the NBS Property System from iProcurement requisition receipts and purchase card (PCard) logs for accountable, personal property items in the NBS Oracle Purchasing Module (iProcurement).

Currently, a Decal Worksheet is created for accountable, personal property if the requisition line:

- a. Reflects an acquisition value of \$50 or greater (In order to capture sensitive items below the \$5,000 accountable threshold)
- b. Classified as a sensitive item
- c. Cites an Expenditure Type of 31 (e.g. - Object Class Code)

It's important to utilize Object Class Code (OCC) 31 when procuring property items. OCC 31 identifies items as "property" (except for Furniture and Furnishings; Books, Magazines, and

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## BUILDING THE PROPERTY RECORD

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Periodicals; or Software Commercial). If OCC 31 is not used when procuring property items, it will not create a decal worksheet and will not alert the IC Property Administrative Officer (IC PAO) or Property Custodial Officer (PCO) that a property item has been ordered.

### **Result of Batching Property Items (For Non-Like Items):**

- Creates one decal worksheet in NBS/Sunflower opposed to one decal worksheet per accountable property item
- Gives false acquisition cost and may affect the general ledger (acquisition cost of \$25k and greater)
- If separate decal worksheets are not created, the property item does not get put into service thus, not starting the assets depreciation calculation
- Additionally, by batching items, IC Property Accountability Officers (IC PAO) will have an accountability imbalance:
  - ◆ Overage – Accountable property asset is on-hand but not recorded in the system of record. (Doesn't create a separate decal worksheet per accountable property asset)
  - ◆ During annual inventory/affects metrics (e.g. - Executive Dashboard) “Property Purchased but not Decaled”

### **Lessons Learned:**

Reasons for a Decal Worksheet **NOT** being created:

- Incorrect setting of Qualifier in Prism by the Buyer
- The Unit Price is defaulted to \$1 when the buyer sets “Qualifier” to “By Dollars” when the award / purchase order is created in Prism
  - ◆ Does not create a decal worksheet and IC PAOs don't know a property item is on hand
  - ◆ Asset is identified as an “Overage” on the inventory, IC PAO/PCO picks-up asset in the system of record by a “Manual Add” (Additional workload on the IC PAO/PCO)
- Buyers should use the qualifier and unit of issue that match how vendors will bill for the good/service. Any deviation may impact the ability to pay the invoice and or enter receiving
- Receiving is entered in POTS and NOT i-Procurement
- Decal worksheet not created / vendor will not be paid
- POTS has the ability to record the receipt but is not sent to the NBS Procurement System (iProcurement) due to procurement rules
- Incorrect Object Class Codes (Ensure you use Object Class Code 31)

### **How You Can Assist the NIH Property Community:**

Requisitioners must itemize different accountable property items on the purchase request to ensure assets are recorded and tracked correctly in NBS/Sunflower

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## Building the Property Record

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- Each accountable/sensitive property item is required to have their own decal worksheet as well as the correct acquisition value of the asset
- The policy in the user procurement guide states: enter each property item on its own line in order for a decal worksheet to be created for each item
- Utilize correct Object Class Code
- Receiving must be entered in NBS iProcurement (3-Way Match) in order for a vendor to get paid (as well as create a Decal Worksheet)

If you have any questions or wish to discuss this process further please do not hesitate to contact me at (301) 451-9605 or email [Michael.Fratina@ih.gov](mailto:Michael.Fratina@ih.gov)

## Maintaining Proper Purchase Card Documentation

It is the responsibility of the NIH purchase cardholder to maintain proper documentation that supports each purchase card transaction made. The cardholder, with the oversight of the Card Approving Official (CAO), must ensure that the documentation is complete and accurate. It must:

- 1) Support the individual transaction that was made by the cardholder and show that the purchase was for legitimate NIH goods or services.
- 2) Show that all required policies and procedures were followed

### **Supporting Documentation:**

Poorly documented files are one of the main findings in many GAO or Inspector General Audits. Cardholders can avoid this by ensuring that documentation is complete. The supporting documentation should provide a complete background for the rationale of the purchase and the actions taken to obtain the goods or services (see Federal Acquisition Regulation 4.801). In addition, it should show all approvals prior to purchase and show the history of the order from beginning to end.

As a best practice, the cardholder should document the file so that it is clear and concise to any outside party that may review the

documentation including the cardholder's CAO, cardholder proxy if cardholder is unable to complete reconciliation, or the cardholder's IC Coordinator.

The cardholder's monthly file, at a minimum, must include the following documentation for each transaction:

1. Purchase request that shows the justification for the purchase and proper approval.
2. Vendor invoice or original itemized store receipt. The invoice should have the vendor's name, transaction date, breakdown of items purchased, dollar amount for each item, and the total of all items including shipping.  
**IMPORTANT:** The total on the invoice should match the charge that is reflected on the NBS NIH Purchase Card Report. If not, an explanation should be included.
3. Evidence that the goods or services were received by NIH (this could be in the form of a packing slip signed and dated by the person who received the items; an electronic confirmation from the receiving individual that the items were received (e.g from POTS or AMBIS), or a simple email from the recipient to the cardholder indicating the items were received.

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## Maintaining Proper Purchase Card Documentation

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Other documentation that could be included depending on the purchase:

- Any clearances that might be required for the purchase
- Detailed work orders (for repairs or services)
- Any shipping documents
- Convenience Check records including travel receipts for guest speakers and lecturers, evidence of drug-free workplace clause being sent to vendor, copy of check issued.
- Evidence of property decal if a 31\*\*OC code was not used at time of reconciliation
- JPMorgan dispute form
- JPMorgan fraud affidavit form
- Any forms required by specific IC policies
- Any additional information that supports the purchase or explains any discrepancies or missing information.

NOTE: For purchases above the micro-purchase threshold that are paid using the purchase card, additional documentation beyond this list is required. Please see <https://oamp.od.nih.gov/sites/default/files/DSAPS/awdfiledocchcklst20150413.docx> for additional information.

### **The Reconciliation Process:**

During the course of the billing period (the 6<sup>th</sup>

of the month thru the 5<sup>th</sup> of the following month), invoices are loaded daily into NBS. Cardholders can begin preparing the monthly file for CAO review by putting the appropriate supporting documentation together for each transaction. The cardholder may need to contact merchants for invoices, resolve billing discrepancies, or ensure goods and services were shipped. Once the cardholder matches the invoice to the purchase card log and the cardholder determines the order has been fully paid, the cardholder should ensure that any logs with remaining funds are cancelled.

In addition to the documentation for each purchase that was made over the course of the billing cycle, the cardholder must also have a copy of the NBS NIH Purchase Card Statement signed and dated by the cardholder and the Cardholder Approving Official (CAO).

### **Retention:**

The purchase card documentation must be kept in a secure location (locked file cabinet or locked office).

All cardholder documentation must be retained for six (6) years after final payment.

### **Questions:**

Please contact the NIH Purchase Card Help Desk at (301) 435-6606 or email [Creditcard@nih.gov](mailto:Creditcard@nih.gov).

## DOING WORK IN THE NIH CLINICAL CENTER COMPLEX, NIH BETHESDA CAMPUS

The NIH Clinical Center (CC) was recently re-accredited by The Joint Commission (TJC). This resulted from the leadership of the Clinical Center and the support provided by the Institutes & Centers, the Office of Research Services (ORS), the Center for Information Technology (CIT), the Office of Research Facilities Development and Operations (ORFDO) and others.

To ensure that the CC remains a safe environment for research, patient care, and treatment, in compliance with The Joint Commission standards, all work performed in the facility that potentially impacts walls, floors, ceilings, or is located in/adjacent to patient care areas, must comply with NIH [Facilities Development Manual Section 3-10-Clinical Center Complex \(CCC\) Interim Life Safety Measures \(ILSM\) and Construction Risk Assessment \(CRA\)](#) guidelines.

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## DOING WORK IN THE NIH CLINICAL CENTER COMPLEX, NIH BETHESDA CAMPUS

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Prior to performing work in the Clinical Center Complex (CCC), a Project Notification Form (PNF) must be submitted to the NIH Construction Risk Assessment (CRA) team for review and issuance of Pre-Construction Risk Assessment (PCRA) guidelines to address, noise, vibration, air quality, infection control, emergency procedures, utility system impact, and Interim Life Safety Measures (ILSM) that might apply to the work to be performed. This includes but is not limited to activities that support the installation of:

- ⇒ Antennae Systems
- ⇒ Building Automation Systems
- ⇒ Enhanced VTCs
- ⇒ Business IT cabling
- ⇒ Closed Circuit TVs
- ⇒ Refrigerators/Freezers and Alarm Systems
- ⇒ Fire Alarm System cabling
- ⇒ Radio Repeaters
- ⇒ Scientific Equipment cabling
- ⇒ Security System cabling
- ⇒ Telephone System cabling
- ⇒ Specialized Water Systems
- ⇒ White Noise cabling
- ⇒ Wireless Network cabling
- ⇒ Wireless Voice Repeater cabling

In addition to obtaining PCRA guidance for planned activities that potentially impact the CCC, its infrastructure, or the patient care environment, all firms hired to conduct work must receive the joint commission training provided by the ORFDO prior to the start of work.

Work performed in the CCC under the IC-Self Performance Program/Handyman Services, must follow the guidance under that program.

Contact, Clarence Dukes, Program Manager, ORFDO Division of Technical Resources (DTR) @ [cd26z@nih.gov](mailto:cd26z@nih.gov) or 301-496-5078 if you have any questions.

## OMB MANDATES NITAAC GWAC FOR NEW LAPTOP AND DESKTOP PURCHASES

In last month's edition, NITAAC introduced readers to "Pick It and Click It" shopping for desktops and laptops through a new contracting program – NITAAC Government-Wide Strategic Solutions – available as part of the Chief Information Officer-Commodities and Solutions (CIO-CS) contracting vehicle.

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## OMB MANDATES NITAAC GWAC FOR NEW LAPTOP AND DESKTOP PURCHASES

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Since that time, the Office of Management and Budget (OMB) released an important policy memo (M-16-02) — Category Management Policy 15-1: Improving the Acquisition and Management of Common Information Technology: Laptops and Desktops. In it, they restrict the purchase of laptops and desktops to three contracting vehicles and NITAAC is proud to be one of them.

As of October 16, 2015, organizations are required to purchase laptops and desktops from NITAAC, NASA SEWP or GSA. We'd like you to know about the significant advantages NITAAC offers OALM divisions.

First, there's our low, low pricing, better than that of comparable vehicles. Next, a streamlined acquisition process with "Pick It and Click It" shopping that even takes care of market research. Simply register in our electronic-Government Ordering System (e-GOS), navigate to NITAAC-GSS and follow the user-friendly screens.

Once you're in, you can view side-by-side comparisons of specs and prices and print them out for your file. After determining the best solution, simply pick the item(s) that are most advantageous, click to put them in your shopping cart, and follow the simple directions to complete your order. There's no need for RFP's. No wait for proposals. Any Purchasing Official can enter the information and get it ready for their Warranted Contracting Officer to place the order.

Detailed information on registering in e-GOS and ordering from NITAAC Government-Wide Strategic Solutions can be located on our website: <https://nitaac.nih.gov>. Check out Strategic Solutions on the navigation bar at the top of the screen. There, you'll find our users guide and we invite you to try the system for yourself.

If you still have questions, feel free to contact the NITAAC Customer Support Center at 1-888-773-6542 or [NITAACsupport@nih.gov](mailto:NITAACsupport@nih.gov).

## GAIN VALUABLE INSIGHTS WHILE YOU EARN 2 CLPS

**A** free 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 electronic-Government Ordering System (e-GOS). You are in the driver's seat with NITAAC's three procurement vehicles: CIO-SP3, CIO-SP3 Small Business and CIO-CS.

Upload your requirements in 10 minutes or less and competition and award with FAR Guidance built-in every step of the way. You'll be amazed at how easy using

NITAAC GWACs can be, and how much time you can save on every order. Plus, you can set -aside your requirements to meet your small-business goals.

Learn about our GWACs, value-added services and more during your free training session:

- How our GWACs deliver quality, ease, value and speed to Federal IT customers
- The benefits of using NITAAC GWACs for IT products, services and solutions

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## GAIN VALUABLE INSIGHTS WHILE YOU EARN 2 CLPS

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- A live demonstration of NITAAC's easy-to-use online competition/ordering system
- How to set-aside requirements to meet Small Business goals
- NITAAC's value-added services, including free SOW/PWS/SOO assessments
- New services from NITAAC
- Open discussion of agency specific IT requirements

### **Schedule a Free Training Session:**

We invite you to register for one of the monthly training opportunities listed below. If these dates do not work, please contact us and we will gladly schedule a personalized training session in your office with your IT procurement team. Visit [NITAAC free-training](#) to register, and click on the links for "[Webinar](#)", "[At NIH](#)" or "[At Your Location](#)" located in the right-hand sidebar.

### **WEBINAR**

<b>DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Thursday, December 17, 2015	1:00PM – 3:00PM	On your computer
Thursday, January 28, 2016	1:00PM – 3:00PM	On your computer
Thursday, February 25, 2016	1:00PM – 3:00PM	On your computer

### **AT NIH**

<b>DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Tuesday, December 8, 2015	1:00PM – 3:00PM	6001 Executive Blvd. Rockville, MD, Room B1/B2
Tuesday, February 2, 2016	1:00PM – 3:00PM	Natcher Conference Center Bethesda, MD, Room A
Tuesday, April 5, 2016	1:00PM – 3:00PM	Natcher Conference Center Bethesda, MD, Room G1, G2

### **Contact NITAAC Customer Support Center if you need help:**

Should you have any questions about training, contracts, procurement regulations or anything else related to IT acquisitions, contact 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

### From the Chief

What a year! Few would have been able to predict the dramatic change in our circumstances and outcome for FY 2015. For the NIH Supply Center (NIH-SC), key partnerships and acquisition support have transformed our business processes and enabled us to emerge substantially more efficient and financially better off. We faced many significant system challenges which included the NBS R 12 cutover and year end close. In addition, we had a huge backlog of receipts in June/July and tremendous sales during the August/September year end close period which left us severely depleted. We have refocused our efforts and submitted hundreds of purchase actions at the end of October 2015 which will allow us to restock our shelves in the stores and the GDC and be ready to support you, the customers. Our marketing team has done a fantastic job of getting the word out on our specials, news, and events.

FY 2016 brings many changes and initiatives such as a lower surcharge, 20% (versus 22% in 2015 and 32% in 2014), an added feature whereby POTS users can order directly from the Supply Center, enhanced Point of Sales system at the stores on campus, improved delivery processes, Intelligent Vending machines to specific labs, and increasing our portfolio of Green Items, safety items and lower cost lab products which can be purchased by utilizing the Indefinite Delivery Indefinite Quantity (IDIQ) contract vehicles. So, while FY 2015 has been a year of substantial change and development, FY 2016 will bring about even further enhancements to our business processes and support to the NIH community. I would like to thank everyone for the role they have played in FY 2015 and take this opportunity to wish you all the best for a safe and happy FY 2016, Christmas and festive season. I look forward to working with you all in FY 2016, refreshed after a break and ready to grasp the future!

### POTS

In April 2015, the NIH-SC began coordinating with Purchasing Online Tracking System (POTS) leads, Dr. Yang Fann and Gladys Wang towards automating our business process that enables streamline ordering by implementing POTS as one of its operating systems. Our valued customers now have the option to search for supplies, see on hand quantity, and to submit orders electronically to the Self Service Stores (SSS) through POTS. We are proud to announce that we have completed the internal test phase and went live with two ICs as a final test on October 30, 2015. We anticipate the remaining ICs will be able to utilize POTS by December 14, 2015. This initiative will cut the ordering process in half while expediting orders and improving customer service. As with any new initiative, we will have some glitches and ask your patience as we work through them.

### YouTube Training Video

Have you seen it? The NIH-Supply Center has completed its very first NBS YouTube training video. The videos can be viewed on our web site at <http://nihsc1.od.nih.gov/> or on YouTube (How to Create an NBS Account and How to Order Supplies Online through NBS). These videos were developed to assist our customers with their concerns about how to obtain an NBS account, ordering through NBS, difficulties in the process and the time it takes to order using the current system. We have also sent these videos out to the NIH community through all of our social media avenues ranging from Yammer, CRM, list serve, Facebook and on our web site. We welcome your feedback on these changes and any other recommendations you may have.

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## NEWS FROM THE NIH SUPPLY CENTER

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### **Customer Feedback**

Customer feedback is so important because it provides your SC with insight that 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. Listening to our customers is the only way to guarantee we create a product line that is intuitive and beneficial to our customers and most importantly, improve our service.
2. Measure customer satisfaction. Measuring customer satisfaction helps us determine whether our products or customer service meets or surpasses customer expectations.
3. Provide actionable insight to create a better customer experience. Improving the customer experience is the primary reason we gather customer feedback.

### **Indefinite Delivery, Indefinite Quantity Contracts (IDIQ)**

Indefinite delivery, indefinite quantity contracts provide for an indefinite quantity of supplies or services during a fixed time period. They are used when an ordering activity can't determine, above a specified minimum, the precise quantities of supplies or services that the government will require during the contract period. IDIQs help streamline the contract process and speed service delivery. The SC has and is continuing to utilize IDIQs to provide the NIH community required supplies. The SC places delivery orders for supplies against basic contract for individual requirements.

### **Surcharge Reduction**

Here at the NIH-SC we value our customer's feedback regarding our operations. Many of you have provided valuable information regarding the NIH-SC surcharge. Starting in Fiscal Year 2016, we have reduced the surcharge from 22% to 20%. This is excellent improvement, considering that just two (2) years ago the surcharge was 32%. Our goal at the NIH-SC is to provide you with the necessary supplies/equipment to work towards the overall mission of NIH. Furthermore, we have made it our plan to lower the surcharge by 2% 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%!

### **New Personnel on Board**

One of our greatest achievements has been the ability to hire new personnel to support the NIHSC. Please join me in welcoming Mr. Anthony Minggia as our newest team member. Mr. Minggia took on our Program Analyst position as of October 19, 2015.

## NIH DOCUMENT GENERATION SYSTEM (DGS)

The helpdesk contact information for the NIH Document Generation System (DGS) has changed. The new helpdesk address is: [DGSHelp@maximus.com](mailto:DGSHelp@maximus.com)

## NIH POLICY: RIGOR AND TRANSPARENCY

**G**uide notices were released yesterday announcing the Upcoming Changes to Policies, Instructions and Forms for 2016 Grant Applications, including Rigor and Transparency. The module below is approximately 30 minutes long and can generate a certificate to submit for CLP credit.

Module 1 provides a general overview of the policy.

## THE ACQUISITION GATEWAY

**T**he Acquisition Gateway, built by GSA, is a workspace designed to let Federal acquisition professionals learn what they need to know, connect with others to collaborate and communicate, and act to accomplish their tasks effectively. Organized to match the government's category management structure, the content in the Gateway is developed for and by the acquisition professional.

The Acquisition Gateway offers the opportunity to explore the solution comparisons, tools, templates, success stories, prices paid data, and more to achieve successful outcomes at each step of the acquisition lifecycle. Here are some examples: Solutions Finder -- Find and compare 179 government-wide contracts, eBuy Open -- Search and view details of RFPs/RFQs from FY14 forward and CALC -- Conduct analysis for professional labor categories across a database of contract awarded prices.

In order to access these GREAT resources you have to be a registered user of the Acquisition Gateway to get to them. Are you?

### **YES or I THINK SO**

Great! Log back in today.

### **NO or I'M NOT SURE**

Okay. Go to MAX.gov. Click on [Register Now]. Follow the instructions on the site. Now you're ready to log in to the Acquisition Gateway.

## 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](mailto:GreenPurchasing@mail.nih.gov).

### 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](#).

# Faleminderit

## “Thank You” in Albanian

### SPECIAL THANKS

**We’d like to thank all those who contributed to this issue  
and to future editions of the OALM Newsletter.**

**T**he OALM Newsletter will be published six (6) times in calendar year 2016. 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: Korriise LaRoche, [LaRocheK@od.nih.gov](mailto:LaRocheK@od.nih.gov), Jesse Lee, [Jesse.Lee2@nih.gov](mailto:Jesse.Lee2@nih.gov), Michele McDermott, [McdermottMl@od.nih.gov](mailto:McdermottMl@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) 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 Korriise LaRoche 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.