

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

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EVIP UPDATE

NIH's Electronic Vendor Invoicing Program (eVIP) is currently in Pilot Phase 3. Pilot phase 3 is separated into 2 phases to evaluate specific criteria. Phase 3.1 focuses on the registration process, provisioning vendors with view only access in iSupplier, and the contract strategy. Phase 3.2 focuses on the vendors entering their invoices in iSupplier (invoice entry access) and overall user support.

Phase 3.1 is wrapping up and we will be moving into Phase 3.2. During this time we will be working with our new vendors to prepare them for submitting their invoices electronically using iSupplier.

The following new vendors will begin invoicing through iSupplier on July 28, 2014:

- 270NET TECHNOLOGIES:1129758
- BLUE TECH INC:1132256
- NOVA RESEARCH CO:1108001
- CETECH INC:1108926
- BIOCRYST PHARMACEUTICALS, INC.:1231655
- INFORMATION MANAGEMENT SERVICES INC:1107775
- THERMO FISHER SCIENTIFIC (ASHVILLE) LLC:1107294
- STEVEN J BERKOWITZ:0010119498
- LOUVIERE STRATTON & YOKEL LLC:1108512
- NET ESOLUTIONS CORPORATION:1163428
- SOBRAN INC:1107012
- RIPPLE EFFECT COMMUNICATIONS INC:1106498
- ILLUMINA INC:1107104
- SRA INTERNATIONAL INC:1108732
- SRA INTERNATIONAL INC:1108809
- DLT SOLUTIONS:1108886

A new contract strategy was released on July 15, 2014 to the community that requires no contract modifications for all eVIP vendor awards, unless specifically requested by the vendor. All new awards will need the eVIP letter and appropriate clauses added. This is a significant change to previous eVIP awards and reduces the burden on the Acquisitions community.

Contract clauses, vendors, and job aids are available on the NBS Acquisitions Portal under the eVIP widget. Stay tuned for more information on the eVIP program.

SUPPLY CHAIN ADVISORY COUNCIL (SCAC)

Recently, the Supply Center hosted our first Supply Chain Advisory Council (SCAC) meeting. The SCAC was chartered to support and promote the partnership between NIHSC and NIH personnel engaged in and responsible for acquiring supplies and laboratory materials for the 27 Institutes and Centers (IC) and the Office of the Director (OD). The primary function of the SCAC is to foster good working relationships across the NIH supply chain, serve as a communication and information exchange on supply issues, seek customer feedback on the supply support provided

by the NIHSC, and to solicit customer recommendations on current and future products offered by the NIHSC. The Council consists of all NIH personnel engaged in the acquiring of supplies and laboratory materials, primarily holders and users of the Government Purchase Cards, Customer Account Number (CAN) cards, Purchasing Agents, Administrative Officers (AOs), and Laboratory Managers. The next SCAC meeting will be held on August 20, 2014 and a flyer will be sent out to announce specific times and locations.

OFFICE SUPPLIES PURCHASING UPDATE

There are no Federal Strategic Sourcing Initiative (FSSI) Office Supplies (OS2) contracts presently in place. GSA is working to make an FSSI OS3 solution available as soon as possible.

You should continue to follow normal procedures when making your buys, including using mandatory government sources and other sources such as Federal Supply Schedules before going open market. All sources should be considered in priority order before any consideration of placing an open market order.

After considering the mandatory Government sources, consider using GSA's Multiple Award Schedule (MAS) 75. The vendors who formally held FSSI OS2 contracts still hold existing contracts under MAS 75 that can be utilized.

For more information about purchasing office supplies, see the [GSA OS2](#) website. If you have questions or concerns, please reach out to the **MAS Helpdesk at 1-800-488-3111 or via email at mashelpdesk@gsa.gov**.

As a reminder, FAR 8 prioritizes supplies as follows:

SUPPLIES

Mandatory Government Sources (FAR 8.002)

1. Inventories of the requiring agency
2. Excess from other agencies
3. Federal Prison Industries, Inc.
4. Supplies on the Procurement List (AbilityOne)
5. Wholesale supply sources (e.g. GSA, DLA, VA, etc.)

Use of Other Sources (FAR 8.004)

Federal Supply Schedules, Governmentwide acquisition contracts, multi-agency contracts, Federal Strategic Sourcing Initiative (FSSI) agreements, or any other procurement instruments intended for use by multiple agencies (*not listed in order of priority*)

Open Market/Commercial Sources (including educational and non-profit institutions)

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OFFICE SUPPLIES PURCHASING UPDATE

Continued from page 2

Self Service Store

Changes to the stores – most recently SSS 31 front entrance was painted and you will see many more changes to the look of the store: rearrangement of supplies, removal of slow movers, and daily/weekly specials bulletin boards.

Change in store policy pertaining to customer signing receipt for supplies received came about from us receiving positive customer feedback. Effective July 1, 2014, the customer merely shows his ID (PIV card) to the sales clerk and signs his name on the sales receipt, no further need to print name and sign.

Another change you will notice is printed on the sales receipt is a notice that customers who have received supplies with damage, wrong item, or a short or over must notify the store within 7 days and must return the supplies within 14 business days of the date of the receipt in order to receive return credit. Those items returned past 14 business days will be accepted, but credit will not be provided.

We began asking patrons of the stores to fill out a survey or take the survey online. This has resulted in hundreds of surveys being returned; some good, some bad. The surveys will help us pinpoint our weak points and determine what we need to do to improve customer service and support. So thank you very much for taking the time out of your busy day to complete the surveys.

Plus you can always contact our outstanding Customer Service Representative, Ms. Linda Henderson, at nihsupplycenter@od.nih.gov or call her at (301) 496-3395 or (301) 496-9156 for any question, comment or complaint.

Make the NIH Supply Center your first choice for supplies.

THE FAR ALERT NOTICE

Noteworthy proposed rules, interim rules and final rules recently published in the released Federal Acquisition Circular (FAC) that impact the acquisition workforce can be found on the [FAR Alert Notice](#) section of the Federal Acquisition Institute (FAI) website. The FAN was established by the Office of Federal Procurement Policy to help the acquisition workforce stay aware of upcoming regulatory changes.

The latest FAN contains the following Proposed Rules and FACs:

Proposed Rule(s):

- FAR Case 2013-002, Expanded Reporting of Nonconforming Items

FAC 2005-75 (Published on June 24, 2014):

- FAR Case 2013-016, EPEAT Items
- FAR Case 2013-010, Contracting with Women-Owned Small Business Concerns
- FAR Case 2014-012, Limitation on Allowable Government Contractor Compensation Costs

USE YOUR IN-HOUSE GWACs TO SAVE TIME, MONEY AND RESOURCES DURING THE Q4 RUSH

It's that time of year again, and NITAAC can help you simplify processes and save money during year-end. Our three Government-Wide Acquisition Contracts (GWACs) for Information Technology (IT) products, services and solutions are available for use by all NIH Purchasing Agents, Program Offices and Contracting Officers. Here's what you need to know:

ECS III is an HHS Strategic Source for IT products and related services. Use it to make purchases for the lab or office including, but not limited to:

- Desktops, Laptops, Smartphones, Tablets, Networking and Peripherals
- Data Warehousing/Data Storage
- Enterprise Software Licenses
- Warranty and Maintenance
- Servers Built to Order (BTO)
- Lease Printers with Maintenance and Tech Support
- Citrix Support
- VMware Maintenance Renewal
- Software Maintenance Updates such as Oracle's "My Oracle Support" or Microsoft's "Windows Update"
- Apple Products
- Cloud Computing: SaaS, IaaS, PaaS

FAR 16.5 Streamlines Your Acquisitions

ECS III competition falls under FAR 16.505(b)(1)(i), fair opportunity, which states that the buyer "must provide each awardee a fair opportunity to be considered for each order exceeding \$3,000." Our online Request for Quote (RFQ) system automatically meets this standard, and users typically receive 3-5 quotes from highly qualified vendors. It also eliminates the need for scoring/ranking proposals or formal evaluation plans. In fact, FAR 16.505 is much more streamlined in many ways than other acquisition approaches. Visit <https://nitaac.nih.gov/nitaac/why-choose-nitaac> for a detailed explanation.

You Control the Acquisition

Purchasing agents and program offices can easily work together through the RFQ system simply by listing their colleagues as the alternate Point-of-Contact when requirements are submitted. This gives both parties access to all activity in the system, from competition through award.

Cost Competitive Prices

If you find a lower price elsewhere, you are encouraged to negotiate directly with ECS III Contract Holders for the lowest possible price. This GWAC is designed to offer *prices less than or equal to Federal Supply Schedules*, and you are encouraged to ask Contract Holders to match or beat market prices.

Use CIO-SP3 and CIO-SP3 Small Business to purchase IT services and customized solutions including, but not limited to:

- Help Desk/IT Support
- Configuration Management
- Enterprise Data Management
- Cyber Security
- Cloud Computing

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USE YOUR IN-HOUSE GWACs TO SAVE TIME, MONEY AND RESOURCES DURING THE Q4 RUSH

Continued from page 4

- Biomedical Information Services
- Software Development
- Data Quality Management
- Web Development and Support
- ERP IT Infrastructure
- Identify and Access Management
- Capital Planning and Investment

Rates Average 10-15% Less Than Comparable Vehicles

Like ECS III, CIO-SP3 and CIO-SP3 Small Business fall under FAR 16.505(b)(1)(i) for streamlined ordering, with ceiling rates that average 10-15% less than other comparable vehicles. Competition at the task order level drives prices even lower.

Easily Meet Socioeconomic Goals

If you're trying to help NIH meet socioeconomic goals, choose CIO-SP3 Small Business with set-aside categories for Small Business, Service-Disabled Veteran Owned Small Business, HUBzone, 8(a), and Women-Owned Small Business.

Easy-to-Use Secure Online Systems

NITAAC's secure, online electronic-Government Ordering System (e-GOS) features easy-to-use tools that make collaboration and research a snap. For example, Q&A's are handled online, eliminating time-consuming conferences and/or multiple emails. Once the awardee is selected, notifications are automatically sent from the system, which serves as your database of record.

Faster Awards

With the average CIO-SP3 award made in only 32 days from requirements submission, it's no wonder these GWACs are fast-becoming the vehicle of choice at so many federal agencies!

Not only will you find faster, easier, cost-competitive ordering, NITAAC offers world-class customer service at no additional cost:

- Help with defining and/or writing requirements
- 1-hour response to any contractual, technical or procedural question
- Complimentary SOW/PWS/SOO assessments returned to customers within one day

We're also happy to train you and your staff free of charge, to assure you get the most benefit with the least effort!

Contact NITAAC Support at 1-888-773-6542 or email us at NITAACsupport@nih.gov. For more details, visit <https://nitaac.nih.gov>.

NEWS FROM THE NIH SUPPLY CENTER

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

Business Operations

The Supply Center hosted its summer 2014 product showcase on July 29, 2014 from 10:00 AM till 1:00 PM in the South Lobby area of the Magnuson center, Building 10. Many vendors provided promotions on their products with specials like buy one, get one or buy two, get three, etc. Hopefully you had a chance to drop by our showcase to discuss the latest research products with our exhibitors and learn about the many products that are offered at the SSS stores, your one stop place to shop for laboratory and office products.

Inventory Management

June was an extremely productive month for the NIHSC. We've continued our efforts to improve the overall value added to the NIH community through the pricing and convenience of customer requirement purchases made with the Supply Center. We're firmly committed to the objective of improved value for all of our customers within the community; the efforts and/or accomplishments of June are indicative of that ongoing commitment.

New Items

As we do virtually every month, the Inventory Management section has added new and relevant products to our active inventory for your convenience. A comprehensive list of recently added products can be found via the "Announcements" tab on the website. The new items include ***Evolution Sound Bluetooth Speakers (7045-00-L05-5519)***, a 2-way speaker that's perfect, in size and sound, for conference call audio control. The ***Wizard Wall System (7515-00-L05-2453)*** is an environmentally friendly portable (and adhesive) dry erase board system. It doesn't require the disposal of countless sheets of easel board paper, and can be used in many capacities (i.e. project and/or process mapping). Stop by the website the check out these, and other, products added to make your jobs much easier!

Industry Day

The Supply Center also participated in the campus Industry Day event on June 30th. Although there were many more suppliers in attendance than customers, the event represented an opportunity to increase visibility and/or awareness of the Supply Center. We took full advantage of that opportunity by speaking with many current and potential partners (customers and suppliers) about our improving operation. Additionally, we also offered demonstrations for the two previously mentioned new products (Speakers and Wizard Wall). If you missed that opportunity, please check the website for upcoming Supply Center events. We'd very much like to meet and speak with you!

Policies

In addition to pursuing and implementing the most efficient procurement practices (i.e. contracts) for our inventory replenishment requirements, we'll continue to make customer service training and/or improvement an internal priority. We invite you to submit feedback (via survey) relative to your customer service experience; even if it's only to point out a distinct improvement.

The end of the fiscal year is quickly approaching, and we're taking all of the necessary steps to ensure sufficient stock is in place 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!!

GEAR-UP FOR YEAR-END BY TUNING UP WITH FREE NITAAC TRAINING

Learn how to use NITAAC Government-Wide Acquisition Contracts (GWACs) and earn 2 CLPs to boot, while you discover how to save countless hours of time during the always-busy year end season, as well as how to meet your small business goals.

You'll learn 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 systems. Once your requirements documents are complete, it only takes about 10 minutes to upload them into our e-GOS or RFQ systems, with FAR guidance built-in every step of the way.

Each FREE training session is worth two CLPs, and 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 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.

Webinars

DATES: Thursday, August 28, 2014
Tuesday, September 23, 2014

TIME: 1:00 – 3:00PM

LOCATION: On your computer

At NIH

DATE: Thursday August 2, 2014

TIME: 1:00 – 3:00PM

LOCATION: 6001 Executive Blvd.
Rockville, MD, Room A1/A2

DATE: Tuesday, October 2, 2014

TIME: 1:00 – 3:00PM

LOCATION: Natcher Conference Center,
Bethesda, MD, Room A

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>.

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

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>				
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 & Delegated Procurement”.				

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	
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

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
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

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
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

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

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 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

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, Milton Nicholas, NicholaM@od.nih.gov, Annette Romanesk, RomanesA@od.nih.gov, Jesse Lee, Jesse.Lee2@nih.gov or Barry Solomon, 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 and you will be referred to the appropriate editor.