

# 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

## OLAO ESTABLISHES NEW CATEGORY MANAGEMENT, STRATEGIC SOURCING, AND DATA ANALYSIS (CMSSDA) BRANCH

The Office of Logistics and Acquisition Operations (OLAO) is pleased to announce the establishment of the Category Management, Strategic Sourcing, and Data Analysis (CMSSDA) Branch. Championing the Office of Management and Budget's (OMB) mandated smarter acquisition processes, the CMSSDA will focus on performing leveraged buying, pooling the NIH's spending, and reducing unnecessary contracting actions. The CMSSDA seeks to promote more efficient and effective buying at the NIH, with an unwavering focus on customer service.

CMSSDA will service the NIH community via a threefold approach. First, the CMSSDA will establish NIH wide contracting vehicles to meet the unmet acquisition needs of the ICs. Members of the Branch are actively conducting customer outreach and performing rigorous data collection/analysis of current NIH buying practices. Where gaps exist, the CMSSDA will establish new contracting vehicles with simple ordering procedures, designed to leverage the NIH's buying power.

Second, CMSSDA will provide Contracting Officer Representative (COR) support throughout the NIH. OLAO currently has a strong portfolio of HHS and NIH contracting vehicles. CMSSDA will increase awareness of, provide training for, and serve as COR on these versatile contracts.

Finally, CMSSDA will happily provide Project Management (PM) services. Staffed with great communicators and top notch customer service minded professionals, the CMSSDA is uniquely skilled at removing administrative burdens and demystifying the procurement process.

If you have any questions about what CMSSDA can do for you please either visit our [website](#) or reach out directly the Branch Chief, Eric Steinberg, at [eric.steinberg@nih.gov](mailto:eric.steinberg@nih.gov).

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## PROMOTIONAL ITEMS AT ALL DOLLAR LEVELS REQUIRE DEPUTY DIRECTOR FOR MANAGEMENT APPROVAL

The purpose of this notification is to clarify the process for requesting approval from the Deputy Director for Management (DDM) prior to purchasing Promotional Items. Current guidance regarding the purchase of Promotional Items is stated in the NIH Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meeting Space, Food, Promotional Items, and Printing and Publication at Section 2.1. P. 19.

As a reminder *the use of appropriated funds for Promotional Items is considered an extraneous expense*. ICs are reminded that only in rare cases when they can demonstrate that the items are a necessary expense under the “Necessary Expense Rule” as outlined in the GAO Redbook (P.4-19), should a request be submitted for approval by the NIH Deputy Director for Management (DDM).

If an IC can demonstrate that the Promotional Items can further its mission, a request for approval must be made through the IC EO who shall prepare an Attachment D: Promotional Item Approval Form and submit the justification to the email box EfficientSpendingPolicy@NIH.gov for consideration by the DDM. Requests shall be submitted no later than 30 calendar days prior to intended award or obligation of funds. **No obligation of funds and no purchase of**

**promotional items may be made prior to receipt of written approval from the DDM.**

All staff are further reminded that:

- EOs do not have authority to approve the purchase of Promotional Items.
- All requests to purchase Promotional Items require DDM approval regardless of the dollar level.
- Purchase of Promotional Items must be justified using the three tests of the Necessary Expense Doctrine.
- Requests for approval to purchase Promotional Items must be submitted to the ESP box at EfficientSpendingPolicy@NIH.gov using Attachment D.
- Requests for approval to purchase Promotional Items must include a detailed justification linking to mission or legislation authorizing the program.
- When Promotional Items are being requested to recruit or retain subjects and healthy volunteers into clinical trials or studies the approval request must include a justification which includes the protocol number and a digital copy of the protocol referencing the Promotional Item requirement.

Should you have any additional questions please do not hesitate to contact EfficientSpendingPolicy@NIH.gov

## NEWS FROM THE NIH SUPPLY CENTER

**From the Chief-** We made it through the NBS R12 Cutover upgrade! While NBS was down, the Supply Center remained open and processed over 8,000 sales transactions to the NIH community. Then on June 3, when the system came back online we went back to reordering and restocking our shelves in the two Self Service Stores (SSS) on-campus as well as the GDC. My apologies for any inconvenience this may have caused but we are restocking our shelves now and are ready to support you – the NIH community. If you have not been to our large Self Service Store in Building 10, take a few minutes and take a look at the new look and products. We are very proud of how much has changed in SSS 10 in the last 18 months. I am also thankful for my dedicated team here in the Supply Center, as we are constantly on the

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## NEWS FROM THE NIH SUPPLY CENTER

*Continued from page 2*

lookout for better products, prices, and consistent quality and delivery from our supply chain partners. Please mark your calendars for the next Supply Chain Advisory Council (SCAC) which will be held in the Natcher Building on September 15, 2015 at 10:00 AM. Hope to see you there! Have a great summer.

**Off Campus deliveries-** Our Distribution team continues to work hard at continuous improvements for off-campus deliveries. On November 1, 2014, we initiated a plan to provide supplies to you at your locations. The Self Service Supply Store accepts off-campus customer requests by fax at 301-480-1625. Once orders are received the store staff will pull the request from the shelves, input order into AS400, and prepare for shipment. Items from the store will be signed for by the driver when picked up from the store and from the driver and contract management team at GDC. All items will be delivered on the next scheduled delivery run. The exceptions are bulk purchases and emergency goods; they will be delivered as soon as possible. We will continue to offer free on and off campus deliveries to the NIH community, as well as free storage space at the GDC for bulk purchases customer made through either the Self Service Stores or the GDC. We will continue to seek the best prices from our supply sources so we can pass that on to you. We are here to serve and support the NIH community and look forward to your next visit to our stores, web page, or NBS.

**Upcoming events-** The NIH Supply Center continues to look for ways to improve our customer service. As we transition into the 4th Quarter, we remain focused on providing value to the NIH community. Below are some of our upcoming table tops and New Items.

### **Upcoming Table Tops and other Events**

NIH Supply Center Upcoming Table Top & Other Events

- 6 July - Corning -Store 10
- 7 July - IPM Scientific - Store 10
- 14 July - IPM Scientific - Store 10
- 15 July - Vendor Town Hall - GDC
- 26 August - Health & Safety Event
- 15 September - PAC/SCAC

### **New Items at the Supply Center**

## NIH Supply Center

### NEW ITEMS

5 Models of the N95 respirators \_  
Available at the end of July 2015

Available at NIH's Supply Center!  
Standing Desk Pro 36:  
36" wide for larger, dual-monitor setups

Lightweight Polypropylene –  
Disposable Lab Coats  
Available at the end of July!

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## NEWS FROM THE NIH SUPPLY CENTER

*Continued from page 3*

**New Top Ten Pre Order Form-** with every update, there come improvements. As the Supply Center continues to grow and develop, our focus still remains on our three “C” concept: Customer service, Cost, and Convenience. We are happy to announce we now have a new Supply Center ordering form, the NH 2961. This form will be pre-filled with our top 10 sellers. All you have to do is provide the quantity and requestor information and submit it via e-mail or fax.

**YouTube Training Video-** Have you seen it? Well, not yet. The NIH Supply Center is in the process of developing an NBS YOUTUBE training video. Our customers have voiced concerns about obtaining an NBS account, ordering through NBS, and processing under the current system. The purpose of this video will be two fold. The first part will provide you with instructions on how to obtain an NBS account. The second part will walk you through the ordering process that so many of our customers have voiced concerns about. Once the video is completed, it will be provided through all of our social media avenues, ranging from Yammer, CRM, list serve and on our web site. Some of the immediate changes you can see on our web site are the navigation panel, calendar realignment, and footer alignment. An NIH SC has been added which displays current information. We welcome your feedback on these changes and any other recommendations you may have. After all, we are here for you, our customer.

**Supply Center Magazine-** In an age of ever ending changes to mass media, we here in the Supply Center have implemented many new ways of communicating with you. These avenues are utilized to provide you with updates to your concerns and changes in our processes that are going on in the Supply Center. Now that our information commercial and vignettes have been completed, we are off to our next adventure. We have begun the planning phases of our very first magazine. In this magazine, you will be introduced to more of the changes we have implemented. The magazine will include vendors and their products and services, special events, EXPOs and much more. We have listened to our customers and studied hard in order to learn and improve our operation to support you. We continue to push change to transform the SC. And if you have not seen the latest face lift Store 10 has undergone, we suggest you come down and take a look. We strive on a daily basis to make your shopping experience a positive one.

**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. Michael Greenberg as our newest team member. Michael took on our Marketing Specialist position as of June 29, 2015. He will be a key player in interactions with you in order to improve our upcoming marketing development and plans. He has some exciting ideas regarding a magazine, YOUTUBE NBS training video and CRM. Michael comes to us with vast knowledge. In this position, he has already identified opportunities for improvement, made constructive suggestions for change

## DID YOU KNOW...?

The Division of Financial Advisory Services (DFAS) provides financial advice and services to help ensure the appropriate funding and reimbursement of contracts and grants for commercial organizations. If you have questions when administering the financial aspects of your contracts or grants, you can contact DFAS:

### **Indirect Cost Rates:**

**By phone:** 301-496-2444

**By email:** [dfas-idc@nih.gov](mailto:dfas-idc@nih.gov)

Special Reviews (Cost Analysis, Resolution of Single Audit findings, etc.):

**By phone:** 301-496-4494

**By email:** [SpecialReviewRequest@nih.gov](mailto:SpecialReviewRequest@nih.gov)

Your inquiries will be routed to, and answered by, the appropriate person within DFAS.

## LEARN AND EARN WITH NITAAC!

Learn how you can save time, money and earn 2 Continuous Learning Points (CLPs) all by taking a complimentary training session with [NITAAC](#). You can compete and manage your IT Requirement quickly and easily when you use NITAAC's Government-Wide Acquisition Contracts (GWACs).

NITAAC has three GWACs that can be used to satisfy all your IT products and services requirements faster, easier and with more cost-competitive rates. These contracts were specifically designed to streamline the procurement process for information technology (IT) products and services.

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. We provide the vehicle and you are in the driver's seat with NITAAC's three procurement vehicles: CIO-SP3, CIO-SP3 Small Business, and CIO-CS.

Let us tell you all about it in a complimentary training session that covers:

- NITAAC program overview
- How to streamline acquisitions with CIO-SP3 and CIO-SP3 Small Business and

- NITAAC's value added services (e.g. SOW/PWS/SOO assessments for scope and clarity; returned within 24 hours with recommendations)
- Live demonstration of NITAAC's competition and management systems (e-GOS )
- Benefits of using GWACs
- Setting aside requirements to 8(a), SDVOSB, HUBZone, Women-Owned and Small Businesses
- Discuss your agency specific IT requirements
- 2 CLPs for completion of the training session

Every customer can take advantage of free, value-added services from NITAAC's Customer Support Center.

If you have questions about specific requirements, or would like us to come 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:

## LEARN AND EARN WITH NITAAC!

- Live Customer Support Center representatives Monday – Friday
- 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 certainly hope you'll look to NITAAC GWACs for everything IT for all your future requirements!

### WEBINAR

#### DATES:

Thursday, July 30, 2015

Tuesday, August 25, 2015

Tuesday, September 15, 2015

#### TIME:

1:00PM – 3:00PM

1:00PM – 3:00PM

1:00PM – 3:00PM

#### LOCATION:

On your computer

On your computer

On your computer

### AT NIH

#### DATES:

Thursday, August 6, 2015

Thursday, October 8, 2015

Tuesday, December 8, 2015

#### TIME:

1:00PM – 3:00PM

1:00PM – 3:00PM

1:00PM – 3:00PM

#### LOCATION:

6001 Executive Blvd.

Rockville, MD, Room B1/B2

Natcher Conference Center

Bethesda, MD, Room A

6001 Executive Blvd.

Rockville, MD, Room B1/B2

## DO YOU NEED ASSISTANCE WITH UPCOMING REQUIREMENTS?

Let NITAAC help you with our "Best fit" assisted acquisitions that are now available. NITAAC pairs the right contracting officer with each requirement based on the size and/or complexity of the job, the culture of the client organization, the acquisition strategy necessary, and the contracting vehicle selected.

NITAAC delivers "Best Fit" support with warranted, FAC-C Level-III certified contracting professionals who handle your complete procurement life cycle from market research to closeout. We use agile acquisition techniques to fulfill mission-critical IT objectives for federal civilian agencies; crafting compliant solutions that deliver on time and within budget. For more information visit our website, <http://nitaac.nih.gov/nitaac/assisted-acquisition>. We look forward to serving you and making your IT requirements as easy as possible.

## 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

# Dankjewel

## “Thank You” in Dutch

### 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 2015. 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: 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 Jesse Lee 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.