

# The Office of Acquisition and Logistics

## Management Newsletter – July/August 2014

### 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.

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### Supply Chain Advisory Council (SCAC)

Recently, the NIH Supply Center (NIHSC) 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](mailto:mashelpdesk@gsa.gov)**.

As a reminder, FAR 8 prioritizes supplies as follows:

#### ***SUPPLIES***

#### **Mandatory Government Sources (FAR 8.002)**

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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)**

6. 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***)
7. Open Market/Commercial Sources (including educational and non-profit institutions)

### **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](mailto: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.

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### 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

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- 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 the web link for a detailed explanation of [FAR 16.505 benefits](#).

### ***Easier Competition and Due Diligence***

By using the secure, online ECS III automated Request For Quote (RFQ) System, your requirement goes out to all of the eligible vendors on the contract. What this means is that even if only one quote is received, you will have done your due diligence in terms of competition and can proceed with your purchase.

### ***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
- Biomedical Information Services
- Software Development

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- 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](mailto:NITAACsupport@nih.gov). For more details, visit [NITAAC website](#).**

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### 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!

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### ***Industry Day***

The Supply Center also participated in the campus Industry Day event on June 30<sup>th</sup>. 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

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- 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 our [training page](#) on the NITAAC website 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>.

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### Acquisition Training Schedule

[CON 100 Shaping Small Business Arrangements](#)

[CON110 Mission Support Planning](#)

[CON 237 Simplified Acquisition Procedures](#)

[Advanced Simplified Acquisition](#)

[Basic Simplified Acquisition](#)

[Federal Appropriations Law](#)

[HHS Appropriations Law](#)

[Internal & External Requisitioner \(NBS\)](#)

[Price Reasonableness in Simplified Acquisitions](#)

[Professional Services](#)

[Purchase Card Training \(NBS\)](#)

[NBS PCard Logs & Reconciliation \(Refresher\)](#)

[Simplified Acquisition & Delegated Procurement \(NBS\)](#)

[AT170 - Section 508 Training for Purchasing Agents: Purchases, VPATS & POTS](#)

[AT171 – Acquisition Process – Making Sure You Are in Compliance with Section 508](#)

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[AT180 - Introduction to Making MS Office 2010 Documents 508 Compliant](#)

## 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 the 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. Questions? Please send 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 BPA web page. 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 any questions or need further clarification, please contact the BPA helpline at 301-496-5212 or e-mail at [BPAProgramBranch@od.nih.gov](mailto:BPAProgramBranch@od.nih.gov).