

# The Office of Acquisition and Logistics Management Newsletter – March/April 2015

## **NITAAC announces \$1.8 Billion in NIH awards on CIO-SP3 and CIO-SP3 Small Business.**

The NIH Information Technology Acquisition and Assessment Center (NITAAC) is proud to announce awards from inception to date of \$6.9 billion on our two newest Government-Wide Acquisition Contracts (GWACs): CIO-SP3 for IT Services/Solutions; and CIO-SP3 Small Business with set asides that help agencies meet their small business goals. Of that total, the NIH awarded \$1.8 billion; saving time, money and resources while implementing quality information technology solutions that furthered the NIH mission.

Reaching the \$1.8 billion dollar mark at the NIH was due, in part, to the help of the NIH Consolidated Operations and Acquisition Centers (COACs). We have partnered with the Clinical Center, National Cancer Institute, National Library of Medicine and others too numerous to list. Together, NITAAC and the COACs have helped the NIH further its important work with IT solutions where and when needed.

### **Learn about NIH contract vehicles and earn certification credits.**

As the only GWAC program that specifically targets Health IT, it is important to bring our message and contract vehicles to other health-related missions. Last year alone, we trained over 300 HHS employees, as well as hundreds more throughout the federal government. We invite you to join your colleagues who are already using NITAAC GWACs by [requesting a free training](#).

Our Contract and Program Specialists will come to your office and deliver the 90-minute plus Q&A training. Every attendee will receive two Continuous Learning Points (CLPs), which are good towards many federal certifications. Program managers, IT specialists, purchase cardholders, management analysts – even scientists are all welcome! You don't have to be a Contracting Officer to benefit from NITAAC GWAC training.

### **CIO-CS is coming soon to NIH.**

The success of the CIO-SP3 GWACs reflects the quality, value, ease and speed of using these contract vehicles, and their importance to furthering the work and mission of the NIH. We anticipate award of the next NITAAC GWAC, CIO-CS shortly, which will provide IT commodities plus commoditized services like cloud computing. This new contract will make it possible for the NIH to stretch both its dollars and its wings even further, as our scientists continue to push the boundaries of knowledge.

If you'd like to request a free training, call 1.888.773.6542 or email [NITAACsupport@nih.gov](mailto:NITAACsupport@nih.gov). You can also visit our [website](#).

# The Office of Acquisition and Logistics Management Newsletter – March/April 2015

## NIH Business System (NBS) Updates Its' Core Financial Functionality Through the Oracle Release 12 Technical Upgrade (R12TU) Project – Downtime of the System

NIH Business System (NBS) will be performing an upgrade of its core financial center pin that supports all financial transactions within NIH's day to day operations. Driving factors for the upgrade are support of Department-wide directives; improvements in financial management and transparency of spending; avoidance of costs associated with outdated software; and compliance with Treasury regulation for financial operations. Although the upgrade centers on NBS' financial core, there are some minimal impacts with regard to the Acquisitions community. NBS will provide supportive information for the community on the changes as a part of this upgrade.

One notable impact to acquisitions will be a downtime period of the system beginning 5/20/2014, 5:00 pm E.S.T. through 6/3/2015, 7:00 am E.S.T, 8 workdays (13 days total). Downtime details as we know them today are as follows:

- Users Locked out of NBS: May 20, 2015 5:00 P.M. E.S.T.
- Data Cleanup - ICs to work with OFM to closeout previous year invoices by May 15th, 2015
- The following systems will remain open and allow for **data entry only**, however, **no transactions will be processed by NBS.** Transactions will be queued and held by the noted systems during downtime and processed\* when NBS begins production operations:
  - Information for Management, Planning, Analysis and Coordination (IMPAC II) – Extramural Community
  - Centralized Animal Procurement System (CAPS) – Intramural Community
  - Patient Travel Module (PTM) – Clinical Center
  - Procurement On-line Tracking System (POTS) (24 ICs)
  - Administrative Management Budget Information System (AMBIS) (NIAID)

Note: "\*" – Executed as part of backlog processing. Backlog processing to begin before the system opens until completion sometime after the system is up and running.

Broad communication to Business Owners and stakeholder groups regarding the downtime has already begun. Guidance will be forthcoming from key Business Owners (OALM, OER, OFM, OB) as necessary regarding the conduct of operations during the cutover period. Many of the IC's business activities that need to continue during the cutover period will follow manual paper processes used during the year end close period or as directed by the Business Owners. Acquisitions offices should begin to discuss and plan operations for the period of system downtime!

Please submit question/inquiries to the NBS R12TU mailbox: [NBSR12TU@mail.nih.gov](mailto:NBSR12TU@mail.nih.gov)

# **The Office of Acquisition and Logistics Management Newsletter – March/April 2015**

## **Project, Expenditure Organization, Expenditure Type, Expenditure Date, and Task (POEET) Educational Campaign**

On behalf of the NIH Business Owners, in October 2014 the NIH Business System (NBS) launched the **P**roject/**C**AN, **E**xpenditure **O**rganization, **E**xpenditure Type, **E**xpenditure Item Date and Project **T**ask educational campaign (aka: **POEET**). The POEET educational campaign focuses on the NIH Acquisitions and Finance communities in order to provide a comprehensive understanding of the 'Procure-to-Pay' life-cycle process and the downstream impact of procurement actions containing inaccurate data. In December 2014, the NBS team presented the POEET information to the Executive Officers, Budget Officers, Intramural Administrative Management Committee (IAMC), Extramural Administrative Management Committee (EAMC) and IC/OD Advocates communicating the importance of accurate data entry starting with the requisition process and the downstream impacts related to issuing financial disbursements, and Departmental reporting errors that result from flawed data. The intent of the campaign is to illustrate the critical relationship between the business process practices of the NIH ICs associated with entering and validating data in the NBS to minimize errors in the processing of procurement transactions, and ensure that the Office of Financial Management (OFM) is able to disburse payments promptly. In addition, this "campaign" supports the impending upgrade on the NBS core functionality as it relates to greater financial transparency, tighter financial controls and financial accountability to track and validate federal fund expenditures at the Department level. Additional outreach efforts to the IC acquisition and budget communities began in February and will run through May 2015. NBS will expand outreach efforts through Help Points of Contacts (HPOCs), other NIH committees, working groups and coordinator meetings, scheduled dates to be determined. An NBS Town Hall style session is being planned for late April/early May to open the educational forum up to all staff involved in the business operations of the NIH. Stay tuned for more information on upcoming sessions about POEET.

If you'd like additional information about this effort or would like to request a session to come to a community near you, please send an e-mail to the NBS Change Management Mailbox at: [NBS-CM@mail.nih.gov](mailto:NBS-CM@mail.nih.gov) and an NBS team member will contact you to provide additional information or schedule a session.

## **NEWS FROM THE NIH SUPPLY CENTER**

### **From the Chief**

NIH-Supply Center stands ready and committed to support the NIH community and is continually improving our business model. We reduced the surcharge to 22% in December 2014 and we have seen an increase in sales, so we believe this was a welcome change that the NIH buying community wanted. With that reduced surcharge we are very competitive with established sources and in many cases offer prices below our competitors. We offered free delivery from the GDC and stores and have seen an

# The Office of Acquisition and Logistics

## Management Newsletter – March/April 2015

uptick in those orders, so we believe that is working and will increase as the weather gets better. And lastly, our marketing campaign and subsequent customer surveys have revealed to us what ICs, labs, and clinics to focus on, and provide better supply support, better delivery of products, and better customer service because at the end of the day that is what really matters - you the customer.

Sincerely,  
Mr. Gary Marquez  
Chief Supply Center

### **Product Advisory Council/Supply Chain Advisory Council (PAC/SCAC)**

In today's ever changing research, it's critical for the Supply Center to understand the products you the NIH community need for your research and operational needs. In order for us to have an effective supply chain management, we would like to solicit your input of the products we carry. This allows us to solve many of the problems you encounter. With that, we would like to invite you to our next combined PAC/SCAC scheduled for 15 April 2015 at 10:00 am., Natcher, Bldg 45, Conference Room 6.

### **Going Green Table Top EXPO**

As the **Go Green** sustainability movement continues to grow and became a more serious issue, the federal government has begun to establish rules and regulations around various practices, while businesses, industries, and non-governmental partners also set up guidelines and best practices to govern themselves. Today the NIH-Supply Center continues to improve its environmental awareness. Going green has never been so important.

Managing a green supply chain is about finding the balance between the economic and environmental benefits. It's everything from environmental awareness and involvement, to capturing, measuring and reporting, to finding ways to divert material from waste streams, to modifying business practices to reduce the use of energy. As with most new activities, sustainability is not easy and it's not cheap. But if it's done well, it will improve a company's operations and bottom line.

In an effort towards continuous improvements over our program, we have scheduled a **GO GREEN EXPO**. We have invited our vendors to come in and showcase their Green products for your viewing. Your feedback on these products is important to us. Once our customer identifies items you would like seen in our stores then we will work with the vendor to get these added to our portfolio. The more important purpose of the Expo is not to introduce old items, but rather to introduce new and improved items to the whole NIH community. Most of the vendors vary from Women, Small Business, Veteran, disabled and minority owned and vary in size and quality of products.

### **Changes in products**

To assist our NIH community in achieving its world known success and to provide you with quality material while you focus on your research, we here in the Supply Center have been working hard at bringing in quality products you have requested. We continue to coordinate with our vendors in working through today's ever-changing and

# The Office of Acquisition and Logistics

## Management Newsletter – March/April 2015

unpredictable product changes. With our customers assistance we have been rethinking and reframing our strategies across the board. Instead of approaching new product development from the inside out, the Supply Center has begun by looking at the process from the outside in, beginning with the customer experience and feedback. It's a new way of thinking-and working-that is transforming your Supply Center to adapt to today's environment into innovative, agile, and successful support element. Below are some of the new items brought into the Supply Center stores for your convenience.

NSN	Item Description	Price
592000L056555	SURGE SUPPRESSOR W/CIRCUIT BREAKER	\$70.00
650500L041413	Solujet - Detergent # 2101	\$38.78
684000L041928	STERIPLEX SD 6"x7" SMART CAP WIPES #SD067WKO8UI \$16.05	
684000L041929	STERIPLEX SD # SD001GA04SC	\$40.61
684000L041930	STERIPLEX SD, 22 OZ SPRAY BOTTLE # SDTS06P	\$10.99
684000L041931	STERIPLEX SD 12" X 9" SMART CAP WIPES # SD129WKO5UI	\$25.99
7045014827540	COMPACT DISC, RECORDABLE	\$0.77
751000L051265	CARTRIDGE, TONER, PRINTER PN#C9512FN	\$26.03
751000L051266	CARTRIDGE, TONER, PRINTER PN#C9514FN	\$41.92
751000L051267	CARTRIDGE, TONER, PRINTER PN#310-9319	\$47.31

### Customer feedback

Customer feedback is so important because it provides your Supply Center with insight that we use to improve our support efforts, products and/or overall customer experience. 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 and improve our service that you actually want.
2. It offers us the best way to measure our customer's satisfaction. Measuring your satisfaction helps us to determine whether our products or customer service meets or surpasses customer expectations.

# The Office of Acquisition and Logistics

## Management Newsletter – March/April 2015

3. It provides actionable insight to create a better customer experience. Improving the customer experience is the primary reason we gather customer feedback. We want to offer an amazing experience that keeps our customers satisfied. Also we are working hard at creating an amazing experience.

### Improved Services

The NIH Supply Center continues to look at ways to improve our customer service. As we transition into the 2nd Quarter, we remain focused on providing value to the NIH community. 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 customers make through either the Self Service Stores or the GDC for which you may not have enough space in your areas. 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 either of our stores, our on line web page, or receiving your order through NBS.

### Acquisition Training Schedule

Acquisition Training Classes can be accessed at the following link: [Acquisition Management Training](#).

[CON 100 Shaping Small Business Arrangements](#)

[CON 110 Mission Support Planning](#)

[CON 237 Simplified Acquisition Procedures](#)

[Advanced Simplified Acquisition](#)

[Basic Simplified Acquisition](#)

[Buyer Contracts \(NBS\)](#)

Buying From Businesses on the Open Market (no classes scheduled at this time)

Consolidated Purchasing Through Contracts (no classes scheduled at this time)

[Federal Appropriations Law](#)

[Federal Appropriations Law Refresher](#)

Federal Supply Schedules (no classes scheduled at this time)

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

[Price Reasonableness in Simplified Acquisitions](#)

[Professional Services](#)

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

[Negotiation Strategies for Simplified Acquisitions](#)

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

# The Office of Acquisition and Logistics Management Newsletter – March/April 2015

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

[Writing Statements of Work](#)

[AT100 - Section 508 Electronic & IT Training - Phase II](#)

[AT173 - Enhancing Reader Comprehension with Images and Graphics through Alternative Text for Better Accessibility](#)

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

[AT181 - Creating Accessible Document for Office 2010/2013](#)

[AT182 - Creating Accessible Document for Office 2013](#)

[AT190 - Creating 508 Compliant PDF Documents using Adobe Acrobat X](#)

## 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. It may be accessed at: [OALM Green Purchasing Website](#).

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 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](#).

# **The Office of Acquisition and Logistics Management Newsletter – March/April 2015**

**We Would 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 calendar year 2015. 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: Milton Nicholas, [NicholaM@od.nih.gov](mailto:NicholaM@od.nih.gov), Annette Romanesk, [RomanesA@od.nih.gov](mailto:RomanesA@od.nih.gov), Michele McDermott, [McDermottMI@od.nih.gov](mailto:McDermottMI@od.nih.gov), Jesse Lee at [Jesse.Lee2@nih.gov](mailto:Jesse.Lee2@nih.gov), or Barry Solomon, [SolomonBJ@od.nih.gov](mailto:SolomonBJ@od.nih.gov)

If you have any questions or comments regarding the information, policy and/or procedures published in this issue, you may contact Annette Romanesk at the e-mail address above. For future issues please contact the Simplified Acquisitions Helpline on 301-496-0400 or via e-mail at [SimplifiedAcquisitionHelp@od.nih.gov](mailto:SimplifiedAcquisitionHelp@od.nih.gov) and you will be referred to the appropriate editor.