

# The Office of Acquisition and Logistics Management Newsletter – May/June 2014

## Small Business Industry Day, Monday June 30th 2014 at the Natcher Conference Center

The Office of Acquisition and Logistics Management is sponsoring a Small Business Industry Day. The theme is "NIH and Small Business Synergy". Industry Day is an outreach event, providing opportunities for small businesses to network and partner with NIH program and acquisition offices, as well as with large businesses. We are marketing this event to all small businesses (8(a) firms, businesses, women-owned businesses) with special emphasis on "HubZone" and Service Disabled Veteran-owned Small Businesses. The event is scheduled for Monday, June 30, 2014, from 9:00 AM to 4:00 PM at the Natcher Conference Center.

Small businesses are a vital part of this country's workforce and economy. At NIH they play an integral role in both the Intramural and Extramural Programs, and are essential partners in our ability to meet the NIH mission. We are holding this event in order to expand and enhance our relationships with small businesses.

The Point of Contact for this event is [Raymond Dillon](#); he can be contacted at 301-496-2507.

## Gear-up for year-end requirements by tuning up on Acquisition Strategies now.

In only 90 minutes, you can learn how to use NITAAC Government-Wide Acquisition Contracts (GWACs) and earn 2 CLPs to boot, while adding to your toolbox of acquisition strategies.

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. Once your requirements documents are complete, it only takes about 10 minutes to upload them into our automated system, with FAR Guidance built-in every step of the way. We can even show you how to meet your small business goals with CIO-SP3 Small Business and ECS III, an increasingly important target to note as we move into year-end spending.

Each complimentary, 90-minute training session 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 competition and ordering 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 [NITAAC 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, June 26, 2014

Tuesday, July 29, 2013

TIME: 1:00 – 3:00PM

LOCATION: On your computer

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## At NIH

DATE: Thursday June 5, 2014

TIME: 1:00 – 3:00PM

LOCATION: 6001 Executive Blvd. Rockville, MD, Room B1/B2

DATE: Tuesday, July 8, 2014

TIME: 1:00 – 3:00PM

LOCATION: Natcher Conference Center, Bethesda, MD, Room G1/G2.

## What will participants earn? Two (2) CLPs!

**Interested?** Call the NITAAC Customer Support Desk at 1-888-773-6542 or visit the [NITAAC website](#).

## News from the NIH Supply Center

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

**Supply Chain Advisory Council (SCAC)** - The Supply Chain Advisory Council (SCAC) charter, approved by the Director of the Office of Acquisition and Logistics Management, was discussed in detail during the first meeting of the council on Wednesday, May 14, in the Natcher Building. Opening remarks were provided by Ms. Colleen Barros, Deputy Director for Management, and by Ms. Diane Frasier, Director of the Office of Acquisition and Logistics Management. The council discussed their goals and objectives. Guest speakers included VWR Inc. who provided an overview of a supply management tool called “Catalyst” which tracks internal inventory management which can help labs and ICs manage the day to day stockage and guest speaker Mr. Mark Burchess, Director of Logistics, HHS, Product Support Center, Perry Point, MD who provided an overview of PSC’s capabilities. The next SCAC Council meeting will be held in September in the GDC in Gaithersburg, date to be determined.

**Business Operations** – The NIH SC participated in the NIH Spring Research Festival and provided handout material to researchers and trading partners during the festival explaining our transformation process, marketing efforts, our new Supply Chain Advisory Council (SCAC) meetings, table top display in our Self Service Stores, and many other items we believe are of interest to our research community. We asked for feedback and received 185 surveys with many great suggestions as to how we can improve our business. Our On-Line catalog Studio software testing is near completion and we hope to have it fielded and in product by the end of the third quarter of Fiscal Year 14. The new version of the software includes a new search engine that should help our research community find the products they’re looking for much easier. This new version also has an analytics function to allow redirects for products not found to possible matches with more generic/scientific descriptions. We’re hoping this will increase the reliability of the search results and improve the customers experience. We and our Supply Chain partners will continue to hold Table Top displays, Product Showcases and promotions to advertise the products being sold in the store and to offer discounts to our research community. During the table top

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displays held in March 2014 sales by product increased 10% while many customers were able to receive discounts directly from the vendor for volume buying.

These Table Top events are scheduled by the [Business Operations and Marketing team](#) for vendors offering our community promotions on products sold in the store. The events are regularly scheduled and posted to the NIH-SC web page.

**We are not currently running any specials; however, we just received a large order of copy paper, bleach, bio hazard boxes, and Wyp-All tissues. We have plenty of stock on hand so look to the NIH Supply Center first for your needs.**

**Inventory Management** - There were a significant number of customers in the NIH community who chose to take advantage of our temporary price reductions for select items. The results of that timely (albeit expired) Supply Center promotion has been analyzed, and each of the 5 discounted items experienced an uptick in monthly sales:

96 Well FastSemi-skirted (last four 6193): ↑ 33% increase

12 CC plastic syringe (last four 4404): ↑ 6% increase

Defender F100 flashdrive (last four 1046): ↑ 38% increase

Tissue culture flask (last four 2351): ↑ 50% increase

Falcon 5ml pipet (last four 9363): ↑ 33% increase

If you and/or your IC missed an opportunity to purchase items on the preceding list at their discounted price, in both the near and distant future, there will be many more equally impactful price reduction promotions for these and other very popular stock items. Our concerted effort to increase value includes pursuing much more competitive pricing, quality merchandise, and customer pricing from our suppliers. We are promoting maximum efficiency in our operation by minimizing our supplier base and establishing standard purchasing contracts (i.e. IDIQ contract) for our most popular stock items. While many of these alternate source (cheaper price / better value) discoveries won't be published in the newsletter, the related discounts can always be leveraged via the GDC Warehouse (NBS) or the Self Service Stores (SSS).

Finally, the Supply Center has effectively revamped our customer service protocol to better accommodate customers. In addition to calling and/or emailing any inquiries to our new customer service representative, customers should also feel free to contact the applicable item manager for an up-to-date status on all stock items. The item manager can be determined by matching the first 4 numbers (Federal Stock Class – FSC) of the stock number with the corresponding list of (item manager) managed FSC's, the list of managers is available on the Supply Center's web site.

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

**Self Service Store** – Changes are being made daily to both stores – a focus on customer service, re-warehousing, increased stockage. Many customers commented on the bare shelves and we listened, increasing stock levels and increasing delivery to the stores – the results are – Store 10 has less than 7% Zero Balance with stock on order (this was 23% in December 2013) and Store 31 has 3.5 Zero Balance, the lowest it has been in years – so the stock is there waiting for customers to purchase. Additionally, patrons of the stores are asked to complete a survey which is a hard copy of the same survey that is on line. Once this is filled out and dropped off with one of the store personnel the survey is loaded into our online ISO 9011 quality system. If the comments average less than a 3.0 then an Item Manager will research the situation and contact the customer within 3

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business days to resolve the problem. If not, then we ask our customers to call or email our Customer Service Representative, Ms. [Linda Henderson](#) at (301) 496-3395 or (301) 496-9156.

Make the NIH Supply Center your first choice for supplies.

### Introducing Chief Information Officer – Commodities and Solutions (CIO-CS)

NITAAC's next generation IT commodity and commodity-enabling solutions GWAC is off to the races with the release of the CIO-CS [Request for Proposal \(NIHJT2014002\)](#) in Federal Business Opportunities.

The resulting GWAC will be open to all qualified contractors. Original Equipment Manufacturers (OEMs) must qualify in one or more of the Product Groups described in the solicitation and Value Added Resellers (VARs) must qualify in all of the Product Groups except Category 8 (Telecommunications Plans) in order to be eligible to receive a GWAC award.

With this new GWAC, NITAAC will be able to deliver a whole new spectrum of products and services both on-site and in the Cloud. We are excited about the road ahead, and look forward to bringing our customers a great new team of contract holders with this GWAC award.

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### Acquisition Training Schedule

[Acquisition Training Classes](#)

[CON 100 Shaping Small Business Arrangements](#)

[CON110 Mission Support Planning](#)

[CON 237 Simplified Acquisition Procedures](#)

[Advanced Simplified Acquisition](#)

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

[Basic Simplified Acquisition](#)

[Federal Appropriations Law](#)

[HHS Appropriations Law](#)

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

[Price Reasonableness in Simplified Acquisitions](#)

[Professional Services](#)

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

[Negotiation Strategies for Simplified Acquisitions](#)

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

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

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

[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](#)

[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:

Questions? Please send an [email](#).

## NIH Blanket Purchase Agreement (BPA) Lists Available Online

Lists of all NIH Blanket Purchase Agreements (BPAs) can be found at the [BPA Program webpage](#).

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.

## 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 2014. 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.

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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 and you will be referred to the appropriate editor.