The Office of Acquisition and Logistics Management Newsletter

USING THE PURCHASE CARD TO PAY FOR TRAINING & CONFERENCE REGISTRATIONS

The Purchase Card Program Office receives a number of questions from NIH Purchase Cardholders as to whether the purchase card can be used to pay for training or conference registrations. Per the NIH Purchase Card Supplement (page 30), the purchase card can generally be used to pay for these types of acquisitions for NIH employees, however, certain policies must be kept in mind.

- All training taken by NIH employees **must be entered into NIH's Learning Management System (LMS)** and adhere to the pertinent laws and procedures governed by the Government Employee Training Act or Title 5 USC §4109(b).

- For internal NIH training classes (those that are held thru the NIH Training Center), the purchase card cannot be used. Payment for these classes are handled thru fund transfers directly in LMS.

- Training that is external (i.e. not offered by the NIH Training Center) which includes attendance at conferences held at locations outside of NIH, may be purchased provided certain procedures are followed. This includes ensuring a signed SF-182 form (Authorization, Agreement, and Certification of Training) or other substitute form is included and documented with the purchase of external training. This form is available at How to Pay for Training. Among the approvals required on the SF-182 form are those of the employee's supervisor, training officer, and an Authorizing Official who gives final approval.

Once approval for the external training has been obtained, either iProcurement or the purchase card can be used to pay for the training or conference registration fee. Be aware that any transportation, lodging and restaurant meals required for external training that is outside of the local duty station, such as an airline ticket, hotel room or daily meals cannot be acquired using the Purchase Card. Travel or travel-related expenses (e.g. airline tickets, lodging, and restaurant meals for employee) are unauthorized on the purchase card (see page 18 of the NIH Purchase Card Supplement). However, if certain food costs cannot be separated (i.e. are non-severable) from the conference registration fee, the registration fee can be paid as long as this is documented appropriately.   For additional information on paying for external training, please see How to Pay

Happy Holidays

USING A PURCHASE CARD AS A PAYMENT MECHANISM ABOVE THE MICRO-PURCHASE THRESHOLD

- For conference registrations that involve travel, NIH Manual Chapter 1500 governs the payment of registration fees and the approvals that are required. Conference registrations are closely scrutinized and require specific approvals. When attending or hosting conferences, staff must comply with the most current Efficient Spending Policy. Once approved, the purchase card can be used to pay the registration fee provided there are no additional fees that are included as noted above. Additional attendance reports will need to be submitted as part of the HHS reporting requirements.

The following is an example of misuse of a purchase card to pay a conference registration fee:

A cardholder traveled to a conference and met a coworker who was not registered to attend the event. The cardholder paid his co-worker's conference registration fee using his purchase card. The cardholder did not follow the specialized procedures described above, including receipt of a completed SF-182 with required approvals.

In summary, the purchase card can be used to pay for training or conference registrations, as long as proper procedures are followed and pre-approval is obtained.

NEWS FROM THE NIH SUPPLY CENTER

The NIH Supply Center (NIHSC) is located in Gaithersburg, Maryland which provides medical, laboratory and general supplies to the NIH community. The NIHSC 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. We have been serving the NIH and its 27 Institutes and Centers since 1943. In recent months great things have happened at the NIHSC. In addition to working on our new image for the NIHSC we are working to update the look of our Self Service Stores. Some of the improvements we've made to-date include:

- New web site NIH Supply Center
- Off-Campus deliveries from SSS Bldg. 31 will begin in November 2014
- Added over 100 new products to better meet customer needs
- Brought in new vendors and their products
- Developed plans to better support our customers
- Improved our facilities
- Continually improving our processes
- Customer boards
- Established SSS Yammer and Twitter accounts

All of these ideas came from our team taking into consideration all the wonderful feedback that we received from you our customers. As we move into our next year in supporting you, we have some great initiatives to provide even better support to you. We will continue to improve on the ideas which you share with us. Our focus for the upcoming year includes:

- Implementing Supply Transformation to enable us to support you better
- Exceeding projected sales by $2.1 million
- Improved customer service
- Increasing sales
- Reducing our surcharge
- Reducing customer backlogs
- Increasing our portfolio by 5%

Our purpose has and will remain the same: "To provide the NIH Community with supplies needed to continue their amazing research efforts in a timely and effective manner".

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. Carlos Figueras as our newest team member. Carlos took over as our Marketing Specialist as of October 14, 2014. He will be a key player in interactions with you as our customer in order to improve our upcoming marketing development and plans. He has some

NEWS FROM THE NIH SUPPLY CENTER

exciting ideas regarding a commercial involving some of you that can raise the NIHSC standards. Carlos comes to us from KOL BIO Medical, where he was their Sales Operations and Marketing Manager. In this position, he identified opportunities for improvement, made constructive suggestions for change and helped brainstorm solutions. He has a Bachelor's Degree in languages and minored in business as well.

New web page look

To help make it easier for our customers to find information on our products, the NIHSC has released a new version of our website. Customers can locate products through the search engine by clicking on the links for both the regular catalog and the green catalog. We will continue to update our catalogs to provide continuous information regarding availability. New items and vendor promotions will also be posted on this site as well.

We look forward to working with you to make ordering your supplies faster, easier and more efficient than ever before. Help us help you by providing your feedback: log onto our website, fill out Comment Cards in the Self-Service Stores or contact us today:

> Jim Irvin
> Jim.irvin@nih.gov
> Chief Business Operations
> OD, OALM, OLAO, DLS
> 16050 Industrial Dr. Suite 310
> Gaithersburg, MD 20877
> Phone: (301) 594-0804

Self Service Store

There have been several changes to the two Self Service Stores on the main NIH campus and the most significant is that the shelves are restocked and full of products. We have also begun the task of removing the slow sellers and replacing them with new items. Tell us what you would like to see in either store and we will ensure that we will start stocking it.

Off-Campus Deliveries

Our Distribution team has been hard at work developing an off-campus delivery policy. On November 1, 2014 we initiated a plan to provide supplies to you at your location. The Self Service Supply Store will start accepting off-campus customer requests by fax. Once orders are received, the store staff will pull the request from the shelves, input order into AS400, and prepare the shipment. After the initial morning deliveries are made, items from the store will be signed for by the driver when picking up from the store, and from the driver to contact management team at GDC. All items will be delivered on the next scheduled delivery run. The exceptions are bulk purchases, and emergencies; they will be delivered as soon as possible.

IDIQ Contract

The NIH Supply Center established a Proof of Principle (PoP) acquisition plan recently by awarding an Indefinite Delivery Indefinite Quantity (IDIQ) contract to one of our supply chain partners. The IDIQ contract ensures that the NIHSC will receive a months' worth of quantity for 25 products (examples below) at a stabilized price (good for one year) and routine delivery (first week of the month). Here is a sampling of some of the products on that award which are available on line through the NBS system and in Self Service Store 10:

664000L016182—STRAINER, CELL, 70 MICRON

664000L016181—STRAINER, CELL, 40 MICRON

664000L015172—STRIPETTE, 25 ML CORNING COSTAR # 4489

664000L015171—STRIPETTE, 10 ML #4488

664000L017546—PIPET, ASPIRATING 2ML (FB) #357558

664000L017444—TIP, PIPET, 200 UL # BT200

664000L017339—TUBE, TEST, CRYOTUBE NUNC#375418

664000L017441—TIP, PIPET, 0.5 - 10 UL # BT10XL

664000L017442—TIP, PIPET, 20 UL   #BT20

664000L015149—PIPET, 50ML, COSTAR#4501

NEWS FROM THE NIH SUPPLY CENTER

664000L015173—STRIPETTE, 50 ML #4490

664000L011111—FLASK, CORNING #431145

664000L013004—FLASK, T75 #156499

664000L011107—FLASK, CORNING#431143

664000L017338—TUBE, TEST, CRYOTUBE NUNC#377267

664000L017079 TIP, PIPET, ART REACH #2140

The NIHSC will monitor and measure the effectiveness of this PoP in order to determine if it is feasible to pursue large contracts and broaden the approach to medical and administrative products as well as laboratory ones.

NITAAC—SAVE TIME, MONEY AND EARN 2 CLPs
WITH A COMPLIMENTARY TRAINING SESSION

Compete and manage your IT requirements quickly and easily when you choose a NITAAC Government-Wide Acquisition Contract (GWAC).

A NITAAC training session can show you how to award IT requirements in as little as 3 days, and complex IT awards in 30 days or less using our secure, online competition/ ordering system. Simply upload your requirements in 10 minutes or less, and let automation make it easier to accomplish due diligence, competition and award with FAR Guidance built-in every step of the way. You'll be amazed at how easy using NITAAC GWACs can be, and how much time you can save on IT orders. You can even meet your small business goals by choosing from the different socioeconomic categories available on each of our GWACs. A team of Contract and Program specialists can help you at any point in the process, from pre-award to closeout. You will never be charged extra for help.

Gain valuable insights while you earn 2 CLPs.

Learn about our GWACs, value-added services and more during your free training session:

- How our GWACs deliver quality, ease, value and speed to Federal IT customers
- The benefits of using NITAAC GWACs for IT products, services and solutions
- A live demonstration of NITAAC's easy-to-use online competition/ordering system
- How to set-aside requirements to meet Small Business goals
- NITAAC's value-added services, including free SOW/PWS/SOO assessments
- Open discussion of agency specific IT requirements

Who should attend?

NITAAC trainings are designed for anyone involved in IT procurement and acquisition, including but not limited to:

- Chief Information Officers (CIOs)
- IT Specialists
- Small Business Specialists
- Contracting Officers (CO/KOs)
- Contracting Specialists (CS)
- Contracting Officers Representatives (CORs)
- Project/Program Managers (P/PMs)
- Purchasing Agents (PA)
- Subject Matter Experts (SMEs)

Schedule a free training at your location

Complete the online request and NITAAC will schedule a training session at your location.

NITAAC—SAVE TIME, MONEY AND EARN 2 CLPs
WITH A COMPLIMENTARY TRAINING SESSION

Attend one of NITAACs monthly trainings

Each month NITAAC provides a monthly training session. You can attend a training session in Bethesda/Rockville Maryland.

No time to leave the office? No problem, register for our Monthly Webinar session.

Contact NITAAC Customer Support Center if you need help

Should you have any questions about training, contracts, procurement regulations or anything else related to IT acquisitions, contact the NITAAC Customer Support Center at 1.888.773.6542 or email.

A WORLD OF BEST WISHES

ACQUISITION TRAINING SCHEDULE

PSAC

2609 Federal Supply Schedule (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

PSAC

2610 Consolidated Purchasing Through Contracts (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

PSAC

2611 Buying From Businesses on the Open Market (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

PSAC

2617 Price Reasonableness Simplified Acquisition (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jan 22, 2015	9:00am—4:00pm	6705 Rockledge Dr.	$295	Jan 8, 2015
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

2635 NBS P-Card Logs & Reconciliation (Refresher) (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jun 15, 2015	8:30am—4:00pm	6705 Rockledge Dr.	$519	Jun 1, 2015
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

5512 Professional Services (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jan 22, 2015	8:30am—4:00pm	6705 Rockledge Dr.	$519	Jan 8, 2015
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

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

5515 NBS Buyer Acquisition (Refresher)   (14 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

PSAC

5521 Federal Appropriations Law (24 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Dec 1—Dec 3, 2014	9:00am—4:00pm	6705 Rockledge Drive	$939	Oct 20, 2014
Feb 2—Feb 4, 2015	9:00am—4:30pm	6705 Rockledge Drive	$939	Jan 19, 2015
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

5524 NIH Appropriations Law Refresher Course Online (16 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Dec 17, 2014	9:00am—4:00pm	6705 Rockledge Drive	$370	Dec 3, 2014
Jan 15, 2015	9:00am—4:00pm	6705 Rockledge Drive	$370	Jan 1, 2015
Feb 20, 2015	9:00am—4:00pm	6705 Rockledge Drive	$370	Feb 6, 2015
Mar 16, 2015	9:00am—4:00pm	6705 Rockledge Drive	$370	Mar 2, 2015

8801 Writing Statements of Work (13 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

9512 Purchase Card Training (NBS) (Purchase Card Program) (19.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Dec 15—Dec 17, 2014	9:00am—4:00pm	6705 Rockledge Drive	$1,219	Dec 1, 2014
Jan 14—Jan 16, 2015	9:00am—4:00pm	6705 Rockledge Drive	$1,219	Dec 31, 2014
Feb 23—Feb 25, 2015	9:00am—4:00pm	6705 Rockledge Drive	$1,219	Feb 4, 2015
Mar 18—Mar 20, 2015	9:00am—4:00pm	6705 Rockledge Drive	$1,219	Mar 4, 2015
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

ACQUISITION TRAINING SCHEDULE

9513 Simplified Acquisition & Delegated Procurement
Five (5) Day Class!   (40 CLPs)   PSAC

Dates	Times	Location	Cost	Cancellation Date
Jan 26—Jan 30, 2015	8:30am—4:00pm	6705 Rockledge Drive	$1,949	Jan 12, 2015
Mar 23—Mar 27, 2015	8:30am—4:00pm	6705 Rockledge Drive	$1,949	Mar 9, 2015
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

9515 Buyer Contracts (NBS)   (21 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Dec 10—Dec 12, 2014	9:00am—5:00pm	6705 Rockledge Drive	$1315	Nov 26, 2014
Mar 30—Apr 1, 2015	9:00am—5:00pm	6705 Rockledge Drive	$1315	Mar 16, 2015
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

9516 Internal & External Requisitioner (NBS) (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jan 23, 2015	8:30am—4:00pm	6705 Rockledge Drive	$535	Jan 9, 2015
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

9519 Simplified Acquisition for Offices of Acquisition*(7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				
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 (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jan 12—Jan 16, 2015	9:00am—4:00pm	6705 Rockledge Drive	$1235	Dec 29, 2014
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

ACQUISITION TRAINING SCHEDULE

9532 Advanced Simplified Acquisition (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Feb 9—Feb 13, 2015	9:00am—4:00pm	6705 Rockledge Dr.	$1,235	Jan 26, 2015
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

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
NO CLASSES SCHEDULED AT THIS TIME				
I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC				

9569 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.

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

A C Q U I S I T I O N   T R A I N I N G   S C H E D U L E

AT173 - Enhancing Reader Comprehension with Images and Graphics through Alternative Text for Better Accessibility

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
NO CLASSES SCHEDULED AT THIS TIME				

AT181 - Creating Accessible Document for Office 2010/2013

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				

AT182 - Creating Accessible Document for Office 2013

Dates	Times	Location	Cost	Cancellation Date
Dec 18, 2014	1:00pm—:4:00pm	Building 12A—Room B51		
Jan 7, 2015	9:00am—12:00pm	Fernwood Building—Room 1NW02		

AT190 - Creating 508 Compliant PDF Documents using Adobe Acrobat X

Dates	Times	Location	Cost	Cancellation Date
Dec 23, 2014	9:00am—12:00pm	Fernwood Building—Room 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**

teşekkür ederim

"Thank You" in Turkish

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 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, Michele McDermott, McdermottMl@od.nih.gov, Milton Nicholas, NicholaM@od.nih.gov, Annette Romanesk, RomanesA@od.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 Milton Nicholas 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.