

# The Office of Acquisition and Logistics Management Newsletter

**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
- [DCIS Helpline](#)  
866-319-4357



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

In accordance with Federal Acquisition Regulations (FAR) [13.301](#) and agency policy, the purchase card may be used to 1) make micro-purchases; 2) place a task or delivery order (if authorized in the basic contract, basic ordering agreement, or blanket purchase agreement); or 3) make payments, when the contractor agrees to accept payment by the card.

Micro-purchases are generally \$3,000 or less for supplies and services. The micro-purchase threshold for construction however, is \$2,000 and for service contracts it is \$2,500.

FAR Subpart 32.1108 does also allow the purchase card to be used as a **payment mechanism** above the micro-purchase threshold. This requires a contract or purchase order to be established with the vendor that will allow use of the purchase card as a payment mechanism. Purchases made above the micro-purchase threshold are required to follow the policies and procedures applicable to the requirement. This includes adherence to the requirements for competition, public notice, reporting data to DCIS/FPDS, small business set-aside, and use of appropriate provisions and clauses. If payment is to be made by purchase card, the terms and conditions of the contract must include, in addition to other required clauses, FAR Clause [52.232-36 Payment by a Third Party Vendor](#).

System for Award Management (SAM) must be reviewed to determine if a vendor is debarred, suspended or is found to have delinquent debt. Award cannot be made to a vendor and who is debarred or suspended; payment cannot be issued if the vendor is found to have delinquent debt subject to collection under the Treasury Offset Program.

### At NIH Today

Currently at NIH, for contract awards, obligations are initially created in iProcurement but then transferred to PRISM. PRISM then allows DCIS entry for the awards. Due to current NBS system limitations, the award function in PRISM is not currently enabled so that the purchase card can be selected as a payment mechanism against a contract/order. Consequently, any purchase card transactions over \$3,000 at NIH are not reported into

*Continued on page 2*

**INSIDE THIS ISSUE:**

<a href="#">Using a Purchase Card as Payment above Micro-Purchase Threshold</a>	<a href="#">1</a>
<a href="#">NIH Policy Manual Chapter 6307-3</a>	<a href="#">2</a>
<a href="#">Learn How to Save Time, Money and CLPs</a>	<a href="#">3</a>
<a href="#">News From the NIH Supply Center</a>	<a href="#">4</a>
<a href="#">Are You Ready for IT Innovation in the Coming Year?</a>	<a href="#">5</a>
<a href="#">Federal Acquisition Certification and Contracting (FAC-C) Refresh</a>	<a href="#">6</a>
<a href="#">Acquisition Training Schedule</a>	<a href="#">8</a>

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

*Continued from page 1*

DCIS/FPDS as required by the FAR. In addition, purchases made over the micro-purchase threshold do require terms and conditions which cannot currently be generated from iProcurement.

**NIH has been working on this issue and has a solution that will be implemented in phases. The first phase will ensure that payments over the micro-purchase threshold that are paid with the purchase card will be reported to DCIS. This phase will be implemented in NBS in mid-October 2014.** Training will be provided either face to face or by webinar for all cardholders who currently have warrants to place and pay for contracts over the micro-purchase threshold. This training will not be required for cardholders without a warrant.

Phase II will focus on Simplified Acquisition procedures and will include Simplified Acquisition Refresher training. This training will provide cardholders with the resources to understand how to properly solicit competition, construct a file, review quotes and offers, and when to authorize payments against the purchase card. This phase will also address what information should be sent to vendors will placing orders and the proper terms and conditions to include in the contract to protect the Federal Government. More information will be forthcoming to those cardholders and CAOs with warrants who will be impacted by this. Should you have any questions, please contact [CreditCard@od.nih.gov](mailto:CreditCard@od.nih.gov).

### Other Resources

Tools and resources for contract administration can be found at:

- Federal Acquisition Regulations: <http://www.acquisition.gov/far/>
- HHS Office of Grants and Acquisition Policy and Accountability website: <http://www.hhs.gov/asfr/ogapa/acquisition/policies/worktool.html>
- NIH Manual Chapters/Delegations of Authority: <http://oma1.od.nih.gov/manualchapters/>
- NIH Office of Acquisition Management and Policy: <http://oamp.od.nih.gov/>
- Federal Acquisition Institute: <http://www.fai.gov/drupal/>

## THE NIH POLICY MANUAL CHAPTER 6307-3—SPECIAL CLEARANCE AND OTHER ACQUISITION PROCEDURES IS NOW AVAILABLE

**T**he long awaited revision of the NIH Policy Manual Chapter 6307-3 is here.

This NIH Policy Manual Chapter 6307-3 – Special Clearance and Other Acquisition Procedures provides NIH policy for acquisitions that require (1) clearance, (2) technical coordination, or (3) the use of a required source. It covers contract actions, including simplified acquisitions. This revision

amends those areas requiring technical input by updating existing requirements and/or organizational components, incorporating new requirements, and deleting obsolete ones.

The revised Manual Chapter 6307-3 Special Clearance and Other Acquisition Procedures can be accessed at <http://oma1.od.nih.gov/manualchapters/management/1710/>

## LEARN HOW YOU CAN SAVE TIME, MONEY AND EARN CLPs ALL WITH A 90 MINUTE TRAINING SESSION

You've just finished a mad rush to get your IT requirements in by year-end. So why are we asking you to take a 90 minutes training session? Learning how to use NITAAC's government-wide acquisition contracts (GWACs) can help you for the 2015 fiscal year.

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. You are in the driver's seat with NITAAC's three procurement vehicles: ECS III, CIO-SP3 and CIO-SP3 Small Business.

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 every order. Plus, you can even meet your small business goals depending upon which GWAC you choose.

Let us tell you all about it in a complimentary 90-minute training session that covers:

- How our 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/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
- Discuss your agency specific IT requirement

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 personalized training session in your office with your IT procurement team. Visit <https://nitaac.nih.gov/nitaac/free-training> to register, and click on the links for "Webinar", "At NIH" or "At Your Location" located in the right-hand sidebar.

It's never too early to start planning next year's IT investments. We certainly hope you'll look to NITAAC GWACs for *everything IT* in 2015!

### WEBINAR

<b>DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Thursday, October 30, 2014	1:00PM – 3:00PM	On your computer
Wednesday, November 19, 2014	1:00PM – 3:00PM	On your computer
Tuesday, November 16, 2014	1:00PM – 3:00PM	On your computer

### AT NIH

<b>DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Thursday, October 2, 2014	1:00PM – 3:00PM	Natcher Conference Center, Room A
Thursday, December 4, 2014	1:00PM – 3:00PM	6001 Executive Blvd. Room C
Thursday, February 5, 2015	1:00PM – 3:00PM	Natcher Conference Center, Room G1/G2

**Need CLPs?** No problem! Earn Two (2) CLPs by participating in a NITAAC training session

**Interested in learning more?** Call the NITAAC Customer Support Desk at 1-888-773-6542 or visit our website at <https://nitaac.nih.gov/nitaac/free-training>.

## NEWS FROM THE NIH SUPPLY CENTER

The NIH Supply Center (NIH-SC) is located in Gaithersburg, Maryland which provides medical, laboratory and general supplies to the NIH community. The NIH-SC also manages 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. As we enter a new Fiscal Year the NIH-SC will begin changing the look of its' marketing campaign; we will start displaying posters, flyers, and tri-fold handouts, similar to what you see below, throughout the campus. It is a new look, a new approach, but a firm focus on convenience, customer service and delivery to this dynamic agency.

**Supply Chain Advisory Council (SCAC)** – NIH-SC hosted a Supply Chain Advisory Council (SCAC) meeting on August 20, 2014 and had a good showing of participants, during which the members of the council provided valuable input. Some recommendations to improve support to the NIH community were:

- Change in policy to allow customers to have up to 7 days to notify NIH-SC to obtain credit for shorted, broken, or damaged items discovered on supply pallets that were delivered and accepted
- Provide a current catalog of what's available by sending an e-mail and a link to catalog to all customers
- Include more information about the Supply Center in the NIH Newcomer's packet
- Allow for Special Orders for items that are not currently on the NIH-SC catalog
- Create a ListServ for NIH-SC to inform the customers of new policies and products
- Create a Yammer SCAC group account

**Business Operations** – We are happy to announce we have a new Business Operations Chief, Mr. Jim Irvin. His goal is simple – it is to provide you with the very best products and customer service support. The Supply Center is planning upcoming events as well as reviewing some of our past events. Our objective with these showcases is to identify what you, the customer, are really concerned with and your requirements. The NIH Supply Center Business Operations and Marketing team hosted several vendor table-top displays and promotions at the Self Service Store (SSS) in Building 10. We will continue to promote new products in the SSS in the future in order to bring awareness to the NIH community and bring additional savings to our customers. We continue to streamline our processes, lean out procedures and strive to make the supply ordering for our customers a convenience. The NIH-SC offers free next day delivery and can assist with bulk purchases upon request. The next showcase and vendor town hall is scheduled in November. Please contact the NIH SC Marketing Team [nihsmarketingteam@od.nih.gov](mailto:nihsmarketingteam@od.nih.gov) for questions and/or comments.

**Self Service Store** – The NIH Supply Center (NIH SC) in Building 10 continues to value your input and finding ways to better support you our customer. If there is anything that you wish to see stocked in the SSS stores please let the Store Manager know, Mr. Eric Jones, (301) 451-2072, the Chief of Inventory Management, Ms. Gwen Carr, (301) 402-0677, or Mr. Gary Marquez, (301) 496-5744.

Thanks for your support.

Make the NIH Supply Center your first choice for supplies.

**NIH Supply Center**  
2014 Vol. 1 News, Product Updates, and Specials Customers First!

August 18, 2014.  
Welcome to the new and improved NIH Supply Center! We're working hard to improve our inventory to meet your NIH mission-critical supplies needs. We're also working hard to improve your customer experience. Let us know how we're doing by filling out one of our Customer Feedback forms.  
Have a question? Call us on either one of our Customer Service lines: 301-496-4166 or 301-496-3286.  
Need to see our full Product Catalog? Download it from our Web site: <https://nihs.od.nih.gov>  
We'll release updated versions of the flyer periodically, so check back with us in the future! Thank you for your support. We look forward to serving you.

**NIH Supply Center Building 10**  
Location: 01-02 Level  
Room 20241  
Mon-Fri 9:00 a.m. to 4:00 p.m.  
Phone: 301-496-3395 or 301-496-9100

**NIH Supply Center Building 31**  
Location: 01-01 Level in the A wing, Room 31A47  
Mon-Fri 9:00 a.m. to 4:00 p.m.  
Phone: 301-496-4400

**NIH Supply Center Warehouse**  
18000 Industrial Drive, Suite 310  
Gaithersburg, MD  
Phone: 301-496-3395 or 301-496-9100

<https://nihs.od.nih.gov>

**CLEARANCE!**

**Chemicals and other Laboratory Supplies**

AMMONIUM SULFATE, 500 GM  
#6100004544  
Price: \$14.08  
Discount Price: \$13.88

SULFYL ALCOHOL, ACS, 500 ML  
#6100009590  
Price: \$19.79  
Discount Price: \$12.36

E-GEL 1.2% SYBER SAFE DNA STAIN  
#6100008020  
Price: \$193.18  
Discount Price: \$140.28

GLANDONE THIOCYANATE  
#6100118606  
Price: \$118.50  
Discount Price: \$61.90

ISO-AMYL ALCOHOL, ACS, 500G  
#6100002490  
Price: \$60.44  
Discount Price: \$34.69

SODIUM ACETATE ACS, 500 GM  
#61000018178  
Price: \$20.79  
Discount Price: \$16.07

TRICHLOROACETIC ACID 500GM  
#6100007956  
Price: \$27.21  
Discount Price: \$44.29

**Medical Supplies**

POWDER, HEPES 100 GRAM BT  
#6100002692  
Price: \$63.40  
Discount Price: \$55.61

**Clothing**

COAT, LAB WHITE LG  
#611000010208  
Price: \$95.44  
Discount Price: \$79.75

GLOVES, LATEX, EXTRA LARGE  
#611000020363  
Price: \$5.95  
Discount Price: \$4.58

**Office Supplies**

CD TOWER  
#730000201441  
Price: \$8.95  
Discount Price: \$7.69

HOLDER, BINDER 1 1/2"  
#7100001972  
Price: \$4.38  
Discount Price: \$3.97

NS-F181-0 RES. WORKSHEET  
#730000077393  
Price: \$6.98  
Discount Price: \$5.38

Complete product descriptions and additional clearance items found online: <https://nihs.od.nih.gov/>

**Laboratory Supplies**

**Medical Supplies**

**Office Supplies**

## ARE YOU READY FOR IT INNOVATION IN THE COMING YEAR? LET NITAAC HELP!

**D**id you know that NITAAC has a number of research tools that can help you complete your due diligence on IT investments for the coming year? Just as we've made GWAC competition and ordering faster and easier, we also offer a number of market research tools to assist program managers, contracting officers and acquisition professionals in their search for the latest innovations in IT.

### **1. Search for companies “in the know.”**

If you already know what technology you're looking for, you can begin your search on NITAAC's website at <https://nitaac.nih.gov>. There, you can get a good idea of which companies have the products or services you are looking for. Simply click on CIO-SP3, CIO-SP3 Small Business, or ECS III in the navigation bar at the top of the homepage, and select “Contract Holders” in the dropdown. That will take you to our easily searchable database where you can further search by task area or lot, and socio-economic categories.

### **2. Use RFI's to learn about products, services and solutions.**

A Request for Information (RFI) may be submitted to NITAAC's ordering systems to collect information about the capabilities of potential offerors. This is an excellent market research tool for service-based commodities, e.g. Email as a Service, as well as other requirements involving customized, complex or enterprise-wide IT. This function is also helpful in gathering technical feedback on Statements of Objectives (SOO), Statements of Work (SOW) and Performance-Based Work statements (PWS). Available in both the RFQ System and e-GOS, RFI's enable informed communications between customers and offerors prior to the release of an RFQ or RFP. To register for the RFQ system for ECS III, or the e-GOS system for CIO-SP3 and CIO-SP3 Small Business simply click on the “Log In” button to the right of the banner on our homepage at <https://nitaac.nih.gov>.

### **3. Search for prices and/or ceiling rates.**

Once you've registered for the e-GOS or RFQ System, you can search the database for contract holder rates and prices. The RFQ System also has a Market Research tool that enables customers to meet the FAR requirement to perform research prior to purchase. It contains thousands of IT products and related services, and can be used to identify the types of commodities available on the GWAC. Keep in mind that items are continuously added, so if a specific product or service is not listed, it does not mean it is not available. In fact, any IT commodity within scope can be added to the vehicle within hours. If information is needed on a specific item that is not in this database, NITAAC suggests using the RFI function, instead. 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 in 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:

- 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>.)

## FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC-C) REFRESH

The U.S. Office of Management and Budget (OMB) has recently issued new FAC-C training and certification requirements which begin October 1st, 2014. The May 7th, 2014 OMB memo issued the FAC-C Refresh Program. This program will bring the training requirements more in line with the Department of Defense DAWIA certification program.

The current program which is now referred to as the FAC-C Legacy Program will run concurrently with the new FAC-C Refresh Program until 9/30/15. The FAC-C Legacy will no longer be accepted after 9/30/15. This means that any employee in the middle of earning a FAC-C certification at any level can still use the legacy program to get certified until 9/30/15.

Those employees that were certified under the FAC-C Legacy requirements will be automatically grandfathered into the new FAC-C Refresh at the same level they currently hold. Re-certification requirements under both Legacy and Refresh will remain at 80 CLPs required every two years to maintain the certification.

The new FAC-C Refresh Program has added a more robust training curriculum for all three tiers but the educational and experience requirements will remain unchanged. The list below is how the new program will look. As with all FAC certification programs under HHS, the HHS Appropriations Law training is still required to be included in every application regardless of the completion date.

### FAC-C Refresh Training, Education, & Experience Requirements:

Requirements for:	FAC-C Level I	FAC-C Level II	FAC-C Level III
Experience	1 year of contract work experience based on the Contract Specialist (GS-1102) Qualification Standards	2 years of contract work experience based on the Contract Specialist (GS-1102) Qualification Standards	4 years of contract work experience based on the Contract Specialist (GS-1102) Qualification Standards
Education	Baccalaureate degree in any field OR 24 semester hours of business-related college courses from an accredited institution	Baccalaureate degree in any field OR 24 semester hours of business-related college courses from an accredited institution	Baccalaureate degree in any field AND 24 semester hours of business-related college courses from an accredited institution
Training	CON 100 Shaping Smart Business Arrangements CON 121 Contract Planning CON 124 Contract Extension CON 127 Contract Management FAC 023 Basic Contracting for GSA Schedules FAC 031 Small Business Programs	CON 200 Business Decisions for Contracting CON 216 Legal Considerations in Contracting CLC056 Analyzing Contract Costs CON 270 Intermediate Cost and Price Analysis CLC 051 Industrial Property in the Possession of Contractors	CON 360 Contracting for Decision Makers Select an HBS module other than HBS 428 32 hours of elective training* Total = 110 hours Plus all Level I & II training

*Continued on page 7*

## FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC-C) REFRESH

*Continued from page 6*

	CLC 057 Performance-Based Payment & Planning for Cash Flow CLC 058 Intro to Contract Pricing CON 170 Fundamentals of Cost and Price Analysis FCN 190 FAR Fundamentals Total = 219 hours	HBS 428 Negotiating CON 280 Source Selection and Administration of Service Contracts CON 290 Contract Administration Negotiation Techniques in a Supply Environment Total = 309 Plus all Level I training	*The 32 hours of electives may be one course or a series of courses. Each course should be at least eight hours in length and can be classroom, online, or combo of the two. Agencies have the option of specifying the courses their workforce members must take to meet the 32 hours of electives
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These standards, along with all the other FAC program requirements can be found through [www.FAI.gov](http://www.FAI.gov). The Acquisition Career Program Office within the Office of Acquisition and Logistics Management (OALM) is your point of contact on all FAC programs for NIH. If the Acquisition community has any questions please direct them towards [FAC-C@mail.nih.gov](mailto:FAC-C@mail.nih.gov).

# 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
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				



## 2635 NBS P-Card Logs & Reconciliation (Refresher) (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				

## 5512 Professional Services (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				

## ACQUISITION TRAINING SCHEDULE

PSAC



### **5513 Negotiation Strategies for Simplified Acquisition (6.5 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Nov 10, 2014	9:00am—4:00pm	6705 Rockledge Drive	\$355	Oct 27, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

### **5515 NBS Buyer Acquisition (Refresher) (14 CLPs)**



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

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	\$940	Oct 20, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

### **5524 HHS Appropriations Law Course Online (16 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Ongoing	N/A	<u>ONLINE COURSE</u>	\$0	N/A

### **8801 Writing Statements of Work (13 CLPs)**

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

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

Dates	Times	Location	Cost	Cancellation Date
Nov 12—Nov 14, 2014	9:00am—4:00pm	6705 Rockledge Drive	\$1,175	Oct 29, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

## ACQUISITION TRAINING SCHEDULE

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

PSAC



Dates	Times	Location	Cost	Cancellation Date
Nov 17—Nov 21, 2014	8:30am—4:00pm	6705 Rockledge Drive	\$1,899	Nov 3, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

### **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
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

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



Dates	Times	Location	Cost	Cancellation Date
Nov 10, 2014	8:30am—4:00pm	6705 Rockledge Drive	\$535	Oct 27, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

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

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				
<b>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 &amp; Delegated Procurement”.</b>				

### **9530 Basic Simplified Acquisition (40 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Oct 20—Oct 24, 2014	9:00am—5:00pm	6705 Rockledge Drive	\$1360	Oct 6, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

## ACQUISITION TRAINING SCHEDULE

### **9532 Advanced Simplified Acquisition (40 CLPs)**

Dates	Times	Location	Cost	Cancellation Date
Nov 3—Nov 7, 2014	9:00am—5:00pm	6705 Rockledge Dr.	\$1,235	Oct 20, 2014
<u>I would like to be contacted when additional sessions are scheduled or to request a tailored training session for your IC</u>				

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

### **9568 CON110 - Mission Support Planning (40 CLPs)**

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

### **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](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](mailto:training@fai.gov) or 703-805-2300.

## ACQUISITION TRAINING SCHEDULE

### **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

### **AT170 - Section 508 Training for Purchasing Agents: Purchases, VPATS & POTS**

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

### **AT171 - Acquisition Process - Making Sure You Are in Compliance with Section 508**

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
Oct 22, 2014	1:30pm—4:00pm	Fernwood building—Rm 1NW02		

### **AT190 - Creating 508 Compliant PDF Documents using Adobe Acrobat X**

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

## 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](mailto:GreenPurchasing@mail.nih.gov)



### “Thank You” in Arabic

#### 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 2014. 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.

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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 Barry Solomon 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.