

The Office of Acquisition and Logistics Management Newsletter – September/October 2015

Micro-Purchase Threshold (MPT) and Other Thresholds Increase Effective October 1, 2015

In accordance with 41 U.S.C. 1908 – Inflation Adjustment of Acquisition-Related Dollar Thresholds, every five years an adjustment is made to statutory acquisition-related thresholds for inflation, using the Consumer Price Index (CPI) for all urban consumers, except for the Construction Wage Rate Requirements statute (Davis-Bacon Act), Service Contract Labor Standards statute, and trade agreements thresholds (see FAR 1.109).

Micro-Purchase Base Threshold Increase from \$3,000 to \$3,500

Pursuant to Section 807 of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005 (Pub. L. 108-375), effective October 1, 2015, the micro-purchase base threshold (MPT) of \$3,000 (FAR 2.101) will be increased to \$3,500.

The micro-purchase threshold for supplies, equipment and some services has increased from \$3,000 to \$3,500. Requirements regarding competition, price reasonableness, small business set-asides, etc. which were effective at \$3,000 are now effective at \$3,500 with the following exceptions:

Wage Rate Requirements (Construction) \$2,000

The micro-purchase threshold for contracts involving construction, alteration or repair, including painting and decorating, of public buildings and public works is \$2,000 (FAR 22.4). This threshold has not changed.

Acquisition of construction, alteration or repair, including, but not limited to, painting, carpeting and window treatments for any dollar amount, may only be conducted by authority of the Office of Research Facilities.

Service Contract Labor Standards (formerly known as the Service Contract Act (SCA)) \$2,500

The micro-purchase threshold for contracts in which the principal purpose is to furnish services in the United States through the use of service employees, except as exempted in FAR 22.1003-3 and 22.1003-4 of this section, or any subcontract at any tier thereunder is \$2,500 (FAR 22.10). Examples of applicable services include: administrative assistant, receptionist, technical writer, parking, crating, storage, custodial, janitorial, housekeeping, guard services, food service, lodging, data collection, processing, analysis services, maintenance and repair of all types

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of equipment including aircraft, engines, electrical motors, vehicles, office and related business and construction equipment. This threshold has not changed.

Purchase Card Program

The MPT increase will impact any NIH purchase cardholders whose single purchase limit is set at \$3,000. That limit will be increased to \$3,500. Cardholders that are also check writers may issue convenience checks up to this threshold as well.

The NIH Purchase Card program will be issuing revised Delegation of Authority letters to cardholders to effect this change. **Cardholders may not exceed the current \$3,000 micro-purchase threshold on/after October 1, 2015 until they have received a revised Delegation letter.**

The HHS Purchase Card Guide and NIH Supplement and other policy documentation will be updated in the near future to reflect these changes. Please contact the NIH Purchase Card Help Desk via email or (301) 435-6606 if you have any questions in the interim.

Additionally, effective October 1, 2015

The Simplified Acquisition Threshold (FAR 2.101) of \$150,000 is unchanged.

The Department Contract Information System (DCIS)/ Federal Procurement Data System (FPDS) reporting threshold is increased to orders exceeding the micro-purchase threshold (FAR 4.606). See micro-purchase base threshold above.

The FedBizOpps pre-award and post-award notices (FAR 5) remain at \$25,000 because of trade agreements.

The threshold for use of simplified acquisition procedures for acquisition of commercial items (FAR 13.5) is increased from \$6.5 million to \$7 million.

The cost or pricing data threshold (FAR 15.403-4) and the statutorily equivalent Cost Accounting Standard threshold is increased from \$700,000 to \$750,000.

The prime contractor subcontracting plan (FAR 19.702) floor is increased from \$650,000 to \$700,000 and the construction threshold of \$1,500,000 stays the same.

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The threshold for reporting first-tier subcontract information including executive compensation will increase from \$25,000 to \$30,000 (FAR subpart 4.14 and section 52.204-10).

For additional information, contact the Simplified Acquisition Help Line on (301) 496-0400 or via email at SimplifiedAcquisitionHelp@od.nih.gov.

NHLBI Awards Single Award IDIQ Contract to Illumina Inc. For Reagents and Consumables

The National Heart, Lung, and Blood Institute (NHLBI), Office of Acquisitions (OA), on behalf of the National Human Genome Research Institute (NHGRI), awarded a NIH-wide indefinite delivery, indefinite quantity (IDIQ) contract to Illumina, Inc., 9885 Towne Centre Drive, San Diego, CA 92121-1975, for the purchase of reagents and consumables.

This contract simplifies the process for ordering reagents and consumables for the ground-breaking genomic research at the National Institutes of Health. The contract permits all NIH IC purchasing offices to issue and approve delivery orders.

The Illumina, Inc. contract (HHSN268201500004I) is valued at \$ 94,123,387, and was awarded for a five-year period of performance, from September 3, 2015 through September 2, 2020. The contract lists approximately seven hundred and fifty-two (752) commercially available reagents and consumables. Shipping cost is set at 2% of the unit price. These commodities are priced on an annual basis.

To place a delivery order, the NIH Ordering Official shall search for the contract by selecting “NIH-wide contract” and entering the contract number, HHSN268201500004I, into the PRISM module of the NIH Business System (NBS). After retrieval of the contract information, the NIH ordering official can review contract terms, custom order procedures, and review the price list by selecting the “Supporting Documents” tab. The NIH ordering official should review the commercial price list in PRISM to verify the item description, unit price, and shipping cost; complete the delivery order in the PRISM module of the NBS; and upon approval, forward the delivery order to Illumina. ***You do not need***

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to contact Illumina to obtain a price quote or schedule delivery. Illumina will confirm receipt of the order within twenty-four (24) hours of receipt.

Please note: *Payment by purchase card is not permitted under the contract and delivery charges are to be calculated at 2% of the fixed unit prices. Delivery charges should appear as a separate line item on the delivery order.*

For additional information contact:

Rashida Ferebee, Contracting Officer, OA, NHLBI at email address rashida.ferebee@nih.gov .

Alice Young (Contract Technical Monitor), National Institutes of Health Sequencing Center (NISC), NHGRI, at email address alicey@mail.nih.gov.

Product Service Codes

The Product and Service Codes (PSC) Manual provides codes to describe products and services purchased by the federal government. These codes indicate “What” was bought for each contract action reported in the Federal Procurement Data System – Next Generation (FPDS-NG). The PSC Manual has been updated, and is now available for download.

New versions of the [Product and Service Codes \(PSC\) Manual](#) and the [PSC Codes spreadsheet](#) have been posted to FPDS-NG. The documents can be accessed under the Reference tab in the [Worksite](#) section.

The revised PSC codes will not be available for use in FPDS-NG until October 1, 2015. The changes to the manual include:

- Updated product codes based on Defense Logistics Agency (DLA) Federal Service Class (FSC) list changes
- Addition of New Medical Services Codes, Category Q
- Updated service code W070 - Lease or Rental of Equipment
- Updated terminology in service code names to modern terms. For example, Automated Data Processing (ADP) was updated to Information Technology (IT)

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The PSC updates reflect changes in three areas:

- The reporting of environmental attributes
- Code changes reflecting updates for technology and terminology
- The addition or end dating of codes

Please choose the correct PSC when making awards in PRISM and reporting to DCIS.

The NIH Acquisition Gateway

The new NIH Acquisition Gateway is now ready to be rolled out to the NIH community and is launching a six (6) month pilot program in coming weeks to gather suggestions and feedback. The NIH Acquisition Gateway pilot is hosted on the existing NIH Admin Hub. To access, go to the following link <http://adminhub.nih.gov> sign in with your smartcard, and then select the “Acquisition” tab on the bar at the top:

The NIH Acquisition Gateway is a web-based portal that is a user-friendly, searchable, electronic tool which will provide consistent acquisition related information among all the NIH Acquisition Team Stakeholders. NIH Stakeholders include: Contract Specialists (CS)/Contracting Officers (CO) (GS1102) and their supervisors; Contracting Officer’s Representatives (CORs) and their supervisors; Purchasing Agents (GS1105) and their supervisors; the simplified acquisition/delegated community; Administrative Officers; any other NIH stakeholders interested in joining (for example Budget Officers, Peer Review Branch members, Executive Officers (EOs), Program Officers, Directors, Scientific Program Staff, etc.). The Acquisition Gateway complements the strategic plan for the NIH to streamline its communications.

The NIH Acquisition Gateway concept was developed into reality by the NIH-Wide Acquisition (N-Act) Working Group on the Acquisition Gateway, which was the second stage of a continuing effort to improve NIH’s acquisition partnership between the Offices of Acquisition (OA), Administrative Officers (AO), CORs and other partners in the acquisition process as all groups work to fulfill the NIH mission. As part of the first stage, both the N-Act Working Group on Communications, and, the N-Act Junior Acquisition Working Group, identified the

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importance of an Acquisition Gateway, an electronic dissemination and communication tool for stakeholders NIH-wide.

The workgroup determined that a key to success in the acquisition community at NIH is the dissemination of acquisition related information timely, consistently, and comprehensively among the acquisition stakeholder community. There are a multitude of websites and applications that the CS, COs and CORs must access in order to perform their jobs. Furthermore, acquisition information is constantly changing or being updated. NIH staff are especially frustrated when they are unable to efficiently access acquisition related information that may or may not be current. For maximum efficiency, CORs, CS/COs, acquisition specialists and other staff members require joint access to acquisition information located in a single, consistent and vetted location. Up until now, there was no single directory of these websites and applications at NIH.

The N-ACT Working Group on Acquisition Gateway was formed in May, 2014, and 14 active members met monthly to define content requirements, evaluate technical options and draft processes. As a result of these efforts, the NIH Acquisition Gateway is now ready to be rolled out to the NIH community in time for the new fiscal year.

Currently, the NIH Acquisition Gateway pilot organizes information and links related to: Contracts; COR Toolkit; Facts, Glossary, and Terms; Junior Acquisition Specialist Toolkit; Reports, Forms, and Templates; Simplified Acquisitions and Purchase Cards; Training and Certification. Website tools to be added to the Acquisition Gateway in the future will include: My Favorites; Acquisition Calendar; Best Practices; Frequently asked questions; How to Use this Website; A more robust Search feature and a Suggestion Box.

For more information about the NIH Acquisition Gateway, or, to submit your feedback and suggestions during the pilot, please contact: Suzanne K. Stinson, Branch Chief and Contracting Officer, NIDA COAC, at: sstinson@mail.nih.gov

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NITAAC Government-Wide Strategic Solutions - Shopping for desktops, laptops and upgrades?

Pick it and Click it!

The next time your office needs to order desktops, laptops, warranties and software – anything related to a computer – you may want to try Government-Wide Strategic Solutions from the [NIH Information Technology and Assessment Center \(NITAAC\)](#). It's a new contracting program that makes it easier than ever for NIH employees to purchase the most popular computer configurations, at prices that are the lowest NITAAC can offer. Whether customers need a single computer, or to outfit an entire office, they get the same low price on each unit purchased.

NITAAC Strategic Solutions is part of an OMB initiative to lower the per-unit cost of common commodities across the government. According to a [December 4th 2014](#) memo from Administrator Anne Rung, Executive Agencies (like NIH) are launching new efforts to pool the government's buying power through Strategic Sourcing, and implementing smart buying strategies to deliver better value for the American People. These efforts are paying off with billions of dollars in savings, the highest levels of competition, and the government reaching its small business goals for the first time in decades.

Shopping is quick and easy

Customers don't need an RFQ for NITAAC Strategic Solutions. They can simply go online and, if they haven't already, register for NITAAC's [electronic-Government Ordering System](#) (e-GOS), click the item to put in a shopping cart, and follow the easy instructions to complete the order. Customers can even use a Purchase Card if the total price falls within their threshold.

All of the desktops and laptops included in the Government-Wide Strategic Solutions program are major brand names, but there's no need for a brand name justification to buy. Choose desktops and laptops from Dell, HP or Lenovo, and upgrades from names like Microsoft Office.

The prices are discounted off the already low prices on NITAAC's newest commodity vehicle, Chief Information Officers – Commodities and Solutions (CIO-CS), just for this program. There's no better value in government today if shopping for desktops, laptops or upgrades.

Customers can rest assured that the configurations available meet the Office of the CIO and Federal Enterprise Architecture requirements. With low, low, prices on

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brand name products with no RFQ or Brand Name Justification needed, and click it and pick it shopping, there's simply no faster or easier way to buy.

Contract Holders participating in this program are:

- Advanced Computer Concepts, Inc. (SB, WO, EDWO)
- Akira Technologies, Inc. (SB, HZ, 8(A))
- Countertrade Products, Inc. (SB, WO)
- En-Net Services (SB)
- FCN (SB, WO)
- Government Acquisitions, Inc. (SB, DV)
- Govsmart, Inc. (SB, HZ, 8(A))
- Insight Public Sector, Inc. (O)
- MA Federal, Inc. (IGOV.COM) (SB)
- Marshall Communications Corporation (SB)
- Microtechnologies, LLC (MICROTECH) (O)
- Red River Computer Co, Inc. (SB)

NITAAC hopes to expand the program to a wider range of commodity products and include even more Contract Holders in an effort to move toward great fulfillment of OMB goals. If you'd like to know more, please visit the [Strategic Solutions](#) page.

For more information on NITAAC Government-Wide Strategic Solutions, call 1.888.773.6542 or email NITAACsupport@nih.gov.

DFAS News

The Division of Financial Advisory Services (DFAS) receives many inquiries regarding **indirect cost rates** and **special reviews**. Examples of questions DFAS typically receives include:

- What is the status of the rate negotiation for XYZ Company for fiscal year 20XX? (send to dfas-idc@nih.gov)
- Can you help me determine whether this company is applying its G&A rate correctly on my invoice? (send to dfas-idc@nih.gov)

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- This company is including a cost as a direct charge that seems indirect in nature – can you verify that it is/is not included in the indirect rates? (send to dfas-ids@nih.gov)
- Has a particular grantee submitted the Single Audit report in accordance with OMB Circular A-133 or 45 CFR 74.26? (send to SpecialReviewRequest@mail.nih.gov)
- Information/clarification regarding non-Federal audit requirements for commercial organizations. (send to SpecialReviewRequest@mail.nih.gov)
- Should the grant fee be included in the Schedule of Expenditures of Federal Awards (SEFA)? (send to SpecialReviewRequest@mail.nih.gov)
- Does DFAS negotiate indirect rates for organizations that do not have prime work with NIH/DHHS? (send to SpecialReviewRequest@mail.nih.gov)

Inquiries are routed to, and answered by, the appropriate person within DFAS. Commercial organizations can also be referred to our advisory phone line or website with any questions they have regarding indirect rates.

Indirect Cost Rates:

By phone: 301-496-2444

By email: dfas-ids@nih.gov

Special Reviews (Cost Analysis, Resolution of Single Audit findings, etc.):

By phone: 301-496-4494

By email: SpecialReviewRequest@mail.nih.gov

News from the NIH Supply Center

Greetings NIH Colleagues! FY 2015 was full of challenges and let me point out a few of the highlights; we started out the Fiscal Year by dropping our surcharge from 32% to 22%, we added over 100 new products to our portfolio, we completely revised our web site, we began work on populating our online catalog with up to date images, we improved our delivery process, we redesigned Store 10, we reduced our warehouse denials, and made it through the NBS R 12 Cutover upgrade! The R12 Cutover proved to be a challenge yet we plowed ahead and had in mid-July over \$1.3 million worth of supplies on order and being delivered. As of this writing we are well stocked and have many more hundreds of your orders on the way.

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FY 2016 will start out with yet another reduction in our surcharge dropping to 20% beginning on or about October 14, 2015. We have many new products, processes, and features we hope to introduce as mentioned below and we will continue to seek ways to improve our service and support to you're the NIH community.

I am also ever thankful to the dedicated team here in the NIH-Supply Center as we are constantly on the lookout for better products, better prices, and better customer service.

Purchasing Online Tracking System (POTS)

Supply Center has been focused on the intake, imaging and initial processing of physical documents into electronic workflows. We realize the management benefits of electronic workflows, but still are contending with diverse paper-based inputs. The challenge is how to achieve savings and productivity improvements in labor and paper-based processes that can consume internal resources, such as accounts payable. The NIH Supply Center has been working towards automating its business process that enables streamline process by implementing POTS as one of its operating systems. The user will have the option to search for supplies, see on hand quantity, and submit an order. A test date is set for September 15, 2015 with an anticipated go live date of October 15, 2015. We expect this will cut the ordering process in half while expediting orders and improving sales.

Lean Six Sigma

While partnering with the Office of Logistics and Acquisition Operations (OLAO) Office of Acquisitions (OA), a Lean Six Sigma (LSS) Green Belt Project was initiated which focused on the Supply Centers Purchase Order (PO) process. The goal is to reduce the replenishment lead times and zero balance rates from 50% to 10% or less within acquisition standards. By reducing the variance of Order Ship Time (OST), Lead Times in the replenishment process and reducing zero balance rates will decrease customer backorders while increasing sales and customer satisfaction.

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Intelligent Vending

Today's intelligent vending systems are not the ordinary snack dispensers you grew up with. Vending technology is evolving quickly, and new machines are engaging shoppers like never before with touch-screen controls, video, audio, scent, gesture-based interaction, and cashless payment. We have an initiative underway that will be in the test phase November 15, 2015 by placing these machines in building 37. If the test phase is a success then we'll be purchasing and placing more machines throughout NIH. Our intent is to save you much needed time and expedite you in getting the much needed supplies.

NIHSC Inventory Management Section (IMS)

The month of August didn't represent any change to the status quo for the Inventory Management Section of the Supply Center. We continued working tirelessly, despite our share of obstacles, to improve value offered to our generally loyal customer (NIH Community) base. We'll never take that loyalty for granted, so our efforts and willingness to improve our operation will always be ongoing. We want to use this newsletter as an opportunity to highlight a few of the Supply Center IMS accomplishments from the month of August. The following list is not comprehensive relative to the accomplishments of IMS during the month, as there are too many to include but actions taken should demonstrate the unwavering IMS commitment to customer satisfaction.

Zero Balances / Customer Backorders

There's an obvious correlation between the number of Supply Center products with current zero balances, and the number of SC customer backorders. For that reason and others, one of the primary objectives for IMS personnel has always been to minimize the number of zero balances in our inventory. That number will naturally fluctuate based on a number of factors, but for the first time in well over a year, the proactive ordering practices of the IMS team has resulted in an overall SC zero balance percentage of less than 10%. In fact, the overall zero balance percentage for SC stock got as low as 5% during the month of August. Great things are happening at the SC, and the expectation is that they will translate into happier and/or more committed customers!

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Contracts

The month of August also included the renewal and/or award of supply contracts for two of the more predominant products in our inventory. Compressed gases (gas cylinders) and Medical Pathological Waste (MPW) boxes are two of the top sellers in the SC. They also represent two products that are critical to the operational sustainability of specific IC's within the NIH community. If you're a purchasing agent and/or lab manager responsible for the purchase of either product, please consider the SC as your primary source of supply for these and all of your unique supply requirements.

New Products in the Supply Center

In an ongoing effort to remain relevant with all of our customers, the IMS team is constantly entertaining and/or evaluating new item proposals from suppliers and customers to improve our product base.

The IMS team has started the process of incorporating the 2016 calendars into inventory, and although we are awaiting our initial shipment, there are a few currently available for reservation. Those products are as follows:

7510-00-N15-3759	2016 NIH Imprinted Blotter Calendar	\$5.40/ea
7510-00-N15-2673	2016 Monthly Meeting Planner	\$16.25/ea
7510-00-N15-3760	2016 Compact Desk Pad Calendar	\$5.23/ea

With the end of Fiscal Year 2015 quickly approaching, the Supply Center team remains committed to supporting all of the unique end-of-year requirements of our customers. As always, we thank you for your continued patience and patronage.

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;

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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](#).

Training

On-line Human Subjects Protections Training

The Office of Extramural Programs offers an e-Learning Series on Human Subjects Protections. There are several training modules appropriate for acquisition staff:

Introduction to Human Subjects Training (.25 CLPs)
Comprehensive Human Subjects Training (1 CLP)
Contract Staff Training (.25 CLP)

The courses can be found at: [On-line Human Subjects Protections Training](#).

NITAAC Free Acquisition Training

Learn how to save time and money while earning CLPs with a free acquisition training session.

The end of year rush is over! Acquisition teams can breathe! Would it have made the job easier knowing about a vehicle that could be used to award commodity buys in days and complex IT contracts in as little over a month?

Start preparing now for next years' end of the season crunch. A training session on NITAAC GWACs will make life a little easier the next time you have a deadline. Who doesn't want to save time and money, all while earning Continuous Learning Points (CLPs) that are applicable to both the both the [Defense Acquisition Workforce Improvement Act \(DAWIA\)](#) and [Federal Acquisition Certification \(FAC\) programs](#).

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Attendees will also learn how to use NITAAC's electric-Government Ordering System (e-GOS) to access NITAAC's three GWACs (CIO-SP3, CIO-SP3 Small Business and CIO-CS) and their new RFQ-free Strategic Solutions program (with lower prices on brand name desktops and laptops.) Plus, NITAAC will demo e-GOS, the online system that allows customers to compete IT requirements faster and more easily.

NITAAC's free training sessions cover how to:

- Research and acquire the latest IT innovations with NITAAC GWACs
- Fulfill your small business goals with set-asides on all three GWACs
- Use e-GOS to quickly and easily conduct competition management and ordering online

NITAAC offers several different training options from which to choose: training at your location, a webinar session or you can come to one of our on-site trainings at the NIH Campus.

Every customer can take advantage of free, value-added services from NITAAC's Customer Support Center, too.

If customers have questions about specific requirements, please call the NITAAC Customer Support Center at 1.888.773.6542 or email NITAACsupport@nih.gov.

Customers 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 on SOW's/SOO's/PWS's
- Library of tools and templates based on 20+ years of government wide IT contracting

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 2016!

Webinar

Dates:	Time:	Location:
Thursday, October 29, 2015	1:00PM – 3:00PM	Online

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Thursday, November 12, 2015	1:00PM – 3:00PM	Online
Thursday, December 17, 2015	1:00PM – 3:00PM	Online
Thursday, January 28, 2016	1:00PM – 3:00PM	Online
Thursday, February 25, 2016	1:00PM – 3:00PM	Online

At NIH

Dates:	Time:	Location:
Thursday, October 8, 2015	1:00PM – 3:00PM	Natcher Conference Center, Bethesda. MD Room A
Tuesday, December 8, 2015	1:00PM – 3:00PM	6001 Executive Blvd. Rockville, MD, Room B1, B2
Tuesday, February 2, 2016	1:00PM – 3:00PM	Natcher Conference Center, Bethesda, MD, Room A

Acquisition Training at NIH

Acquisition Training Classes that are offered by the NIH Training Center can be accessed at the following link: [Acquisition Management Training](#).

Federal Acquisition Certification Coursework

CON courses and other Federal Acquisition Certification required courses can be found at the [NIH Training Center](#), [Federal Acquisition Institute](#), and [Defense Acquisition University](#).

Section 508 Accessibility Training

Section 508 Accessibility Training courses can be accessed at: [CIT Section 508 Accessibility training website](#).

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

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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.

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.

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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 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.