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BPA Helpline
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BPAProgramBranch@od.nih.gov

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(301) 451-2271
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The Office of Acquisition and Logistics Management Newsletter

NIH SMALL BUSINESS INDUSTRY DAY WAS A SUCCESS!

On June 8, the Office of Acquisition Management and Policy (OAMP) sponsored NIH Small Business Industry Day. The theme was "Strategic Alliances: The Key to Successful Acquisitions." Over 500 small and large businesses attended, learning how to do business with NIH through speakers, workshops and one-on-one sessions with acquisition and program staff. Businesses were encouraged to speak to the large and small business exhibitors as well as to network and share experiences with one another, all with an eye toward identifying opportunities for subcontracting and partnering.

The speakers gave a varied perspective of acquisition at NIH and within the government. Speakers included Diane Frasier, NIH's Head of Contracting Activity; Nancy Gunderson, DHHS' Senior Procurement Executive; Montgomery County's Executive, Isiah Leggett; and SBA's Senior Advisor for Government Contracting and Business Development, Subash Iyer. They were followed by a panel discussion "Why Do Business with NIH - What's In It for Me?" The panel was comprised of managers from NIH's Office of Research Facilities, Office of Technology Transfer, Center for Information

Technology, and Offices of Acquisition and DHHS' Office of Small and Disadvantaged Business Utilization (OSDBU), all of whom offered advice to small businesses on how to identify and pursue opportunities in their areas. Workshops addressed more specific areas of acquisition and support for small businesses. One-on-one counseling sessions allowed small businesses an opportunity to meet with various NIH acquisition and program staff and obtain guidance specific to their situation. By all accounts, the day was a success! Businesses were seen exchanging contact information, and were asking when the next event would be. The take-away message from NIH Small Business Industry Day is that small businesses play a vital role in the nation's economy. Consider small businesses as you process your orders and contracts.

If you have any questions on NIH's Small Business Program, contact the DHHS' OSDBU staff or OAMP at 301-496-9639.

For additional information on the NIH Small Business Industry Day future events, please contact Courtney Carter via email at carterc@od.nih.gov.

LEARN CONTINUOUS IMPROVEMENT AND LEAN SIX SIGMA

Fiscal responsibility and accountability for the stewardship of federal funds is one of the Office of Logistics and Acquisition Operations (OLAO) core values. To deliver on this commitment, OLAO has adopted a number of Continuous Performance Improvement (CPI) methodologies as a means to implement better ways to execute key strategic initiatives and render services to constituent audiences in a cost effective and efficient manner. In late 2007, OLAO initiated a Lean + Six Sigma (LSS) program, which to date, has achieved \$1M in savings via people process efficiencies, standards development, and

eliminating unnecessary touch points and touch time, all without any reductions in force. In fact, OLAO efficiencies enable their existing staff to handle both on-going and new tasks coming at then. In particular, Lean methodologies surgically remove waste from operations. Six Sigma accuracy reduces variation in repeated operations to eliminate defects such that for every one million occurrences there will be no more than 3.4 defects, ever. OLAO is committed to aligning LSS tools and methodologies to established strategic objectives that are tied to their mission and vision. As of June 2010, OLAO identified

38 projects to streamline. LSS Training Since initiating their LSS program, they have staged three waves of classes, training employees in Green Belt (GB) tools and methodologies and have certified nine Green Belt practitioners with several more pending. They have identified several candidates to take the next LSS step: Black Belt training. This new level of advanced training will supplement their recurring sessions of GB and Lean training. To learn more about their next wave of Green Belt classes, please contact the OLAO Training Office at (301) 443-1999 or portery@od.nih.gov.

Passing of Carl Henn



Tragically, on Tuesday, July 27th, Carl Henn, the NIH Acquisition Career Manager succumbed to wounds suffered from a lightning strike. Carl was attending a picnic the afternoon of Sunday, July 25th at a community garden in Rockville when he was struck by lightning during one of the most violent thunderstorms to hit the DC area in years.

With Carl's passing, the NIH community has lost one of its most dedicated, respected and integral employees. Carl's contributions were numerous. He had served as the Acquisition Career Manager within OD/OALM since the late 1990s, earning the respect of the acquisition community as he provided career guidance pertaining to training, warrants, certifications and green purchasing. Carl had also been responsible for the planning and implementation of several off-site acquisition symposia and was known throughout the NIH community as the consummate "green" expert. He was a vocal advocate for environmental initiatives both within NIH and within the Rockville community. Carl was a man of many talents, a man of integrity, a man who truly loved his wife and two daughters with all his heart and man who truly lived as he believed. Carl was also well-known for his dry sense of humor. Last year Carl wrote a song for the OALM holiday party and showed up dressed as "Santa from Santa Fe" with guitar in hand singing Feliz Navidad. He had an infectious smile and often had many of us laughing in the office with his dry sense of humor and wit. Carl biked to and from work for over 20 years, being an active member and former president of the NIH Bike Club. He was also known as the driving force behind office recycling efforts, helping to establish the green purchasing initiative and most recently was responsible for heading up the NIH Sustainable Acquisition Working Group. Over his years at NIH, he had received many awards to include the NIH Environmental Stewardship Award, NIH Director's Award, NIH Award of Merit and a medal from the Italian government for contributions

made on a clinical trial.

Not only will Carl be missed for his contributions at NIH, but for his involvement, passion and tireless dedication to the Rockville community at large. He was the Founder and Chair of the Rockville Community Garden Committee, leading an effort to start three community gardens. He served as President of the Hungerford Civic Association, was active in the Rockville Bicycle Action Committee and was a member of the Rockville Environment Commission and the Rockville Transportation Action Team.

We will miss Carl dearly, he was truly one in a million and to quote him directly from a humorous statement he made recently at a presentation "I'm Carl Henn and you're not." Carl was well-known for his humor and this is how we would like to remember him, as someone who made us all laugh. Farewell, Carl Henn, we love you and may you rest in peace in eternity.

In Carl's passing, you may contact Kim Doherty (dohertyk2@mail.nih.gov) regarding ACM activities and issues, including warrants, certifications, acquisition training, green purchasing requirements and continuing learning points (CLPs).

If you would like to make a memorial contribution in Carl's name, his family is requesting donations be made to charitable organizations in which he was involved. Please email Kim Doherty if you would like more information.



ARE YOU AS GREEN AS YOUR PROCUREMENTS?

GO EPEAT!!



As the end of the fiscal year approaches, it's a good time to remind customers to use their green for green. NITAAC's government-wide acquisition contract for IT product solutions, ECS III, can help customers meet Electronic Product Environmental Assessment Tool (EPEAT) goals. Mandated by the Office of Management and Budget (OMB) and maintained by the Green Electronic Council, EPEAT is a system that helps purchasers evaluate, compare and select electronic products based on their environmental attributes. Presently, ECS III helps customers buy green products by requiring our contract holders to denote EPEAT compliance when documenting their quotes online. NITAAC Contract Specialists can assist customers by recommending language that can be added to statements of work to assure responses include EPEAT compliant products. As the government looks to expand EPEAT to include cell phones, copiers, printers, faxes and televisions, EPEAT compliance for

future purchases will become increasingly more important. Details about the EPEAT program are available at www.epeat.net.

In addition to EPEAT, NITAAC's new e-ordering system helps customers work greener by eliminating paperwork. Prior to ECS III, a customer issuing an RFP might have received an average of 30 vendor proposals and between justifications and authorizations, wound up with over a hundred pieces of paper per requirement - not to mention all the ink and electricity used for faxing, copying and distribution. Thanks to our e-ordering system, customers can still satisfy FAR Part 16 requirements for fair opportunity but those same 30 proposals are received and managed electronically. When you consider that the ECS III e-ordering system averages 60 RFQs per month, that's at least 6,000 sheets of paper no longer being used. In turn, that equals approximately 11 saved trees.

It's easy to see how purchasing EPEAT compliant equipment and managing acquisitions electronically can go a long way towards helping the environment. But let's not forget that each of us can individually make a difference by changing a few simple work habits. As you're probably aware, you can find tips for working greener all over the Internet. Here are just a few basics:

- Turn off equipment when it's not being used, and optimize sleep and power save settings on your monitors. Power strips can really help this effort, enabling you to shut down multiple electronic devices with one flip of a switch.
- Print or photocopy on both sides whenever possible. Many machines have settings for double-sided or "duplex reproduction" so make this setting your default. And, try switching to 100% recycled paper.
- Edit and file online by using "tracked comments" in word programs or PDF editing tools. Then, save your documents electronically. Backups will keep them safe, and they'll always be right at hand.
- Reuse or recycle paper products. You can use the backs of fax form and other printed documents as scrap, and take advantage of the shredding/recycling bins in and around your office.

GREEN PURCHASING TRAINING

This is a reminder that all 1102s and 1105s are required to take Green Purchasing Training every two years. The Office of Acquisition Career Management must report on the percentage of staff that has completed this training, and a database to track information is maintained. The database is web-accessible at <http://oampintranet.od.nih.gov/GreenPurchasing/GPSearch.asp> and is set up so that expired training doesn't show up. So, if you can't find yourself in the database, you need to take the training again.

There are currently three options for getting the training – an online class through the Federal Acquisition Institute – CLC 046 Green Procurement, by reviewing the Federal Environmental Stewardship webpage, or by reviewing the Affirmative Procurement Plan for purchasing Environmentally Preferable Products (APP-EPP). In order to confirm your completion you need to report back to the Acquisition Career Management office so you can be added to the database. After completing the training, you need to send an e-mail to Kimberly Doherty at (kimberlv.doherty@NIH.GOV) either forwarding a

completion certificate (for CLC 046) or with a cc to your supervisor (if using the other two sources).

For more detail on how to access this training, see <http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingForWebsite.asp>. If interested in doing the FAI version, see the note at <http://oamp.od.nih.gov/Division/acp/AcqTraining/AccessingDAU-FAISiteNote.asp>.

This training counts as 2 hours towards the 80 hours of refresher training that 1102s must complete between Jan. 1, 2010 and Dec. 31, 2011, and as part of the 40 hours that people with SAC or old HHS Level I certification are required to complete every two years to keep the certification valid. If you need to check on the status of your green purchasing training or need to print a copy of your training certificate, go to:

<http://odwww3.od.nih.gov/oampintranet/GreenPurchasing/PGPCert.asp?id=4070>

**DR. FRANCIS COLLINS HONORS THE LTASC TEAM
WITH AN NIH DIRECTOR'S AWARD**

The Long-Term Administrative Support Contract, LTASC, has been an extraordinary effort requiring more than three years of time and enduring commitment from the LTASC project team to bring to fruition. The scope of LTASC is designed to meet the needs of ICs and offices, regardless of geographic location, by providing them the ability to efficiently procure administrative support from a prescreened group of qualified small business vendors. These contracts provide

access to long-term (at least 12 months) administrative support and offer a single, consistent mechanism that can be used across all NIH ICs.

The team receiving the prestigious NIH Director's Award was responsible for the creation, development, award, and ongoing management of the LTASC vehicle. The members were recognized for their outstanding contributions to the goal of reducing the need for multiple individual

contracts, one of the NIH's corporate objectives. The team, honored at the 2010 Director's Awards Ceremony held on July 15th, includes representatives from the Office of Logistics and Acquisition Operations (OLAO), the Office of Acquisition Management and Policy (OAMP), IC program offices, the HHS Office of General Counsel, and other contract support. Individual members are listed below:

Tom Keith

Diane Frasier

Gary R. Tyler

Camille Hoover

Katy Perry

Melanie Keller

Donna Siegle

Lynda Ray

Elizabeth A. Leslie

Tara Petersen

Chris Houchin

Sonie Kalidindi

Greg Holliday

Tina Tiffany

Zedekiah Worsham

Mary Adamik

Joellen Austin

Timothy J. Tosten, M.P.A.

Melvin L. Broadus

Michael Goulding

Antonio Colandrea

Jill Olmstead

Paul Kelch

Richard Rodman

LTASC services are now available for use across the community. An LTASC Program Support Team and LTASC Solutions Center within OLAO are available to support ICs and COACs through the task order process. A user-friendly website has been established to provide customers easy access to the electronic ordering system, ordering procedures, points of contact, answers to frequently asked questions and other useful information. Please visit the LTASC website on the NIH intranet at <http://LTASC.od.nih.gov/> or contact a member of the LTASC Program Support Team or the LTASC Solutions Center if you have any questions or would like specialized training for your IC or office:

Mr. Larry Manning, LTASC Contracting Officer, at manningl@od.nih.gov,

Mr. Gary Tyler, LTASC Project Officer, at tylerg@od.nih.gov, or

the LTASC Solutions Center at 301-435-5468.

SIMPLIFIED ACQUISITION TRAINING SYMPOSIUM OUT BRIEF

The 2010 Simplified Acquisition Symposium was a complete success—the Symposium was held on Wednesday, June 2nd with over 474 registrants and over 2,500 continuous learning points (CLPs) awarded.

The Plenary Session included: a welcome from **Mary Smith**, Director, Division of Simplified Acquisition Policy & Services; and Opening Remarks from **Colleen Barros**, Deputy Director for Management.

The NIH Award for Outstanding Service in Simplified Acquisition was restructured this year and the following individuals were recognized for their specific contributions:

- Ms. **Roshanna Davis**, NICHD received the *Gold Star Award*
- Mr. Jimmy Sanders, NCI received the Award for Outstanding Leadership in Purchasing
- Dr. Owen M. Schwartz, NIAID received the Award for Outstanding Purchase Card Administration (Note this is the first non acquisition professional to receive such an honor—special congratulations to Dr Schwartz!)
- In the *Partnering Award Category* there was a tie between staffs in NIDA and NIEHS:

NIDA: **Liem Nguyen, Jasmine Snooky, Idella Simpson** and **Tonya Mansfield** in NIDA's Office of Acquisition, and **Sheila Zichos** and **Bridget McDonald** in NIDA's Delegated Acquisition Offices.

NIEHS: **Deitra Lunney, Tanya Shields** and **Valerie Sims**

- Ms. **Bonnie Zimmerman**, NIDDK received the *Peer Mentoring and/or Leadership Award*
- Ms. **Shari Shor** of NLM received the Rising Star Award

Symposium attendees were treated to *An Informal Chat with the HCA* featuring **Diane Frasier** and **Todd Cole**; *Understanding, Detecting & Reporting Antitrust Violations* by **John Terzaken**, Assistant Chief, Antitrust Division, National Criminal Enforcement Section, U.S. Department of Justice, and the *Government Purchase Card Update* by **Zedekiah Worsham**, Acting Agency Program Coordinator and Branch Chief, Blanket Purchase Agreement (BPA) Program.

The afternoon workshop presentations are now available for viewing and download at the following URL:

<http://oamp.od.nih.gov/Division/SAPS/SAS10/AgendaNew.asp>

The Symposium Planning Committee Co Chairs,

Vanessa Palacios and **Nic D'Ascoli** would like to take this opportunity to thank the members of the planning committee who worked long and hard to pull this event together: Symposium Planning Committee Members: **Alison Boxer, Debbie Butcher, Amanda Chandler, Deborah Coulter, Deborah Culpepper, Roberta Goodman, Sue Kaminski, Elena Leon, Valerie Mason-Yates, Jacqueline Mooney, India Payne, Kimberly Pringle, Toni Reid, Shari Shor, Karen Smith, Linda Tran, Hanumanth Vishnuvajjala, Parthenia Walker** and **Susan Windsor**

REVIEW OF PURCHASE CARD TRANSACTIONS

The purchase card is a simplified acquisition method, designed to reduce procurement lead time and cost, as well as streamline the payment procedures and reduce paperwork. Usage of a purchase card is simpler than issuing a purchase order or contract; however, following acquisition procedures is still necessary. The Purchase Card Program is tasked with creating policy and offering guidance for purchase cardholders. In addition, the Program must make sure purchase cards are properly used. In order to accomplish this goal, the program conducts compliance reviews. Compliance reviews are necessary for protection against fraud, waste and abuse and it addresses purchase card policy and

procedural issues that are common frequent occurrences. They are also an element of maintaining oversight over the Purchase Card Program. When cardholders are slated for a review, they must respond to the reviewer and submit all supporting documentation regarding the particular order. In order for the Program to successfully conduct an analysis, the cardholder should review the documentation before submittal to ensure all supporting documentation is submitted. The supporting documentation should include but may not be limited to, all correspondence, notes, pricing, justifications, purchase requests and property documentation (if applicable). Cardholders will be issued a

letter relevant to the purchase card compliance review. Once the letter is issued it will not be changed due to a cardholder not submitting all documentation. Card Approving Officials (CAOs) should remember when approving transactions during the reconciliation process to ensure all documentation relevant to the purchase is included in the file.

For more information regarding P-Card reviews, you may contact the Purchase Card Program at 301-435-6606 or via Credicard@od.nih.gov. In addition, the guidance used to conduct P-Card reviews can be found in Chapter IX of the NIH Purchase Card Supplement.

ACQUISITION TRAINING SCHEDULE



2609 NIH Federal Supply Schedule (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
August 09, 2010	1:00 PM–4:00 PM	6120 Executive Plaza South	\$315	July 19, 2010
I would like to receive email notification of next available course date				



2610 NIH Consolidated Purchasing Through Contracts (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
August 09, 2010	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	July 18, 2010
I would like to receive email notification of next available course date				



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

Dates	Times	Location	Cost	Cancellation Date
August 10, 2010	9:00 AM–12:00 PM	6120 Executive Plaza South	\$315	July 19, 2010
I would like to receive email notification of next available course date				



2617 NIH Price Reasonableness Simplified Acquisition (3.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
August 10, 2010	1:00 PM–4:30 PM	6120 Executive Plaza South	\$325	July 19, 2010
I would like to receive email notification of next available course date				



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 receive email notification of next available course date				

ACQUISITION TRAINING SCHEDULE



5512 NIH Professional Services (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
August 27, 2010	8:30 AM —4:00 PM	6120 Executive Plaza South	\$365	August 05, 2010
I would like to receive email notification of next available course date				



5513 Negotiation Strategies for Simplified Acquisition (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
August 11, 2010	9:00 AM—4:00 PM	6120 Executive Plaza South	\$390	July 20, 2010
I would like to receive email notification of next available course date				



5514 Appropriations Law for Simplified Acquisitions (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
August 12, 2010	9:00 AM—4:00 PM	6120 Executive Plaza South	\$390	July 21, 2010
I would like to receive email notification of next available course date				

5515 NBS Buyer Acquisition (Refresher) (14 CLPs)



Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to receive email notification of next available course date				



8801 Writing Statements of Work (15 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to receive email notification of next available course date				

ACQUISITION TRAINING SCHEDULE

9512 Purchase Card Training (NBS) (Purchase Card Program) (13 CLPs)

Note: August 18 Thru 20 course is a pilot!



Dates	Times	Location	Cost	Cancellation Date
August 18 <u>Thru</u> Aug 20, 2010	9:00 AM–4:00 PM	6120 Executive Plaza South	\$800	July 19, 2010
Sept 9 <u>And</u> Sept 10, 2010	8:30 AM–4:00 PM	6120 Executive Plaza South	\$800	August 20, 2010
I would like to receive email notification of next available course date				

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



Dates	Times	Location	Cost	Cancellation Date
August 30 <u>Thru</u> Sept. 3, 2010	9:00 AM–4:00 PM	6120 Executive Plaza South	\$1610	August 8, 2010
Sept 13 <u>Thru</u> Sept 17, 2010	9:00 AM–4:00 PM	6120 Executive Plaza South	\$1610	August 29, 2010
I would like to receive email notification of next available course date				

9515 Buyer Contracts (21 CLPs)



Dates	Times	Location	Cost	Cancellation Date
August 23 <u>Thru</u> August 25, 2010	9:00 AM–4:00 PM	6120 Executive Plaza South	\$1280	August 1, 2010
I would like to receive email notification of next available course date				

9516 Internal & External Requisitioner (7 CLPs)



Dates	Times	Location	Cost	Cancellation Date
August 12, 2010	8:30 AM–4:00 PM	6120 Executive Plaza South	\$475	August 5, 2010
I would like to receive email notification of next available course date				

ACQUISITION TRAINING SCHEDULE

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 receive email notification of next available course date				
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".				

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/>

AT100—SECTION 508 ELECTRONIC & IT * Training—Phase II (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
August 16, 2010	9:00 AM—12:00 PM	Bldg 12A/RmB51	None	August 10, 2010

This seminar will be focused on a broad overview of Section 508 of the Rehabilitation Act and will provide more than sufficient information to ensure that all electronic and information technology developed, procured, maintained, or used meets accessibility standards. This course is highly appropriate and recommend for anyone whose work is IT or procurement-related. The following are some of the technologies required to be accessible:

- Software applications and operating systems
- Web applications
- Telecommunication products
- Video and multimedia products
- Self-contained and closed products
- Computers

Register for Phase II at <http://training.cit.nih.gov/coursedescription.aspx?courseID=CS0000000000852>

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 at <http://lms.learning.hhs.gov>. Specific course information is provided below:
- The training is provided online at <http://lms.learning.hhs.gov>
- Name: HHS Section 508 Training - Phase I
 - Course ID: HHS508; ID: 00009629

NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS AVAILABLE ONLINE!

Lists of all NIH Blanket Purchase Agreements (BPA's) can be found at the following URL:

<http://oamp.od.nih.gov/Division/SAPS/Acq/PlanningSupport.asp#BPA>

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 questions or need further clarification, please contact the BPA helpline at (301) 496-5212 or e-mail BPAProgramBranch@od.nih.gov



SPECIAL THANKS!

We'd like to thank all those who contributed to this and future editions of the OALM Newsletter.

The OALM Newsletter will be published six (6) times in 2010. 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 Alfreda Mire 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.