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Manual Chapter 26101-16: Management of Ultra-Low Temperature Freezers

In July 2016, the Office of the Director (OD), Office of Management (OM), Office of Research Facilities Development and Operations (ORFDO) issued Manual Chapter 26101-16 Management of Ultra-Low Temperature Freezers to Promote Energy Efficiency in Cold Storage for Biomedical Research. This chapter establishes new policy for the selection, inventory, placement and maintenance of ultra-low temperature (ULT) freezers.

Optimizing energy conservation begins with selecting energy efficient freezers during acquisition. Other factors help too, including performing bi-annual cleaning and maintenance, and placing freezers in well ventilated and temperature controlled areas without excessive foot traffic. This policy will promote energy conservation by providing direction and guidance to ensure that ULT freezers are managed in an energy efficient manner, thereby reducing the cost of NIH cold storage, and preserving federal dollars for important medical research.

This new policy mandates that any new ULT freezer purchased must be energy efficient, and upon arrival at NIH, that the unit must be listed in the NIH Property System for proper accountability. Furthermore, it is also requires that regular maintenance is performed on all ULT freezers at least bi-annually to ensure that freezers remains in top running condition, and that the integrity of the materials stored inside is preserved.

Advantages of using Division of Scientific Equipment and Instrumentation Services (DSEIS) include competitive pricing, reduced administrative burden, and options such as rent to buy. The policy encourages ICs to use the DSEIS New Equipment Sales and Rental Program for both acquisitions and preventive maintenance. If you are interested in purchasing a ULT freezer for your laboratory, please contact Anju Vergheese, Chief of the Scientific Equipment Rental and Sales Branch of DSEIS at anju.vergheese@nih.gov or rental@ors.od.nih.gov.

DSEIS is available to provide bi-annual preventive maintenance for ULT freezers. For information on pricing and contracts, please contact Jerry Tyus, Chief for the Maintenance and Repair Branch of DSEIS at jerry.tyus@nih.gov or DSEIS_repairs@mail.nih.gov.

Information about energy efficient ULT freezers is located on the NIH Environmental Management System website.

DCIS/FPDS-ng Item 6M – Description of Requirement

The Departmental Contracts Information System (DCIS) and Federal Procurement Data System-Next Generation (FPDS-ng) item 6M Description of Requirement is a 4,000 character field that is populated to DCIS/FFPD-ng and USASpending.gov.

The data element documentation for Description of Requirement shall only use the title or description of the project to describe the requirement. A description of the project title or a description of the goods or services being requested can be located in submitted documents from the requesting official/office, a

valid quotation from the Vendor, or a Statement of Work. It is important that a proper description of the requirement is reflected in the Description of Requirement field as mandated by the Federal Funding Accountability and Transparency Act of 2006. The use of a Product Service Code (PSC e.g. D399), contract type (e.g. BPA Call or POTS #), or Vendor name is not a valid description of what is being procured.

Descriptions of goods or services shall be free of any typographical errors or special characters.

Item 6M is also used to report the Inherently Governmental Functions (IGF) Codes. Any award associated with a PSC that begins with an alpha must be assigned to one of the following categories and supported with a detailed description of the goods or services being procured.

> **IGF::CL::IGF** for Closely Associated

> **IGF::CT::IGF** for Critical Functions

> **IGF::OT::IGF** for Other Functions

> **IGF::CL,CT::IGF** for Closely Associated, Critical Function, (where the service(s) is/are more Closely Associated, however, it is still Critical Function)

> **IGF::CT,CL::IGF** for Critical Function, Closely Associated (where the services(s) is/are more of a Critical Function, however it is still Closely Associated)

Placement of the IGF Code for PRISM Users

To ensure that this information is being reported to DCIS/FPDS-ng properly and to minimize DCIS validation errors; please follow the instructions below:

> In <u>PRISM</u>
> Under <u>MAIN</u>
> Click on <u>TEXT</u>

In the <u>Description</u> text field, type the appropriate IGF Code followed by a description of the services to be performed. The information entered in this field will be populated to DCIS/FPDS-ng Item 6M Description of Requirement. [**NOTE**: Do not enter the IGF Code and description in the <u>Header Text</u>, <u>Footer Text,</u> or under <u>Notes</u> as this information will not populate to DCIS/FPDS-ng, rather it will be printed on the award document].

Placement of the IGF Code for Purchase Card (P-Card) Users

The IGF Code is placed before the description as illustrated in "Examples of Good Descriptions" below.

As noted above, the information in Item 6M should be consistent with the actual purchase. Below are examples of "Bad Descriptions."

Descriptions such as these shall not be used as a description of goods or services being procured as they do not provide any specific or detailed information regarding the requirement:

- D399
  - D399 represents the description of the PSC

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- BPA Call
  - This is a type of procurement mechanism

- CGI FEDERAL INC::1204839
  - This is a vendor name

- POTS 17-XXXXX
  - This represents an internal tracking number from the Purchase Order Tracking System (POTS) ancillary requisitioning application

- Requisition # 123456
  - This represents an internal requisition number from NBS iProcurement requisition system

- Drugs & Biologicals
  - The description of a PSC code

- Digital Refresh/Rebranding Effort IGF::OT::IGF
  - The IGF Code does not go after the description of the requirement.

- IGF::CT::IGF (See Inherently Governmental Functions Codes above)
  - The IGF Code above represents Inherently Governmental Functions and should not be used as the <u>ONLY</u> description of the requirement.

<u>Below are examples of "Good Descriptions":</u>

For actions that do not require an IGF Code – a description or title of the requirement is acceptable; for example:

- LAB EQUIPMENT: K2 Direct Electron detector camera parts for the TF30 Polara model number XYL123
- Computing Resources for (2) MRI Scanners
- LIBHV1, Mission TRU Human Lentiviral shRNA Library

<u>For actions that require an IGF Code:</u>

- IGF::OT::IGF Technical Writer services for pending AIDS special publication
- IGF::OT::IGF Laboratory equipment maintenance on four (4) Leica point scanning microscopes
- IGF::OT::IGF Metabolomics Research - Serum Sample Analysis in Pancreatic Cancer

<u>Error Messages Related to Item 6M in PRISM</u>

IN-PROGRESS PRISM actions: If a buyer encounters a 6M error message (when validating a DCIS report); and the action is IN-PROGRESS, while in PRISM click on Main/Text, then input the correct IGF Code in the Description text box. Make sure that the IGF Code is placed before the description as illustrated in "Examples of Good Descriptions" above. **Note:** Corrections to Item 6M must be made while in PRISM.

RELEASED PRISM actions: If you encounter a 6M error message, and the action has been released, please contact the CDMPhelpdesk@mail.nih.gov for assistance. In your request, please provide the following: Contract Number/Order Number; and the IGF Code that is required to be inputted into DCIS Item 6M.

Error Messages Related to Item 6M for P-Card Users:

Unlike in PRISM, corrections can be made directly in the DCIS Item 6M field as needed by the P-Card user.

For additional information please go to:

- [Description of Requirement: FPDS Data Element Dictionary](#)

- [Transparency: USA Spending](#)

Need Laptops or Desktops? Procure Faster, Easier and for Less through NITAAC Government-Wide Strategic Solutions

As agencies look to get the most value for their IT dollar, many will be looking to improve their daily operations through upgrades to their laptop and desktop inventory. But with so many brands, configurations and pricing options on the market, how do agencies avoid becoming victims of "analysis paralysis?"

In order to save agencies from having to buy and manage their IT in a fragmented and inefficient manner, the Office of Management and Budget (OMB) issued memo [M-16-02](#), Category Management Policy 15-1: Improving the Acquisition and Management of Common Information Technology: Laptops and Desktops. Through this memo, OMB has selected three Government-Wide Acquisition Contracts (GWACs) that offer the best buying power, highest levels of federal and industry collaboration, and most efficient acquisition processes.

The National Institutes of Health Information Technology Acquisition and Assessment Center (NITAAC) is pleased to serve as one of three required sources for purchasing laptops and desktops for civilian agencies.

Introducing NITAAC Government-Wide Strategic Solutions: A Preferred OMB Source for Laptop/Desktop Procurement

NITAAC Government-Wide Strategic Solutions (NITAAC-GSS), administered under the CIO-CS GWAC, is one of three required OMB sources for civilian agencies looking to obtain desktops, laptops, monitors, software and hardware at a competitive price. NITAAC was determined by the Category Management Leadership Council to offer the best value for the bulk of the Government's laptop and desktop needs and offers configurations designed to meet the overwhelming majority of current government standards.

The NITAAC-GSS Difference

NITAAC-GSS delivers quality commonly used IT equipment at competitive rates. In fact, federal agencies who use NITAAC-GSS are expected to realize dramatic savings when purchasing commonly-used IT products. From 2010-2014, similar programs reported savings of over $415 million. The more federal agencies participate, the greater the overall savings. And, agencies get the same low price regardless of the quantities ordered.

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Desktop and Laptop Configurations

NITAAC has desktop and laptop configurations that meet the requirements of the federal government for approximately 80% of systems purchased. See the listing in the sidebar for minimum specifications.

Our current offering includes three desktop configurations (a standard and two upgrades), and three laptops (a standard, a light-weight and an upgrade). This set of offerings will be evaluated and refreshed as needed every six-to-nine months based on industry updates and customer feedback.

In addition, NITAAC-GSS has added a second category of ruggedized computers such as those used by the Department of Defense (DoD), as well as Apple computers such as those used by the scientific community. Now, in addition to meeting common technology needs, NITAAC is helping meet specialized needs as well.

Here's how to order

NITAAC-GSS makes common IT equipment procurement as easy as the click of a button. To start, download a copy of the NITAAC-GSS Ordering Guide from the Tools and Templates section. Or, if you are already ready to begin your order, log in to the electronic-Government Ordering System (e-GOS) and select from our list of 26 qualified and vetted CIO-CS contractors.

From e-GOS you can view standard configurations, product offerings by our contractor holders and prices. Simply compare the configurations, select the ones that meet your requirements, and follow the instructions to complete your order.

Additional Support

If you have additional questions about NITAAC's Government-Wide Strategic Solutions, please see our Strategic Solutions web page, or contact the NITAAC Customer Support Center at NITAACsupport@nih.gov or 1.888.773.6542.

New Change Management Contract Resource Site

The staff from the Office of Strategic Planning Management Operations created the new Change Management Contract Resources Site in collaboration with an advisory group of NIH subject matter experts and customers. The intent of the site is to help users with navigating the acquisition process to find expert change management support through contract vehicles, tools, and templates. Please feel free to contact the Change Management Program at NIHchangemanagement@od.nih.gov if you have any questions or would like additional information.

Check out the Contract Resources Explainer Video for a quick reference on how to use this resource!

Training Information

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.

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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

Green Purchasing Training and other Green Training courses can be found at OALM Green Purchasing Website.

As a reminder, per HHS policy, all contracting officers, contract specialists, purchase cardholders, card approving officials, CORs and acquisition staff in job series 1102, 1105, and 1106 are required to take the Green Purchasing training every two calendar years. The training includes online training modules for your convenience.

Questions regarding Green Purchasing Training should be sent to GreenPurchasing@mail.nih.gov

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;
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.

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We Would 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 calendar year 2017. 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 McDermottMI@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 Barry Solomon at the e-mail address above. For future issues please contact the Simplified Acquisitions Helpline on 301-496-0400 or via e-mail at OALMNewsletter@mail.nih.gov and you will be referred to the appropriate editor.