

Program Operation Staff Memo



P.O.S.M.

Issue 5

May 2006

NEW STAFF

Welcome to Catherine Allen:

Catherine Allen is the newest staff member to join the DCP/DCCPS ARC. She is an Administrative Technician working with Vicky Schneider servicing the ARP Program in DCCPS. Please stop by and say, 'hello' if you haven't already.

Procurement Deadlines *by*

Alice Cashman & Anne Garvey

The FY 2006 DCP/DCCPS ARC Acquisition Deadlines appear below (and are attached). Please note that complete packages must be submitted to your ARC by the posted deadlines.

2006 DCP/DCCPS ARC Acquisition Deadlines			
Please submit your FV&E requests to the ARC no later than			
Vital Civil Purchases			09/30/06
Professional Service Orders			08/31/06
Interagency Agreement		(DCCPS deadline only)	03/12/06
Category	Dollar Value	Acquisition Method/Restrictions/Particulars/Quotes	Deadline
OPEN MARKET			
Commercial Equipment, Supplies & Services**	\$100,000-\$3 Million	competitive proposals with a separately issued solicitation	05/18/06
		with source > \$500,000	05/18/06
		competitive contained	06/30/06
		synopsis/solicitation	07/07/06
		low source > \$200,000	07/07/06
Equipment, Supplies & Services** (Features Pricing Review)	\$26,000-\$100,000	competitive synopsis with a separately issued solicitation	05/26/06
		with source > \$200,000	05/26/06
		competitive contained	07/11/06
		synopsis/solicitation	07/11/06
PRINTING SERVICES	\$20,000-\$100,000	competitive contained	08/02/06
		synopsis/solicitation	08/02/06
Equipment, Supplies & Services	\$10,000-\$25,000	if 10 Day Posting Required	06/24/06
		if 3 Quotes Provided	08/23/06
Equipment, Supplies & Services	\$2,500-\$10,000	with sole source or with competitive quotes	09/28/06
Equipment, Supplies & Services	\$2,000 or less		09/01/06
GSA - FEDERAL SUPPLY SCHEDULE			
Equipment & Supplies w/Default Provisions	\$2,500 - Max. Order Limit	GSA WISOW > \$100,000 PROCESSED BY HCS-GA	
Services w/ROW	\$2,500 - Max. Order Limit	Documentation & Evaluation Required	07/07/06
Equipment & Supplies w/o ROW	\$2,500 - Max. Order Limit	Documentation & Evaluation Required	07/07/06
Equipment, Supplies & Services	Other \$7,500 or less	Review & Comparison of 3 or more vendors	06/01/06
Other Gov. Agency - UNICOM, OPS, BSNP etc			
Equipment, Supplies & Services	AS		05/24/06
HCI Consolidated Support Contracts	As Task Order		07/12/06
NOTES:			
Conferences within 14 days (Replacements or Misses will be provided ASAP) comply with HHS Policy 1150-1			
ICG requires LTR 02-7-1 for all contract functions.			
**ALL Open Market Items > \$25,000 - PLEASE DO NOT BOUCH COMPETITION - MUST BE BYRON-BIRKBE			

TRAVEL

Changes to Foreign Travel Leave Policy *by Alice Cashman*

On a pilot basis for the remainder of FY 2006, travelers can now be authorized up to two days of annual leave for each of three official international trips within a given fiscal year. This is a change from the previous policy allowing staff to take just two days annual leave per year in conjunction with foreign travel. Please remember that you are not allowed any leave on Sponsored Travel.

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Changes to the Omega Contract *by Antoinette Wills*

HHS has moved forward with establishing a single Travel Management Center (TMC) contract for all of HHS. This effort was based on the President's Management Agenda and is in direct alignment with Federal Travel Regulations. The New Omega TMC contract is effective May 15, 2006.

Significant changes:

There is such a wealth of information on the new contract that we've attached several slides for your reading pleasure. Please make note of the following important changes. These are also summarized on a pamphlet (last page):

The Division of Travel and Transportation Services (DTTS) Role in this transition:

- Administration of the HHS TMC Contract;
- DTTS will serve as the primary point of contact for all of staff travel;
- Provide Question & Answer assistance.

TRAVEL *(continued)*

- **New Contact Information and Hours for Reservations** (*Refer to page 1 of the attachment*)
 - Please make note of the agent ID code that must be used when calling after hours.
- **New NIH Fee Structure** (*Page 2 of attachment*)
- **Ticket Issuance and Receiving Credit for Unused Tickets** (*Page 3 of attachment*)
- **New Travel Process for Conference Planning**
 - Conference Planning will not be available under the new contract. However, Omega will provide Non-Government common carrier transportation via Records of Call
- **NIH Travel Profiles** (*Pages 4-5 of attachment*)
 - Travelers are encouraged to create a Travel Profile. Travel Planners can provide assistance in this matter. These profiles provide Omega with traveler preferences for airlines, airports, meals and most importantly full contact information. When last minute airline changes, Omega has a better chance of informing the travelers expeditiously when provided with office, home and an alternate point of contact's phone number.

Sponsored Travel (HHS-348)

New Electronic Routing Procedures: *by Anne Garvey*

When routing Sponsored Travel for approval, please select Shari Wahlert as the Ethics Reviewer (for both Domestic and Foreign Travel Authorizations). Continue to select Maureen Wilson as the Sponsored Approver.

Ethics Website: *by Eric Graves*

Don't forget to make use of the NIH Ethic's Homepage: <http://ethics.od.nih.gov/> This website contains a wealth of information, policy updates, and most importantly, electronic versions of the mandatory forms.

Do you have a topic you'd like discussed at next month's ARC Briefing? Please email Eric Graves at eg79e@nih.gov

The DCP / DCCP Administrative Resource Center (ARC)

<http://www.cancer.gov/prevention/arc/>
6130 Executive Blvd Suite 3053
Rockville, Maryland 21044

Previous newsletters and ARC Briefing presentations may be downloaded on the DCP ARC Website at:
www.cancer.gov/prevention/arc/

TRAVEL

More Changes with our Travel Management Center *by Anne Garvey*

Unless otherwise requested, E-Tickets will be issued by Omega **2 business days** prior to the departure date. If you have travelers who will be away on business or personal leave and would like their tickets issued earlier, please note this on the fax or email that you send to Omega.

Paper tickets for Domestic Travel will be mailed 7 business days prior to the departure date. A mailing fee of \$4.50 by USPS and \$8.50 by FedEx apply in addition to usual TMC fees.

Paper tickets for International Travel will be mailed 14 business days prior to the departure date. A mailing fee of \$4.50 by USPS and \$8.50 by FedEx apply in addition to usual TMC fees.

How to make International Shipments *by Eric Graves*

There are two ways to send documents to Foreign countries. If the shipment is *not* time sensitive, use the US Postal Service. If the shipment *is* time sensitive, use the NIH Shipping Office. Complete form NIH 1884-1, attach this to the front of your document, and call the NIH Shipping Office at 301-496-5921 for pickup. Delivery is within 2 days. You can download form NIH 1884-1 at <http://forms.cit.nih.gov/> (Hard Copy Attached). Remember, sending International Shipments via FedEx is an unauthorized procurement.

PHONE TROUBLE?

Would you like to have training on the Merlin Phone Systems?: *by Eric Graves*

Please email me [eg79e@nih.gov] if you think you would benefit from training on the Merlin Phone System. Topics would include Call Forwarding, setting up Voice Mail Trees, Conference calls, etc. If there's enough interest, we will establish a training session.

2006 DCP/DCCPS ARC Acquisition Deadlines

Please submit your FY06 requests to the ARC no later than:

Visa Card Purchases			9/8/2006
Professional Service Orders			9/8/2006
Interagency Agreement		(DCCPS deadline only)	8/31/2006

<u>Category</u>	<u>Dollar Value</u>		<u>Competitive/Sole Source or Posting/3 Quotes</u>	<u>Deadlines</u>
OPEN MARKET				
Commercial Equipment, Supplies & Services**	\$100,000-\$5 Million	DO NOT OBTAIN QUOTES	competitive synopsis with a separately issued solicitation	05/19/06
			sole source > \$500,000	06/09/06
			competitive combined synopsis/solicitation	06/30/06
			sole source < \$500,000	07/07/06
Equipment, Supplies & Services** (Excludes Printing Services)	\$25,000-\$100,000	DO NOT OBTAIN QUOTES	competitive synopsis with a separately issued solicitation	05/26/06
			sole source	08/16/06
			competitive combined synopsis/solicitation	07/11/06
PRINTING SERVICES	\$25,000-\$100,000		competitive combined synopsis/solicitation	08/02/06
Equipment, Supplies & Services	\$10,000-\$25,000		If 10 Day Posting Required	08/24/06
			If 3 Quotes Provided	08/29/06
Equipment, Supplies & Services	\$2,500-\$10,000		with sole source and/or competitive quotes	08/29/06
Equipment, Supplies & Services	\$2,500 or less			09/01/06
GSA - FEDERAL SUPPLY SCHEDULE			GSA w/SOW > \$100,000 PROCESSED BY NCI-OA	
Equipment & Supplies w/Salient Features	\$2,500 - Max. Order Limit		Solicitation & Evaluation Required	07/07/06
Services w/SOW	\$2,500 - Max. Order Limit		Solicitation & Evaluation Required	07/07/06
Equipment & Supplies w/o SOW	\$2,500 - Max. Order Limit		Review & Comparison of 3 or more vendors	09/01/06
Equipment, Supplies & Services	Other \$2,500 or less			09/01/06
Other Gov. Agency -- UNICOR, GPO, SEWP etc				
Equipment, Supplies & Services	All			08/24/06
NCI Consolidated Support Contracts	All Task Orders			07/12/06
NOTES:				
Conferences where Light Refreshments or Meals will be provided MUST comply with NIH Policy 1160-1				
NCI requires NIH 827-1 for off-campus functions.				
**ALL Open Market Rqmts >\$25,000 - PLEASE DO NOT SOLICIT COMPETITION - MUST BE SYNOPSISIZED				

Changes in the Contract

Six significant changes

- DTTS Role in this transition
 - Administration of the HHS TMC Contract
 - DTTS will serve as the primary point of contact for all of staff travel
 - Provide QA assistance

➤ *New Contact Information for Reservations*

Omega Toll Free Number : 1-800-419-2312

Fax Numbers: 1-866-657-0070

Email: nihmd@owt.net

Hours of Operation: M-F 7:30 a.m. to 9:00 p.m.

After hour emergency number: 1-866-651-0076

(Agent ID code: C-5GL-NIHSTAFF)

Changes in the Contract

➤ *New NIH Fee Structure*

Agent Assistance (Domestic air/rail)	\$21.45
Agent Assistance (International air/rail)	\$26.45
Emergency After-Hours addition to the base fees)	\$13.60 (In
Agent Assistance for lodging/rental car (Without a transportation request)	\$10.00
Agent Assistance for rail reservation (No ticket is release. Only seat reservation is made. Ticket is paid by traveler at the train station using a government charge card)	\$10.00
Paper delivery fee by U.S. Mail	\$4.50
Paper delivery fee by Airborne	\$8.50
<i>Future Option:</i> Self Service On-line Booking \$5.25	

Note: Fee structure covers May 15 through November 11, 2006

Changes in the Contract

➤ Ticket Issuance

- Traditional Methods, i.e., faxed request, emailed, or call in
 - e-tickets will be issued (2) full business days prior to the start of the trip, unless otherwise requested.
 - Omega will issue and mail paper tickets (7) full business days prior to the start of trip.
 - Paper tickets for International travel will be issued (14) business days prior to the start of travel.

➤ Receiving Credit for Unused Tickets

- e-tickets: Omega will automatically submit a refund request 30 days after the trip date for any unused tickets but we encourage travelers to contact Omega immediately for the refund.
- Paper tickets: Mail ticket back to National Call Center, Attn: Refund Dept., 325 White Street, Jacksonville, NC 28546.

Omega World Travel

NIH Travel Profiles

- We encourage all travelers to create a travel profile

Why?

- Travel profiles provide Omega with the traveler's preferences for airlines, airports, meals and most importantly full contact information.
- With last minute airline changes, Omega has a better chance of informing travelers expeditiously when provided with office, home and an alternate point of contact's phone number.

Omega World Travel

How to Create a Travel Profile

Effective May 15, 2006

- Simply log onto www.hhstravel.com
- Click on NIH – The NIH Travel Website will appear
- Click on Staff Travel
- Click on the blue button to login
- Click on new users for registration
- Once you entered your travel preferences, remember to “Update Record”

Reminder to all Travelers

Once a travelers profile has been updated, it will take 24 hours before a travel agent has access to view any changes made.

NIH TMC to HHS TMC — Making the Transition

☉ Making a Reservation

Staff travelers can submit a travel request form using the www.nihtravel.com website. Travel profiles are highly recommended for all travelers. Travel Authorizations can be generated in the NBS travel system and approved copies sent to Omega for ticket issuance. Staff travelers who request an e-ticket will be able to receive a copy of the invoice itinerary by logging onto www.viewtrip.com.

Agent Assistance for rail reservation (traveler pays for ticket at train station) \$10.00

Paper delivery fee by U.S. Mail \$4.50
 Paper delivery fee by Airborne \$8.50

Future Option: Self Service On-line Booking \$5.25

☉ Group Travel Authorization (ROC)

☉ The DTTS Role

The Division of Travel and Transportation Services (DTTS), ORS will serve as the primary point of contact for all staff travel requirements. All travel related complaints, compliments and inquiries should continue to be forwarded to Marisa Sheelor. Ms. Sheelor will also provide quality assurance assistance in monitoring all NIH travel reservations in conjunction with the Program Support Center (PSC).

The overall contact administration for the HHS Master Contract will be overseen by the PSC.

The Project Office is responsible for the development, administration, performance monitoring, and logistical coordination of travel services provided to NIH staff.

☉ Why Do We Have To Transition?

HHS has moved forward with establishing a single TMC contract for all HHS Operating Divisions and Staff Divisions (OPDIVs and STAFFDIVs). This effort was based on the President's Management Agenda and is in direct alignment with the Federal Travel Regulations (FTR), FTR 301-73.102.

☉ New Contact Information for Reservations

NIH Toll Free Number: 800-419-2312

Fax Numbers: 1-866-657-0070

Email: nihmd@owt.net

Hours of Operation: M-F 7:30 a.m. to 9:00 p.m.

After Hours Emergency: 1-866-651-0076

Travelers use the agent ID code: C-5GL-NIHSTAFF

☉ New NIH Fee Structure

This fee structure covers May 15 through November 11, 2006

The new HHS Master TMC contract fee structure is itemized to better assist the traveler with their reservation process. The HHS contract will continue to provide the NIH community with transportation and travel related services.

These services include, but are not limited to, providing airfare, train, bus, lodging and rental car services for Federal travelers.

Agent Assistance (Domestic air/rail) \$21.45

Agent Assistance (International air/rail) \$26.45

Emergency After-Hour \$13.60

Agent Assistance for lodging/rental car (without a transportation request) \$10.00

Omega World Travel will continue to provide the NIH Community with "Group Travel Services." Please continue to contact Omega Travel Agent, Sharon Kichgessner at 800-723-9403 or 703-243-9009 for further assistance with group travel. Email requests can be sent to nihgroupt@owt.net. Fax requests can be faxed to 703-528-7178.

☉ Omega Contact Information

- **Manager—Mindy Kahikina**
 Staff Travel— Jacksonsville, NC Call Center
 Telephone: 910-455-9898 or 800-419-2312
 E-mail: mkahikina@owt.net

- **Area Manager (MD) - Connie Forkkio**
 Telephone: 301-984-1625
 E-mail: cforkkio@owt.net

- **Regional Manager (MD)— Mike Pagnanelli**
 Telephone: 703-359-0200 ext. 573
 Email: mpagnanelli@owt.net



**HHS Master TMC Contract
with
Omega World Travel
“Making the Transition”**



**Department of Health and Human Services
Office of Research Services
Division of Travel and Transportation
Services**

Important Travel Web Links

- DTTS Website: <http://dtts.ors.od.nih.gov/index.htm>
- List Serv: <http://list.nih.gov>
- NIH Travel website: <http://www.nihtravel.com>
- NIH Manual Chapter 1500: <http://www1.od.nih.gov/oma/manualchapters>
- HHS Travel Manual: <http://www.knownet.hhs.gov/travel/>
- View Trip: <https://www.viewtrip.com>
- NBS Travel User: <https://mv.nih.gov/portal/server.pl>

Ticket Delivery Methods

- U.S. Mail- \$4.50
- Paper delivery (Airborne) per ticket - \$8.50
- Messenger Services/Courier - Fee to be determined

Note: Messenger Services/Courier will only be used in extreme emergency situations.

The delivery method should be given to the agent when making your reservations.

Join the NIH Travel List Serv

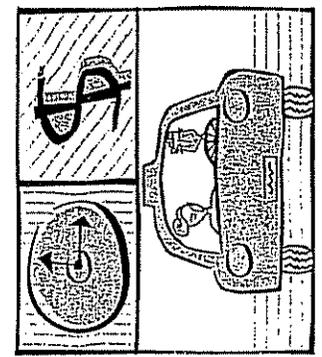
To avoid delays in dissemination of travel information, the DTTS offers a dedicated travel LISTSERV. To receive updated travel information simply joining the list. You will receive a "Travel-Tip" every month. Simply go to: <http://list.nih.gov>, then select **Browse**, then type in **Travel**, then select the option **NIH_Travel_L**. After doing that, select **Join** and enter your name and e-mail address. For questions, comments or to suggest future topics, please contact Marisa Sheelor.

Please visit our website: <http://dtts.ors.od.nih.gov>

Director, DTTS: Thomas W. Hayden
Email: haydent@ors.od.nih.gov

HHS and NIH Contact Information

- **NIH Primary Contact**
Marisa Sheelor, Program Specialist
Division of Travel and Transportation Services
Phone: 301-451-9299
Fax: 301-480-3463
Email: Sheelorm@ors.od.nih.gov
- **Travel Policy and Procedures**
Joel Papier
Office of Financial Management (OFM)
Phone: 301-496-4379
Email: Papierj@od.nih.gov
- **Travel Credit Card Agency Program Coordinator**
Florence Howard
Office of Financial Management (OFM)
Phone: 301-495-3023
Email: Howardf@od.nih.gov
- **HHS Master TMC Contract**
Thomas Roach, Project Officer, PSC
Phone: 301-443-1705
Fax: 301-443-2227
Email: thomas.roach@psc.hhs.gov





DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892
Building: _____
Room: _____

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NUMBER OF PACKAGES AND DETAILED LISTING OF CONTENTS

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COUNTRY OF ULTIMATE DESTINATION: _____

REASON FOR EXPORT: Medical Research Related Purposes

TOTAL COMMERCIAL VALUE: _____

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Signature		Date

NIH 1884-1 (12/89)

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