

FDA's Office of Acquisitions & Grants Services (OAGS)

Who we are...What we buy...How we operate...



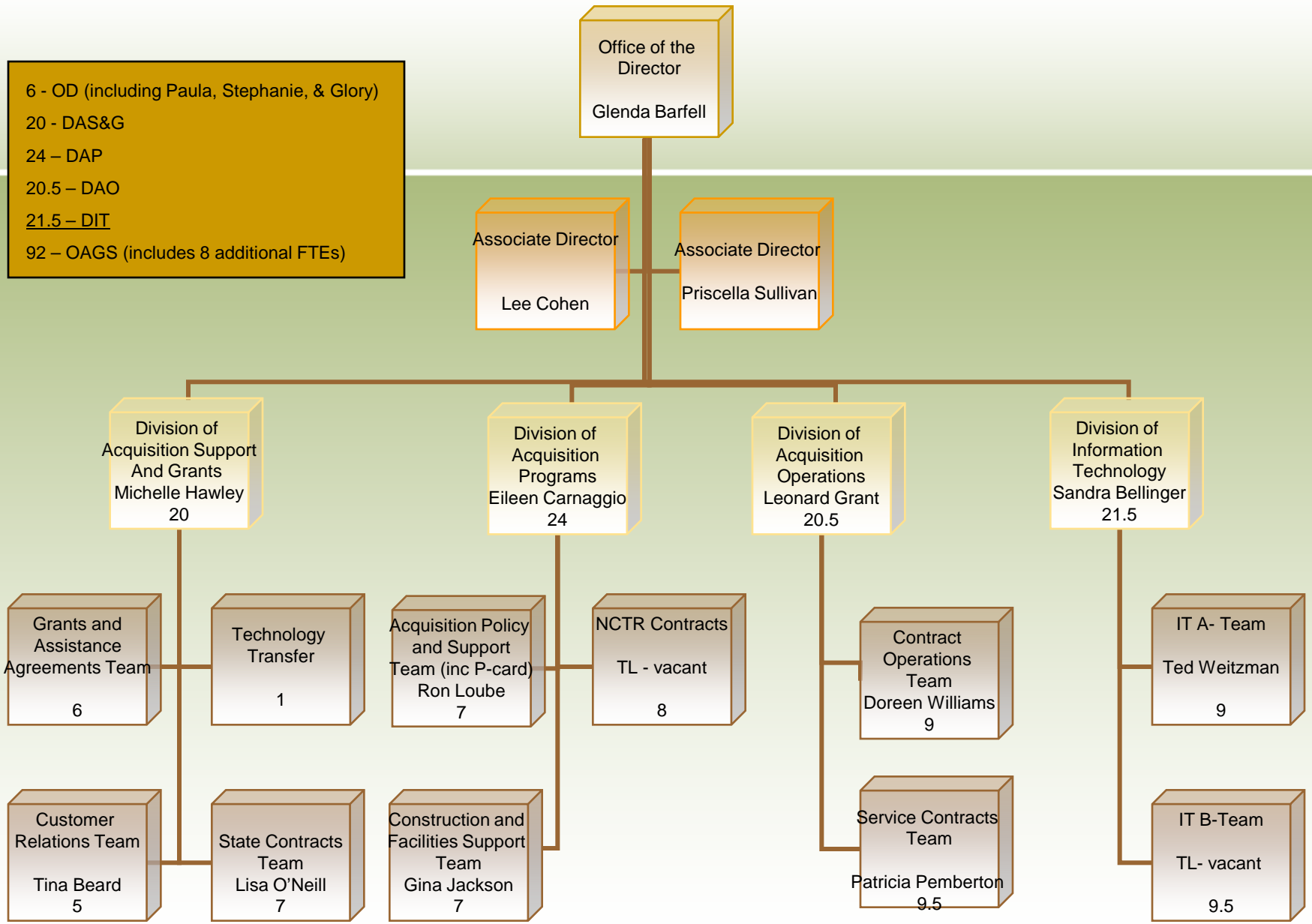
OAGS Mission

Our mission is to provide high quality support to the FDA programs by managing all contracts, technology transfers, and assistance agreements in a timely manner and at a reasonable cost

OAGS - Services We Offer...

- ❖ Contract Services
- ❖ Simplified Acquisition Services
- ❖ Interagency Agreement Services
- ❖ Grant/Cooperative Agreement Services
- ❖ Technology Transfer Services
- ❖ IMPAC Card Administration Services
- ❖ Strategic Business Advisors
- ❖ We also are responsible for writing acquisition policy, providing customer relations support, and responding to contract related FOIA requests.

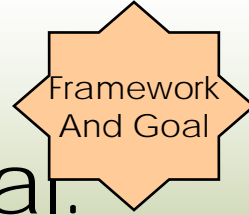
6 - OD (including Paula, Stephanie, & Glory)
 20 - DAS&G
 24 - DAP
 20.5 - DAO
21.5 - DIT
 92 - OAGS (includes 8 additional FTEs)



OAGS Teams Specialties

- ❖ Contract Operations Team
 - ❖ Mission specific contracts and simplified acquisitions, including research and development requirements and lab supply and equipment requirements
- ❖ State Contracts and Compliance Team
 - ❖ Contracts to support the MQSA, Food, Tissue and Mediated Feed/BSE Programs. These contracts commission the states to conduct inspections to ensure the quality and safety of the nations' food, animal feed and medical devices
 - ❖ Simplified acquisitions for ORA Headquarters and the Office of Criminal Investigations.
- ❖ Information Technology (IT) Teams
 - ❖ All information technology related contracts and simplified acquisitions related requirements
- ❖ Services Team
 - ❖ Service contracts and simplified acquisitions, including but not limited to, security, events management, temporary services, moving, library support, custodial, etc.
- ❖ Facilities and Supply Contracts Team
 - ❖ Provides facility support, furniture, construction and renovation, architect/engineering services contracts and simplified acquisitions for all headquarter locations, Irvine, San Juan, and Dauphin Island.
- ❖ Grants and Assistance Agreements Team
 - ❖ Negotiate, award and monitor federal funds awarded through various grant mechanisms.
 - ❖ Award and administer Inter-Agency Agreements (IAGs).
 - ❖ Assign Memorandum of Understanding (MOU) tracking number and maintain MOU files.

Federal Government Acquisitions The Statutory Framework and the Goal.



- ❖ Framework: The Federal Acquisition Regulation (FAR), DHHS Supplements (HHSAR) and FDA specific supplements.
- ❖ The Goal: To negotiate an instrument that satisfies the requiring Agency's needs at a fair and reasonable cost.



The Players

Contracting Officers:

- ❖ Serve as business managers and advisors to their customers
- ❖ Perform all steps of the contract award process, which includes:
 - ❖ Acquisition Planning
 - ❖ Soliciting Offers
 - ❖ Evaluating offers
 - ❖ Negotiating terms and prices
 - ❖ Awarding contracts
- ❖ Administer contracts, which includes:
 - ❖ Modifying Contracts
 - ❖ Exercising Options
 - ❖ Monitoring Performance (with the Project Officer)
 - ❖ Closing Out Contracts

Project Officer Responsibilities for Planning



- ❖ Project Officer/Program Office identifies a need for goods or services (called a requirement)
- ❖ The Project Officer is responsible for preparing and submitting the following documents:
 - ❖ Memorandum of Need (MON)
 - ❖ Independent Government Cost Estimate (IGCE)
 - ❖ Statement of Work
 - ❖ Special Clearance Checklist
 - ❖ Requisition
 - ❖ Acquisition Plan (AP)

Project Officers:

- ❖ The Project Officer (P.O.) plays an essential role in the planning, awarding and administration of a government contract/purchase order. They are the “eyes and ears” of the contracting officer in ensuring that technical requirements are being met and that the contractor is adhering to the terms and scope of the contract.
- ❖ A Project Officer may not obligate money nor authorize a contractor to perform work or give technical direction that is not included in the scope of work.

The Contractor

- ❖ Responsible for performing the Statement of Work
- ❖ Responsible for complying with the terms and conditions of the contract
- ❖ Responsible for marshalling and controlling resources, and managing performance

Together:

- ❖ The Contracting Officer, Project Officer and contractor form an acquisition team that is responsible for ensuring that the contracting process is successful.
- ❖ The Contracting Officer assists the program in attaining the goals set forth by the Center/Office.
- ❖ The contractor provides the supplies and services required by the Government.

Government's Pre-award Goals

- ❖ Obtain the optimum market response to requirements for supplies and services in terms of – Quality, Timeliness and Price.
- ❖ While – Minimizing business and technical risks, accomplishing socioeconomic objectives, maximizing competition and maintaining integrity.

Government's Post-award Goals

- ❖ Ensure that purchased supplies and services are -
 - ❖ Delivered or performed when and where specified in the contract
 - ❖ Acceptable, in terms of conforming to the contract's specifications or statement of work
 - ❖ Furnished in compliance with other terms and conditions of the contract.

Acquisition Goals and Statistics

	FY 07 Goal	FY 07 Achieved
Small Business Award Categories		
Small Businesses	40.0%	52.0%
8(a) Businesses	5.0%	16.8%
Small Disadvantaged Businesses	5.0%	19.4%
Women-Owned Small Businesses	5.0%	12.5%
HubZone Businesses	3.0%	2.3%
Service Disabled Small Businesses	3.0%	7.7%
Competition		
Dollars	75.0%	86.0%
Actions	60.0%	84.0%
Acquisition Summary	Actions	Dollars
FY 06	3361	\$283 Million
FY 07	3848	\$332 Million
FY 08	5032	\$468 Million

Marketing to FDA

- ❖ Review FDA Acquisition Forecast
 - ❖ <http://www.hhs.gov/osdbu/publications/forecast.html>
- ❖ Know about the FDA and what we acquire
 - ❖ www.fda.gov
 - ❖ <http://www.hhs.gov/osdbu/read/active.html>
- ❖ Awareness of FDA Small Business Goals
- ❖ Reference successful prior performance with other Government agencies

FDA Priorities

- ❖ Food Protection – focus on imports
- ❖ Bioinformatics - designed to develop centralized, harmonized business processes and IT systems.
- ❖ Identify Trends to anticipate technology advances
- ❖ Post market issues
- ❖ IT
 - ❖ Legacy system – changes; new requirements
 - ❖ IT planning

FDA Acquisition Contact Information

Glenda Barfell

Director, Office of Acquisitions & Grants Services (OAGS)

Glenda.Barfell@fda.hhs.gov

301.827.7042

Lee Cohen

Associate Director, OAGS

Lee.Cohen@fda.hhs.gov

301.827.7046

Anita Allen

DHHS Small Business Specialist

Anita.Allen@psc.hhs.gov

301.827.1994 or 301.443.1715

Department of Health & Human Services Office of Small and Disadvantaged Business Utilization (OSDBU)

<http://www.hhs.gov/osdbu/>

Questions