

## NIH POLICY MANUAL

### 6016-3 - RECORD OF CALL PROCEDURES FOR INDEFINITE DELIVERY CONTRACTS AWARDED BY THE OFFICE OF LOGISTICS AND ACQUISITION OPERATIONS

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1. **Explanation of Material Transmitted:** This release replaces the NIH Indefinite Delivery Contract (IDC) Guide. In the future, the contents of this manual will be incorporated into the NIH Manual 6016-2, Task and Delivery Order Contracting.
2. **Filing Instructions:**  
  
(\* Please note new chapter number and series)  
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- **Content of this chapter,** contact the **issuing office listed above.**
- **NIH Manual Mailing Keys** or for a **paper copy** of this chapter, contact the **Division of Management Support, Office of Management Assessment, OA, on 496-2832.**
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#### **A. Purpose:**

This chapter provides a listing of Indefinite Delivery Contracts (IDC) awarded by the Office of Logistics and Acquisition Operations (OLAO) and available for use by the NIH community. It also describes record of call ordering procedures to be used with these IDCs. The ordering procedures allow authorized ordering officials to place orders directly with suppliers.

#### **B. Background:**

The Office of Logistics and Acquisition Operations (OLAO) awards IDCs for items or services needed on a continuous basis. OLAO IDCs are identified by the letter "D" in the contract number.

There are three types of indefinite delivery contracts: definite-quantity contracts, requirements contracts, and indefinite-quantity contracts. Requirements contracts and indefinite-quantity contracts are also referred to as task order and delivery order contracts. (See [NIH Manual Chapter 6016-2](#) for general guidance on the use of task order and delivery order contracts). Indefinite delivery contracts may be awarded on a single contract award or multiple contract award basis. The FAR preference for indefinite delivery indefinite-quantity (IDIQ) contracts is for multiple awards. (FAR 16.500)

These contracts permit fast ordering of supplies and services and direct delivery to authorized users.

Once an OLAO IDC has been awarded, the mechanism used at the NIH to place a delivery order and obligate funds is the Record of Call (ROC) Actual quantities and delivery times are not specified in the contract; the specific ROC describes these requirements when the order is placed.

IDCs may be awarded on a IC-specific, NIH-wide, or multiagency basis. IDCs which are IC-specific may be used only by NIH ordering officials that are authorized and designated in the contract. IDCs which are NIH-wide may be used by all authorized ordering officials. Multiagency IDCs can be used not only by NIH authorized ordering officials, but also by authorized officials in other government agencies.

In OLAO, the Division of Information Technology Acquisition (DITA), also known as NITAAC, was established to award and administer multiple award, multiagency IDCs for information technology hardware, software, and services. Ordering procedures for DITA ROCs can be found under <http://nitaac.nih.gov/>. Click on any one of three named contracts to obtain specific procedures.

### **C. References:**

1. Federal Acquisition Regulation (FAR) Part 16.5
2. NIH Manual Chapter [6016-2](#), Task and Delivery Order Contracting
3. Delegated Acquisition Reference Guide: <http://www.nih.gov/od/opm>
4. NIH Simplified Acquisition Guide: <http://www.nih.gov/od/opm/>
5. Justification for Other than Full and Open Competition Desk Guide for NIH Contracts (JOFOC):  
[http://www3.od.nih.gov/ocm/contracts/documents\\_forms.htm](http://www3.od.nih.gov/ocm/contracts/documents_forms.htm)

### **D. Definitions:**

**Indefinite Delivery Contract (IDC)** - An IDC is a type of contract used for repetitive open market purchases when exact quantities or deliveries are not known in advance.

**Definite-Quantity Contract** - FAR 16.502(a) defines a definite-quantity contract as a contract that provides for delivery of a definite quantity of specific supplies or services with deliveries or performance to be scheduled at designated locations by placing orders with the contractor.

**Requirements Contracts** - FAR 16.503(a) defines a requirements contract as a contract that provides for filling all actual purchase requirements of the designated Government activity for supplies or services, with deliveries or performance to be scheduled by placing orders with the contractor.

**Indefinite-Quantity Contract** - FAR 16.504(a) defines an indefinite-quantity contract as a contract that provides for an indefinite quantity, within stated limits, of supplies or services, with deliveries or performance to be scheduled by placing orders with the contractor.

**Multiple Award Contract** - A contract awarded to more than one vendor for the same commodity (supplies or services). For multiple award IDIQ contracts, the contracting officer is obligated to adhere to the fair opportunity provisions at FAR 16.505(b) when ordering under such contracts.

**Multiagency Contract** - A contract available not only to authorized officials at NIH, but also available on a non-mandatory basis to authorized officials in other government agencies. Multiagency contracts may be single award or multiple award contracts. These contracts may only be IDIQ contracts.

## **E. Responsibilities:**

### 1. Office of Logistics and Acquisition Operations

The Office of Logistics and Acquisition Operations is responsible for negotiating, establishing, administering and renewing IDCs in support of the NIH administrative and scientific community, as requested, and providing copies or access to contract documents as outlined in Section H.

### 2. Division of Acquisition Programs, OLAO

The Division of Acquisition Programs, OLAO is responsible for the update and distribution of this chapter and its appendices at least annually or when significant changes occur.

### 3. DELPRO Approving Official

DELPRO approving officials have the responsibility to ensure compliance with contract terms, conditions and all established FAR, HHSAR and NIH ordering policies and procedures prior to approving an order.

#### 4. DELPRO Ordering Official

DELPRO ordering officials are responsible for processing purchase requests for supplies and services against IDCs and for ensuring orders are in compliance with contract terms and conditions and established FAR, HHSAR and NIH ordering policies and procedures.

#### 5. Requestor

The Requestor is responsible for preparing a written purchase request for goods and services. He/she is responsible for determining what is required, describing the product or service in sufficient detail and providing any information needed by the ordering official who will place the order with the vendor.

#### 6. Receiving Official

Once the supplies have been delivered or the services completed, the designated receiving official has the responsibility to inspect the supplies/services for correctness, accept or reject, and forward a signed and dated packing slip/delivery ticket to the ordering official within seven calendar days of delivery of supplies/completion of services. If a packing slip or delivery ticket did not accompany the purchase, written notification must be provided to the ordering official informing them of the date of receipt.

### **F. Policy:**

ICs are encouraged to use indefinite-quantity contracts that have been written for use by the IC. The Requirements type contract (as described in Section D. [Definitions](#)) creates a legal obligation on the part of ordering activities cited in the contract to "order from the Contractor all the supplies or services specified in the Schedule..." whenever they have a need for the covered supply/service.

Terms and conditions are set forth in each contract.

### **G. General Ordering Procedures:**

#### 1. Multiple Award IDC

- a. Contractors under Multiple Award indefinite quantity contracts shall be provided a "fair opportunity to be considered" for each order in excess of \$2,500.

(See NIH Manual Chapter 6016-2 "Task and Delivery Order Contracting", G. "Procedures, 9. "Ordering Procedures"), which

addresses the following information for multiple award indefinite-quantity contracts: a. Fair Opportunity to Be Considered, b. Fair Opportunity to Be Considered after Exclusion of Awardees, c. Other than Fair Opportunity to Be Considered, and d. Solicitation, Review and Evaluation of Orders.

For the "Multiple Award" indefinite quantity contracts and requirements contracts listed in Appendix 4, the Contracting Officer/Contract Specialist must be contacted before placing orders against these contracts. Ordering procedures for DITA indefinite quantity contracts can be found under <http://nitaac.nih.gov/>. Click on any one of these named contracts to obtain specific procedures.

## 2. Single Award IDC

- a. The ordering official determines if the required supplies or services are available from an existing IDC. Current IDC commodities are identified in Appendix 2.
- b. The ordering official reviews the appropriate IDC to obtain information on the desired supplies/services and their prices. He/she then contacts the vendor, identifying him/her self by name and organization (NIH), and then places the order.

## 3. Administration - Single Award IDC

- a. If an existing IDC meets one's requirements and the IC is not prohibited from using it, a ROC must be entered into the DELPRO system (refer to the Delegated Acquisition Reference Guide for assistance) within 24 hours of placing the call with the vendor. The Approving Official must approve the order within 24 hours.

If an order is to be delivered prior to the 24 hour time period permitted for DELPRO Approving Official authorization, the order should be placed with a purchase card. If that is impossible, the DELPRO Approving Official may approve the order orally, however, the DELPRO Ordering Official must note in the file the time and date that this occurred. Preferably, the DELPRO Approving Official or his/her backup should immediately electronically approve the order in the Administrative Data Base (ADB). If the DELPRO Ordering Official is unable to contact the DELPRO Approving Official or his/her backup to request immediate authorization, he/she shall prepare a brief note to the file explaining the attempts to make the contact and the reason(s) why delivery of the item/service is necessary prior to receipt of approval. This will ensure that proper administrative approval is

obtained, funds are obligated, and prevents the possibility of an unauthorized commitment.

Ordering officials are reminded that IC specific contracts restricted to specific ICs may only be used by the authorized ordering officials listed in the contract.

- b. The prices/costs for services must be entered as listed in the contract. For some contracts, the exact prices paid for services cannot be accurately determined until the end of a prescribed period of time specified in the contract (i.e., weekly, monthly, quarterly, etc). In those circumstances, the ROC should be entered at the beginning of the period with an estimated obligation. At the end of the period if the estimate sufficiently covers the total cost charged, receiving can be entered immediately for the actual costs. If there are any excess obligations, it is recommended that the ROC be adjusted to reflect the same amount as the invoice.

If the estimate is too low, the ordering official must modify the ROC as appropriate before receiving can be entered.

- c. The contract number must be used as the source number for all IDC ROCs. If the contract number is 263-00-D-0101, enter the number in the source number field on the ROC ADD screen as D0000101. The "D" indicates the source is an IDC, the "0" indicates the Fiscal Year the contract was awarded, followed by 00 and the contract number which is "0101".
- d. The CAT#: field is reserved for entry of the vendor catalog number for the goods or services being purchased under the contract. If no catalog number exists, type a zero (0) in the first space of the CAT#: field and press the tab key. Then enter the description of the item.
- e. Once the ROC is entered, the approving official (within 24 hours) determines whether the order is in compliance with the terms and conditions of the cited IDC. When the approving official approves the ROC, either a DELPRO computer generated printout is printed with his/her name and date, or, he/she dates and signs the DELPRO computer generated printout, and the Ordering Official files the approved order in the official acquisition file.

In cases where the ROC is not approved by the approving official, and the order has been placed with the vendor, the ordering official must immediately cancel the order with the vendor to prevent the possibility of an unauthorized commitment.

- f. The ordering official follows up on the status of the order with the vendor, unless already received. Ordering officials must notify the OLAO Contracting Officer for the specific IDC when goods or services are not delivered on schedule or when the vendor fails to conform to the terms and conditions of the contract.
- g. Receipt, inspection and acceptance of goods and services is required in order to ensure conformity to the order specifications before receiving can be entered into DELPRO. It is the responsibility of the designated receiving official (Requestor/Consignee Project Officer) who is accepting the order to know the appropriate procedures for the acceptance of supplies and services. These procedures are outlined in the Delegated Acquisition Reference Guide.

The ordering official enters the receiving information based on the information provided by the receiving official on the DELPRO Receive Screen to assure prompt payment.

- h. The official acquisition file for ROCs placed against IDCs must contain a purchase request/worksheet, a signed and dated DELPRO printout of the ROC, packing slip/delivery ticket with the receiving date and signature (including a printed signature) of the receiving official and any other pertinent documentation.

#### 4. Administration - Multiple Award IDC Contracts

- a. Contact the Contracting Officer/Contract Specialist for the appropriate ordering procedures.

### **H. Information or Requests for Copies of Indefinite Delivery Contracts:**

Information or request for copies of IDCs may be obtained by calling the Contracting Officer/Contract Specialist identified by the Purchase Agent Code (PA code) for the specific contract. Refer to the Office of Logistics and Acquisition Operations IC assignments ([Appendix 1](#)) for the Contracting Officer/Contract Specialist name and telephone number.

### **I. Request for the Establishment/Modification of a Contract:**

For a new contract that is IC specific, or the modification to an existing contract, an IC must prepare and submit a Request for Contract (RFC) along with a Market Requisition (RQM) for \$1.00 to the OLAO.

The RFC must provide a complete description of the requirement, specifications or Statement of Work (SOW) and applicable clearances for the supplies/services required. If

the technical needs of the program are such that a specific source of supply or service is required, the reason must be clearly stated in a Justification for Other Than Full and Open Competition (JOFOC).

If the request is to extend the period of performance of an IDC, or increase the quantity above the stated contract maximum in an indefinite quantity or a definite quantity IDC, a JOFOC is required.

The assigned Contracting Officer/Contract Specialist will make the determination if the requested supplies/services can be added to an existing contract or if a new contract is appropriate. If a new contract is necessary, detailed acquisition planning will begin based on the information provided in the RFC.

(See NIH Manual Issuance 6016-2, "Task and Delivery Orders Contracting" for guidance on the specific requirements and procedures for establishing multiple award IDCs.)

#### **J. Record Retention and Disposal:**

All records (e-mail) pertaining to this chapter are retained and disposed of under the authority of [NIH Manual 1743](#) "Keeping and Destroying Records", Appendix 1, "NIH Records Control Schedule", Item 2600-A-4, "Routine Procurement Files" and Item 1100-M-1, "Administrative Files".

NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal Records. These records must be maintained in accordance with current NIH Records Management guidelines. If necessary, back-up file capability should be created for this purpose. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requestor. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to congressional oversight committees, if requested, and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

#### **K. Management Controls:**

The purpose of this manual issuance is to provide information on record of call ordering procedures for IDCs awarded by OLAO. Through this manual issuance, the Office of Logistics and Acquisition Operations, is accountable for the method used to ensure that

management controls are implemented and working. Oversight to ensure effective implementation and compliance with this policy will be accomplished by annually updating this manual issuance to reflect any policy or procedural changes the Ordering offices must follow when processing Record of Calls against IDCs awarded by OLAO, as well as providing the Ordering offices with a current list of IDCs awarded by OLAO.

**Appendix 1 - OLAO IC Assignments by Branches:**

ACQUISITIONS BRANCH A/B:

Branch Chief - EDWARD WILGUS: (BA)  
 Bldg 6011, Rm 537D  
 Tel 402-3070

ASSIGNED AREA(S): FIC, NIAAA, NINR, NIA, NIAMS, NEI, NHGRI, NINDS, NIDCD, NICHD, NIMH, NIDCR, NIGMS, ORS

<b>Contracting Officer/Contract Specialist</b>	<b>PA Code</b>
ANN BRYANT	AB
ANTHONY REVENIS	AH
DOROTHY NICKENS	GQ
SHERI CUSTER	BC
MARCIA GOLDMAN	BD
PENNY KOONTZ	BH
FOTENI TIFFANY	BN
LISA SCHNEIDER	CW
CATHY HILTNER	GG
PATTY PEMBERTON	GR
YVETTE PORTER	
ORA BETHEA	DF
JULIUS TIDWELL	DG
DIANNE KELLY	DJ
MOLLY ENG	CK

**Appendix 2 - Category and Commodity for Indefinite Delivery Contracts:**

<b>Category</b>	<b>Commodity</b>
2	IT Services & Programming
9	IT Supplies
11	IT Equipment Repair
15	Building Construction
17	Construction -Special trade contractors
21	Signs/Mailing/Storage
27	Medical, Vet & Surgical Supplies
33	Laboratory Supplies
36	Animal Feed, Bedding & Cage Supplies
37	Animals, Laboratory
38	Animal Services
44	Laboratory & Testing Services
46*	Medical, Dental, Scientific Equipment & Instruments
67	Utilities/Waste Disposals
73	Printing Services
84	Pest Control Services
90	Office Support Services
91*	Scientific Equipment Maintenance & Repair Services
92	Elevator & Escalator Maintenance & Repair Services
93	Security Guard Services
95*	Passenger Transportation & Taxi Services
96	Janitorial & Ground Maintenance Services
98	Radiation Supplies and Services
99*	Miscellaneous Supply & Service Contracts

\* Category and Commodity with NIH-wide contracts.

### Appendix 3 - Alphabetical List of Contracts:

For a list of NITAAC contracts see <http://nitaac.nih.gov/>

R=REQUIREMENTS; MA=MULTIPLE AWARD; MAgy=MULTIAGENCY

NOTE: ALL CONTRACTS NOT SPECIFIED AS "REQUIREMENTS" ARE INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)

Source Number	Company Name	NIH-Wide	Category	Type
D000020	ACCU TECH SERVICES, INC.	N	91	
D800025	AEC	N	99	MA
D5000121	ADV. EQUIPMENT MAINTENANCE, SERVICE AND REPAIRS	N	91	
D6002481	AIRCO SUPPLY	N	99	R
D9000035	ALL SEASON CONTROL, INC.	N	99	
D0000014	AMERICAN PEST MANAGEMENT	N	84	
D9000024	APPLIED ENVIRONMENTAL INC.	N	99	R
D9000037	ATLANTIC DOOR CONTROL, INC.	N	99	
D90000034	AVA ELECTRIC COMPANY, INC.	N	99	
D0000015	AVANT GARDE SCIENTIFIC	N	38	R
D7000001	BECKMAN COULTER, INC.	Y	91	R
D8000001	BECTON-DICKINSON IMMUNOCYTOMETRY	Y	91	MAgy
D7000013	BIOCON, INC.	N	38	
D6002482	BRANCH ELECTRIC	N	99	R
D6002480	BRIDGETON PLUMBING & HEATING	N	99	R
D5000034	BROWNING-FERRIS INC.	N	99	R
D0000007	CALAMARI INC.	N	37	R
D5000022	CINTAS CORP.	N	99	R
D9000026	CIPHERGEN	Y	46	MAgy

D0000016	COMMUNICATIO N SCIENCES INSTITUTE	N	98	
D5000301	COMPUTER INFORMATION SPECIALIST	Y	2	
D6000003	COMPUTER PACKAGES INC.	N	90	R
D0000031	CORPORATE UNIVERSITY ENTERPRISE	N	90	
D8000016	COURTESY ASSOCIATES	Y	99	MA
D7000055	CRYONIX	Y	99	R
D8000028	DELTA ELEVATOR	N	92	R
D9000200	DIGICON COPRPORATION	Y	2	MA
D0000010	ECOLOGY SERVICE INC.	N	98	R
D0000012	FOLEY & LARDNER	N	90	MA
D0000003	GENERAL ELECTRIC MEDICAL SYSTEM	Y	46	MA
D0000001	GETINGE CASTLE CORPORATION	Y	46	MA
D9000013	HARLAN TEKLAD	N	36	R
D9000018	HARLAN TEKLAD	N	36	R
D6000007	HERITAGE SERVICES, INC.	N	93	R
D8000010	HEWLETT- PACKARD	Y	91	R
D7000006	INSITUFORM EAST, INC.	N	99	R
D9000201	INTEGRATED COMMUNICATIO NS	Y	2	MA
D6000108	INTEGRATED SYSTEMS	N	91	R
D1000002	INTERNATIONAL DEVELOPMENT	Y	99	R
D9000011	IONICS INC., T/A AQUA COOL	N	99	R
D1000001	JEOL USA INC.	Y	91	R

D7000027	JHM RESEARCH & DEVELOPMENT INC.	N	73	R
D6000012	JOHNS HOPKINS UNIVERSITY	N	44	R
D9000012	JOHNSON BASSIN SHAW, INC.	N	90	R
D9000004	JOHNSON CONTROLS, INC.	N	99	R
D8000018	KRA CORP.	Y	99	MA
D8000039	LANDAUER	N	98	R
D7000000	LCCC DISPOSAL INC.	N	67	R
D6000011	LEONARD PAPER CO.	N	33	
D7000005	LIFE SCIENCE PRODUCTS, INC.	N	15	
D0000038	MARCO ENTERPRISES	N	99	
D8000012	MEDICAL CONNECTION	N	27	R
D7000004	MEDICAL REPAIR LABS	N	91	
D8000017	MERIDIAN INTERNATIONAL CENTER	Y	99	MA
D6000102	MILLAR ELEVATOR SERVICE CO.	N	92	R
D9000202	MRJ TECHNOLOGY SOLUTIONS	Y	2	MA
D6000024	NATIONAL ACADEMY OF PUBLIC ADMIN.	N	99	R
D6000115	NATIONAL ELEVATOR INSPECTION SERV.	N	92	R
D7000339	NEW YEAR TECH	N	2	R
D9000019	NORTHEASTERN PRODUCTS CORP.	N	36	R
D6000105	OMNIPLEX WORLD SERVICES CORP.	N	93	R

D9000001	P&W SURPLUS OFFICE MOVERS INC.	Y	99	R
D6000111	PACKARD INSTRUMENT CO. INC.	Y	91	R
D7000058	PATHOLOGY ASSOCIATES INTERNAT'L	N	38	R
D0000048	PEOPLE PROCESSING INFORMATION	N	99	
D6000004	PERKIN-ELMER CORPORATION	Y	91	R
D9000038	PRECISION DOORS & HARDWARE	N	99	
D0000011	PRINVEST CORP.	N	96	
D0000030	PRINVEST CORP.	N	96	
D0000013	PRIORITY ONE SERVICES INC.	N	38	R
D6000013	PRIORITY ONE SERVICES INC.	Y	95	R
D7000061	PRIORITY ONE SERVICES INC.	N	38	R
D9000002	PRIORITY ONE SERVICES INC.	N	99	R
D0000144	PRISMA CONSTRUCTION & MGMT.	N	17	
D5000116	QUALITY ELEVATOR	N	92	R
D9000003	QUALITY LAB PRODUCTS	N	36	R
D9000017	QUALITY LAB PRODUCTS	N	36	R
D6000305	R.LEWIS & CO.	N	2	R
D9000042	RESEARCH DATA INC.	N	99	
D8000019	RICARDS INTERNATIONAL INC.	Y	99	MA
D8000023	SAFETY-KLEEN	N	67	R
D8000037	SCHINDLER ELEVATOR CORP.	N	92	
D8000011	SCRUPPLES JANITORIAL SERV.	N	96	R

D9000039	SIEMENS BUILDING TECHNOLOGIES	N	11	R
D9000023	SIGN LANGUAGE ASSOCIATES	N	99	R
D7000145	SIMPLEX TIME RECORDER CO.	N	91	R
D7000082	SOMAT	N	67	R
D6002486	THOMAS SOMERVILLE CO.	N	99	R
D0000002	STERIS CORPORATION	Y	46	MA
D8000026	SUBURBAN	N	99	MA
D6002479	HENRY M. SWEENEY	Y	99	MA
D8000020	SYKES COMMUNICATIO NS	Y	99	
D9000022	TECH SYSTEMS	N	21	R
D5000224	TECHNICAL DATA SERVICES	N	17	
D7000028	THE PLANT CONNECTION	N	99	R
D7000032	THE STERITECH GROUP INC.	N	84	
D8000024	TITO CONTRACTOR	N	99	MA
D6002483	TRI-COUNTY ELECTRIC SUPPLY CO.	N	99	R
D6000010	TRI-STATE MGMT. SYSTEMS	N	96	R
D9000203	UNISYS CORPORATION	Y	2	MA
D8000003	UNIVERSITY OF MARYLAND	Y	99	
D4000225	WASHINGTON METROPOLITAN TRANSHARE	N	99	R
D9000014	ZEIGLER BROTHERS INC.	N	36	R
D9000099	W M ELECTRICAL	N	99	R
D0000009	WORLD TRAVEL SERVICES	Y	99	

**Appendix 4 - Listing of Indefinite Delivery Contracts by Commodity:**

***CAT: 02 - IT Services & Programming***

R=REQUIREMENTS; MA=MULTIPLE AWARD; MAgy=MULTIAGENCY

NOTE: ALL CONTRACTS NOT SPECIFIED AS "REQUIREMENTS" ARE "INDEFINITE DELIVERY INDEFINITE QUANTITY" (IDIQ)

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D5000301	COMPUTER INFORMATION SPECIALIST ADP SUPPORT SERVICES	CW	3/31/01	Y		
D6000305	R.LEWIS & CO TECHNICAL SUPPORT SERVICES COMPUTER NETWORK SUPPORT	GG	9/2/01	N	OD	R
D7000339	NEW YEAR TECH TECHNICAL SUPPORT SERVICES IT PROPERTY MANAGEMENT SERVICES	DF	9/29/01	N	OD	R
D9000200	DIGICON CORPORATION HARDWARE COMPONENTS, SOFTWARE, MAINTENANCE, TECH SUPPORT AND SERVICES REQUIRED TO OPERATE/MAINTAIN NIH NET	DG	4/14/01	Y		MA
D9000201	INTEGRATED COMMUNICATIONS HARDWARE COMPONENTS, SOFTWARE, MAINTENANCE, TECH SUPPORT AND SERVICES REQUIRED TO OPERATE/MAINTAIN NIH NET	DG	4/14/01	Y		MA
D9000202	MRJ TECHNOLOGY SOLUTIONS HARDWARE COMPONENTS, SOFTWARE, MAINTENANCE, TECH SUPPORT AND SERVICES REQUIRED TO OPERATE/MAINTAIN NIH NET	DG	4/14/01	Y		MA
D9000203	UNISYS CORPORATION HARDWARE COMPONENTS, SOFTWARE, MAINTENANCE, TECH SUPPORT AND SERVICES REQUIRED TO OPERATE/MAINTAIN NIH NET	DG	04/14/01	Y		MA

***CAT: 09 - IT Equipment/Software/Supplies***

(SEE NITAAC - ELECTRONIC STORE)

***CAT: 11 - IT Equipment Repair***

<b>Source Number</b>	<b>Company Name</b>	<b>PA Code</b>	<b>Stop Date</b>	<b>NIH-Wide</b>	<b>IC</b>	<b>TYPE</b>
D9000039	SIEMENS BUILDING TECHNOLOGIES, INC. MAINTENANCE SERVICES & UPGRADE OF BUILDING AUTOMATION SYSTEMS	DF	9/30/01	N	DES	R

***CAT: 15 - Building Construction***

<b>Source Number</b>	<b>Company Name</b>	<b>PA Code</b>	<b>Stop Date</b>	<b>NIH-Wide</b>	<b>IC</b>	<b>TYPE</b>
D7000005	LIFE SCIENCE PRODUCTS INC. EPOXY FLOORING SYSTEMS	GR	9/30/01	N		

***CAT: 17 - Construction - Special Trade Contractors***

<b>Source Number</b>	<b>Company Name</b>	<b>PA Code</b>	<b>Stop Date</b>	<b>NIH-Wide</b>	<b>IC</b>	<b>TYPE</b>
D0000144	PRISMA CONTRUCTION & MANGEMENT PAVEMENT MAINTENANCE REPAIR (BETHESDA & POOLESVILLE)	GR	3/30/01	N		

***CAT: 21 - Signs/Mailings/Storage***

<b>Source Number</b>	<b>Company Name</b>	<b>PA Code</b>	<b>Stop Date</b>	<b>NIH-Wide</b>	<b>IC</b>	<b>TYPE</b>
D9000022	TECH SYSTEMS MAIL & MESSENGER SERVICE	BD	5/19/01	N	OD	R

***CAT: 27 - Medical, Vet & Surgical Supplies***

<b>Source Number</b>	<b>Company Name</b>	<b>PA Code</b>	<b>Stop Date</b>	<b>NIH-Wide</b>	<b>IC</b>	<b>TYPE</b>
D8000012	MEDICAL CONNECTION MISC. MEDICAL SUPPLIES LABORATORY AND SURGICAL SUPPLIES	AB	11/30/02	N	OLM	R

**CAT: 33 - Laboratory Supplies**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D6000011	LEONARD PAPER CO. PAPER TOWELS FOR CSR	BP	7/10/00	N	OLM	
D0000025	PE BIOSYSTEMS DNA SEQUENCING REAGENTS	GG	5/31/05	N	NHGRI	

**CAT: 36 - Animal Feed, Bedding & Cage Supplies**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D9000003	QUALITY LAB PRODUCTS ANIMAL FEED - DOG AND PRIMATE FEED PURINA BRAND	GG	11/30/01	N	OLM	R
D9000013	HARLAN TEKLAD ANIMAL FEED - DOG AND PRIMATE FEED 100 ITEMS DEVELOPED BY NIH VETERINARIANS DOG - SPEC#NIH-11-110S - PRIMATE - SPEC#NIH-11-152E	GC	2/28/01	N	OLM	R
D9000014	ZEIGLER BROTHERS ANIMAL FEED - RAT, RABBIT AND GUINEA PIG	GC	2/28/01	N	OLM	R
D9000017	QUALITY LAB PRODUCTS ANIMAL BEDDING - SOFTWOOD (CUBE CUT & SHAVINGS) & CORN COB	GC	4/30/01	N	OLM	R
D9000018	HARLAN TEKLAD ANIMAL BEDDING - CAREFRESH, CELLULOSE FIBER	GC	4/30/01	N	OLM	R
D9000019	NORTHEASTERN PRODUCTS CORP.  ANIMAL BEDDING - HARDWOOD, SCREENED	GC	4/30/01	N	OLM	R

**CAT: 37 - Animals, Laboratory**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D0000007	CALAMARI INC. FROZEN SQUID, OPTIC LOBES AND OXONS	GQ	11/15/00	N	NINDS	R

**CAT: 38 - Animal Services**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D7000013	BIOCON, INC. ANIMAL HOLDING SERVICES	AB	10/30/01	N	NEI	
D7000058	PATHOLOGY ASSOCIATES INTERNAT'L ANIMAL CARE & RESEARCH SUPPORT	CK	9/23/01	N	NICHHD	R
D7000061	PRIORITY ONE SERVICES INC. BLDG. 49 ANIMAL CARE SERVICES	BN	10/4/01	N	NEI	R
D4000207	PRIORITY ONE SERVICES INC. ANIMAL CARE FOR NICHHD AT POOLESVILLE, MD	CK	12/31/03	N	NICHHD	R
D0000015	AVANT GARDE CAGE WASH MAINTENANCE FOR NIH	GR	11/30/04	N	DES	R

**CAT: 44 - Laboratory & Testing Services**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D6000012	JOHNS HOPKINS UNIVERSITY PROFESSIONAL MEDICAL SERVICES AT GRC	AB	5/31/01	N	NIA	R

**CAT: 46 - Medical, Dental, Scientific Equipment & Instruments**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D9000026	CIPHERGEN BIOSYSTEMS INC. PROTEIN BIOLOGY SYSTEMS	BN	6/28/01	Y		MAgy
D0000001	GETINGE CASTLE CORP. AUTOCLAVE AND AUTOCLAVE MAINTENANCE	GR	10/21/01	Y		MA
D0000002	STERIS CORPORATION AUTOCLAVE AND AUTOCLAVE MAINTENANCE	GR	10/21/01	Y		MA
D0000003	GENERAL ELECTRIC MEDICAL SYSTEM AUTOCLAVE AND AUTOCLAVE MAINTENANCE	GR	10/21/01	Y		MA

**CAT: 67 - Utilities/Waste Disposals**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D5000239	MODERN ELECTRIC INC. CABLE REPLACEMENT	GQ	1/10/01	N	ORS	R
D7000002	LCCC DISPOSAL INC. COLLECTION & DISPOSAL OF SOLID WASTE	GG	9/30/01	N	ORS	R
D7000082	SOMAT MAINTENANCE FOR WASTE HANDLING SYSTEM	GR	9/30/01	N	ORS	R
D8000023	SAFETY-KLEEN CHEMICAL & LOW LEVEL RADIOACTIVE WASTE MANAGEMENT & DISPOSAL	GC	3/31/01	N	ORS	R

**CAT: 73 - Printing Services**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D7000027	JHM RESEARCH & DEVELOPMENT INC. OPERATION OF COPY CENTERS	BH	2/28/01	N	ORS	R

**CAT: 84 - Pest Control Services**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D7000032	THE STERITECH GROUP INC. INTEGRATED PEST MANAGEMENT SERVICES- FOOD & SUPPORT FACILITIES	YVETTE PORTER	5/31/01	N	ORS	
D0000014	AMERICAN PEST MANAGEMENT INTEGRATED PEST MANAGEMENT FOR NIH ANIMAL FACILITIES	AB	1/31/01	N		

**CAT: 90 - Office Support Services**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D0000012	FOLEY & LARDNER PATENT SERVICE	GQ	12/12/01	N	NIA	MA
D6000003	COMPUTER PACKAGES INC. PAY PATENT MAINTENANCE & ANNUITY FEES	AB	11/30/00	N	OTT	R

D9000012	JOHNSON BASSIN SHAW, INC. NIH CLEARINGHOUSE	AH	12/31/03	N	NIA	R
D0000031	CORPORATE UNIVERSITY ENTERPRISE ADMINISTRATIVE SERVICES FOR NIH TRAINING CENTER	AB	8/20/01	N		

***CAT: 91 - Scientific Equipment Maintenance and Repair Services***

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D5000121	ADVANCED EQUIPMENT MAINTENANCE,SERVICE AND REPAIRS MAINTENANCE OF DIESEL GENERATORS	BH	11/30/00	N	ORS	
D6000004	PERKIN-ELMER CORPORATION MAINTENANCE OF APPLIED BIOSYSTEMS EQUIPMENT	BD	1/5/01	Y		R
D1000001	JOEL USA INC. PREVENTIVE MAINTENANCE OF ELECTRON MICROSCOPES & ACCESSORIES	GG	9/30/05	Y		R
D6000108	INTEGRATED SYSTEMS PREVENTIVE MAINTENANCE & REPAIR OF JOHNSON ENVIRONMENTAL MONITORING SYSTEMS	GG	11/30/00	N	ORS	R
D6000111	PACKARD INSTRUMENT CO. INC. PREVENTIVE MAINTENANCE OF GOVT-OWNED PACKARD INSTRUMENTS	GQ	2/19/01	Y		R
D7000001	BECKMAN COULTER, INC. PREVENTIVE MAINTENANCE AND REPAIR OF GOVT-OWNED BECKMAN INSTRUMENTS	GG	9/30/01	Y		R
D7000004	MEDICAL REPAIR LABS MAINTAIN & CERTIFY PRIMARY BARRIER EQUIPMENT	BA	9/30/01	N	ORS	
D7000145	SIMPLEX TIME RECORDER CO. PREVENTIVE MAINTENANCE, INSPECTIONS & REPAIR OF SIMPLEX/MULTIPLEX FIRE PROTECTION SYSTEM	GR	12/31/01	N	DES	R
D8000001	BECTON-DICKINSON IMMUNOCYTOMETRY PREVENTIVE MAINTENANCE OF GOVT-OWNED BECTON-DICKINSON  FLOW CYTOMETRY SYSTEMS	GG	9/30/01	Y		MAgy

D8000010	AGILENT TECHNOLOGIES PREVENTATIVE MAINTENANCE & REPAIR OF GOVERNMENT-OWNED AGILENT & LEGACY PRODUCTS	BC	12/31/00	Y		R
D0000020	ACCU TECH SERVICES, INC. PREVENTATIVE MAINTENANCE OF CCTV AND ALARM SYSTEMS	GC	2/28/05	N	DPS	

***CAT: 92 - Elevator & Escalator Maintenance & Repair Services***

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D5000116	QUALITY ELEVATOR - ELEVATOR MAINTENANCE BLDG. 31, 35, 36, 37, & FEDERAL BUILDING	CW	4/4/01	N	DES	R
D6000102	MILLAR ELEVATOR SERVICE CO. PREVENTIVE MAINTENANCE, INSPECTION AND EMERGENCY REPAIR OF ESCALATORS LOCATED IN BLDG. 31	CW	9/30/01	N	DES	R
D6000115	NATIONAL ELEVATOR INSPECTION SERVICE ELEVATOR INSPECTION FOR NIH CAMPUS	CW	5/31/01	N	DES	R
D8000028	DELTA ELEVATOR ELEVATOR SERVICE & REPAIR FOR MOST OF NIH CAMPUS	CW	6/1/01	N	DES	R
D8000037	SCHINDLER ELEVATOR CORPORATION ELEVATOR MAINTENANCE AT GRC	GQ	5/31/01	N	NIA	R
D6000105	OMNIPLEX WORLD SERVICES CORP. SECURITY SERVICES	BN	1/1/01	N	NIAID	R

***CAT: 93 - Security Guard Services***

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D6000007	HERITAGE SERVICES, INC. GUARD SERVICES AT GRC	BN	2/28/01	N	NIA	R

***CAT: 95 - Passenger Transportation & Taxi Services***

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D6000013	PRIORITY ONE SERVICES INC. SHUTTLE SERVICES	BN	9/29/01	Y		R

**CAT: 96 - Janitorial & Ground Maintenance Services**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D6000010	TRI-STATE MGMT. SERVICES HOUSEKEEPING SERVICES	BD	5/31/01	N	OD	R
D0000011	PRINVEST CORPORATION TURF MAINTENANCE SERVICES	GQ	11/30/01	N	DES	
D0000030	PRINVEST CORPORATION LANDSCAPING MAINTENANCE	CK	9/29/01	N		
D8000011	SCRUPPLES JANITORIAL SERVICE CUSTODIAL SERVICES FOR NIH CAMPUS AND SATELLITE FACILITIES	GG	12/31/00	N	ORS	R

**CAT: 98 - Radiation Supplies & Services**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D8000039	LANDAUER DOSMETRY SERVICES	BD	7/31/01	N	ORS	R
D0000010	ECOLOGY SERVICES RADIOACTIVE PACKAGE RECEIPT, PROCESSING & DELIVERY	GC	12/31/04	N	DS	
D0000016	COMMUNICATION SCIENCES INSTITUTE RADIATION SAFETY SERVICE	AH	02/28/901	N		

**CAT: 99 - Miscellaneous Supply & Service Contracts**

Source Number	Company Name	PA Code	Stop Date	NIH-Wide	IC	TYPE
D5000022	CINTAS CORP. UNIFORM MAINTENANCE	BC	2/9/01	N	ORS	R
D0000034	BROWNING-FERRIS INC. TRASH HAULING CONTRACT AT GRC IN BALTIMORE	GQ	8/10/01	N	NIA	R
D1000002	INTERNATIONAL NIH/NATCHER CONFERENCE SERVICES, MANAGE NIH CONFERENCE CENTERS & SCHEDULE CONFERENCES	BN	9/30/01	N		R
D6000024	NAT'L ACADEMY OF PUBLIC ADMIN. SIMPLIFIED PERSONNEL MGMT. SYSTEM	BN	9/24/01	N	OD	R
D6002479	HENRY M. SWEENEY CO. SUPPORT MAINTENANCE FOR NIH CAMPUS/BUILDING MATERIALS	CK	4/18/01	N	DES	R

D6002480	BRIDGETON PLUMBING & HEATING SUPPORT MAINTENANCE FOR NIH CAMPUS/PLUMBING VALVES	CK	04/18/901	N	DES	R
D4000218	AIRCO SUPPLY SUPPORT MAINTENANCE FOR NIH CAMPUS/REFRIGERATION/AC & AIR CIRCULATING EQUIPMENT	CK	4/18/01	N	DES	R
D6002482	BRANCH ELECTRIC SUPPORT MAINTENANCE FOR NIH CAMPUS/LIGHTING FIXTURES	CK	4/18/01	N	DES	R
D6002483	TRI-COUNTY ELECTRIC SUPPLY CO.  SUPPORT MAINTENANCE FOR NIH CAMPUS/POWER DISTRIBUTION EQPT.	CK	4/18/01	N	DES	R
D6002486	THOMAS SOMERVILLE CO. SUPPORT MAINTENANCE FOR NIH CAMPUS/PLUMBING, HEATING & SANITATION EQUIPMENT	CK	4/18/01	N	DES	R
D7000006	INSITUFORM EAST, INC. REHABILITATION OF SANITARY SEWER LINES	BC	9/30/01	N	ORS	R
D7000028	THE PLANT CONNECTION MAINTENANCE OF LIVE AND SILK PLANTS	GQ	3/31/01	N	ORS	R
D7000055	CRYONIX FREEZER REPOSITORY SERVICES	BH	8/31/01	Y		R
D8000003	UNIVERSITY OF MARYLAND FOREIGN MEDICAL STUDENTS	AB	10/20/01	Y		
D8000016	COURTESY ASSOCIATES INTERNATIONAL & DOMESTIC TRAVEL/CONFERENCE SERVICES	AH	2/4/03	Y		MA
D8000017	MERIDIAN INTERNATIONAL CENTER INTERNATIONAL & DOMESTIC TRAVEL/CONFERENCE SERVICES	AH	2/4/03	Y		MA
D8000018	KRA CORP. INTERNATIONAL & DOMESTIC TRAVEL/CONFERENCE SERVICES	AH	2/4/03	Y		MA
D8000019	RICARDS INTERNATIONAL, INC. INTERNATIONAL & DOMESTIC TRAVEL/CONFERENCE SERVICES	AH	2/4/03	Y		MA
D8000020	SYKES COMMUNICATIONS ADVERTISING SERVICES	BN	4/14/01	Y		
D8000024	TITO CONTRACTOR PAINTING CONTRACTOR	CW	6/15/01	N	DES	MA

D8000025	AEC PAINTING CONTRACTOR	CW	6/15/01	N	DES	MA
D8000026	SUBURBAN PAINTING CONTRACTOR	CW	6/15/01	N	DES	MA
D9000001	P&W SURPLUS OFFICE MOVERS INC  NIH OFFICE AND LABORATORY MOVES, ASSEMBLING & REASSEMBLING FURNITURE	BN	9/30/01	Y		R
D9000002	PRIORITY ONE SERVICES SHUTTLE/PASSENGER TRANSPORTATION SERVICE	BN	9/30/01	Y		R
D9000004	JOHNSON CONTROLS, INC. GRC MAINTENANCE	AH	10/31/03	N	NIA	R
D9000011	IONICS INC., t/a AQUA COOL PROVIDE BOTTLED WATER & RELATED SUPPLIES & SERVICES	GG	3/9/01	N	DES	R
D9000023	SIGN LANGUAGE ASSOCIATES INTERPRETING SERVICES	BH	5/31/01	Y	ORS	R
D9000024	APPLIED ENVIRONMENTAL INC. INDUSTRIAL HYGIENE SERVICES	GQ	5/31/01	N	ORS	R
D9000028	WASHINGTON METROPOLITAN TRANSHARE FARE MEDIA	GQ	7/31/01	N	ORS	R
D9000034	AVA ELECTRIC CO., INC. MECHANICAL ENGINEERING SERVICES	GR	9/20/01	N		
D9000035	ALL SEASON CONTROL INC. LABOR & MATERIALS TO REPAIR HVAC AT NIH	GR	9/23/01	N		
D9000037	ATLANTIC DOOR CONTROL, INC. INSULATION OF SPECIAL LITE DOORS & HARDWARE	CW	9/29/01	N		MA
D9000038	PRECISION DOORS & HARDWARE INSULATION OF SPECIAL LITE DOORS & HARDWARE	CW	9/29/01	N		MA
D9000042	RESEARCH DATA INC. PMS STUDY (SURVEY ANALYZE DATA TO DETERMINE HERITABILITY OF PMS)	AB	12/30/00	N		
D9000099	W M ELECTRICAL ELECTRICAL ENGINEERING SERVICES	GR	1/6/01	Y	DES	R
D0000009	WORLD TRAVEL SERVICE TRAVEL MANAGEMENT SERVICES	BH	2/14/01	Y		

D000038	MARCO ENTERPRISES MECHANICAL, ELECTRICAL, & MAINTENANCE SERVICES FOR NIH BUILDINGS	GR	7/20/01	N		
D000048	PEOPLE PROCESSING INFORMATION BIOMEDICAL & BIOINFORMATIC RESEARCH SERVICES	BA	9/27/01	N		