

CHECKLIST FOR SERVICE ACQUISITIONS

The following information will help determine whether the proposed procurement is personal in nature and could result in an employer-employee relationship.

1. Does the service involve...
 - a. a guest speaker, lecturer or participant for seminar, workshop, or meeting held primarily to exchange scientific information;
 - b. advisory services performed by national commissions, advisory committees or groups, review panels, boards and committees; or
 - c. review groups for contract proposals or grant applications?

If so, the service is assumed to be nonpersonal, and appropriate for procurement unless other mitigating circumstances are present.

2. For services that do not fall into any of the above categories, the following factors should be considered. An increased frequency of "yes" response increases the possibility of the existence of an employer-employee relationship and indicates that the advice of the ICD Personnel Office should be solicited.

The procurement...	Yes	No
a. requires on-site performance.	_____	_____
b. requires that the principal tools and equipment be furnished by the government.	_____	_____
c. is an integral part of the assigned mission or function of NIH.	_____	_____
d. is the type ordinarily performed by Civil Service personnel.	_____	_____
e. can reasonably be expected to last beyond one year.	_____	_____
f. requires government approval for hiring and removal of key contract employees.	_____	_____
g. requires the government to prepare schedules for individual contract employees.	_____	_____
h. requires the government to control the method of contract performance.	_____	_____
i. allows the contract tasks to be defined on a day-to-day basis.	_____	_____
j. provides payment for time worked rather than accomplished result (this statement should only be considered for doubtful cases).	_____	_____

For services acquired under authority delegated to the ICDs the procurement file should be documented as needed to clarify “yes” responses. For on-line requisitions (RQM) such documentation should be submitted to Procurement through designated ICD channels to aid in making a final determination on the propriety of obtaining the service by procurement.

Certification for (1) GAM 8-15 requirements on consulting services and (2) a salary rate exceeding that of GS-18 (where applicable) should be placed in the procurement file or submitted with an RQM request.