



The NIH Supply Chain Advisory Council Charter

The NIH Supply Chain Advisory Council (SCAC) Charter has been established and chartered to support and promote the partnership between the NIH Supply Center (NIHSC) and NIH personnel engaged in and responsible for acquiring supplies and laboratory materials for the 27 Institute Centers (IC) and the Office of the Director (OD).

The primary function of the SCAC will be to foster good working relationships across the NIH supply chain, serve as a communication and information exchange on supply issues, seek customer feedback on the supply support provided by the NIHSC, and to solicit customer recommendations on current and future products offered by the NIHSC.

The Council will consist of all NIH personnel engaged in the acquiring of supplies and laboratory materials, primarily holders and users of the Government Purchase "P" Cards, Customer Account Number (CAN) cards, Purchasing Agents, Administrative Officers (A/O's), and Laboratory Managers.

- The Council will be chaired by Mr. Gary A. Marquez, Chief, Supply Management Branch, Division of Logistics Services (DLS)
- Deputy Chair will be Ms. Kimberly Boyd, Chief, Distribution Management Section, Supply Management Branch, DLS
- Meetings will occur on a quarterly basis beginning in January 2014

The SCAC shall discuss any of the following topics, but are not limited to the topics below:

- Performance metrics
- Product replacement
- New product introductions
- Reducing customer wait times
- Just-In-Time inventory practices
- Stock provisioning
- FAR provisions
- Best Business Practices (Government and Commercial sectors)
- Increased use of web-based ordering
- Improving the On-line catalog
- Enhancing the shopping experience in the Self Service Stores (SSS)
- Customer feedback
- Innovative ordering practices

- Eliminating stock categories (A, B, and C) and using demand forecasting
- Marketing practices and improvement
- Continuous improvement efforts
- Value Stream Analysis
- Lean and Six Sigma practices and concepts
- Evaluate vendor/supplier performance
- Price match
- Free bulk storage
- Vendor/supplier showcases
- Vendor/supplier table top displays

Expectations of the Supply Chain Advisory Council:

- Provide broad, robust solutions to Supply Chain weaknesses within NIH
- Provide a forum for customer feedback on supply support
- Provide a forum to discuss required products
- Increase awareness of NIH SC's role within the NIH supply chain
- Increase awareness of NIH SC's capabilities
- Enhance customer relations
- Foster and improve open communications with the NIH supply chain community
- Solicit leadership to participate and speak to the group as frequent as possible
- Solicit guest speakers from corporate, government, and defense

Minutes of each meeting will be taken and will be provided to council members and participants within two weeks of the conclusion of the quarterly meetings. The Secretary of the SCAC will maintain the minutes and consolidate them into an annual summary for the OLAO historical report.

This Supply Chain Advisory Council Charter is accepted and approved by the signatory below:

Brian K. Goodger

 Brian K. Goodger
 Associate Director
 Office of Logistics and Acquisitions Operations

Date: 1/23/2014

Diane J. Frasier

 Diane J. Frasier
 Head of Contracting Activity (HCA)
 Director, Office of Acquisition and Logistics Management

Date: 1/30/14