



DOC Charge Card Program

APC Digest

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Year in Review

Agency Program Coordinators, Cardholders, Approving Officials, and Managers of Cardholders and Approving Officials shall read and understand the DOC Purchase Card policy ~ Commerce Acquisition Manual 1313.301

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On behalf of the Office of Acquisition Management and the SmartPay3 PMO, we hope you are well and excited for 2022.

Below are a few FY 2021 purchase card program enhancements that we would like to highlight:

- Developed and launched a customized Approving Official course
- Created micro-video links to enhance purchase card user training—specifically relative to access the servicing bank tools and reallocation processes
- Updated and launched DOC online Purchase Card and Purchase Card Refresher training
- Implemented a ServiceNow ticketing system for submitting and tracking maintenance requests
- Implemented the GSA e-Marketplace, enrolling over 2000 cardholders on *Amazon*, *Fisher Scientific*, and *Overstock* platforms

We had a great year in 2021, and plan to continue efforts to improve the program further in 2022 and beyond.

GSA e-Marketplace Platform FAQs



The GSA e-Marketplace platform connects buyers and sellers, and offers the sellers a way to compete for the sale of each item on the Platform. The program helps leverage commercial capabilities to better manage spend, promote small business and mandatory source purchasing, reduce supply chain risk, and improve internal controls.

Here are some frequently asked questions regarding the e-Marketplace pilot:

The Department of Commerce is participating in GSA's E-Marketplace Commercial Platforms pilot. Here are some frequently asked questions regarding the E-Marketplace pilot:

Q: What is an e-Marketplace platform?

A: Congress directed GSA, through Section 846 of the FY18 National Defense Authorization Act (NDAA), to modernize the buying experience for routine commercial items. These e-Marketplace platforms enable agencies to gain critical insights through partnerships with multiple e-Marketplace platforms that offer business to business capabilities.

Q: Who are the awarded vendors for the e-Marketplace platforms pilot?

A: Amazon Business; Fisher Scientific; Overstock Government

Q: Do I still need to consider mandatory sources?

A: Yes, when purchasing items under e-Marketplace platforms, cardholders are reminded that the order of preference outlined in FAR Part 8 and CAM 1313.301 Sections 6.9d and 6.10 applies. The platforms offer both mandatory (i.e., Ability One products) and open market items, therefore, cardholders must apply the order of precedence before considering open market sources.

Q: How do I know if an e-Marketplace vendor meets Section 889 requirements?

A: As part of the supply chain risk management implementation, GSA incorporated Section 889 Part A and Part B in the e-Marketplace contracts for platform vendors. A copy of the DUNS number for each vendor has been provided to the APCs that includes the updated Representations for Section 889, covering both Part A and Part B. The representations are for items sold and shipped by the actual e-Marketplace vendor (e.g., Amazon, Fisher Scientific, Overstock) not items from third party vendors. Cardholders must use the steps for searching SAM.gov outlined in Procurement Memorandum 2021-02 to search for representations for third party vendors who sell items on the e-Marketplace.

Purchase Card Training



Customized Approving Official Course. The Department of Commerce has launched a customized Approving Official training course. The course's overarching objective is to target the roles and responsibilities of Approving Officials within the DOC purchase card program. The training also touches on the Approving Official's roles and responsibilities within the servicing bank's tools.

The course is required for all Approving Officials (existing and new). *Existing Approving Officials must take this course for their annual refresher training requirement.*

Microlearning Videos DOC has launched six (6) microlearning videos to enhance training for the purchase card community on various aspects of the program ranging from accessing the servicing bank's tools to reallocation procedures. Videos are available to view and download from the SmartPay3 website and CLC. These videos are not a requirement but should be used to enhance user experience relative to the SmartPay3 Purchase Card Program. If you have questions on how to access these videos, please reach out to your bureau Agency Program Coordinator.

Section 508 Compliance



When Federal agencies buy, build, maintain, or use Information and Communication Technology (ICT), Section 508 of the Rehabilitation Act of 1973 requires that agencies must give people with disabilities (both employees and members of the public) access to information comparable to the access available to others.

Cardholders shall comply with the Section 508 Rehabilitation Act requirements by ensuring that requesting officials provide the required determinations and adequately documenting purchase card files. Approving officials should ensure cardholder compliance when reviewing and approving cardholder documentation of purchases.

An Electronic and Information Technology Procurement Checklist template for Section 508 compliance is provided in Appendix F of Commerce Acquisition Manual (CAM) 1313.301.

Travel A/OPC Quarterly Meeting



The Travel Management Division (TMD) will be hosting the FY 2022 quarterly A/OPC meetings at **1PM ET** on the below dates:

- ◆ **Thursday, February 17, 2022**
- ◆ **Thursday, May 19, 2022**
- ◆ **Thursday, August 18, 2022**

The A/OPC meeting provides a venue for bringing forward challenges, asking questions, and gaining valuable feedback from Bureau colleagues. This A/OPC meeting will also, bring the travel community together for critical

updates and discussion on the latest activities regarding government travel charge cards. If you have any questions, please contact the TMD office at:

OFM-DOCTravelCardProgram@doc.gov

◆ **FedRooms Webinar**

We are excited to announce that travelers can earn a CLP credit for attending a FedRooms 101 webinar for travelers! Please join us for our next WebEx webinar presentation, an Introduction to the FedRooms Lodging Program for Government.

◆ **Travelers and Travel Arrangers Agenda:**

- What is FedRooms?
- Lodging In the News
- Benefits of Booking FedRooms
- Case Study: A Tale of Three Travelers

◆ **Upcoming Sessions:**

TBD

11:00am Eastern/10:00am Central/9:00am Mountain/8:00am Pacific

[Convert any of the above times to your time zone.](#)

Please e-mail webinars@fedrooms.com for a WebEx invitation and feel free to forward this invitation to others. We look forward to seeing you there!

Travel Policy Updates



♦ Guidance for Using Emergency Lodging Services (ELS)

The Travel Management Division (TMD) is currently working with the POCs for DOC OAM, Enterprise Services-Acquisition, and GSA Travel Emergency Lodging Services (ELS) Blanket Purchase Agreement (BPA) on the requirements for a Department of Commerce OFM BPA to support OFMs lodging needs during COOPs, disasters, and more to streamline lodging concerns during an event. The Enterprise Services-Acquisition submitted the required information to the General Services Administration. Enterprise Services-Acquisition received approval to utilize the Emergency Lodging Services (ELS) Blanket Purchase Agreement (BPA), and TMD will submit a task order. Upon completion of the task order, TMD will post the ELS on our website.

♦ DOC Virtual Day - Travel Card Program

The Travel Management Division (TMD) would like to take this opportunity to thank all who participated in the DOC Virtual Day for the Travel Card Program on July 19, 2021. A special thanks to our guest speakers for an outstanding job.

♦ Upcoming Training for Senior Travel Officer (STO) and Premium Class Travel (PCT) packages in FY2022. Contact the Travel Management Division (TMD) for details.

[Article provided by OFM, TMD]

From Conventional to Electric Vehicles



Around the world, countries are increasingly moving towards car production and ownership that is entirely electric. The US Federal Government is no exception. Executive Order 14008, Tackling the Climate Crisis at Home and Abroad states that all federal vehicles to be electrified by 2030.

The past three months the Department of Commerce, working with other stakeholders have identified vehicles in our fleet to be electrified in Fiscal Year 2022 and beyond. The task has been brutal because of the mission associated with our vehicles and existing infrastructures to support the effort i.e., charging stations. It is unclear how this change will impact our credit card operations.

Here are some facts to know and understand about electrification of our fleet and perhaps help you if you are considering a new car purchase. The considerations listed here are part of the DOC fleet process of determining what vehicles we electrify.

Types of Electric Vehicles

There are three different types of electric vehicles available.

- Battery-Electric Vehicles (BEVs) are solely powered by electricity
- Plug-in Hybrid Electric Vehicles (PHEVs) run on both electricity and gas. They can be plugged in to recharge. All types of hybrids (see below) have regenerative braking, meaning that whenever you brake or decelerate, the car recaptures the energy.
- Hybrid Electric Vehicles (HEVs) rely primarily on gas but also have electric components, such as regenerative braking.

Costs of Conventional Cars and Electric Cars

The cost of owning and operating an electric car vs. gas car is one of the most important considerations when you're looking to purchase. There are several factors you'll need to consider here, including the cost of fuel and maintenance, as well as the overall purchase price of the vehicle itself.

Electric cars tend to be more expensive upfront. However, as this type of vehicle is becoming more common and there are more model options to choose from, the upfront cost difference is declining. Additionally, keep in mind that the cost of purchasing and operating your new vehicle will depend on your location, as well as the brand and type of vehicle you select.

The most obvious difference between electric vehicles, or EVs, and standard internal combustion engine models, or ICEs, is that ICEs are powered by gasoline while EVs require electricity.

- Conventional Cars

While the price of gas varies over time and location, the national average for a gallon of gas was \$2.81 in June 2019. If a standard ICE car holds about 14 gallons on average, that means it cost just under \$40 to fill up the average tank.

While a vehicle's range can also vary, most need to be filled up every 250-300 miles traveled. Fuel efficient vehicles have higher MPGs, meaning they need to be filled up less often -- and cost you the least per mile. Thus, a car that is rated at 45 MPG, for example, will cost you less in terms of fuel than one with a rating of 25 MPG.

- Electric Vehicles

The electricity that powers EVs can come from a variety of sources. Electricity is produced from burning gas or coal, or from renewable sources such as hydropower, wind, and solar.

In comparison, the national average cost of one kilowatt of electricity is \$0.14 per hour. The standard EV takes about 7.2 kWh/hour to reach a full charge of about 50 kWh. That means the average cost of a full EV charge is \$6.86. Still, driving a long distance from home that requires one or more recharges may take some planning on your part. Charging options are available at public spaces and rest stops in most urban areas.

Bottomline is to consider overall cost, maintenance, and vehicle selection in the selection process. This can be a challenge for the Department and you, but working together we will accomplish the task.

[Article provided by OFEQ]

Contributions

APC Digest is a distribution to keep the DOC Charge Card community connected with program enhancements, policy updates, and best practices. If you have information that you would like to have incorporated in the newsletter, please send an email to:

PurchaseCardOversight@doc.gov.