

**SMG 1117A.25**

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Operations**

**Office of Enterprise Management Services**

**Division of Vendor Management**

Effective Date: December 14, 2018

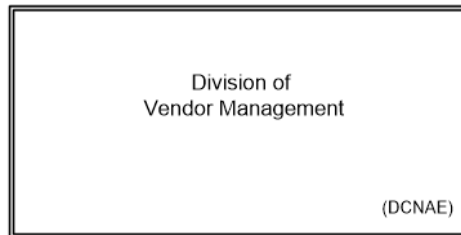
**1. Division of Vendor Management (DCNAE).**

- A. Manages and oversees acquisition related services and support for the FDA Headquarters and FDA-wide acquisition programs; provides advice and technical assistance for domestic and international personnel.
- B. Coordinates and assists the mission specific contracts and simplified acquisitions.
- C. Provides guidance to budgetary points of contact.
- D. Serves as a liaison between Office of Acquisition and Grants Services (OAGS) and FDA Headquarters offices; coordinates with customers to track, manage, and provide oversight though contract award.
- E. Provides guidance to FDA Headquarters on all aspects of contract administration and management and communicates compliance with OAGS requirements.
- F. Manages purchasing requirements and collaborates with contracting office for the FDA Headquarters, and provides support for receiving invoices in iProcurement.
- G. Coordinates, tracks, reports and reconciles all FDA Headquarters Purchase Card spending.
- H. Develops and administers supplemental training to Contract Officer Representatives.

**2. Authority and Effective Date.**

The functional statements for the Division of Vendor Management were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services  
Food and Drug Administration  
Office of Operations  
Office of the Enterprise Management Services  
Division of Vendor Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Enterprise Management Services, Division of Vendor Management organization structure depicting all the organizational structures reporting to the Director.

Division of Vendor Management (DCNAE)