

DEPARTMENT OF THE NAVY

SIMPLIFIED ACQUISITION

PROCEDURES

GUIDE

APRIL 2018

Simplified Acquisition Procedures Guide

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CHAPTER 1 – INTRODUCTION

The Department of the Navy (DON) Simplified Acquisition Procedures Guide is issued under the authority of the Navy Marine Corps Acquisition Regulation Supplement (NMCARS). NMCARS 5201.601-90 designated the Naval Supply Systems Command (NAVSUPSYSCOM) as the DON Executive Agent for Simplified Acquisition Procedures (SAP) as defined in Federal Acquisition Regulation (FAR) Part 13.

The purpose of the Simplified Acquisition Procedures Guide is to provide a common process within the DON that facilitates compliance with DON policy on using SAP to: reduce administrative costs; improve opportunities for small, small disadvantaged, women-owned, veteran-owned, HUBZone, and service-disabled veteran-owned small business concerns to obtain a fair proportion of Government contracts; promote efficiency and economy in contracting; and avoid unnecessary burdens for agencies and contractors. The Guide provides guidance on some tools available to assist the contracting officer in accomplishing simplified acquisitions.

This Guide replaces the NAVSUPINST 4200.85D, Department of Navy Simplified Acquisition Procedures, and its Change Transmittals 1, 2, 3, and 4. The Guide has been developed to serve as a reference and resource document to provide the DON contracting workforce options, best practices, and procedures governing simplified acquisitions.

The Guide is not intended to restate the policies already promulgated in the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), NMCARS, or any higher-level directives, memos, guide, etc. FAR, DFARS, NMCARS and higher-level guidance, take precedence over the information provided in this Guide.

Submit recommendations for changes to NAVSUP via email at navsuphq72rpt@navy.mil.

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CHAPTER 2 - MARKET RESEARCH

1. Scope.

This chapter provides information and guidance on performing market research.

2. Policy.

Detailed market research policies and procedures are promulgated in FAR Part 10.

3. Source Lists.

This is a document of prospective vendors that can provide the supplies or services required by the Government. Contracting offices may maintain a source list(s) of prospective vendors by product or commodity. When using source lists, sources should be grouped by North American Industry Classification System (NAICS) Codes and identify the status of each source by business type. The small business status information may be used to ensure that small business concerns are given opportunities to respond to solicitations. New sources disclosed by customers, the activity's small business professional, responses to solicitations, etc., should be reviewed and added to the source list(s).

4. Market Research over the Internet.

Many trade and professional organizations, as well as corporations, have websites on the Internet. Common search engines such as Google, Bing, and Yahoo can also be used to gather market research.

a. Some effective internet market research sources include:

- (1) <http://www.gsa.gov> - General Services Administration (GSA),
- (2) <http://dsbs.sba.gov> - Small Business Administration (SBA) Dynamic Search,
- (3) <https://www.dsp.dla.mil> - The Defense Standardization Program,
- (4) <https://my.navsup.navy.mil/webcenter/portal/nss> - Navy Strategic Sourcing (users may need to register their PKI certificate in the NAVSUP Master Directory at <https://www.navsup.navy.mil/registration>),
- (5) <http://www.thomasnet.com/> - The Thomas Registry,
- (6) <http://www.dla.mil/Info/FedMall/> - DOD FedMall,
- (7) <http://contractdirectory.gov> - Multi agency contracts,
- (8) <https://wawf.eb.mil/> - Electronic Document Access (EDA). Located at the Wide Area Workflow Electronic Business Homepage, and
- (9) <https://fpds.gov> - Federal Procurement Data System ezSearch.

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5. Documentation Requirements.

Contracting officers shall document their research in a manner appropriate to the complexity and dollar value of the procurement. The contract file shall be organized and document all of the market research efforts. Documentation of market research shall focus on the decisions that will result from the market research, (i.e., determination of commerciality, sole source justification, determination of price reasonableness, etc.). A memorandum to the file explaining what was researched and the extent researched is a helpful tool in understanding what was done and why. A sample market research memorandum can be found at enclosure (1).

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CHAPTER 3 - SOLICITATION PROCEDURES

1. Scope.

This chapter provides guidance to be followed when soliciting quotations for the purchase of supplies or services using SAP. These procedures apply to the acquisition of both commercial and noncommercial items.

2. Publicizing SAP Actions/Requirements.

FAR 13.105 prescribes the policies and procedures for publicizing opportunities and award information.

3. Competition/Other than Full and Open Competition.

Adequate competition is essential to ensure the Government pays a fair and reasonable price for the supplies and services it needs. The contracting officer must promote competition to the maximum extent practicable.

4. Foreign End Products.

The contracting officer may purchase a foreign end product in accordance with the policies and procedures in FAR Part 25.

5. Tools/Samples.

Some tools/samples are provided at the end of this Guide to assist the contracting officer with documenting the contract file. Included are:

a. Dissolution of Total Small Business Set-Aside –

Enclosure (2) may be used to dissolve the small business set-aside requirement for those acquisitions between the micro-purchase threshold and the threshold in DFARS 219.201. For acquisitions greater than the threshold in DFARS 219.201, and up to the SAT, this shall be documented using the Navy online DD Form 2579, Small Business Coordination Record.

b. Memorandum To The File for Use of Other Than Full and Open Competition –

In accordance with FAR 13.106-1(b)(1), for purchases not exceeding the SAT, the contracting officer is required to make a determination that the circumstances of the contract action deem only one source reasonably available when the acquisition process is for other than full and open competition (see enclosure (3)). For purchases exceeding the SAT, the requirements at FAR 13.501(a) apply to sole source acquisitions of commercial items conducted pursuant to FAR Subpart 13.5.

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CHAPTER 4 - EVALUATING QUOTATIONS FOR AWARD

1. Scope.

This chapter provides guidance that may be used when evaluating quotations that exceed the micro-purchase threshold for the acquisition of both commercial and noncommercial items.

2. Evaluation of Quotations.

FAR 13.106 provide the policy and procedures for the evaluation of quotations. Other factors that may affect the total price, which should be considered in the evaluation process, include:

a. Minimum Order Charges.

Occasionally an item can be obtained only from a supplier who quotes a minimum price or quantity that exceeds the price or quantity stated on the purchase request. In these circumstances, the buyer should inform the customer of the minimum price or quantity charges and obtain their approval to alter the quantity and obtain additional funds if required. The buyer may communicate with the customer and request upward quantity adjustments for situations that are either sole source or, in some cases, competitive but only one quote was received. The total evaluated price must include any minimum order or quantity charges.

b. Packing/Packaging and Special Marking Charges.

Quotes should be solicited based on commercial packing and packaging practices unless the requirements generator has indicated on the purchase request that special handling is required. Some purchase requests may also include instructions for unique marking requirements (e.g., Department of the Navy Seal, special marking, commercial bar coding, etc.). If the quote includes separate charges for the required special packing/packaging or special marking, the contracting officer must include those charges in the total evaluated price.

3. Evaluating Quotes for Multiple Awards.

Multiple awards (i.e., issuing several purchase orders (POs) or blanket purchase agreement (BPA) calls for a multiple line item purchase request) should be made if doing so is economically advantageous to the Government and has been authorized by including the appropriate provision in the solicitation. The decision to award multiple orders should be based on a realistic cost developed by the contracting office based on the administrative cost of issuing additional awards.

4. Award Document Record.

FAR 13.106 requires the contracting officer to document the basis for award. Enclosure (4) is a sample tool that can be modified for documentation purposes.

5. Award Based on Factors Other than Price.

FAR 13.106 covers solicitation, evaluation, award, and documentation.

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6. Price Analysis.

The complexity and circumstances of each acquisition should determine the level of detail of the analysis required. However, wherever possible, the contracting officer shall base price reasonableness on competitive quotations or offers, and if only one response is received, the contracting officer shall follow the procedures at FAR 13.106-3(a)(2).

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CHAPTER 5 - Awarding Simplified Acquisitions

1. Scope.

The scope of this chapter is to provide information and guidance on the methods used to award requirements using SAP.

2. General.

The policies and procedures governing the simplified acquisition methods are promulgated at FAR Subpart 13.3. FAR Subpart 13.5 contain the policies and procedures for using SAP for certain commercial items in amounts greater than the simplified acquisition threshold but not exceeding the thresholds defined at FAR 13.500(a).

The simplified acquisition methods discussed in this chapter are as follows:

Section I - Imprest Funds and Third Party Drafts,

Section II - Governmentwide Commercial Purchase Card (GCPC),

Section III - Blanket Purchase Agreements (BPAs), and

Section IV - Purchase Orders (POs)

3. Selecting the Award Method.

Contracting officers shall use the purchase method that is most suitable, efficient, and economical for the instant purchase action. Simplified acquisitions may be awarded using any of the methods listed above and discussed in this chapter.

4. Synopsis of Contract Award.

FAR 5.301(a) identifies the threshold for contract awards that must be synopsisized in the Government Point of Entry (GPE) via <http://www.fedbizopps.gov> (FBO). Exceptions to this posting requirement are contained in FAR 5.301(b). Contract actions not greater than the SAT which meets other defined criteria is one exception. Since ASIANECO and EURONECO do not push to FBO, the OCONUS contracting officers must post required actions directly to FBO.

5. Only One Offer.

Pursuant to DFARS 213.500-70, if only one offer is received in response to a competitive solicitation issued using SAP under FAR Subpart 13.5 the contracting officer shall follow the procedures at DFARS 215.371-2.

6. Notification of Unsuccessful Quoters.

Follow the procedures at FAR 13.106-3(c) which states, for acquisitions that do not exceed the simplified acquisition threshold and for which automatic notification is not provided through an electronic commerce method that employs widespread electronic public notice, notification to unsuccessful suppliers shall be given only if requested or required by FAR 5.301.

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7. Contract File Documentation.

A sample form that summarizes the required documentation of an award issued utilizing FAR Subpart 13.5 can be found at enclosure (8).

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Section I - Imprest Funds and Third Party Drafts

1. Scope.

This section will provide guidance on establishing and operating imprest funds and issuing third party drafts (accommodation/convenience checks) within DON.

2. Policy.

Pursuant to FAR 13.305, policies and regulations concerning the establishment of and accounting for imprest funds and third party drafts, including the responsibilities of designated cashiers and alternates, are contained in Part IV of the Treasury Financial Manual for Guidance of Departments and Agencies, Title 7, Chapter 6.8 of the GAO Policy and Procedures Manual for Guidance of Federal Agencies, and the agency implementing regulations. Agencies are also guided by the Manual of Procedures and Instructions for Cashiers, issued by the Financial Management Service Department of the Treasury, and the guidance contained in DOD 7000.14-R Financial Management Regulation (FMR), Volume 5, Chapter 3 on obtaining and safeguarding public funds. Guidance on third party drafts can be found in the DON Governmentwide Commercial Purchase Card Program Policy (NAVSUPINST 4200.99(series)), and its Desk Guide.

3. General.

a. The conditions for use of imprest fund and third party drafts are defined at FAR 13.305-3, and the Treasury Financial Manual.

4. Imprest Fund Purchasing Procedures

a. General.

Imprest fund purchases are made by the buyer when Navy representatives are to pick-up the supplies at the contractor's place of business or when the contractor is advised to ship the supplies on an authorized purchase request document.

b. Oral and Written Orders.

An authorized purchase request is required. The imprest fund buyer will normally place the orders to suppliers orally without soliciting competition if prices are reasonable. A written purchase order may be issued if doing so is advantageous to the government, (e.g., vendor discounts), the order annotated "payment to be made in cash," and the order is numbered per the subparagraph below.

c. Order Numbering.

Pursuant to FAR Subpart 4.16, imprest fund purchases shall be assigned a Procurement Instrument Identifier (PIID), which is 13 alpha-numeric characters with a Y in the ninth position (e.g., N0002317Y0001).

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d. Documentation of Imprest Fund Purchases.

The imprest fund purchase request, worksheet or other similar documentation sheets shall include the following:

- (1) Date of purchase;
- (2) Imprest fund order number;
- (3) Contractor's name and address;
- (4) Date of delivery or pick-up;
- (5) Signature of the person making the purchase; and

(6) For money orders, a legible copy of the money order (showing the purchasing activity, payee, and amount) attached to the purchase request. The date the money order was mailed must be indicated on the purchase request. In order for the imprest fund cashier to substantiate payment of the money order fee, the cashier should retain the original receipt from the money order purchase.

e. Contractor Sales Document.

At the time of the purchase, the contractor will be requested to furnish a sales document. The contractor's sales document can be an invoice, sales ticket, packing slip, or other sales instrument. The sales document must contain the contractor's name and address, list of items, quantity, unit and extended price, total price of all items, and cash discount, if any.

5. Delivery/Receipt Procedures.

When the imprest fund buyer places an order, every effort should be made to obtain contractor delivery on a C.O.D. basis to a designated Navy receiving activity; however, delivery to Navy representatives at the contractor's place of business (i.e., Navy pick-up) may be authorized. The receiving procedures for each delivery method are discussed below.

a. C.O.D. Orders.

All C.O.D. material, whether ordered over the phone or in writing, should be delivered to the designated location at the receiving activity. The receiver should examine the material to ensure that the quantities and items described on the imprest fund purchase record and the contractor's sales documents are present and in satisfactory condition. If the material is acceptable, the receiver should stamp the sales document received and accepted, date and sign the document, and pass it to the imprest fund cashier for payment. The original copy (or copy tendered as an original) of this receipt document is to be retained by the imprest fund cashier. When material is shipped C.O.D and the United States Postal Service or other delivery service carriers prohibit the

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opening of packages prior to payment, inspection will be made promptly after receipt and subsequent to payment.

(1) Certification of Cash Payment. The original receipt document presented to the imprest fund cashier (or the Navy representative when Navy pick-up occurs) for payment should be annotated with a certification containing the following information:

- (a) Statement that payment was received in full.
- (b) Amount paid.
- (c) Date of payment.
- (d) Signature and title of the contractor's representative receiving the cash.

(2) Group Receipts. When considerable quantities of C.O.D. shipments are received via parcel post or other common carrier and the procedures outlined above are too time consuming and will cause an unreasonable delay to the C.O.D. carrier, imprest fund cashiers should consider an alternate method of payment. Payment should be made for the group shipment and the certification for cash payment may be made on the shipper's list of packages rather than on the individual sales documents. The individual sales documents will be attached to the certified list to support the payment for the group receipt. When no sales document accompanies a C.O.D. shipment, a copy of the purchase request will be stamped, "Vendor's Sales Document Not Tendered," and will be used to support group receipt.

b. Pick-up by Prior Arrangement.

When C.O.D. deliveries are not practicable and activity representatives are to pick-up the material at the contractor's place of business, the contract specialist places an oral order over the phone and arrangements are made for a representative to pick-up and pay for the ordered material. The buyer will annotate the purchase request with the required ordering documentation previously delineated and follow the procedure outlined below.

(1) The documented purchase request should be delivered directly to the imprest fund cashier for an advancement of funds.

(2) The imprest fund cashier should advance cash to the person authorized to pick-up and pay for the ordered material.

(3) The individual receiving the cash advance should sign the Interim Receipt for Cash portion of the SF 1165.

(4) At the time of pick-up and payment, the person paying for the material will obtain the contractor's certification for cash payment on the original (or copy tendered as original) of the contractor's sales document. Any additional copies of the document must be destroyed. If a

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sales document is not issued for the sale, the contractor's certification for cash payment will be obtained on the SF 1165.

(5) When the pick-up is complete, the representative should deliver the material to the receiving activity where the purchased items are checked and a receipt given.

(6) The representative should then take the receipts, acceptance forms and any remaining cash to the imprest fund cashier for settlement.

(7) The imprest funds cashier should check the documents for completeness and accuracy and count the remaining cash, if any, turned in by the representative.

(8) If all is in order, the cashier will mark the interim receipt for cash void and return it to the Navy representative.

c. Pick-up without Prior Arrangement.

Cash may be advanced to an activity representative for purchases without a contracting officer/buyer making prior arrangements with the vendor only when the circumstances surrounding the requirements are such that making prior arrangement is not practicable. An example of such a circumstance is when there is the necessity to see the item and the location of the contractor's place of business is a lengthy distance from the requiring activity. The activity personnel may be authorized to pick-up required materials when the procedures listed at paragraph 6b, with the following exceptions:

(1) Instead of contacting the vendor and placing an order, the contracting officer/buyer should note on the purchase request that an advance to the name individual is authorized, and should fix the amount of cash to be advanced.

(2) Instead of taking the receipt documentation directly to the imprest fund cashier when the transaction has been completed, the authorized individual will take all receipt documentation to the buyer for a review of the transaction for documentation of adequacy and accuracy.

(3) If the transaction is approved, the buyer should certify the approval by signing and dating the contractor's sales document and return it to the person who made the transaction who in turn will take all the documentation to the cashier for settlement.

6. Imprest Fund Reviews.

The imprest fund cashier shall be required to account for the established fund at any time, by cash on hand, paid supplier's receipts, unpaid reimbursement vouchers and interim receipts for cash. Unannounced inspections, including cash counts, are required to be made of each imprest fund at least quarterly by individuals appointed by the head of the activity or chief of the contracting office who established the imprest fund. These individuals should be from the fiscal

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or comptroller's office of the activity. In any event the reviewing individuals shall be persons other than the disbursing officer advancing the funds or a subordinate of the imprest cashier.

7. Exceptions.

Pursuant to DFARS 213.305-3 imprest funds are authorized for use without further approval for:

(a) Overseas transactions at or below the micro-purchase threshold in support of a contingency operation or a humanitarian or peacekeeping operation; and

(b) Classified transactions.

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Section II – Governmentwide Commercial Purchase Card (GCPC)

1. Scope.

This section provides a brief introduction on the use of the GCPC.

2. General.

a. The GCPC is authorized for making and paying for purchases of supplies, services, or construction. The GCPC may be used by contracting officers and other individuals designated in accordance with FAR 1.603-3. The card may be used only for purchases that are otherwise authorized by law or regulation.

b. Policies and procedures established for using the GCPC (also as a payment method) are provided in the NAVSUPINST 4200.99(series), Department of the Navy Governmentwide Commercial Purchase Card Program Policy, and its GCPC Desk Guide (see Resource page for website).

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Section III - Blanket Purchase Agreements (BPAs)

1. Scope.

This section provides guidance on the use of Blanket Purchase Agreements (BPAs).

2. Establishing BPAs.

- a. BPAs should be established in accordance with FAR13.303-2 by contracting officers at the activity responsible for providing supplies for its own operations or for other offices, installations, or projects or functions. These may include organized supply points, separate independent or detached field activity, or one-person posts or activities.
- b. Contracting officers should establish BPAs that require acceptance of the GCPC as a method of payment for BPA calls. All BPA calls at or below the micro-purchase threshold must use the GCPC as a method of payment or a written determination by an SES, Flag or general officer must be included in the BPA file when the GCPC is not used as the method of payment. Exceptions for not using the GCPC as a method of payment are provided at DFARS 213.270(c).
- c. Pursuant to NMCARS 5213.303-2 (FAR 13.303-2) a business case analysis (BCA) is required supporting the establishment or renewal of a BPA where the scope would create significant overlap between the proposed acquisition and existing contracts or agreements under the Federal Strategic Sourcing Initiative, GSA's SmartBuy, or an existing Governmentwide acquisition contract (GWAC). Prior to release of the solicitation and following coordination with the Director, Office of Small Business Programs (OSBP), Part 1 of the BCA shall be submitted in accordance with HCA procedures to DASN(AP) with the subject "DFARS 213.303-2 - BCA for BPAs". If the acquisition involves Information Technology, coordination is also required with DON Chief Information Officer (DON CIO) as well as OSBP prior to submission to DASN(AP).
- d. BPAs may be made with contractors from whom repetitive requirements are required over a given period of time. To the maximum extent practicable, BPAs for items of the same type should be established at the same time with more than one supplier. This will enable the contracting officer/BPA caller to meet the competitive requirements by either rotating the business among qualified suppliers or include BPA holders in the competition for those requirements over the micro-purchase threshold. A BPA may be established with a single vendor for a specific class/type of supplies or services. The contracting officer is not relieved of the competition requirement by issuing single source BPA. BPAs may be established with a time limit (i.e., 1 year, 2 years, etc.), or a monetary limit (i.e., \$500,000 limit), or both.
- e. Prior to establishing a BPA, contracting officers shall discuss with the contractor the terms of the agreement, including the invoicing procedures, required terms and conditions and special requirements. The agreement may be established on the forms noted below and shall be issued as a bilateral agreement.

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f. A BPA does not generally cite accounting appropriation data (the financial data is normally provided on each call) nor is a purchase requisition necessary to establish a BPA.

4. Authorized Callers.

a. Authorized individuals can place BPA calls. In addition, the contracting officer who issued the BPA or appointed Administrative Contracting Officer (ACO) may authorize other activities that have been granted appropriate authority, to place calls under their BPA. Each BPA call should be documented. See enclosure (5).

b. All activities authorized to place calls under the BPA(s) of another command must submit to the issuing contracting officer or the appointed ACO a list of individuals who have been appointed in accordance with FAR 1.603-3 to make calls (including the dollar limitation per person/call). This may include a list of GCPC holders authorized to place calls or use their cards as a method of payment for otherwise properly issued calls. A list of authorized callers must be maintained by the issuing contracting office/administrative office, and the activity placing the calls.

5. BPA Format.

a. Forms.

BPAs for commercial items may be prepared and issued on the SF 1449, Solicitation/Contract/Order for Commercial Items or on the DD 1155, Order for Supplies or Services. The Optional Form (OF) 336 or a plain sheet of paper may be used as a continuation sheet.

b. Numbering.

Using the PIID numbering system prescribed in FAR 4.1603, BPAs are assigned a 13 alphanumeric character with an A in the ninth position (e.g., N0002317A0001). The number assigned will remain in effect for the life of the agreement.

c. Terms and Conditions.

Each BPA shall include the mandatory terms and conditions outlined in FAR 13.303-3.

d. Clauses.

The contracting officer shall insert in each BPA the clauses that are required for or applicable to the particular BPA.

6. Purchases under BPAs.

a. Conditions for Use.

In establishing BPAs, contracting officers must take into consideration the requirement to rotate micro-purchases among qualified suppliers or compete requirements above the micro-purchase

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threshold. The basis for issuing a BPA call is an authorized and funded purchase request being presented to the contracting officer/BPA caller.

b. Screening Requirements.

The use of the BPA method does not eliminate the necessity to screen requirements for their availability from the mandatory Government sources as set forth in FAR 8.002 and 8.003 and other sources as set forth in FAR 8.004.

c. Receipt of Material.

When delivery is made or services have been performed, the contractor's sales document, delivery ticket, or invoice (if it reflects the essential elements) may be used for recording receipt and acceptance of the supplies or services.

7. BPA Review Procedures.

a. Review of Agreement.

The contracting officer or the designated representative must at least annually:

(1) Ensure that each BPA is reviewed for currency of format, provisions, terms and conditions, contractor business size, etc.;

(2) Examine the frequency of the use of the BPA reviewed and the necessity for maintaining the BPA;

(3) Maintain awareness of changes in marketplace, sources of supply and other pertinent factors that may warrant making new arrangements with different suppliers or modifying existing arrangements;

(4) Update the agreement as required. The BPA must be modified by the issuance of a modification to include the most current provisions, clauses, etc. If, however, extensive changes are required, the contracting officer may cancel the existing BPA and issue a new one; and

(5) Annotate the results of the review. Enclosure (6) may be used to document the reviews.

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Section IV - PURCHASE ORDERS

1. Scope.

This section provides guidance for using SAP when issuing purchase orders POs for supplies and services. This section provides guidance for the procurement of both commercial and other than commercial items.

2. General.

As defined by FAR 2.101, a PO, when issued by the Government, is an offer by the Government to buy supplies or services, including construction and research and development, upon specific terms and conditions, using simplified acquisitions procedures. POs issued under FAR Subpart 13.5, Simplified Procedures for Certain Commercial Items, may be issued up to the threshold identified at FAR 13.500.

3. Unilateral POs.

Unilateral POs are the most common type of PO issued. When issuing a unilateral PO, the contracting officer signs the PO and forwards it to the contractor for acceptance. The PO is the Government's offer. The Government's offer is accepted when the contractor delivers, performs, substantially performs, or exhibits an intention to perform. With a unilateral PO, the contractor's signature or written acceptance of the purchase order is not required.

4. Bilateral POs.

A bilateral PO is an offer by the Government that is signed by both the contracting officer and contractor. The Government's offer is accepted when the contractor signs the PO, creating a legally binding contract requiring the contractor to perform per the terms and conditions of the contract.

5. Issuance of POs.

POs may be issued on the SF 1449, Solicitation/Contract/Order for Commercial Items or the DD 1155, Order for Supplies or Services, for non-commercial procurements. The SF 1449 shall be used for all commercial item POs issued over the SAT.

6. Standard Form 44, PO-Invoice-Voucher.

a. General.

The SF 44 is a variation of the PO method of procurement. It is a multi-purpose form that can be used as a PO, receiving report, invoice and public voucher. It is a pocket-size form designed for on-the-spot, over-the-counter purchases of supplies and non-personal services while away from the purchasing office or at otherwise isolated activities. Activities using the SF 44 are responsible for establishing policies and procedures that provide for adequate safeguards regarding control of forms and accounting for purchases.

b. Conditions for Use.

The SF 44 may be used only if the conditions at FAR 13.306(a) and DFARS 213.306(a)(1) are satisfied.

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c. Preparation and Execution.

An authorized ordering employee should prepare four identical copies of the SF 44 at the time the purchase is made. The SF 44 provides for simultaneous placement of the order and delivery of the supplies or services. Although the SF 44 is a variation of the PO method, unlike a PO issued on a SF 1449 or DD 1155, the SF 44 should not be executed prior to delivery or performance by the contractor. Notwithstanding the instructions printed on the inside cover of each book of forms, the ordering employee will make appropriate entries in the common blocks and columns on all four copies of the SF 44. Clauses are not required for purchases using this form.

d. Distribution.

Instructions for the distribution of all four copies of the SF 44 are printed on the form and on the inside front cover of each book of forms.

7. Unpriced Purchase Orders (UPOs)

a. Determination of Use.

The use of UPOs is discretionary and contracting officers should exercise care and judgment in the selection of contractors to receive orders. The contracting officer shall include a written determination in the contract file of the decision to issue a UPO.

b. Instructions for Use.

(1) General.

Unpriced orders will generally be issued on the DD 1155, Order for Supplies or Services, and must contain FAR Clause 52.213-3, Notice to Supplier per subparagraph (3) below. Block 13 of the DD 1155 should be annotated to require the contractor to send the invoice to the contracting officer or his/her designated representative who will review the invoiced price and, if reasonable, process the invoice for payment.

(2) Monetary Limitation.

A realistic Not to Exceed (NTE) monetary limitation must be established either for each line item or for the total unpriced order. The monetary limitation shall be an obligation subject to adjustment when the firm price is established. The contract file should be documented with the basis for the established NTE price. To determine a realistic monetary limitation, the contract specialist/contracting officer should ascertain as much information as possible from the customer and the contractor about what possible costs may be involved in the final price. Enclosure (7) contains factors that should be considered in an unpriced order for repair.

(3) Clause Requirements.

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FAR clause 52.213-3, Notice to Supplier, must be included in all unpriced orders. This clause notifies the contractor that a firm order exists only if the price does not exceed the maximum line item or total price in the schedule. It advises the contractor that if performance cannot be accomplished per the order, performance must be withheld, notification given to the contracting officer, and a quotation submitted for the balance of the requirement.

(4) Modification.

If the contractor advises that performance per the specifications of the order is impossible (e.g., to complete the repairs it will cost more money), the contracting officer has the option of canceling the order or modifying it to increase the price. If the PO is canceled the Government may be responsible for costs incurred prior to the date the order was canceled. If the PO is modified, the contracting officer must determine that the additional cost above the initially estimated NTE amount is fair and reasonable and document the determination in the contract file. This determination should be based on information provided by both the contractor and the customer. When modifying the order, the contracting officer should attempt to negotiate a firm fixed price and incorporate the fixed-price in the modification.

(5) Alternative to UPOs.

An alternate method to using UPOs is issuing one firm fixed PO to tear down and inspect the equipment which should include that the contractor provide a firm fixed quotation for final repair. The contracting officer can then issue a firm fixed priced PO for the repair based on the contractor's quotation.

(6) Payment Procedures.

The contracting officer must review each invoice resulting from a UPO before processing the invoice for payment.

8. Provisions and Contract Clauses.

Each acquisition is unique, and the contracting officer must include for each PO and each PO modification all provisions and clauses for the particular acquisition pursuant to FAR 13.302-5, and FAR Part 52.

9. File Documentation.

The documentation in the file shall be sufficient to tell the complete history of the transaction. See FAR 4.803 for a list of the records normally contained in the contract file. An acquisition using FAR Subpart 13.5 for certain commercial items in amounts greater than the SAT require special documentation as provided at FAR 13.501. See enclosure (8).

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RESOURCES

Department of the Navy Governmentwide Commercial Purchase Card Program Policy (NAVSUPINST 4200.99 (series)) is located at <https://my.navsup.navy.mil/apps/>. Under “Featured Items” click on “DON Card Programs & DTS,” then “Purchase Card”

GCPC Desk Guide is located at <https://my.navsup.navy.mil/apps/>. See above instructions.

DOD FedMall is located at <http://www.dla.mil/Info/FedMall/>

DOD Market Research Guide is available for download at:
http://www.acq.osd.mil/dpap/cpic/cp/market_research.html

GSA Advantage! and Schedules e-Library at <http://www.gsa.gov/fas>

Contain information on the small business representations of Schedule contractors.

NAVSUP forms, publications, instructions, SAP, and NAVSUP Enterprise/Component policy letters are available on the Navy Logistics Library (NLL) located at <https://nll.navsup.navy.mil/default.cfm>

SF and Defense Department (DD) forms referenced in this guide can be downloaded from the General Services Administration (GSA) website: <https://www.gsa.gov/portal/forms/typeTOP>;

All DD forms are found at <http://www.esd.whs.mil/Directives/forms/>

System for Award Management (SAM) (<http://www.sam.gov>), which can be utilized to locate information on small businesses and as an alternative to maintaining a source list.

LIST OF PROHIBITED AND SPECIAL ATTENTION ITEMS

FOR SIMPLIFIED ACQUISITIONS

INTRODUCTION

The List of Prohibited and Special Attention Items for Simplified Acquisitions, is not intended to be all-inclusive of the items that may be prohibited or require special attention; however, it covers those items for which there have been recurring issues or concerns over the years and which require further clarification regarding usage. Acquisitions must be made in accordance with statutory and regulatory guidance. When contracting officers have doubts regarding the use of their discretion in conducting an acquisition, remember to consult with your local Office of Legal Counsel and other resources available to assist in making the best overall decision for the Government.

APPLIANCES IN THE WORK PLACE – (Coffee pots, Microwaves, Refrigerators, and Other Related Items)

General Rule:

The acquisition of kitchen equipment purchased for supporting civilian and military employees in the workplace is generally allowable provided the following conditions are met:

1. Appropriations are available to pay for items such as refrigerators, coffee pots, and microwaves, when the primary benefit of their use accrues to the agency, notwithstanding a collateral benefit to the individual.
2. Organizations shall develop policy to ensure uniformity in the use of appropriations to acquire this equipment and determine the usefulness of appliances such as these in light of operational benefits such as employee health and productivity and the responsibility to provide a safe work environment.
3. Appropriations are not used to provide any equipment for the sole use of an individual and agencies locate appliances acquired with appropriated funds only in common areas where they are available for use by all personnel. It should also be clear that appropriated funds will not be

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used to furnish goods such as the coffee itself or microwaveable frozen foods to be used in the kitchen area.

References:

U.S. General Accounting Office Case B-302993 (25 Jun 04)

BLACK OXIDE COATED BRASS THREADED FASTENERS (BOCBTF)

General Rule:

The purchase of brass or copper alloy fasteners coated with black oxide is not authorized due to the potential serious problem in the misapplication of these fasteners during maintenance actions on shipboard systems. The following condemned fasteners identified by the Federal Supply code (FSC) and National Item Identification Number (NIIN) are prohibited for all Navy use and shall NOT be purchased:

Condemned BOCBTF

FSC	NIIN	FSC	NIIN
5310	000050647	5310	000166105
5310	000516815	5305	000525922
5305	000525923	5305	000525925
5305	000525937	5305	000525954
5305	000527425	5305	000527451
5305	000527484	5310	000563394
5305	000681817	5310	000788418
5310	000872855	5305	001512988
5310	001619625	5310	001624508
5310	001816822	5310	001991056
5305	002062219	5305	002063689
5305	002063694	5305	002063699
5310	004110684	5310	004367218
5310	004378550	5310	004721314
5310	004898850	5310	006195616
5305	006196330	5305	006371119
5310	006876705	5310	007864599
5310	008220077	5310	008274788
5310	008421489	5310	008421699
5310	008506917	5310	008509199
5310	008549382	5310	008551102
5310	008691018	5310	008960876
5310	008960909	5310	008976081
5310	008976082	5310	008976083
5310	008976086	5310	008999944
5310	009027835	5310	009033991

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5310	009033992	5310	009033993
5310	009033994	5310	009033995
5310	009033996	5310	009052669
5310	009135472	5310	009135473
5310	009135474	5310	009135475
5310	009135476	5310	009136129
5310	009244218	5310	009265810
5310	009289510	5310	009349782
5310	009351202	5310	009371311
5310	009392653	5305	009548981
5305	009549525	5305	009549539
5305	009549541	5305	009549548
5310	009839467	5310	010116925
5305	010148587	5305	010746842
5305	010881959	5310	010997978
5310	011005197	5310	011126649
5310	011168362	5310	011253677

Condemned BOCBTF (continued)

FSC	NIIN	FSC	NIIN
5310	011259027	5305	011322159
5305	011357258	5310	011438643
5305	011615494	5310	011973570
5310	012044211	5310	012097214
5310	012422668	5307	012546439
5306	012883766	5305	013317282
5307	013341382	5307	013432407
5310	013888765	5310	014117953
5305	014544699	5310	014554060
5305	014626469		

For information regarding this prohibition contact the NAVSUP Weapons Systems Support Center (WSS) Code N95X, at 717-605-3054, DSN 430-3054.

Exceptions:

None.

BUSINESS CARDS, CALLING CARDS AND EMPLOYEE IDENTIFICATION TAGS

General Rule:

Flag officers, Senior Executive Service members (SESs), and general officers may authorize the printing of business cards, limited to using existing software and agency-purchased stock or cards procured from the Lighthouse for the Blind, Inc., if the cost of this source is equivalent or less than producing the cards on a personal computer. Business cards obtained under this authority shall be used for those positions that require business cards in the performance of their official duties.

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Government Accountability Office (GAO) has determined that employee identification tags are not personal in nature. Therefore, activities may use appropriated funds to purchase these items for use by military and/or civilian employees) when the requiring activity/command determines that use of employee identification tags is necessary for mission accomplishment and mandates their use. These items will remain the property of the Government.

Exceptions:

None.

References:

DOD Joint Ethics Regulation Section 2-301b

Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN(FM&C)) memo of 9 Mar 99

ASN(FM&C) memo of 26 Aug 99

Office of the Secretary of Defense (OSD) memo of 15 Jul 99

CHRISTMAS DECORATIONS AND OTHER SEASONAL ITEMS

General Rule:

Appropriated funds may be utilized to obtain seasonal decorations for use in public areas. The contracting officer must consider local customs and constitutional issues such as the freedom of speech and religion prior to making any such awards. Therefore, it is appropriate that decisions to use appropriated funds for these items be made by installation commanders within the context of local customs and practices. Additionally, installation commanders are responsible for the use of base resources and are therefore in the best position to ensure the exercise of prudence and discretion in authorizing the purchase and display of seasonal decorations.

The purchases of holiday and/or seasonal greeting cards are not a proper charge against appropriated funds.

Exceptions:

There is no objection to the use of non-appropriated funds for these purposes. However, the same consideration should be given to local customs and constitutional issues.

References:

GAO B-247563, 11 Dec 1996

CONSTRUCTION AND OTHER NAVFAC SERVICES/SUPPLIES

General Rule:

Only contracting officers of NAVFAC are authorized to procure construction, as defined in FAR, unless delegated in accordance with NMCARS 5201.601-90. Non-NAVFAC contracting officers should generally refer construction requirements to a construction activity. However,

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this general rule does not apply to normal "installation" of equipment purchased under the activity's contracting authority.

Construction activity means an activity at any organizational level of the DOD that is responsible for the architectural, engineering and other related technical aspects of the planning, design and construction of facilities; and receives its technical guidance from the Army Office of the Chief of Engineers, Naval Facilities Engineering Command, or Air Force Directorate of Civil Engineering.

DON contracting officers should be cognizant of whether their non-construction contracts actually contain construction work. The procedures in the DON Non-Construction Contracts Containing Construction Work Guide should be utilized when applicable.

Exceptions:

DON activities with a delegation of purchase card authority from their HCA may purchase construction repair/improvements up to the micro-purchase threshold of \$2,000 subject to 40 USC chapter 31, subchapter IV, Wage Rate Requirements (Constructions), and construction services up to the micro-purchase threshold of \$2,500 subject to 41 USC chapter 67, Service Contract Labor Standards.

References:

FAR Parts 2 and 36

DFARS Part 236

NMCARS Part 5236

DON Non-Construction Contracts Containing Construction Work Guide

ENTERTAINMENT

General Rule:

Appropriated funds are not authorized for entertainment (includes equipment used to convey entertainment e.g., radios, CD player, tape player, etc.) unless specifically authorized by statute.

Exceptions:

1. Specifically programmed music (incentive-type music provided on a continuous basis at the work site to increase employee productivity). The commanding officer of the requiring activity must make a written determination that based on factors such as the improvement of employee morale, increased employee productivity, and resulting savings to the Government, the proposed expenditure for incentive music constitutes a necessary expense in accomplishing the mission of the activity. In addition, when such expenditures are justifiable as a welfare and recreation expense in general messes, appropriated funds are properly chargeable. The prohibition also does not preclude the expenditure of appropriated funds for the purchase of a public address system required for intra-station communication. The procurement of incentive music services or equipment within commissary stores is a proper operating expense, chargeable to funds generated by the markup on resale merchandise.

2. Entertainment in support of agency-sponsored Equal Employment Opportunity (EEO) programs per guidelines developed by the Office of Personnel Management.

References:

51 Comp. Gen. 797, 6 Jun 72

Comp. Gen. file B-200017, 10 March 1981

EXCHANGE OF PERSONAL PROPERTY

General Rule:

Title 40 USC 503 permits exchange of nonexcess personal property and application of the exchange allowance to the acquisition of similar property. For instance, in acquiring personal property, an executive agency may exchange or sell similar items and may apply the exchange allowance or proceeds of sale in whole or in part payment for the property acquired.

It is DOD policy to exchange, rather than replace, eligible nonexcess property whenever exchange promotes economical and efficient program accomplishment. The exchange policy, authority, and applicability are governed by the Federal Property Management Regulations issued by GSA, and DOD Manual (DODM) 4140.01, DOD Supply Chain Materiel Management Procedures.

The purchase request, solicitation and award procedures are detailed at DFARS subparts 217.70 and 239.70.

Definitions:

“Exchange (trade-in) property” means property which is not excess but is eligible for replacement because of obsolescence, unserviceability, or other valid reason and is applied as whole or partial payment toward the acquisition of similar items (i.e., items designed and constructed for the same purpose).

“Property” means items that fall within one of the generic categories listed in DoD Manual 4140.01, DoD Materiel Management Regulation, Chapter 9.5, Exchange or Sale of Nonexcess Personal Property.

Exception:

GSA waiver required for exchange or sale of items in Federal Supply Classification (FSC) Groups 10, 11, 42, 44, 51, 54, 68, 71, 84 and FSC 1560 (Airframe Structural Components).

References:

DFARS Subparts 217.70 and 239.70

DODM 4140.01, Vol.9

DOD Instruction (DODI) 4140.01

EXCHANGE/ NONAPPROPRIATED FUND INSTRUMENTALITIES (NAFI) PURCHASES

General Rule:

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The purpose of the military exchanges and other morale, welfare and recreation activities is to provide goods and services to enhance the quality of life of service members and their families. Pursuant to 10 USC, DOD exchanges and other NAFIs are authorized to contract with federal agencies to provide goods and services. 10 USC 2424 authorize, subject to specific limitations, noncompetitive contracts with military exchanges operated outside the United States for supplies and services to be used by armed forces outside the United States. Contracting officers may use these authorities when it is determined to be in the best interest of the government and the reasoning is documented in the file. Contracting with exchanges or NAFIs does not automatically establish price reasonableness. Contracting officers must determine exchange or NAFI prices to be fair and reasonable. The specific limits for using 10 USC 2424, which is implemented at DFARS 206.302-5(b)(i), are as follows:

- a. The contract or purchase order cannot exceed \$100,000.
- b. Supplies provided shall be from the stocks of the exchange store on hand as of the date the contract is entered into with that exchange store.
- c. A contract entered into with an exchange store may not provide for the procurement of services not regularly provided by that exchange store.

Policy:

Contracting officers must continue to screen all requirements for their availability from the mandatory Government sources of supply identified in FAR 8.002 and 8.003. Supplies and services available from exchanges or NAFIs are not considered agency inventories for the purpose of this enclosure.

Contracting officers are reminded that the purchase card is the preferred method of accomplishing micro-purchases including those from exchanges or NAFIs. Also, when contracting with exchanges or NAFIs, the provisions of Office of Management and Budget (OMB) Circular A-76 apply. NAFIs' performance of a commercial activity is considered "in-house" or inter-service support performance.

References:

10 USC 2424
DFARS 206.302-5(b)(i)

LIGHT REFRESHMENTS AT CONFERENCES

General Rule:

In general, an agency may not use appropriated funds to purchase items considered personal expenses, such as food, without specific authority. For these requirements consult your Office of General Council.

LODGING AND MEALS

General Rule:

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The purchase of lodging and meals for individual employees on temporary duty is not authorized. Employees on temporary duty are responsible for arranging, obtaining and paying for their own lodging and meals. Each employee then submits a voucher detailing expenses and is reimbursed on the basis of the voucher, as provided in the JTR. This is the usual method of incurring and paying for travel expenses.

Exceptions:

1. When it is in the best interest of the Government, the contracting officer may enter into a contract with a commercial concern for rooms or meals, or both, for employees on temporary duty as there is no express prohibition in doing so other than the restriction on the rental of space in the District of Columbia. However, the statutory or regulatory limitations on per diem rates or actual expense rates are equally applicable to contracts or POs entered into by agencies for lodging or meals.
2. Military Sealift Command (MSC) may contract for lodging, meals and other travel related expenses for MSC Civilian Mariners, when OCONUS, and otherwise not supported with a DOD Travel Card.
3. Naval Reserve activities are reservists during authorized drill periods. Constraints on reservist eligibility and maximum price per reservist meals are contained in the BUPERSINST reference below.

References:

B-195133, 60 Comp. Gen. 181, 19 Jan 81
40 USC 34 (1976)
BUPERSINST 1001.39 (series)
JTR, Chapter 2

LUGGAGE

General Rule:

The purchase of luggage for employees or service members for carrying personal belongings while on official travel orders is not authorized. The prohibition is based on the principle that the purchase of luggage is a personal expense. Not included in the prohibition are seabags issued to service members and briefcases, etc. furnished for the express purpose of carrying official documents associated with duties of the service member or employee. In addition, furnishing luggage as a travel expense is also prohibited.

Exceptions:

Where an employee is required by official duties to perform extensive travel requiring luggage, a determination may be made that it would be unreasonable to require the employee to furnish luggage at their own expense. Thus, appropriated funds may be used to buy luggage for such employees performing excessive travel, but only on the conditions that the luggage:

1. Would become Government property;
2. Be stored in Government facilities; and
3. Not be used for any personal business.

What constitutes excessive travel is not precisely defined. However, in the Comptroller General's decision cited below, service members were on official travel 26 weeks each year.

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The Comptroller General emphasized that the purchase of luggage would be permitted only in highly unusual circumstances.

References:

Comp. Gen. B-200154, 12 Feb 81

MEMBERSHIP DUES

General Rule:

The purchase of club, association, organization, or society memberships which solely benefit individual Government employees or officers and not their agency or activity is prohibited.

Exceptions:

The use of appropriated funds for membership dues for an activity or agency is permissible if the membership contributes to the fulfillment of the mission of the activity or agency. The payment of membership dues for an individual is authorized only by specific appropriations, by express terms in a general appropriation or in connection with employee training pursuant to 5 USC 4109.

References:

5 USC 5946

5 USC 4109

57 Comp. Gen. 526

53 Comp. Gen. 429

PESTICIDES

General Rule:

Purchases of pesticides (such as insecticides, rodenticides, herbicides, weed and feed products, fungicides, wood preservatives, etc.), and pesticide application shall be in strict accordance with OPNAVINST 6250.4C, "Navy Pest Management Programs." Purchases of pesticides and pest control services on the installation shall be approved in advance by the responsible NAVFACENGCOM activity. Purchases of pesticides and pest control services to control shipboard pests shall be approved in advance by the responsible Navy Bureau of Medicine and Surgery (BUMED) medical entomologist. Pesticides applied for personal relief (repellents) do not require approval.

Contracts:

All pest control contracts or other contract services requiring the use of pesticides, including rodenticides, herbicides, fungicides, wood preservatives, etc., on Navy land or property shall be reviewed and approved by the responsible pest management professional prior to procurement. Templates for developing performance work statements, including unit priced indefinite quantity items for electronic ordering under DOD FedMall are available for download from NAVFACENGCOM.

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NAVFACENGCOM or BUMED pest management professionals will assist installations/shipboards to ensure that service providers are properly licensed and that each applicator has commercial grade accreditation that meets state and Navy standards. Pesticide application records shall be reported monthly to the responsible pest management professional per OPNAVINST 6250.4C.

Exceptions:

None.

References:

OPNAVINST 6250.4 (series)

DoDI 4150.07, DoD Pest Management Program

OPNAV Manual 5090.1, Chapter 24, Pesticide Compliance Ashore

PLAQUES, ASHTRAYS, GREETING CARDS, PAPERWEIGHTS, AND OTHER MEMENTOS AS GIVE-AWAY ITEMS

General Rule:

The use of appropriated funds to buy give-away items such as plaques, cuff links, bracelets, ashtrays, greeting cards, paper-weights, cigarette lighters, novelty trash-cans, key-chains and similar mementos is prohibited. All such give-away items are viewed by GAO as personal gifts; the purchase of which does not constitute a necessary and proper use of appropriated funds. GAO has long held that appropriated funds may not be used to acquire items that are not specifically set forth in an appropriation act.

Exceptions:

In accordance with Comp Gen 346, the only exception for purchasing give-away items is when there is a direct connection between such items and the purpose for which the appropriation was made and if the item is essential to the carrying out of such purposes.

Official Representation Funds. Pursuant to SECNAVINST 7042.7K, if a requiring activity has received an expense operating budget of official representation funds, the funds may be used to purchase mementos of a nominal cost used in connection with official ceremonies, dedications or functions. Such mementos may not exceed the dollar threshold established in 22 USC 2694.

The mementos must be command mementos such as plaques and not personal items. Such mementos will not be presented to DOD personnel. In all cases when items are presented within the authority of SECNAVINST 7042.7K, a complete record must be maintained by the authorization or sub-authorization holder to include the name of the recipient and the reason for the presentation.

Awards to Military Personnel. In accordance with SECNAVINST 3590.5 and DODI 1348.19, appropriated funds may be used to purchase medals, trophies, badges, and similar honors for award to members of the armed forces, military units, or agencies in recognition of accomplishments or service-related competitions. The end of a tour of duty alone is not sufficient justification for presentation of a plaque unless superior professional performance is being recognized concurrently. Pursuant to 10 USC 1125, badges or buttons are authorized in recognition of military personnel for special services, good conduct, and discharge under conditions other than dishonorable.

Awards to Civilian Personnel. Appropriated funds may be used to purchase plaques to be given to civilian employees as authorized awards for recognition of special contributions or in conjunction with employee recognition programs.

References:

55 Comp. Gen. 346

SECNAVINST 7042.7

SECNAVINST 3590.5

DODI 1348.19

10 USC 1125

PLASTICS ABOARD SHIP

General Rule:

The purchase of plastic, plastic products and packaging material containing plastic is discouraged for use aboard ships. The Marine Plastic Pollution Research and Control Act of 1987 (Public Law 100-220) implements Prevention of Pollution from Ships as modified by the Protocol of 1987 (MARPOL73/78). The Act restricts overboard discharge of all solid waste near coasts and prohibits discharge of plastics worldwide. “Discharge of plastic waste to the marine environment from Navy surface ships and submarines is prohibited unless necessary to ensure ship safety, protect the health of ship’s personnel, or save a life at sea” (OPNAV 5090.1). To increase sustainability within the supply chain, NAVSUP created the Buy it Green Guide which highlights products that were designated as sustainable by GSA and/or Defense Logistics Agency (DLA). The Guide includes Plastics Removal in the Marine Environment (PRIME) products which require that all packaging be made of non-plastic materials. NAVSUP also established a PRIME Environmental Attribute Code (ENAC), which are symbols that DLA uses to classify green products. The symbol ‘NZ’ is used to designate PRIME items within DOD FedMall and Web Federal Logistics Information Systems (WebFLIS).

Exceptions:

None

References:

Public Law 100-220

OPNAVINST 5090.1 (series)

SECNAV Memorandum, “Determination under section 1902 (b) of the Act to Prevent Pollution from Ships for the Department of the Navy”

NAVSUP Publication 485

Buy It Green Guide, NAVSUP WSS (Code N26), 2014

Executive Order 13693

SHIPBOARD HABITABILITY EQUIPMENT, INCLUDING FURNITURE, LAUNDRY/ DRY CLEANING AND FOOD SERVICE EQUIPMENT

General Rule:

Only furniture, laundry and dry cleaning and food service equipment in the following categories may be procured for installation in afloat units.

1. Furniture found in S9600-AD-GTP-010, U.S. Navy Shipboard Furniture Catalog;
2. Laundry and dry cleaning equipment found in S6152-B1-CAT-010, Navy Laundry and Dry Cleaning Catalog;
3. Food service equipment found in S6161-Q5-CAT-010, The Shipboard Food Service Equipment Catalog; and

4. Habitability equipment as discussed above, manufactured per Navy standard and hull type drawings, military, federal or authorized commercial specifications, and/or proven by certified test and evaluation or approved and controlled shipboard performance testing use.

The items approved for shipboard use is available at <http://usnhabeqptcatalog.gdit.com/>, which provides the technical and procurement data requirements. The technical data (e.g.: dimensions, weight, services, options, etc.) which is subject to change, should be verified with the manufacturer prior to procurement and shipboard installation.

Exceptions:

None, unless review and approval has been obtained prior to procurement from the Life Cycle Equipment Manager at the Naval Surface Warfare Center, Carderock Division, Ship Systems Engineering Station, (Code 974), Philadelphia Naval Business Center, 5001 South Broad Street, Philadelphia PA 19112-1403.

References:

NAVSURFWARCEN SHIPSYSENGSTA Philadelphia, PA, 031755Z, Aug 09

TRANSPORTATION AIRLIFT ASSETS

General Rule:

Acquisition of commercial aircraft includes commercial aircraft acquired by lease, contract, charter or any other procurement technique for the purpose of providing Operational Support Airlift (OSA) transportation. DON airlift assets include all transport/utility type fixed and rotary wing aircraft (regardless of size) that provide air transportation for passengers and cargo. Chief of Naval Operations (CNO) prescribes overall airlift, aircraft policy for DON within guidelines established by DOD. DON airlift scheduling authorities/activities are listed in enclosure (1) to OPNAVINST 4631.2E (series). The two basic documents required to arrange airlift support are the "AIRLIFT REQUEST" and the "FLIGHT ADVISORY." The instructions for both of these documents are located in OPNAVINST 4631.2E. Requirements for OSA shall be documented using the "Airlift Request" transmitted to the appropriate scheduling activity and Navy Air Logistics Office (NALO).

Exceptions:

1. The scheduling authority has made a determination that the requested service is essential to the accomplishment of the mission or is the most cost-effective method of satisfying the movement requirement. In the case of acquisition by lease or contract (excluding charter flights), prior approval of CNO has been obtained and proper notification of intent to procure aircraft for such purpose has been given to the Assistant Secretary of Defense (Production and Logistics). These requirements are to be worked through the activity's chain-of-command.

2. DON may issue contracts for commercial airlift services for technical and operational airlift, limited to support of research and development, engineering and purposes, using only approved DOD carriers. Regular point-to-point passenger and cargo service remains under the purview of the U.S. Transportation Command and its components (Air Mobility Command and Military Sealift Command).

References:

DODI 4500.43

OPNAVINST 4631.2E (series)

DFARS 207.470

COMMERCIAL VEHICLES, PURCHASE OF

General Rule:

The Commander, NAVFAC is assigned responsibility as the CENTRALIZED SINGLE MATERIAL MANAGER for the Navy for all automotive vehicles, construction, and railway equipment known as Civil Engineering Support Equipment (CESE) and Base Support Vehicles and Equipment (BSVE). Consolidated acquisition is accomplished by the designated acquisition agencies.

The designated NAVFAC acquisition agencies supporting activities in their respective regions are:

1. Naval Facilities Engineering Command, Pacific (NAVFAC PAC) supports all field activities in the geographic area covered by Regional Commanders Hawaii, Japan, Korea, Marianas, and Southwest Asia.
2. Naval Facilities Engineering Command, Atlantic (NAVFAC Atlantic) supports all field activities in the geographic area covered by Regional Commanders Mid-Atlantic, Naval District Washington, Southeast, Southwest, Northwest, Europe, and Africa.
3. Naval Facilities Engineering Command, Expeditionary Warfare Center (EXWC) supports all field activities for the purchase of all automotive vehicles, construction, and railway equipment known as Civil Engineering Support Equipment (CESE) and Base Support Vehicles and Equipment (BSVE).

Exceptions:

None.

References:

DOD Manual 4500.36

NAVFAC Publication 300, Management of Civil Engineering Support Equipment of Sep 2003

TRANSPORTATION FOR SUPPLIES OR PERSONNEL

General Rule:

The requirement for transporting supplies is an important factor in the award and administration of a contract or order to ensure that supplies arrive in good order and condition and on time at the required location. It is the function of each activity's transportation coordinator/officer who may issue a Government Bill of Lading to effect movement of supplies. The detailed policies and procedures for the application of transportation considerations in supply orders are found at FAR

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Subpart 47.3. The passenger transportation coordinator/officer at the local Personnel Support Activity will process personnel movement requirements in accordance with the JTR. Freight transportation and material-transportation-related services outside the United States are frequently unsupported by transportation contracts or agreements. In order to provide support for the customer activities in completing transportation from the nearest airport or other point of entry, the use of the GCPC to pay for the local delivery, temporary storage, processing and releasing fees, etc. is authorized.

Contracting officers fulfilling ground/common-user transportation (or other than Service-unique or theater-assigned assets) within CONUS, must use the most current “Approved DOD Bus, Van and Limo Carriers” list. The Defense Travel Management Office manages the program through an agreement with carriers that establishes the specific terms, conditions and standards that must be met when providing transportation for DOD passengers. The DOD-approved carriers list is posted at: <https://www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf>

Transportation Coordinators and individuals arranging DOD sponsored passenger travel must use the DOD-approved carriers list to arrange for transportation within their routing authority or have the option of using the Groups Operational Passenger System (GOPAX) at:

<https://eta.sddc.army.mil/ETASSOPortal/default.aspx>

In the case of sea transportation (i.e. ferry services), the contracting officer shall direct these requirements to the Military Sealift Command (MSC).

Exceptions:

Movement of personnel outside the United States, when there is no local Personnel Support Activity to support the requirement.

References:

For Supplies - FAR Subpart 47.3

Defense Travel Regulation, Part II, (Cargo Movement)

For Personnel - DTR, Part I Chapter 104

DOD Approved Bus, Van & Limo Carriers listing

OPNAVINST 4650.15 (series)

JTR, Vol. 2

UNIFORM ITEMS

General Rule:

Uniform items that are part of the seabag are issued to Navy personnel upon enlistment and are to be replaced by the member with an annual cash allowance (Clothing Replacement Allowance). Therefore, seabag items will not be purchased with Operating Target (OPTAR) funds except as provided below. Organizational or personal protective clothing (aiguillettes, special safety shoes, disposable coveralls, etc.) is the property of the organization, remains with the organization and is paid for with OPTAR funds.

Exceptions:

1. Seabag items can be issued or replaced as work clothing and procured using OPTAR funds for mess management specialists (e.g., tee shirts, trousers, caps, aprons) and for personnel whose

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work is of a destructive nature to clothing (e.g., cleaning fuel oil tanks, entering boilers, decontamination work).

2. Shoulder Sleeve Unit Identification Marks. Initial provision is free to each attached member and paid with OPTAR funds.

3. Name Tags and Patches for Flame Resistant Variant (FRV) Coveralls. Commands required to outfit sailors in FRV coveralls are authorized to purchase FRV fabric embroidered and/or embossed leather patches. Name tag and patches can be procured from authorized vendors that have been certified through the Navy Clothing and Textile Research Facility. For a list of the certified vendors and ordering procedures see Naval Message R131900ZFEB14ZYB. Naval Message R191900ZJAN17ZYB announced the approval of the Improved Flame Resistant Variant (IFRV) Coveralls and the transition from the FRV Coveralls to the IFRV Coveralls to occur in FY18. This message is available at <http://www.public.navy.mil/bupers-npc/support/uniforms/Documents/COMUSFLTFORCOM%20R%20191900Z%20JAN%2017.pdf>

References:

United States Navy Uniform Regulations (NAVPERS 15665 (series))

31 USC 1301(a)

37 USC 415

SAMPLE MARKET RESEARCH MEMORANDUM

Timeframe (market research conducted): _____

Request for Contractual Procurement/Purchase Request Number: _____

(Information below includes market research performed by the customer)

Govt. Estimate	NAICS Code	Federal Product/Service Code
\$ _____	_____	_____

Taxonomy of Services & Equipment Portfolio Group: _____

(In accordance with DFARS PGI 237.102-74)

Background *(how system/service fits into Navy's mission capability; special features or requirements that framed research):*

Need *(describe in performance terms: function-what product/service must do; performance-qualities and attributes of the product or service; any physical characteristic requirements; required/desired delivery schedule):*

Approach

Market Research Team members were: *(List all members and provide contact information)*

Market Research techniques utilized *(check all that apply and describe your research/contacts):*

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___ Contacting knowledgeable individuals in Government and industry regarding market capabilities to meet requirements.

___ Reviewing the results of recent market research undertaken to meet similar or identical requirements. *(The contracting officer may use market research conducted within 18 months before the award of any task or delivery order if the information is still current, accurate, and relevant in accordance with FAR 10.002.)* Date of prior market research _____.

___ Publishing formal requests for information in appropriate technical or scientific journals or business publications.

___ Querying the Governmentwide database of contracts and other procurement instruments intended for use by multiple agencies available at <https://www.contractdirectory.gov/contractdirectory/> and other Government databases that provide information relevant to agency acquisitions.

___ Participating in interactive, on-line communication among industry, acquisition personnel, and customers.

___ Obtaining source lists of similar items from other contracting activities or agencies, trade associations or other sources.

___ Reviewing catalogs and other generally available product literature published by manufacturers, distributors, and dealers or available on-line.

___ Conducting interchange meetings or holding presolicitation conferences to involve potential offerors early in the acquisition process.

Number of vendors contacted: _____

Final list of potential suppliers, including business size:

Summary of research

A. Industry sources contacted and how contacted - phone, Internet, etc.; information obtained - requirements of any laws and regulations unique to the item being acquired; availability of items that contain recovered materials and items that are energy efficient; distribution and support capabilities of potential suppliers, including alternative arrangements and cost estimates; size and status of potential sources.

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B. Standard business provisions and conditions, e.g., terms, payment, freight & delivery, warranties, and tailoring of applicable provisions/clauses consistent with commercial practice in accordance with FAR 12.302:

C. Range of prices encountered and rationale for variance:

D. Description of how data was analyzed:

_____Additional information attached

Recommendations/Conclusions (*Summary of available commercial or nondevelopmental items, the value or shortcomings of each, commerciality determination, and/or provisions for training, acceptance, and warranties.*):

_____ Date _____

Customer/Program Manager signature

_____ Date _____

Contract Specialist/Purchasing Agent/Contracting Officer signature

SAMPLE DISSOLUTION OF TOTAL SMALL BUSINESS SET-ASIDE

REF: _____

[Purchase Request and/or Solicitation Number(s)]

1. The purchase of this requirement must be solicited on an unrestricted basis for one or more of the following reasons:

() A large business or foreign country manufacturer is the sole source as evidenced by the attached document.

() As evidenced by the attached urgency or mission impact statement, a large business or foreign country manufacturer is the only known source and there is not enough time to wait for small business responses to public notice or to conduct a market search.

() No small business responses were received after the required public notification was made or a market search was conducted.

() Although more than one small business was solicited for this requirement, only one small business quote was received; and the price is not considered fair and reasonable.

() Small business(es) has/have been solicited but cannot meet the required delivery date and the requisitioner cannot accept a later date.

() The item(s) offered by small business(es) does/do not meet the salient characteristics required by the requisitioner.

() Other: _____

2. Per FAR 19.502 and based on the above information, this requirement will not be set-aside or the set-aside is being withdrawn and solicitation and/or award will be made on an unrestricted basis.

PREPARED BY: _____

Buyer Signature and Date

APPROVED BY: _____

Contracting Officer Signature and Date

SAMPLE MEMORANDUM TO THE FILE

(This is only applicable to acquisitions under the Simplified Acquisition Threshold. Acquisition using FAR Subpart 13.5 shall follow the special documentation requirements at FAR 13.501.)

Subj: USE OF OTHER THAN FULL AND OPEN COMPETITION FOR AN ACQUISITION UNDER THE SIMPLIFIED ACQUISITION THRESHOLD

I. BACKGROUND:

1. FAR 13.106-1(b)(1)(i) states for purchases not exceeding the simplified acquisition threshold, Contracting Officers may solicit from one source if the Contracting Officer determines that the circumstances of the contract action deem only one source reasonably available (e.g., urgency, exclusive licensing agreements, brand-name or industrial mobilization).
2. As required by FAR 13.106-3(b)(3)(i), this memorandum explains the absence of competition for this acquisition, as only one source will be solicited for this requirement (or for a portion of the requirement) and the requirement is not expected to exceed the simplified acquisition threshold.

II. DESCRIPTION OF ITEM OR SERVICE:

Provide a description of the item or service required, to include its intended use, the name of the required source or brand name, and the required delivery date/period of performance.

III. THE DETERMINATION FOR USE OF OTHER THAN FULL AND OPEN COMPETITION IS BASED ON THE FOLLOWING (select all that apply):

A. ONLY ONE RESPONSIBLE SOURCE (select all that apply):

1. **RESTRICTIVE RIGHTS.** The source has established proprietary rights, limited rights in data, patent rights, copyrights or secret processes in the item or service required.

Explain what rights are restricted, why the restrictive rights make the required item or service available from only one source, and why another company could not satisfy the Government's need.

2. **EXCLUSIVE LICENSING AGREEMENTS.** The item or service is only available from the Original Equipment Manufacturer (OEM), or there is only one authorized distributor or technical representative for the OEM.

Identify the OEM and explain the circumstances surrounding why the item or service is only available from the OEM.

OR

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Identify the distributor(s)/authorized technical representative(s) for the item or service. Provide evidence of the exclusive licensing agreement as an attachment to this document. NOTE: If there is more than one distributor/authorized technical representative for an OEM part, then Part B, BRAND NAME SOLE SOURCE, is applicable, and Part A, ONLY ONE RESPONSIBLE SOURCE, should be left blank).

3. ___ OTHER REASONS. *Other reason not identified above. Provide details on mission impact if requirement is not solicited from only one source.*

B. ___ BRAND NAME. Item required must be a brand name product, or feature of a product, particular to one manufacturer. *Discuss why you are precluding consideration of a product manufactured by another company. Describe how the particular brand name, product, or feature is essential to the Government's requirements and why a "brand name or equal" purchase description cannot be used (see FAR 11.104). Describe how market research indicates other companies' similar products or products lacking the particular feature do not meet, or cannot be modified to meet, the agency's needs.*

C. ___ UNUSUAL AND COMPELLING URGENCY. The supplies or services are of such unusual and compelling urgency that the Government would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals. Urgent requirements are supplies or services that will result in a work stoppage, or are mission critical and the routine processing time would result in injury to the Government. The determination that the procurement for the above item/service is an urgent and compelling requirement is based on the following:

1. Date on which the requirement was first identified:
2. Required delivery date/period of performance:
3. Explanation of why delivery/commencement of services by the date mentioned above is required: *Explain the impact to the mission if the date above is not met, any special circumstances or conditions that exist which validate the requirement as "urgent," estimated production lead time for the item, etc.*
4. If appropriate, include any additional pertinent information.

IV. CERTIFICATIONS/APPROVALS:

A. Technical / Requirements Certification: I certify that the facts and representation under my cognizance which are included in this justification are complete and accurate to the best of my knowledge and belief.

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Signature

Name (Printed) / Phone #

Date

B. Certification/Approval. See FAR 13.501

SAMPLE SIMPLIFIED ACQUISITION (NTE SAT) AWARD DOCUMENTATION RECORD

Note: If additional documentation specific to this purchase is required other than what is provided in this form, annotate it on this form under where it would reasonably fall (in logical order of the buying process) and insert paper documentation (if any) in the contract file.

PR Number:

Contract/Order Number:

As the Buyer/Contract Specialist, I am recommending award to _____ at \$ _____

My award recommendation is based upon the following documentation:

REQUIRED SOURCES OF SUPPLY/SERVICES SCREENING

1. Required sources of supply have been screened (FAR Part 8 / DFARS Part 208/ FAR 13.003)

- FPI/UNICOR (FAR Subpart 8.6 / DFARS Subpart 208.6) (www.unicor.gov/catalog)
- Meets authorized exception (FAR 8.605)
- Not comparable to commercial industry (FAR 8.602(4))
- Comparable – FPI waiver attached (FAR 8.604)
- Not required – Procurement is for an item for which FPI has a significant market share (DFARS 208.602-70)
- AbilityOne, formerly JWOD (NIB/NISH) (FAR Subpart 8.7)
- Not offered.
- Purchase exception obtained (FAR 8.706)
- Agency Inventories, Excess from other Agencies, Wholesale Supply Sources, Coordinated Acquisition Program (CAP), Integrated Material Management Program (IMMP) (DFARS 208.70)
 - Not available within existing inventories or via CAP/IMMP
 - Available but not procured via CAP/IMMP. Procurement meets the exception(s) listed in DFARS 208.7003-1/208.7003-2.
 - Not applicable – Procurement is for services.

2. Preferred sources of supply reviewed (FAR 8.4 / DFARS 208.4/ FAR 13.003)

- Federal Supply Schedules (FSS) (FAR Subpart 8.4/DFARS Subpart 208.4)
- Not available under FSS
- Contracting officer has determined that open market is in the best interest of the Government.

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- Strategically Sourced Contracts

(<https://mynavsup.csd.disa.mil/webcenter/portal/nss>)

- Not applicable – supply/service is not available from Strategically Sourced Contracts

Service/Supply is available from a Strategically Sourced Contract; however, award will not be made under that contract because: (waiver is attached if required)

- Shared Contracts (Commands/activities may have issued such contracts for their specific use).

- Not applicable – supply/service is not available from a Shared Contract

Supply/Service is available from a Shared Contract; however, award will not be made under that contract because:

SOLE SOURCE/BRAND NAME/URGENCY DOCUMENTATION

Sole source/brand name justification <\$150K (Signed and Approved by the Contracting Officer). If applicable, brand name statement has been posted to Federal Business Opportunities (FBO) in accordance with FAR 13.106-1(b)(3).

Urgency statement <\$150K (Signed and Approved by the Contracting Officer)

Not Applicable for this procurement

MARKET RESEARCH DOCUMENTATION

MARKET RESEARCH (FAR Part 10) Documentation of market research shall include results of the market research such as how, who, business size, capability, etc. This information helps in making decisions concerning determination of commerciality, sole source, price reasonableness, UNICOR/FPI comparability, small business set-aside or unrestricted, etc.

Market research was conducted resulting in the following: *(This section will continue to expand allowing as much documentation space as needed)*

LEASE OR PURCHASE OF EQUIPMENT ABOVE THE MICROPURCHASE THRESHOLD (FAR 7.401/DFARS 207.4)

Not applicable – Requirement is not for purchase or lease of “Equipment” (as defined by DODI 5000.64).

Not required – Requirement is for lease of equipment or motor vehicle for less than 60 days.

Requirement is for “Equipment” above the micro-purchase threshold and customer’s lease or purchase analysis is in the contract file.

COMMERCIAL ITEM DETERMINATION

This supply was determined to be commercial based on *(provide detailed explanation for each selection, if needed)*:

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The item is of a type customarily used by the general public or by non-governmental entities for purposes other than governmental and has been sold, leased, or licensed to the general public or has been offered for sale, lease, or license to the general public.

The item evolved from a commercial item but is not yet available in the commercial marketplace, but will be available in time to satisfy the Government's requirements.

The requirement is for a commercial item that has been modified to meet the Government's requirements.

Other:

The service is for installation, maintenance, repair, training, or other service for an item that meets the commercial item definition. Provide documentation/Explanation:

The service is of a type offered and sold competitively in substantial quantities at established catalog or market prices. Provide documentation/Explanation:

The supply or service is not a commercial item. The Request for Quotes (RFQ) will utilize the Uniform Contract Format (UCF) and will contain the appropriate FAR Part 13 clauses for noncommercial items.

SERVICE CONTRACT LABOR STANDARDS (FAR Subpart 22.10/DFARS Subpart 222.10/NMCARS Subpart 5222.10)

The Service Contract Labor Standards is applicable for this award.

Wage determination obtained (**Copy of Wage Determination in file**)

KO Determination to exempt (**FAR Clause 52.222-48**)

Not Applicable for this procurement

SMALL BUSINESS SET-ASIDE DETERMINATION (\$10K - \$150K) - (DFARS 219.201(c) (10) and 219.201(d), FAR 19.502-2)

100% Total Small Business Set-Aside (\$10K - \$150K) – DD Form 2579 not required and Small Business Specialist review and approval not required in accordance with (IAW) DFARS 219.201(c)(10)(A)

DD Form 2579 (\$10K - \$150K) - **UNRESTRICTED not** 100% Total Small Business Set Aside – Small Business Specialist Review and Approval Required on DD2579

Not applicable – outside the U.S. and outlying areas in accordance with FAR 19.000(b)

REVERSE AUCTION

This is a commercial off-the-shelf supply item and Reverse Auction was used

This is a commercial off-the-shelf supply item and Reverse Auction was not used (**see waiver below**)

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- This is not a commercial off-the-shelf supply item (Reverse Auction not required)
- Not applicable – only source(s) were solicited from outside the U.S. and U.S. territories

Reason for waiver:

- Item is available under an existing contract vehicle with favorable terms and conditions

Existing contract to be used:

- Exception to the fair opportunity to compete available under the Federal Acquisition Streamlining Act (FASA)

- Urgency
- Only one capable source
- Logical follow-on
- Minimum guarantee

Urgency/Lead Time: The required delivery date does not provide adequate time to set up and run a reverse auction

- Other:

Buyer/Contracting Officer's signature on this document serves as required written approval.

POSTING/SYNOPSIS (FAR PART 5)

≤\$25K, Oral RFQ utilized (FAR 13.106-1(c)). No posting required IAW FAR 5.101(a)(2)(ii). The oral RFQ and the results are adequately documented in the contract file

\$15K - \$25K

Written RFQ - Posted on FEDBIZOPPS and/or public place

Written RFQ **not** posted on FEDBIZOPPS and/or public place, FAR 5.202 exception applies: _____

>\$25K

Requirement was synopsisized on FBO on _____(date)

Combined synopsis/solicitation was issued and posted to FBO on _____(date)

Requirement was **not** synopsisized. The following FAR 5.202 exception applies: _____

(Although an exception to synopsisizing may apply in accordance with FAR 5.202, it does not exempt the posting/publicizing of the RFQ in accordance with FAR Part 5)

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BUY AMERICAN STATUTE (FAR Part 25/DFARS Part 225/NMCARS Part 5225)

- Buy American Statute Evaluation Required
 - Foreign Restriction Applies
 - Foreign Item Offered
 - Small Business Set-Aside withdrawn
- Not applicable for this procurement

FAIR AND REASONABLE PRICE DETERMINATION (FAR 13.106)

I have determined the prices to be fair and reasonable based upon:

- Adequate Price Competition: _____ vendors were solicited and _____ quotes were received. After comparing the quoted prices, I consider the quotes competitive. See the abstract of price quotes received.
- Commercial Catalog or Published Price List

Manufacturer/vendor name:

Catalog/List title or number:

Effective date(s):

Page number(s):

NOTE: Inclusion of a price in a price list, catalog, or advertisement does not, in and of itself, establish fairness and reasonableness of the price. Additional pricing analysis must be documented.

- Established Market Price or Prices Set by Law/Regulation

The quoted price is the same as the established market price or the prices set by law or regulation as verified by:

- Historical Comparison for the same or similar items:

Prior Contractor:

Order No: Date Purchased:

Quantity and Unit of Issue:

Unit Price Previously Paid:

Basis for determining prior price reasonable:

If the item(s) are not identical, explain why the comparison is considered valid:

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Other Price Analysis or Evaluation of Other Factors or Comments:

CONTRACTING OFFICER'S REPRESENTATIVE (DFARS PGI 201.602-2)

Not applicable - the requirement is not for "Services"

COR required and appointed in the CORT Tool

Contracting Officer has exempted this action from COR requirements as:

The Action was awarded using SAP procedures;

2) The requirement is not complex; and

3) Contracting Officer's signature on this document serves as required written file documentation as to why COR is not necessary.

SYSTEM FOR AWARD MANAGEMENT (SAM)

The prospective contractor/vendor is registered with SAM and has no exclusions.

The prospective contractor/vendor is exempt from SAM requirements under FAR 4.1102(a)() (*fill in appropriate citation*).

Contract is being awarded pursuant to FAR 6.302-2 and the prospective contractor/vendor will be registered in SAM within 30 days of contract award, or at least three days prior to submission of the first invoice, whichever occurs first (see FAR 4.1103(b)(3)).

The contractor/vendor's SAM registration has expired, and procedures as set forth in FAR 4.1103(b) were utilized. (*Provide further details on actions taken in accordance with FAR 4.1103(b)*).

CONTRACTOR RESPONSIBILITY DETERMINATION (FAR SUBPART 9.1)

The prospective contractor has been determined to be responsible within the meaning of FAR 9.104, i.e., the firm exhibits:

- (1) adequate financial resources to perform the contract;
- (2) an ability to meet the delivery or performance schedule;
- (3) a satisfactory performance record;
- (4) a satisfactory record of integrity and business ethics;
- (5) the necessary organization, experience, accounting and operational controls, and technical skills or the ability to obtain them;
- (6) the necessary production and technical equipment and facilities, or the ability to obtain them; and

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(7) does not appear on the “List of Parties Excluded from Federal Procurement and Non-Procurement Programs”, and is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Additional Information: *Explain how you determined the above statement to be true.*

Not applicable per FAR 9.102(b).

REPORTING REQUIREMENTS (DFARS Subpart 204.6)

CAR completed

DISTRIBUTION OF AWARD

Copy of award emailed to Contractor, Customers and others on Distribution List. For actions awarded under the SBA 8(a) program, copy of award mailed to the cognizant SBA associated with the awardee.

BUYER/CONTRACTING OFFICER SIGNATURE/DATE

As the buyer of this award, I hereby certify that to the best of my ability all of the documentation above is true and correct.

--	--	--

Typed or Printed Name

Buyer Signature

Date

*(If Buyer is Contracting Officer, only
one signature is required)*

As the Contracting Officer (if different from above), I have reviewed the above documentation and agree with the award recommendation.

--	--	--

Typed or Printed Name

Contracting Officer Signature

Date

EXCEPTION TO APPLICATION OF DFARS 252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS

REPORTS (and specifically DFARS 232.7002, POLICY), the following exception applies to this solicitation or award that allows omission of DFARS Clause 252.232-7003:

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- 232.7002(a)(1)(i): Classified contracts or purchases when electronic submission and processing of payment requests could compromise the safeguarding of classified information or national security;
 - 232.7002(a)(1)(ii): Contracts awarded by deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 USC 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 USC 2302(8), or contracts awarded by contracting officers in the conduct of emergency operations such as responses to natural disasters or national or civil emergencies, when access to the Wide Area Work Flow by those contractors is not feasible;
 - 232.7002(a)(1)(iii): Purchases to support unusual or compelling needs of the type described in FAR 6.302-2, when access to Wide Area Work Flow by those contractors is not feasible;
 - 232.7002(a)(1)(iv): Cases in which DOD is unable to receive payment requests or provide acceptance in electronic form;
 - 232.7002(a)(1)(v): Cases in which the contracting officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the contractor. In those cases, the contracting officer administering the contract shall furnish a copy of the determination to their Senior Procurement Executive. In accordance with NMCARS 5232.7002, a copy of the determination must also be provided to DASN(AP) by email at RDAJ&As@navy.mil with the subject “DFARS 232.7002(a)(1)(v) – Release From Submission of Payment Requests and Receiving Reports in Electronic Form.”;
 - 232.7002(a)(2) When the Governmentwide commercial purchase card is used as the method of payment, only submission of the receiving report in electronic form is required.
-

As the Contracting Officer of this award, I have reviewed the above documentation and agree with the above.

--	--	--

Typed Name of Contracting Officer

Signature

Date

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SAMPLE BPA CALL DOCUMENTATION RECORD

CONTRACTOR: _____

BPA NUMBER: _____

COMMODITIES: _____

PHONE NO: _____ BUSINESS SIZE: _____

POC Name: _____ POC Email Address: _____

PAYMENT TERMS: _____

CALL NUMBER	AWARD DATE	REQUISITION NUMBER(S)	ITEM(S) DESCRIPTION	TOTAL PRICE	CUMULATIVE PRICE

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SAMPLE BLANKET PURCHASE AGREEMENT (BPA) AND BPA CALL/ORDER REVIEW FORM				
ACTIVITY				
BPA ISSUED BY (IF OTHER THAN ABOVE)				
BPA NUMBER		TOTAL CALLS/ORDERS PLACED DURING PERIOD REVIEWED		
PERIOD COVERED BY REVIEW		DATE OF ACTUAL REVIEW		
INSTRUCTIONS: This form is to be used to conduct the annual BPA file review. The contracting officer placing calls/orders under a BPA, or the designated representative of the contracting officer, shall ensure authorized procedures are being followed pursuant to FAR 13.303 or 8.405-3. BPAs utilized and reviewed by individuals outside the jurisdiction of the contracting officer issuing the BPA, a signed copy of this completed form shall be forwarded to the contracting officer to be retained in the BPA file. If any unsatisfactory conditions are found during the review an explanation must be provided which includes corrective action to be taken.				
1	ARE MANDATORY SOURCES OF SUPPLIES AND SERVICES BEING SCREENED PRIOR TO PLACING CALLS/ORDERS?	YES	NO	N/A
2	ARE CALLS/ORDERS BEING PLACED ONLY BY PROPERLY AUTHORIZED INDIVIDUALS?			
3	ARE THE ESTABLISHED MONETARY LIMITATIONS OF THE DESIGNATED INDIVIDUALS BEING ADHERED TO?			
4	ARE PURCHASES OVER THE MICROPURCHASE THRESHOLD COMPETED AND IS THERE FILE DOCUMENTATION TO SUPPORT THE PRICE PAID WAS FAIR AND REASONABLE?			
5	DOES THIS BPA CONTRACTOR APPEAR TO BE RECEIVING AN EQUITABLE SHARE OF THE MICROPURCHASE CALLS/ORDERS?			
6	ARE PURCHASES UNDER THIS BPA RESERVED FOR SMALL BUSINESS? IF NOT HAS THE CONTRACTING OFFICER DISSOLVED THE SETASIDE?			
7	DOES THIS BPA INCLUDE ALL MANDATORY TERMS AND CONDITIONS?			
8	HAS THIS OFFICE FURNISHED THE BPA SUPPLIER WITH A LIST OF THE INDIVIDUALS AUTHORIZED TO PLACE CALLS/ORDERS (EITHER BY NAME OR POSITION/TITLE), IS THE LIST CURRENT AND ARE DOLLAR LIMITATIONS STATED?			
9	IS THIS BPA STILL VALID (e.g., SCHEDULE CONTRACT STILL IN EFFECT, REPRESENTS THE BEST VALUE, ADDITIONAL PRICE REDUCTIONS CAN BE OBTAINED)?			
10	HAS THIS BPA BEEN REVIEWED AT LEAST ANNUALLY PURSUANT TO FAR 13.303-6 OR 8.405-3(e)?			
REMARKS				
THE ABOVE LISTED BPA FILE HAS BEEN REVIEWED AND THE DEFICIENCIES NOTED ABOVE ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.		NAME/TITLE OF REVIEWING OFFICIAL		
SIGNATURE		DATE		

NAVSUP FORM 1328 (REV. 6-15)

FACTORS USED TO ESTABLISH NOT-TO-EXCEED AMOUNT FOR REPAIRS

PRICE-RELATED FACTORS EXPRESSED IN ESTIMATED NUMBERS OF -- *	UNIT & UNIT PRICE	EXTENDED ESTIMATE
_____ Labor Hours	\$_____/HR	\$_____
_____ Call-Out/Trip Charges	\$_____/TRIP	\$_____
_____ Travel Miles	\$_____/MILE	\$_____
_____ Travel Hours	\$_____/HR	\$_____
_____ Days with Meals Included	\$_____/DAY	\$_____
_____ Lodging Days	\$_____/DAY	\$_____
_____ Car Rental Days	\$_____/DAY	\$_____
_____ Airline Tickets	\$_____/TICKET	\$_____
Possible/Probable Parts Required and the Basis for the Prices Charged.	\$_____/LOT	\$_____
Other Factors Considered:		

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PRICE-RELATED FACTORS EXPRESSED IN ESTIMATED NUMBERS OF -- *	UNIT & UNIT PRICE	EXTENDED ESTIMATE
THE NTE PRICE IS REALISTIC BASED ON TOTAL ESTIMATED COSTS	1 JOB	NOT TO EXCEED \$ _____

* These factors do not need to be itemized on the order but should be kept as part of the solicitation record for use in evaluating the final invoice price. The contractor must agree to itemize each type of charge, as indicated above, on their service ticket/report and on the invoice.

SAMPLE AWARD DOCUMENTATION RECORD FOR ACQUISITIONS UTILIZING SAP UNDER FAR SUBPART 13.5

This document, with its attachments, describes the procedures used in awarding the contract, including the fact that the procedures in FAR Subpart 13.5 were followed.

SECTION I - SUMMARY OF KEY DOCUMENTS

Insert a Summary of Key Documents and a List of Attachments here.

SECTION II - HISTORY OF ACQUISITION AND PRE-AWARD COMPLIANCES

A. HISTORY OF ACQUISITION

1. Requisition Number	Priority	_____	
2. Control Number		_____	
3. Requisition Data		_____	
a. Date Requisition Received		_____	
b. Estimated Amount		_____	
c. Date Requisition Workable		_____	
d. Date Synopsized		_____	
e. Date Services Commence		_____	
f. Date Material Required		_____	
g. Required Award Date to Meet Delivery		_____	
4. Solicitation Data		_____	
a. Type:	RFP	RFQ	OTHER
b. Date Issued	_____	_____	_____
c. Date Closed	_____		
d. Contract Type Solicited	_____		

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e. Method of Acquisition:

(1) 8(a)

(2) SBD Set-Aside

(3) HUBZone Set Aside

(4) SDVOSB Set-Aside

(5) WOSB Set-Aside

(6) SB Set-Aside

(7) Other

f. Firms solicited

g. Quotes received

Additional information:

PRE-AWARD COMPLIANCES

1. ACQUISITION STRATEGY

a. This is a service acquisition. A MOPAS-S Acquisition Strategy was approved and is included in the contract file.

b. This is a supply acquisition and does not require an Acquisition Strategy.

SECTION III - NON-PRICE EVALUATION

REVIEW OF QUOTES

- | | | |
|--|----|---|
| | a. | Each quote received, both price and technical portions (if applicable), has been reviewed by the PCO. |
| | b. | The PCO has not reviewed each quote received, both price and technical portions. |

PAST PERFORMANCE

- | | | |
|--|----|--|
| | a. | Past Performance has been utilized in the evaluation of this procurement and is explained below. Also, pursuant to NMCARS 5215.305, the automated Past Performance Information Retrieval System (<u>PPIRS</u>) was used as a source of past performance information. |
| | | Federal Awardee Performance and Integrity Information System (FAPIS) mandatory review per FAR 9.104-6(a). |
| | b. | Past Performance has not been utilized in the evaluation of this procurement. |

Additional Information: *(Explain the non-price evaluation here, including: Evaluation procedures in accordance with FAR 13.106-2(b) - insert the text of the solicitation's evaluation or award clause; **Table of Evaluation Results** - do a matrix with all evaluation criteria, by company name with the apparently successful vendor on top, with a brief summary on each.)*

SECTION IV - PRICE ANALYSIS

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Remember that although you are using SAP procedures, a thorough price analysis is required.

- | | | |
|--|----|--|
| | a. | FAR 13.106-3(a)(1). Comparison of competitive quotes. |
| | b. | FAR 13.106-3(a)(2)(i). If only one response is received, the contracting officer may base the statement on market research. |
| | c. | FAR 13.106-3(a)(2)(ii). If only one response is received, the contracting officer may base the statement on comparison of the quoted price with prices found reasonable on previous purchases. |
| | d. | FAR 13.106-3(a)(2)(iii). If only one response is received, the contracting officer may base the statement on current price lists, catalogs, or advertisements. However, inclusion of a price in a price list, catalog, or advertisement does not, in and of itself, establish fairness and reasonableness of the price. |
| | e. | FAR 13.106-3(a)(2)(iv). If only one response is received, the contracting officer may base the statement on a comparison with similar items in a related industry. |
| | f. | FAR 13.106-3(a)(2)(v). If only one response is received, the contracting officer may base the statement on his/her personal knowledge of the item being purchased. Comparison of quoted prices with prices obtained through market research for the same or similar items. |
| | g. | FAR 13.106-3(a)(2)(vi). If only one response is received, the contracting officer may base the statement on comparison to an independent Government estimate. |
| | h. | FAR 13.106-3(a)(2)(vii). If only one response is received, the contracting officer may base the statement on any other reasonable basis. |

Price Analysis: *Explain your analysis here.*

SECTION V - SOURCE SELECTION DECISION

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Discuss your source selection decision.

SECTION VI - CONTRACTOR RESPONSIBILITY AND COMPLIANCES

CONTRACTOR RESPONSIBILITY DETERMINATION

The prospective contractor has been determined to be responsible within the meaning of FAR 9.104, i.e. the firm exhibits:

- (1) adequate financial resources to perform the contract;
- (2) an ability to meet the delivery or performance schedule;
- (3) a satisfactory performance record;
- (4) a satisfactory record of integrity and business ethics;
- (5) the necessary organization, experience, accounting and operational controls, and technical skills or the ability to obtain them;
- (6) the necessary production and technical equipment and facilities, or the ability to obtain them; and
- (7) does not appear on the “List of Parties Excluded from Federal Procurement and Non-Procurement Programs”, and is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Additional Information: *Explain how you determined the above statement to be true.*

SYSTEM FOR AWARD MANAGEMENT –ENTRY

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<https://www.sam.gov>

- | | | |
|--|-----|---|
| | a. | The contractor is registered with SAM. |
| | b. | The contractor is NOT registered with SAM |
| | (1) | However, application is filed with SAM. |
| | (2) | Waiver has been made due to urgency. |

SYSTEM FOR AWARD MANAGEMENT <https://www.sam.gov>

- | | | |
|--|----|---|
| | a. | The prospective contractor/vendor is registered with SAM and has no active exclusions (printout in file). |
| | b. | The prospective contractor/vendor is exempt from SAM requirements under FAR 4.1102(a)() fill in appropriate citation). |
| | c. | Contract is being awarded pursuant to FAR 6.302-2 and the prospective contractor/vendor will be registered in SAM within 30 days of contract award, or at least three days prior to submission of the first invoice, whichever occurs first (see FAR 4.1103(b)(3)). |
| | d. | The contractor/vendor's SAM registration has expired, and procedures as set forth in FAR 4.1103(b) were utilized. (Provide further details on actions taken in accordance with FAR 4.1103(b). |

Additional Information: *Give further explanation here.*

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POST AWARD SYNOPSIS

	a.	The award will be synopsisized in Governmentwide point of entry (GPE) pursuant to FAR 5.301.
	b.	The award will not be synopsisized in the GPE since the award is not subject to the Trade Agreements Act and the award is not likely to result in the award of any subcontracts.
	c.	Not Applicable due to _____ (insert FAR 5.202 exception).

ANNOUNCEMENT OF CONTRACT AWARDS TO THE NAVY CHIEF OF INFORMATION (CHINFO)

	a.	Not applicable. The face value, excluding unexercised options, does not meet the threshold for DoD awards established in DFARS 205.303.
	b.	CHINFO required. Contract action with a face value, excluding unexercised options, of more than the threshold at DFARS 205.303.

LEGAL REVIEW OF AWARD DOCUMENT

	a.	Counsel review of award not required IAW local policy
	b.	Counsel review of award will be obtained prior to award.

CONTRACT ADMINISTRATION

	a.	Contract Administration will be retained by the contracting office per FAR 42.203 and DFARS 242.202(a)(i) _____.
	b.	Certain Normal Contract Administration functions as specified in FAR 42.302(a) will be withheld by the contracting office.

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- | |
|--|
| |
| |
- c. All Contract Administration functions will be assigned to Defense Logistics Agency (DLA)/ Defense Contract Management Agency (DCMA), except COR duties when COR assignment is applicable.
- d. Contracting Officer's Representative (DFARS PGI 201.602-2)
- Not applicable - the requirement is not for "Services"
- COR required and appointed in the CORT Tool
- Contracting Officer has exempted this action from COR requirements as:
- 1) The Action was awarded using SAP procedures;
 - 2) The requirement is not complex; and
 - 3) Contracting Officer's signature on this document serves as required written file documentation as to why COR is not necessary.

PALT ADJUSTMENT

- | |
|--|
| |
| |
- a. No PALT adjustment can be taken for this acquisition.
- b. A total PALT adjustment of _____ days may be taken for this acquisition due to:
- | |
|--|
| |
| |
| |
| |
- (1) Delays due to technical changes.
 - (2) Delays due to protest.
 - (3) Delays due to funding constraints.
 - (4) Delays due to the unavailability of GSA schedule.

OTHER INFORMATION

Include Evaluation of Options, Certificate of Competency, Security Requirements, Subcontracting Plans, Ordering Officer Authority, Small Business Challenge Letters or any other pertinent information that may apply to your specific requirement.

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RECOMMENDATION

State the recommendation for award in a brief summary. Include contractor's name and award amount (plus options if applicable).

BUYER/CONTRACTING OFFICER SIGNATURE/DATE

As the buyer of this award, I hereby certify that all of the documentation above is true and correct.

--	--	--

Typed or Printed Name

*Buyer Signature
(If Buyer is Contracting Officer, only
one signature is required)*

Date

As the Contracting Officer (if different from above), I have reviewed the above documentation and agree with the award recommendation.

--	--	--

Typed or Printed Name

Contracting Officer Signature

Date

**EXCEPTION TO APPLICATION OF DFARS 252.232-7003
ELECTRONIC SUBMISSION OF PAYMENT REQUESTS**

Pursuant to the requirements of Defense FAR Supplement (DFARS) Section 232.70 titled ELECTRONIC SUBMISSION AND PROCESSING OF PAYMENT REQUESTS (and specifically subsection 232.7002 POLICY), the following exception applies to this solicitation or award that allows omission of DFARS Clause 252.232-7003:

- 232.7002(a)(1)(i): Classified contracts or purchases when electronic submission and processing of payment requests could compromise the safeguarding of classified information or national security;
- 232.7002(a)(1)(ii): Contracts awarded by deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 USC 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 USC 2302(8), or contracts awarded by contracting officers in the conduct of emergency operations such as responses to natural disasters or national or civil emergencies, when access to the Wide Area Work Flow by those contractors is not feasible;
- 232.7002(a)(1)(iii): Purchases to support unusual or compelling needs of the type described in FAR 6.302-2, when access to Wide Area Work Flow by those contractors is not feasible;
- 232.7002(a)(1)(iv): Cases in which DoD is unable to receive payment requests or provide acceptance in electronic form;
- 232.7002(a)(1)(v): Cases in which the contracting officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the contractor. In those cases, the contracting officer administering the contract shall furnish a copy of the determination to their Senior Procurement Executive; and
- 232.7002(a)(2) When the Governmentwide commercial purchase card is used as the method of payment, only submission of the receiving report in electronic form is required.

As the Contracting Officer of this award, I have reviewed the above documentation and agree with the above.

--	--	--

Typed Name of Contracting Officer

Signature

Date

REFERENCES

1. U.S. General Accounting Office case B-302993 (25 Jun 04) at: <https://www.gao.gov/decisions/appro/302993.htm>
2. DOD Joint Ethics Regulation Section 2-301b (Navy Guidance) at: <http://www.secnav.navy.mil/fmc/fmo/Documents/bus-cards.pdf>
3. ASN(FM&C) memo of 9 Mar 99 at: http://www.secnav.navy.mil/fmc/fmo/Pages/account_finance_policies.aspx
4. ASN(FM&C) memo of 26 Aug 99 at: http://www.secnav.navy.mil/fmc/fmo/Pages/account_finance_policies.aspx
5. OSD memo of 15 Jul 99 at: <http://www.secnav.navy.mil/fmc/fmo/Documents/buc.pdf>
6. GAO B-247563, 11Dec 96 at: <https://www.gpo.gov/fdsys/pkg/GAOREPORTS-B-247563-4/html/GAOREPORTS-B-247563-4.htm>
7. Section 508 of the Rehabilitation Act at: <https://section508.gov/content/learn/laws-and-policies>
8. 51 Comp. Gen. 797, 6 Jun 72 at: <https://www.gao.gov/products/B-86148>
9. Comp. Gen. file B-200017, 10 Mar 81 at: www.gao.gov/products/B-200017
10. DODM 4140.01, Vol. 9 at: <https://www.hsdl.org/?abstract&did=749850>
11. DODI 4140.01 at: <http://www.esd.whs.mil/DD/>
12. 10 USC 2424 at: <https://www.law.cornell.edu/uscode/text/10/2424>
13. B-195133, 60 Comp. Gen. 181, 19 Jan 81 at: www.gao.gov/products/424604
14. 40 USC 34 at: <https://www.gpo.gov/fdsys/granule/USCODE.../USCODE-2000-title40-chap1-sec34>
15. BUPERSINST 1001.39 (series) at: <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>
16. JTR, Chapter 2 at: [www.defensetravel.dod.mil/Docs/perdiem/browse/Travel.../JTR\(07-01-16\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/browse/Travel.../JTR(07-01-16).pdf)
17. Comp. Gen. B-200154, 12 Feb 81 at: www.gao.gov/products/440749
18. 5 USC 5946a: <http://uscode.house.gov>

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19. 5 USC 4109 at: <http://uscode.house.gov>
20. 57 Comp. Gen. 526 at: <https://www.gao.gov/products/451524>
21. 53 Comp. Gen. 429 at: <www.gao.gov/products/428446>
22. B-195133, 60 Comp. Gen. 181, 19 Jan 81 at: <www.gao.gov/products/424604>
23. OPNAVINST 6250.4 (series) at: : <https://doni.documentservices.dla.mil/allinstructions.aspx>
24. DODI 4150.07 at: <http://www.esd.whs.mil/DD/>
25. OPNAV Manual 5090.1 at: <https://doni.documentservices.dla.mil/manuals-opnav.aspx>
26. 55 Comp. Gen. 346 at: <www.gao.gov/products/470884>
27. SECNAVINST 7042.7 at:
<https://doni.documentservices.dla.mil/Directives/.../07.../7042.7K.pdf>
28. SECNAVINST 3590.5 at: <https://doni.documentservices.dla.mil/Directives/03000%20Nav>
29. DODI 1348.19 at: <http://www.esd.whs.mil/DD/>
30. 10 USC 1125 at: <www.gpo.gov/fdsys/search/pagedetails.action?packageI>.
31. Public law 100-220 at: <www.gpo.gov/fdsys/pkg/STATUTE-101/pdf/STATUTE-101-Pg>
32. OPNAVINST 5090.1 (series) at: <https://doni.documentservices.dla.mil/allinstructions.aspx>
33. NAVSUP Publication 485 at:
https://nll.navsup.navy.mil/web/public_detail.cfm?stock_number=0530LP1177880
34. Buy It Green Guide at:
https://my.navsup.navy.mil/webcenter/portal/ccpmd_pc/page17382?_afLoop=258849275676170&_adf.ctrl-state=yv4vgnayq_58#!
35. Executive Order 13693 at:
<https://www.acq.osd.mil/.../DoD%20Guidance%20on%20on%20EO%2013693%20FINAL%20>
36. DODI 4500.43 at: <http://www.esd.whs.mil/DD/>
37. OPNAVINST 4631.2E (series) at: <https://doni.documentservices.dla.mil/allinstructions.aspx>
38. DOD Manual 4500.36 at: www.acq.osd.mil/log/tp/.policies.html/Final_DoDM_450

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39. NAVFAC Publication 300 at:
www.public.navy.mil/NAVSAFECEN/Documents/shore/motor_vehicle
40. Defense Travel Regulation, Parts I and II at: <https://www.ustranscom.mil/dtr/index.cfm>
41. DOD Approved Bus, Van & Limo Carriers Listing at:
www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf
42. OPNAVINST 4650.15 (series) at: <https://doni.documentservices.dla.mil/allinstructions.aspx>
43. JTR, Vol.2 at: <http://www.defensetravel.dod.mil/site/travelreg.cfm>
44. NAVPERS 15665 series) at: <http://www.public.navy.mil/BUPERS-NPC/SUPPORT/UNIFORMS/UNIFORMREGULATIONS/Pages/default.aspx>
45. 31 USC 1301(a) at: <http://uscode.house.gov>
46. 37 USC 415 at: <http://uscode.house.gov>