

PHASE I: CONTRACT FORMATION

Activity 15: Simplified Acquisition Procedures

Simplified Acquisition Procedures: Blanket Purchase Agreements (BPAs)

Determine if the use of required sources or an existing contract vehicle is appropriate for the acquisition.

If yes,

If no,

Do not use simplified acquisition procedures, and obtain the goods or services through required sources or an existing contract vehicle.

Determine if the acquisition exceeds the micro-purchase threshold.

If no,

If yes,

To the extent practicable, distribute the micro-purchases equitably among qualified suppliers.

Use the governmentwide commercial purchase card to pay for the micro-purchase.

Determine if the acquisition is a commercial item.

If no,

If yes,

Determine if the the acquisition of the non-commercial item is expected to exceed the simplified acquisition threshold (SAT).

If yes,

If no,

Determine if the acquisition is expected to exceed \$7 million.

If no,

If yes,

Use FAR Part 15 procedures.

Post a synopsis.

Either prepare a solicitation or issue a combined synopsis and solicitation.

Use FAR Part 15 procedures.

Solicit quotations.

Evaluate the quotations or offers.

Determine that the proposed price is fair and reasonable.

Document the contract file.

Issue the notice of award, if applicable.

Make the award.

Report the award to the Federal Procurement Data System-Next Generation (FPDS-NG).

Notify unsuccessful suppliers, if required.

Provide a brief explanation of the award decision, if requested from a supplier.

Determine the method of payment.

Determine if there is an anticipated repetitive need for supplies or services.

If yes,

If no,

Consider proceeding with a single award.

Determine if the circumstances warrant establishing a BPA.

If yes,

If no,

Establish a BPA.

Meet the repetitive need for supplies and services through alternative acquisition methods.

Make a purchase under the BPA.

Ensure that purchase limits are within authorized law.

Seek maximum practicable competition.

Make the purchase requisition.

Record essential elements in an informal memorandum.

Record the receipt and acceptance of the goods or services purchased under the BPA.