

Contingency Micro-Purchase Checklist

| Item Number | Note: Procedures may differ based on the AOR. Contact responsible component OPR for command-specific procedures. | Applicable and Present |
|-------------|--|------------------------|
| 1 | Is funding certified and available? (FAR 32.702) | |
| 2 | Did CCO verify requirement cannot be met through required sources of supplies/services? (FAR 13.201(e) and FAR 8.002) | |
| 3 | Will the purchase of supplies or services be used to support a contingency operation or to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack? (13.201(g)(1)) Note: see thresholds below. | |
| 3a | -\$15K in the case of any contract to be awarded and performed, or purchase to be made, inside the US. (13.201(g)(1)(i)) -\$25k in the case of any contract to be awarded and performed, or purchase to be made, outside the US. (13.201(g)(1)(ii)) | |
| 4 | To the extent possible, did the CCO distribute micro-purchases equitable among qualified suppliers? (FAR13.202(a)(1)) | |
| 5 | If micro-purchase was awarded without soliciting competitive quotes, did CCO determine the price was reasonable? (FAR 13.202(a)(2)) | |