

Simplified Acquisition

Item Number	Note: Procedures may differ based on the area of responsibility (AOR). Contact responsible component office of primary responsibility (OPR) for command-specific procedures.	Applicable and Present
1	Purchase Request (FAR 32.702) a. Electronic or original funding documentation in file? b. Funds increase letter in file (if applicable)? c. Fund cite matches award and sufficient funds available?	
2	Perform Market Research/Competition a. Review required sources of supply? (FAR 8.002) b. If <simplified acquisition threshold, did the CCO consider solicitation of at least three sources to promote competition to the maximum extent practicable? (FAR 13.104(b))	
3	Are acquisitions >micro-purchase threshold publicized IAW agency regulations? (FAR 5.101, FAR 5.202(a)(12) and FAR 5.303 exceptions)	
4	Has the acquisition plan been approved by the appropriate authority and does it meet the content requirements of FAR 7.105 and DFARS 207.105?	
5	Did the CCO forward actions as required to the appropriate board/council (Joint Contracting Support Board/Acquisition Strategy Council) for review and approval as required?	
6	Were determination and findings (FAR 1.704) included as required (commercial contract, fair and reasonable price, time and materials contract, period of performance extension, exercise of options) (See accompanying handbook DVD for a summary listing of D&Fs)?	
7	Solicitation a. Is a copy of the solicitation in file? (If synopsis/solicitation is done, place that in file) b. If a service > \$2500 and SCA is applicable, was an SF 98 to include applicable wage determination? (If SCA exempt, include FAR 52.222-48 in solicitation which must be completed and returned with proposal. SCA nonapplicability memo signed by CCO must also be in file)	

8	<p>Were the following solicitation clauses included?</p> <p>a. 52.212-1, Instructions to Offerors-Commercial Items, by Reference</p> <p>b. 52.212-2, Evaluation-Commercial Items, Full Text (only used if you have specific technical evaluation criteria)</p> <p>c. 52.212-3, Offeror Representation and Certifications-Commercial Items, Full Text</p> <p>d. 52.212-4, Contract Terms and Conditions – Commercial Items, by Reference</p> <p>e. 52.212-5, Contract Terms and Conditions to Implement Statutes, Full Text (applicable clauses must be checked)</p> <p>f. 252.204-7004, Required Central Contractor Registration, by Reference</p> <p>g. 252.212-7000, Offeror Reps&Certs-Commercial Items for all solicitations exceeding \$100,000, Full Text</p> <p>h. 252.212-7001, Contract Terms and Conditions to Implement Statutes, Full Text</p>	
9	<p>Were the following solicitation evaluation issues addressed:</p> <p>a. Did the CCO notify the potential quoters or offerors of the basis on which award will be made? (FAR 13.106(1)(a)(2))</p> <p>b. If evaluation factors are used, were the proposals evaluated solely on the factors contained in the solicitation? (FAR 12.602(a))</p> <p>c. If using FAR Part 15 source selection procedures, were all factors and significant subfactors that will affect contract award and their relative importance clearly stated in the solicitation; is the general approach for evaluating past performance information described; and did the CCO insert one of the phrases in 15.304(e)? (FAR 13.106, 15.304(d)(e) and 15.204-5(c)) d. 52.212-4)</p> <p>d. Was past performance an evaluation factor for contract award? If not, was the CO's rationale documented in the contract file?</p> <p>e. If only one offer was received and the price is deemed reasonable based on adequate price competition, was a determination approved one level</p>	

	above the CO? (FAR 15.305) h. Was the source selection decision documented? (15.308)	
10	Was the solicitation and contract reviewed by an appropriate review authority?	
11	Were well-supported pricing objectives developed prior to entry into negotiations?	
12	If only one offer was received and the price is deemed reasonable based on adequate price competition, was a determination approved one level above the CCO?	
Contractor Responsibility		
13	Was the publication, "Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs" checked before placing vendors on the solicitation mailing list? (FAR 9.405)	
14	Are procedures established for vetting of non-US vendors? (FRAGO, acquisition instruction)	
15	If a CCO determines that a compelling reason exists to conduct business with a contractor that is debarred or suspended from procurement programs, it must provide written notice of the determination to the General Services Administration, Office of Acquisition Policy. Examples of compelling reasons are— - Only a debarred or suspended contractor can provide the supplies or services. - Urgency requires contracting with a debarred or suspended contractor. - The contractor and a department or agency have an agreement covering the same events that resulted in the debarment or suspension and the agreement includes the department or agency decision not to debar or suspend the contractor. - The national defense requires continued business dealings with the debarred or suspended contractor. (DFARS 205.409(a))	
16	Was the local vendor database updated to determine contractor responsibility?	
Award Documentation		
17	a. Did the CCO accomplish a Price Reasonableness Determination? (FAR 13.106-3 (a), 14.408-2, or	

	<p>Subpart 15.4, as applicable)</p> <p>b. Did the CCO include the signed abstract or offer evaluation form (PD2) and offers?</p> <p>c. Is the CCR information (http://www.ccr.gov/index.cfm) for prospective awardee (Print Screen for Verification) for awards to US firms included?</p> <p>d. Did the CCO accomplish the Debar Check (http://epls.arnet.gov/) (Print Screen for Verification) for US firms?</p> <p>e. Does the contract file documentation include the following: quotes or proposals; a brief written description of the procedures used in awarding the contract, including the fact that the test procedures in FAR subpart 13.5 were used; the number of offers received; an explanation, tailored to the size and complexity of the acquisition, of the basis for the contract award decision; and any justification approved? (FAR13.106-3(b)(2) & FAR 13.501(b))</p> <p>f. Was 52.212-3, <i>Representation and Certifications- Commercial Items for Awards >\$2500</i> completed? Or</p> <p>g. Online Representations and Certifications Application (ORCA) (http://orca.bpn.gov) (Print Screen for Information) for US firms?</p> <p>h. Was 252.212-7000, <i>Representations and Certifications- Commercial Items for Awards Exceeding \$100K</i> completed?</p> <p>i. Did the CCO verify all applicable clauses are in the document (52.212-1 and 52.212-3 solicitation only)?</p>	
18	<p style="text-align: center;">Purchase Order/Contract in File</p> <p>a. Is the SF 1449/DD 1155 completed (all required blocks)?</p> <p>b. Specifies FOB terms? (Block 11) - Shows ship-to address? (Block 15)</p> <p>c. Specifies payment/discount terms? (Block 12) - Contains correct payment office address (Block 18a)</p> <p>d. Delivery or performance period clearly stated?</p> <p>e. Did the CCO distribute a copy of the PO to the customer, to the contractor and to finance?</p>	
19	<p>Was the contract modification request/reason for modification/documentation included in the file? (FAR 43.205)</p>	

20	For service contracts, did the CCO ensure that solicitations/contracts included inspection and quality assurance surveillance plans that are necessary to protect the government's interest? (FAR 37.604)	
21	For service contracts, has the contracting officer determined if the services are personal or nonpersonal services and in doubtful cases, obtained the review of legal counsel and documented the file appropriately? (FAR 37.103(a)(3), FAR 37.103(b))	
22	<p>Justification and Approvals</p> <p>a. Have justification and approvals for other than full and open competition been completed and placed in the contract file when required?</p> <p>b. For sole source procurements not exceeding the SAT, did the CCO document the file as to the circumstances of soliciting only one source?</p> <p>c. Were proper approvals obtained IAW acquisition instructions?</p>	
23	Options: Did the contracting officer justify in writing the quantities or the term under option, the notification period for exercising the option, and any limitation on option price under 17.203(g); and include the justification document in the contract file? (FAR 17.202(d) generally covers most of the rationale needed.)	
24	Is consideration given to the need for post-award orientation conferences to foster a mutual understanding of the contractual agreement and the responsibilities assigned (FAR 42.502)?	