

## Simplified Contracting Procedures and Methods Checklist

Item #	<i>Procedures may differ depending on the area of responsibility (AOR). Contact the senior contracting official (SCO) and responsible Geographic Combatant Command (GCC)/Operational Contract Support Integration Cell (OCSIC) for command-specific procedures. Review local acquisition instructions (AIs) and standard operating procedures (SOPs) for AOR-specific policy and procedures, if established for the operational area. Reference: Federal Acquisition Regulation (FAR) Part 13, Defense Federal Acquisition Regulation Supplement (DFARS) / Procedures, Guidance, and Information (PGI) Part 213, and <a href="#">DCCH Chapter 5</a>.</i>	Applicable and Present
1	Use the Governmentwide Commercial Purchase Card (GCPC) ( <a href="#">Chapter 5 “Common Contracting Support Procedures in Contingency Environments”</a> ) as the method of purchase and/or method of payment for purchases valued at or below the micro-purchase threshold unless not feasible in the operational area or another exception exists as stated in <a href="#">DFARS 213.270</a> . Refer to <a href="#">DCCH Table 5-2 “Basic Contract Forms” (Chapter 5, “Contract Forms”)</a> and DPAP’s Purchase Card site ( <a href="http://www.acq.osd.mil/dpap/pdi/pc/policy_documents.html">http://www.acq.osd.mil/dpap/pdi/pc/policy_documents.html</a> ) for additional guidance on use of the GCPC.	
2	Determine the established acquisition thresholds (micro-purchase, Simplified Acquisition Threshold [SAT], Test Program, etc.) based on DoD guidance and the type of operation (such as contingency, humanitarian, etc.) ( <a href="#">Chapter 4, Types of Contingencies and Emergency Acquisitions</a> ). See <a href="#">FAR 2.101</a> and <a href="#">DFARS 202.101</a> for current threshold amounts.	
3	Delegate micro-purchase authority to appointed ordering officers ( <a href="#">Chapter 5, Ordering Officers and Field Ordering Officers</a> ), pursuant to agency policy and procedures, who will use the supplies or services being procured. Provide customer training on ordering procedures accordingly, and reconcile orders regularly with the using organization pursuant to agency procedures.	
4	If the contract action is less than the SAT, consider solicitation of at least three sources to promote competition to the maximum extent practicable ( <a href="#">FAR 13.104(b)</a> ).	
5	When anticipating an acquisition at or below the SAT, review and adhere to the simplified acquisition procedures and methods ( <a href="#">Chapter 5, “Common Contracting Support Procedures in Contingency Environments”</a> ) at <a href="#">FAR 13.1</a> , <a href="#">DFARS 213-1</a> , and <a href="#">PGI 213-3</a> .	
6	When anticipating a commercial acquisition, review and consider using the streamlined procedures for evaluation and solicitation ( <a href="#">Chapter 5, “Source Selection Process”</a> ) outlined in <a href="#">FAR 12.6</a> and <a href="#">DFARS 212.6</a> .	
7	When anticipating using a Federal Supply Schedule (FSS), review and adhere to the ordering procedures for FSS in <a href="#">FAR 8.405</a> .	
8	Use electronic business (e-business) capabilities where feasible to automate and streamline the contracting and contractor management processes within the operational area. See <a href="#">PGI 218.272</a> , the <a href="#">Joint Contingency and Expeditionary Services (JCXS) website</a> , the <a href="#">DoD Contingency Business Environment Guidebook</a> , DPAP’s e-business site ( <a href="http://www.acq.osd.mil/dpap/pdi/eb/index.html">http://www.acq.osd.mil/dpap/pdi/eb/index.html</a> ), and the <a href="#">SPOT Business Rules</a> for additional information on DoD e-business capabilities to support contingencies.	

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9	<p>Ensure the acquisition meets theater business clearance (TBC) (<a href="#">Chapter 5, “Other Unique Contracting Considerations”</a>) and Government-furnished life support requirements, if established, pursuant to agency policy and procedures.</p>	
10	<p>Select the contracting method/instrument (<a href="#">Chapter 5, “Contract Forms”</a>) that will best support the acquisition, such as the GCPC (<a href="#">Chapter 5, “Common Contracting Support Procedures in Contingency Environments”</a>), purchase order (<a href="#">Chapter 5, Contract Forms</a>), blanket purchase agreement (BPA) (<a href="#">Chapter 5, “Blanket Purchase Agreements”</a>), and Standard Form 44/3in1Tool (<a href="#">Chapter 5, “Common Contracting Support Procedures in Contingency Environments”</a>). Refer to <a href="#">DCCH Table 5-2 “Basic Contract Forms”</a> (<a href="#">Chapter 5, “Contract Forms”</a>) for additional guidance on contract forms, including their purpose and limitations.</p>	
11	<p>Determine price reasonableness (<a href="#">Chapter 5, “Source Selection Process”</a>)</p>	
12	<p>Check the <a href="#">System for Award Management (SAM) website</a> for excluded parties prior to soliciting (<a href="#">Chapter 5, “Pre-Award Determinations and Memorandums”</a>).</p>	
13	<p>Determine whether the contractor is responsible, and adhere to vendor vetting procedures (<a href="#">Chapter 5, “Pre-Award Determinations and Memorandums”</a>) if established for the operational area.</p>	
14	<p>For sole-source acquisitions, complete a justification and approval (J&amp;A) (<a href="#">Chapter 5, “Justifications and Approvals”</a>) for other than full and open competition unless a circumstance in <a href="#">FAR 6.302</a> applies.</p>	