Subpart 5608.4 - FEDERAL SUPPLY SCHEDULES

Parent topic: Part 5608 - REQUIRED SOURCES OF SUPPLIES AND SERVICES

5608.404-90 Determination and certification for use of nonDoD contracts.

(Revised February 2007)

(a) A determination for use of a Non-DoD contract or agency must be prepared prior to placing any order greater than the simplified acquisition threshold against a non-DoD contract. This determination must be coordinated between the requesting organization and the contracting office. Comptroller coordination is required to ensure that the funding appropriation is consistent with the supplies or services to be acquired. Both the using organization and contracting office must certify the determination document prior to placing an order against a Federal Supply Schedule. A copy of the certified determination must be retained in the contract file.

(b) A certified determination must be completed when transferring money to the General Services Administration (GSA) for placement against a Federal Supply Schedule. The determination must be certified by the requesting activity and a GSA contracting officer prior to legal review. A copy of the certified determination must accompany the inter-departmental purchase request.

(c) Follow the guidelines established in Subpart 5617.703-91.1 (c) and (d) for completing the Determination for Use of a Non-DoD Contract document.

5608.405 Ordering Procedures for Federal Supply Schedules.

5608.405-6 Limited Sources.

(Revised April 2015)

(d) Actions for orders or BPAs exceeding the micro-purchase threshold based on the following limited sources justification: 1) urgent and compelling need exists, 2) only one source is capable of providing the supplies or services required, or 3) the new work is a logical follow-on, require a “Justification & Approval (J&A)” or a “Fair Opportunity Exception (FOE) Limited Source Justification & Approval (J&A).”

(e) Follow the “Justification and Approvals (J&As) and Exception to Fair Opportunity” review and approval thresholds found in 5601-1.

The J&A templates can be found in the Templates, Checklists, and Forms section of the DCG Table of Contents in Part 6. All elements found in the template are mandatory and must be completed. If the template is not used, all mandatory elements must be included in the document submitted.