PART 5813 - SIMPLIFIED ACQUISITION PROCEDURES

Revised: April 2024

SUBPART 5813.1 – PROCEDURES

5813.106-3 Award and Documentation

SUBPART 5813.2 – ACTIONS AT OR BELOW THE MICRO-PURCHASE THRESHOLD

5813.270 Use of the Governmentwide Commercial Purchase Card

SUBPART 5813.3 – SIMPLIFIED ACQUISITION METHODS

5813.301 Governmentwide Commercial Purchase Card

SUBPART 5813.1 – PROCEDURES

5813.106-3 Award and Documentation

(S-90) *Documenting the Basis for Award - Inquiry/Quote/Order (I/Q/O) Process*. An I/Q/O Price Negotiation Memorandum (PNM) for Communication Service Authorizations (CSA) shall be prepared for all I/Q/O contracting actions (excluding administrative modifications) and included in the official contract file. This I/Q/O PNM is applicable for use on telecommunication services and equipment accomplished using the I/Q/O process or the North Atlantic Treaty Organization (NATO) Allied Long Lines Agency (ALLA)/National Allied Long Lines Agency (NALLA) circuit demand process under the threshold at FAR 13.500(a). The I/Q/O PNM located at DARS PGI 5813.106-3(S-90) fulfills the documentation requirements in FAR 13.106-3 and provides the determination of fair and reasonable pricing.

SUBPART 5813.2 – ACTIONS AT OR BELOW THE MICRO-PURCHASE THRESHOLD

5813.270 Use of the Governmentwide Commercial Purchase Card

(b)(2) HCOs are delegated the authority to make the written determination.

SUBPART 5813.3 – SIMPLIFIED ACQUISITION METHODS

5813.301 Governmentwide Commercial Purchase Card

(b) References: Government-wide Commercial Purchase Card Policy and Procedures

(S-90) Using the Government-wide commercial purchase card to acquire and pay for supplies and services does not "exempt" DISA from the Economy Act. See FAR/DFARS Subpart 17.5 for Economy Act applicability.