

## 13.203 Purchase guidelines.

(a) *Solicitation*, evaluation of quotations, and award.

(1) To the extent practicable, *micro-purchases shall* be distributed equitably among qualified suppliers.

(2) *Micro-purchases may* be awarded without soliciting competitive quotations if the *contracting officer* or individual appointed in accordance with [1.603-3\(b\)](#) considers the price to be reasonable.

(3) The administrative cost of verifying the reasonableness of the price for purchases *may* more than offset potential savings from detecting instances of overpricing. Therefore, action to verify price reasonableness need only be taken if-

(i) The *contracting officer* or individual appointed in accordance with [1.603-3\(b\)](#) suspects or has information to indicate that the price *may* not be reasonable (*e.g.*, comparison to the previous price paid or personal knowledge of the supply or service); or

(ii) Purchasing a supply or service for which no comparable *pricing* information is readily available (*e.g.*, a supply or service that is not the same as, or is not similar to, other *supplies* or services that have recently been purchased on a competitive basis).

(b) *Documentation*. If competitive quotations were solicited and award was made to other than the low quoter, documentation to support the purchase *may* be limited to identification of the solicited concerns and an explanation for the award decision.

**Parent topic:** [Subpart 13.2 - Actions At or Below the Micro-Purchase Threshold](#)