Part 5213 - SIMPLIFIED ACQUISITION PROCEDURES

The official NMCARS regulation resides at https://www.secnav.navy.mil/rda/DASN-P/Pages/NMCARS.aspx

5213.000 Scope of part.

Subpart 5213.2 - ACTIONS AT OR BELOW THE SIMPLIFIED MICRO-PURCHASE THRESHOLD

5213.270 Use of the Governmentwide commercial purchase card.

Subpart 5213.3 - SIMPLIFIED ACQUISITION METHODS

5213.303 Blanket purchase agreements (BPAs).

5213.303-2 Establishment of BPAs.

5213.305 Imprest funds and third party drafts.

5213.305-3 Conditions for use.

5213.000 Scope of part.

NAVSUP created the DON Simplified Acquisition Procedures Guide containing procedures that supplement existing policy for simplified acquisitions. The procedures apply to all HCAs that award and administer contracts (including task and delivery orders). The Guide is available on the ASN(RDA) website.

Subpart 5213.2 - ACTIONS AT OR BELOW THE SIMPLIFIED MICRO-PURCHASE THRESHOLD

5213.270 Use of the Governmentwide commercial purchase card.

See Annex 4 for STRL deviations applicable hereto.

Subpart 5213.3 - SIMPLIFIED ACQUISITION METHODS

5213.303 Blanket purchase agreements (BPAs).

5213.303-2 Establishment of BPAs.

(b) A business case analysis (BCA) is required supporting the establishment or renewal of a BPA where the scope would create significant overlap between the proposed acquisition and existing contracts or agreements under the Federal Strategic Sourcing Initiative, GSA's SmartBuy or an existing GWAC. Prior to release of the solicitation and following coordination with the Director, Office of Small Business Programs (OSBP), Part 1 of the BCA shall be submitted to DASN(P) by email at usn.pentagon.asstsecnavrdadc.mbx.pabt@us.navy.mil with the subject "[Activity Name] DFARS 213.303-2 - BCA for BPAs". If the acquisition involves Information Technology, coordination is also required with DON Chief Information Officer (DON CIO) as well as OSBP prior to submission to DASN(P).

5213.305 Imprest funds and third party drafts.

5213.305-3 Conditions for use.

(d)(ii) Requests for approval to use imprest funds shall be submitted to Director for Financial Commerce, Office of the Deputy Chief Financial Officer, Office of the Under Secretary of Defense (Comptroller) via DASN(P) by email at usn.pentagon.asstsecnavrdadc.mbx.pabt@us.navy.mil with the subject "[Activity Name]

DFARS 213.305-3 – Imprest Fund Approval Request."