

# 2953.101 Simplified Acquisition Documentation Checklist DL 1-2216.

The following checklist must be used to document all simplified acquisitions at or below the simplified acquisition threshold.

Simplified Acquisition Documentation  
Checklist

U.S. Department of Labor



**PART I: CHECKLIST - Complete Section A for purchases less than \$2,500, or Sections A and B for purchases between \$2,500 and \$100,000**

**SECTION A. Micro-purchases - Less than \$2,500 (not set aside for small business only; no competition required if price is determined reasonable)**

(✓ or blank for N/A)

- ☐ Sufficient funds are available to cover this purchase, and the price reflected on this order is considered fair and reasonable.
- ☐ All Quotation information is properly documented, and applicable/required clearances and/or approvals have been obtained are included in this file
- ☐ See [www.jwod.com](http://www.jwod.com) and [www.unicor.gov](http://www.unicor.gov). Required sources of supplies/services, including excess supplies, were reviewed prior to the selection of this vendor (n/a for delivery orders against existing contracts)
- ☐ The vendor does not appear on the List of Parties Excluded from Federal Procurement Programs. Reference <http://epls.arnet.gov/>
- ☐ This order **does not** represent an unauthorized commitment of funds requiring ratification under FAR 1.602-3 (otherwise attach documentation)

**SECTION B. Purchase Between \$2,501 and \$100,000 (set aside for small business, competition is required for open market orders, schedule comparison is required for GSA/FSS orders)**

(✓ or blank for N/A)

- ☐ The order was best value among two or more solicited open market vendors. **Use Form DL 1-2078, if not, complete Parts II and III below.**
- ☐ The requirement was set aside for small business participation only. **If not, complete Part IV below.**
- ☐ The procurement is for Information Technology products or software and has been reviewed for compliance with Section 508 and SmartBuy licenses.
- ☐ The item complies with <http://www.eere.energy.gov/femp/procurement/> policies on recycling, and Energy star compliance.
- ☐ If this is a Delivery Order against a GSA/Federal Supply Schedule, at least 3 vendors schedules were reviewed prior to issuing orders.
- ☐ Written Solicitation between \$10,000 - \$25,000 was displayed in a public place, open market requirements over \$25,000 were synopsisized.
- ☐ **Service Contract Act.** This is an Open Market Purchase: ☐ primarily a product, ☐ exempt per 29 CFR 541, ☐ Davis-Bacon applicable, or ☐ SCA WD included ☐ (SF88 & 98a issued)

**PART II: PRICING MEMORANDUM - Price reasonableness is based on (✓ all that apply)**

- ☐ Commercial Catalog Pricing/Published Advertisement (Source Date: \_\_\_\_\_ Page Number \_\_\_\_\_)
- ☐ Market Research or established market prices.
- ☐ Comparison to prior purchase of same or similar item Vendor: \_\_\_\_\_ Purchase Order No: \_\_\_\_\_ Date of Order \_\_\_\_\_ Unit Price: \_\_\_\_\_
- ☐ Best Value analysis recommended by Technical Personnel (Specify) \_\_\_\_\_ (continue on back)
- ☐ Other (i.e. contracting officer knowledge, comparison to independent government estimate) \_\_\_\_\_

**PART III: SOLE SOURCE DOCUMENTATION - Only one source was solicited for the following reason(s)**

(✓ all that apply)

- ☐ The item is sole source in nature, i.e. copyright/patent, proprietary software/hardware, or original equipment manufacturer, and not available from any other source.
- ☐ Urgent and Compelling - state nature of emergency and reason no competition was obtained (lack of planning is not sufficient reason)

**PART IV: LARGE BUSINESS DOCUMENTATION - The requirement is not awarded to a small business because**

(✓ all that apply)

- ☐ No small businesses were located that can provide the required goods/services
- ☐ No quotes were received from small businesses
- ☐ Quotes received from small businesses were not the lowest prices or the best value (considering quality, delivery, quantity, past performances, etc)

**DOCUMENTATION DISTRIBUTION DATE:** ☐ Vendor ☐ Finance ☐ Accounting ☐ Requestor ☐ File

**ORDER PROCESSED BY:** Contract Specialist: \_\_\_\_\_ (Signature Date)

**CONCUR:** Contracting Officer: \_\_\_\_\_ (Signature Date)

DL 1-2216  
(10/03)

Parent topic: [Subpart 2953.1 - General](#)