13.003 Policy.

(a) Agencies *shall* use *simplified acquisition procedures* to the maximum extent practicable for all purchases of *supplies* or services not exceeding the *simplified acquisition threshold* (including purchases at or below the *micro-purchase threshold*). This policy does not apply if an agency can meet its requirement using-

(1) Required sources of supply under part 8 (*e.g.,* Federal Prison Industries, Committee for Purchase from People Who are Blind or Severely Disabled, and Federal Supply Schedule contracts);

(2) Existing indefinite delivery/indefinite quantity contracts; or

(3) Other established contracts.

(b)

(1) *Acquisitions* of *supplies* or services that have an anticipated dollar value above the *micro-purchase threshold*, but at or below the *simplified acquisition threshold*, *shall* be set aside for small business concerns (see 19.000, 19.203, and subpart 19.5).

(2) The *contracting officer may* make an award to a small business concern under the-

(i) 8(a) Program (see subpart 19.8);

(ii) Historically Underutilized Business Zone (*HUBZone*) Program (but see 19.1305);

(iii) *Service-Disabled Veteran-Owned Small Business (SDVOSB) Program* (see subpart 19.14); or

(iv) Women-Owned Small Business (WOSB) Program (see subpart 19.15).

(3) The following *contracting officer*'s decisions for *acquisitions* at or below the *simplified acquisition threshold* are not subject to review under subpart 19.4:

(i) A decision not to make an award under the 8(a) Program.

(ii) A decision not to set aside an *acquisition* for *HUBZone* small business concerns, service-disabled veteran-owned small business concerns, or EDWOSB concerns and WOSB concerns eligible under the WOSB Program.

(4) Each written *solicitation* under a set-aside *shall* contain the appropriate provisions prescribed by part 19. If the *solicitation* is oral, however, information substantially identical to that in the provision *shall* be given to potential quoters.

(c)

(1) The *contracting officer shall* not use *simplified acquisition procedures* to acquire *supplies* and services if the anticipated award will exceed-

(i) The *simplified acquisition threshold*; or

(ii) $9 million ($15 million for *acquisitions* as described in 13.500(c)), including *options*, for *acquisitions* of *commercial products* or *commercial services* using subpart 13.5.

(2) Do not break down requirements aggregating more than the *simplified acquisition threshold* (or for *commercial products* and *commercial services*, the threshold in subpart 13.5) or the *micro-purchase threshold* into several purchases that are less than the applicable threshold merely to-

(i) Permit use of *simplified acquisition procedures*; or

(ii) Avoid any requirement that applies to purchases exceeding the *micro-purchase threshold*.

(d) An agency that has specific statutory authority to acquire personal services (see 37.104) *may* use *simplified acquisition procedures* to acquire those services.

(e) Agencies *shall* use the *Governmentwide commercial purchase card* and electronic purchasing techniques to the maximum extent practicable in conducting simplified *acquisitions* (but see 32.1108(b)(2)).

(f) Agencies *shall* maximize the use of *electronic commerce* when practicable and cost-effective (see subpart 4.5). Drawings and lengthy specifications can be provided off-line in hard copy or through other appropriate means.

(g) *Authorized individuals shall* make purchases in the simplified manner that is most suitable, efficient, and economical based on the circumstances of each *acquisition*. For *acquisitions* not expected to exceed-

(1) The *simplified acquisition threshold* when acquiring other than *commercial products* or *commercial services*, use any appropriate combination of the procedures in parts 13, 14, 15, 35, or 36, including the use of Standard Form1442, *Solicitation*, *Offer*, and Award (*Construction*, Alteration, or Repair), for *construction* contracts (see 36.701(a)); or

(2) $9 million ($15 million for *acquisitions* as described in 13.500(c)), for *commercial products* or *commercial services*, use any appropriate combination of the procedures in parts 12, 13, 14, and 15 (see paragraph (d) of this section).

(h) In addition to other considerations, *contracting officers shall*-

(1) Promote competition to the maximum extent practicable (see 13.104);

(2) Establish deadlines for the submission of responses to *solicitations* that afford suppliers a reasonable opportunity to respond (see 5.203);

(3) Consider all quotations or *offers* that are timely received. For evaluation of quotations or *offers* received electronically, see 13.106-2(b)(4); and

(4) Use innovative approaches, to the maximum extent practicable, in awarding contracts using *simplified acquisition procedures*.

Parent topic: Part 13 - Simplified Acquisition Procedures