13.106-3 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 (CSAs) shall be prepared for all I/Q/O contracting actions 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 for the test program for certain commercial items of $7M. The I/Q/O PNM fulfills the documentation requirements in FAR 13.106-3 and provides the determination of fair and reasonable pricing.

**The I/Q/O PNM for Communication Service Authorizations (CSAs) template is located at https://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=price_negotiation_memorandum_pnm_templates.**

**SUBPART 13.2 – ACTIONS AT OR BELOW THE MICRO-PURCHASE THRESHOLD**

213.270 Use of the Governmentwide commercial purchase card.

(b)(2) The HCOs are delegated the authority to make the written determination required by DFARS 213.270(b)(1).

**SUBPART 13.3 -- SIMPLIFIED ACQUISITION METHODS**

13.301 Government-wide commercial purchase card.

(S-90) References: Government-wide Commercial Purchase Card Policy and Procedures.

(S-91) 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/DARS Subpart 17.5 for Economy Act applicability.

**SUBPART 13.5 -- SIMPLIFIED PROCEDURES FOR CERTAIN COMMERCIAL ITEMS**

13.501 Special documentation requirements.