

Simplified Acquisition Documentation Checklist

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)**

(✓ 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 and 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. **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 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 synopsised.
- ___ **Service Contract Act.** This is an Open Market Purchase: ___ primarily a product, ___ exempt per 29 CFR 541, ___ Davis-Bacon applicable, or ___ SCA WD included ¹ (SF98&98a issued)

PART II: PRICING MEMORANDUM - Price reasonable 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 plating is not sufficient reason)

PART IV: LARGE BUSINESS DOCUMENTATION - The requirement is not rewarded 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, part performances, etc)

DOCUMENTATION DISTRIBUTION DATE: _____ Vendor _____ Finance _____ Accounting _____ Requestor _____ File _____**ORDER PROCESSED BY:** Contract Specialist: _____ (Signature Date)**CONCUR:** Contracting Officer: _____ (Signature Date)¹ This form is used in conjunction with form DL 1-2078