

PART 13 -- SIMPLIFIED ACQUISITION PROCEDURES

TABLE OF CONTENTS

[SUBPART 13.1 - PROCEDURES](#)

[13.106-3 Award and documentation.](#)

[SUBPART 13.2 - ACTIONS AT OR BELOW THE MICRO-PURCHASE THRESHOLD](#)

[213.270 Use of the Governmentwide commercial purchase card.](#)

[SUBPART 13.3 -- SIMPLIFIED ACQUISITION METHODS](#)

[13.301 Government-wide commercial purchase card.](#)

[13.501 Special documentation requirements.](#)

SUBPART 13.1 - PROCEDURES

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 fulfillsthe 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 in [DARS PGI](#) 13.106-3.

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.

(a)(1)(ii) If a justification and approval is required, follow DARS Part 6 and the J&A Template at https://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=j_a_templates.