

SIMPLIFIED ACQUISITION PROCEDURES SUMMARY WORKSHEET

(Recommended for acquisitions greater than the micro-purchase threshold up to SAT/Commercial items up to FAR 13.5 threshold)		IAS Requisition #:
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Note: Enter an "X" in the box to the left of all applicable items

1. Sources Considered:			
	(SUPPLIES)	(SUPPLIES continued)	(SERVICES)
X	USDA Inventories	Wholesale Supply Sources (GSA, VA, DLA)	Blind/Severely Disabled
X	Excess from other Agencies (FAR 8.1)	Mandatory Federal Supply Schedule (FAR 8.4)	Mandatory Federal Supply Schedule
X	Federal Prison Industries (FAR 8.6)	Optional Use Federal Supply Schedule	Optional Use Federal Supply Schedule
X	Blind/Severely Disabled (FAR 8.7)	Commercial	Federal Prison Industries (UNICOR)
X			Commercial

2. Basis for Award:	
	Sole/proprietary source (Complete Blocks #3, #5, & #6 below)
X	Best value (Complete Blocks #3, #4, and #6 below)
X	Low quote/offer/GSA, FSS price (Complete Blocks #4 and #6 below)
X	Mandatory Source of Supply per FAR 8.002(Complete Blocks #3 and #7 below)

3. Basis for determining price reasonableness:	
(SUPPLIES)	
	Comparison with published price lists, catalogs, or advertisements. Specify source(s):
X	Comparison with prices paid previously for same or similar items. Specify source(s):
X	Lowest of 3 or more oral or written quotes, including previous supplier, if practicable. (Complete Block #4 below)
X	Unpriced order; explain reason and specify monetary limit (FAR 13.302(b)); include clause FAR 52.213-3 with order.
X	Other (Specify):

4. Competitive Procurement:

5. Noncompetitive Procurement:	
	Only known source of supply (Document in Block #7 below)
X	Utility services available from only one source/educational services from nonprofit institution
X	Other (if greater than the micro-purchase threshold, state reasons for noncompetitive action in Block #7 below)

6. Small Business: _____ is a small business.

Provide rationale for awarding to other than a small business in Block #7 below (FAR 19.502).

7. Remarks for Blocks No. _____, _____, _____, _____.

PREPARED BY (SPECIALIST/BUYER): _____ (Signature)	DATE	
APPROVED BY (CONTRACTING OFFICER): _____ (Signature)	DATE	

