

2953.101

48 CFR Ch. 29 (10-1-07 Edition)

2953.101 Simplified Acquisition Documentation Checklist DL 1-2216.

at or below the simplified acquisition threshold.

The following checklist must be used to document all simplified acquisitions

Simplified Acquisition Documentation Checklist

U.S. Department of Labor



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 if price is determined reasonable)

- (/ 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 and are included in this file
See www.iwod.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. Use Form DL 1-2078, 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 vendors 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 synopsized.
Service Contract Act. This is an Open Market Purchase: primarily a product, exempt per 29 CFR 541, Davis-Bacon applicable, or SCA WD included (SF98 & 98a issued)

PART II: PRICING MEMORANDUM - Price reasonableness 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 planning is not sufficient reason)

PART IV: LARGE BUSINESS DOCUMENTATION - The requirement is not awarded 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, past performances, etc)

DOCUMENTATION DISTRIBUTION DATE: Vendor Finance Accounting Requestor File

ORDER PROCESSED BY: Contract Specialist: (Signature Date)

CONCUR: Contracting Officer: (Signature Date)