

# **PART 13 -- SIMPLIFIED ACQUISITION PROCEDURES**

## 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.

## **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 (CSA) shall be prepared for all I/Q/O contracting actions (excluding administrative modifications) 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 at FAR 13.500(a). The I/Q/O PNM located at [DARS PG I 13.106-3\(S-90\)](#) fulfills the documentation requirements in FAR 13.106-3 and provides the determination of fair and reasonable pricing.

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

### **213.270 Use of the Governmentwide commercial purchase card.**

(b)(2) HCOs are delegated the authority to make the written determination.

## **SUBPART 13.3 -- SIMPLIFIED ACQUISITION METHODS**

### **13.301 Government-wide commercial purchase card.**

(b) References: [Government-wide Commercial Purchase Card Policy and Procedures](#).

(S-90) 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/DFARS Subpart 17.5 for Economy Act applicability.