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## CHAPTER 9. Simplified Acquisitions

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## **9.1 Policy**

The procurement process for simplified acquisition is streamlined and reduces the administrative time leading to award (simplified acquisition process). As in sealed bids and competitive negotiations, competition is still essential and is the basis for ensuring value. The small purchase method may be used for purchases under the large procurement threshold (\$100,000). The small purchase method may also be used for purchases of commercial items, where price and terms are largely set by the marketplace, and for expedited purchases, where the cost of the delay outweighs any potential benefits from full and open competition.

Requests for quotes may be limited to certified business enterprises when there are at least two such businesses capable of providing the goods, services, or construction and that can satisfy all applicable requirements and conditions. The Contracting Officer may establish a period of less than 30 days for receipt of quotes.

## **9.2 Small Purchases**

### ***9.2.1 Use of Small Purchases Procedures (Less Than \$100,000)***

Small purchase procedures may be used to procure goods, services, or construction that have an anticipated dollar value not exceeding \$100,000. When these procedures are used, price or rate quotations must be obtained from at least two qualified sources.

### ***9.2.2 Purchase Orders***

Purchase orders shall include pricing, a statement of work, delivery and acceptance information, and any clauses and conditions necessary for the particular procurement.

### ***9.2.3 Revisions of Purchase Orders***

Purchase orders may be modified in writing. Each purchase order modification shall identify the order it modifies and shall contain an appropriate modification number. A contractor's written acceptance of a purchase order modification may be required if it is determined to be necessary to ensure the contractor's compliance with the purchase order as revised.

### ***9.2.4 Termination and Cancellation of Purchase Orders***

Purchase orders may be canceled or terminated prior to the contractor beginning performance; however, if a contractor has begun performance, a purchase order should not be cancelled or terminated unless the cancellation is determined to be in the Authority's best interest.

## **9.3 Commercial Items**

### ***9.3.1 Use of Commercial Item Procedures***

Commercial items are procured using streamlined procedures. Small purchase procedures may be used and the extent of the documentation will be appropriate to the nature of the procurement and extent of competition among the suppliers of the required commercial items. The procedures shall be streamlined to accommodate markets where there is little variation in specifications or terms. Where multiple sources are available, enough prices shall be evaluated to provide reasonable assurance that the terms are fair and reasonable relative to the entire market. Sealed bids or competitive proposals may be used if appropriate for the particular procurement.



### **9.3.2 Commercial Items**

Commercial Items are items sold to the general public in the course of normal business operations that are competitively priced and based on established catalogue or market prices. Commercial products may include corresponding services for the installation, repair or maintenance associated with the item

### **9.3.3 Commercial Item Sources**

Market research shall be conducted to determine whether commercial items are available that would meet the Authority's requirements, and if so to determine the appropriate procedures and number of offers.

### **9.3.4 Commercial Item Offer**

Established operating procedures will be used for the solicitation, evaluation, and award of commercial items. Offerors may be allowed to propose more than one product that will meet the Authority's need in response to solicitations for commercial items. In such cases, each product will be evaluated as a separate offer.

## **9.4 Expedited Purchases**

### **9.4.1 Use of Expedited Purchase Procedures**

The small purchase procurement method may be used for large purchases when other procurement methods do not meet the Authority's time requirements. The use of the small purchase procurement method for large purchases must be justified in writing.

### **9.4.2 Determination of Reasonable Price and Award**

The price for purchases made under any of the procedures in the simplified acquisition method must be determined to be fair and reasonable. Purchase pricing resulting from competition is considered to be fair and reasonable. For some procurements, it may be necessary to establish price reasonableness by evaluating and/or analyzing the price.