

Simplified Acquisition Procedures (5 days)

COURSE PERSPECTIVE

This course covers the rules and procedures for executing acquisitions up to the simplified acquisition threshold (\$250,000). It overviews the purchasing environment and identifies each source of supply in terms of who they are, what they offer, and how to obtain their goods or services. It covers how to review purchase requests; identify the source of supply; solicit and evaluate quotations; execute purchases using various purchasing methods; receive/accept goods and services; authorize payment; and modify orders.

COURSE CONTENT

- Required versus open market sources: regulatory requirements and procedures.
- Delegated purchasing authority, restrictions, and responsibilities.
- Purchase requests: checking essential content.
- Screening sources of supply.
- Using GSA MAS, GSA Advantage, GSA E-Library, E-Buy, and Special Ordering Procedures.
- Small business, Buy American, and wage determination requirements.
- Market research.
- Soliciting quotes for commercial and noncommercial services under FAR Parts 12 and 13.
- Evaluating technical and price quotations.
- Making a best value selection.
- Negotiating in simplified acquisition.
- Adequate file documentation and required reporting.
- Simplified acquisition methods.
- COR Level I appointments.
- Inspection and acceptance.
- Shipping terms, confidentiality, and intellectual property requirements.
- Modifications, terminations, and disputes.
- Procurement ethics in simplified acquisition.

COURSE MATERIALS

Attendees receive a student reference-style manual including easy-to-understand examples, application exercises, and case studies. This manual serves as an excellent desktop reference for later use. Handouts include simplified acquisition forms and clauses and a request for quotation template for acquiring services.

COURSE COMPLETION REQUIREMENTS/CLPs

Forty (40) continuous learning points (CLPs) are issued for successful course completion based on 100% attendance and passing a final exam. The instructor may grant up to 2 hours of excused absence.