

PART 1813  
SIMPLIFIED ACQUISITION PROCEDURES  
(Revised June 30, 2017)

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PART 1813  
SIMPLIFIED ACQUISITION PROCEDURES

1813.003 Policy.

See [PCD 18-01](#) for further guidance related to FAR 13.003.

(g) Acquisitions under these simplified acquisition procedures shall be fixed-price, except as provided under the unpriced purchase order method in FAR 13.302-2.

#### Subpart 1813.1—Procedures

1813.106 Soliciting competition, evaluation of quotations or offers, award and documentation.

1813.106-3 Award and documentation.

(b)(3)(ii) For purchases up to \$50,000, documentation shall be limited to a brief notation in the file indicating the rationale for selecting other than the lowest priced offer.

#### Subpart 1813.3—Simplified Acquisition Methods

1813.301 Governmentwide commercial purchase card.

(a) The Governmentwide commercial purchase card is authorized for use in making and/or paying for purchases of supplies and services. The NASA purchase card shall be used for micro-purchase threshold transactions, and for other eligible purchases, to the maximum extent practicable. (See FAR Part 2 for the current micro-purchase threshold.)

(b)(1) For purchases above the micro-purchase threshold, purchase cards may be used by cardholders, with the appropriate delegation of procurement authority, to make payments against contracts, purchase orders, or orders under blanket purchasing agreements (BPA). (See 1813.303-3(a)(4) for guidance on the use of purchase card for placing individual orders under blanket purchase agreements.) The NASA purchase cards may be used as a payment mechanism up to the simplified acquisition threshold on established orders or contracts.

(2) Use of the NASA purchase card on orders above the micro-purchase threshold does not relieve the cardholder from complying with all applicable statutory and regulatory requirements, including, but not limited to, soliciting competitive quotations, verifying price reasonableness, reserving for small businesses, including the appropriate terms and conditions, and reporting to the Federal Procurement Data System-Next Generation (FPDS-NG).

(c) NASA Policy Directive (NPD) 5104.1, Government Charge Cards, establishes policy, responsibilities and appropriate safeguards and internal controls for the management, use and continuous evaluation of NASA charge cards, which include travel, purchase, fleet charge cards, and the Department of Defense (DoD) Aviation Into-plan Reimbursement (AIR) Card program and the Ships Easy Acquisition (SEA) Card program. The NPD also implements the Office of Management and Budget's (OMB) Circular A-123, Appendix B, and consolidates other charge card requirements issued by OMB, the General Services Administration (GSA), the Department of Treasury, DoD, and other

Federal agencies.

(d) The Senior Procurement Executive—

(1) Serves as NASA's lead for maintaining Agency-wide policy and regulations pertaining to the NASA purchase card program, as carried out by the NASA Shared Services Center (NSSC); and

(2) Conducts procurement management surveys within the Agency, including review of purchase card process controls to ensure that they are designed appropriately and operate effectively to safeguard against fraud, waste, abuse, and mismanagement.

(e) The Executive Director of the NSSC oversees the—

(1) Implementation, use and management of the NASA purchase card program; and

(2) Activities of the Agency Program Coordinator for the NASA purchase card program and the contracting officer for the Agency's charge card contract with GSA.

(f) The Agency Program Coordinator, located at the NSSC, serves as the Agency's lead and subject matter expert for the management of the NASA purchase card program.

(g) The NASA Purchase Card Procedures and Instructions contains specific policy, procedures and instructions pertaining to the use of the NASA purchase card and is located, along with other guidance, on the NASA purchase card website at:

<https://www.nssc.nasa.gov/purchasecard>. NASA purchase cardholders shall follow the policy and procedures outlined in NPD 5104.1 and the NASA Purchase Card Procedures and Instructions.

1813.301-70 Convenience checks.

The NASA Purchase Card Procedures and Instructions contains specific policy, procedures and instructions pertaining to the use of convenience checks, which is located on the [NASA purchase card website](#). NASA purchase cardholders shall follow the policy and procedures set forth in the NASA Purchase Card Procedures and Instructions.

1813.302 Purchase orders.

1813.302-1 General.

(a) See 1813.003(g).

1813.302-570 NASA solicitation provisions.

(a)(1) The contracting officer may use the provision at [1852.213-70](#), Offeror Representations and

Certifications—Other Than Commercial Items, in simplified acquisitions exceeding the micro-purchase threshold that are for other than commercial items. This provision shall not be used for acquisition of commercial items as defined in FAR 2.101.

(2) This provision provides a single, consolidated list of certifications and representations for the acquisition of other than commercial items using simplified acquisition procedures and is attached to the solicitation for offerors to complete and return with their offer.

(i) Use the provision with its Alternate I in solicitations for acquisitions that are for, or specify the use of recovered materials (see FAR 23.4).

(ii) Use the provision with its Alternate II in solicitations for the acquisition of research, studies, supplies, or services of the type normally acquired from higher education institutions (see FAR 26.3).

(iii) Use the provision with its Alternate III in solicitation which include the clause at FAR 52.227-14, Rights in Data—General (see FAR 27.404(d)(2) and 1827.404(d)).

(b) The contracting officer may insert a provision substantially the same as the provision at [1852.213-71](#), Evaluation—Other than Commercial Items, in solicitations using simplified acquisition procedures for other than commercial items when a trade-off source selection process will be used, that is, factors in addition to technical acceptability and price will be considered. (See FAR 13.106.)

1813.302-70 Purchase orders under section 8(a) of the Small Business Act.

Purchase orders made using simplified acquisition procedures are authorized for 8(a) acquisitions under the simplified acquisition threshold.

1813.302-71 Policy.

(a) The NASA Shared Services Center (NSSC) is designated as the Agency's sole purchasing activity for the acquisition of all supplies and services valued at or below the simplified acquisition threshold (SAT), except for the following:

(1) Purchases made using the Government purchase card (see 1813.301), unless the purchase card function has been delegated to the NSSC.

(2) Indefinite delivery, indefinite quantity (IDIQ) contracts or blanket purchase agreements (BPAs) that permit the award of orders with a potential value over the SAT.

(3) Orders, regardless of value, awarded against IDIQ contracts or BPAs that have been retained by the center. This does not include orders issued against any of the Solutions for Enterprise-Wide Procurement (SEWP) contracts.

(4) Interagency Agreements.

(5) Orders for construction, facility repair or architect & engineering (A&E) services (Material Groups: C1, C2, Y, and Z).

(6) SAT purchases made by institutional support contractors on behalf of the Agency.

(b) Agency requiring activities shall use the Simplified Acquisition Customer Portal (SACP) to submit SAT requests to the NSSC for processing, tracking and award. The SACP is assessable via the [NASA Enterprise Service Desk](#). Materials pertaining to the use of the SACP, and other NSSC SAT guidance and procedures are located on the [NSSC SAT webpage](#).

(c) A purchase request, which NSSC needs to obligate funds, must be created and approved within the SAP system when a SAT request is entered in the SACP. The requiring activity shall be responsible for obtaining all necessary center reviews/approvals (e.g., organizational management, safety & health, quality assurance, property and information technology).

#### 1813.303 Blanket Purchase Agreements (BPAs).

##### 1813.303-3 Preparation of BPAs.

(a)(4) Individuals, other than warranted contracting officers, authorized to purchase under a BPA shall not be authorized to place individual BPA orders in an amount greater than \$10,000, unless the center procurement officer has authorized, on a nondelegable basis and in writing, a higher limit not to exceed the simplified acquisition threshold. Written authorization shall delineate the qualifications and training of individuals authorized to place BPA orders greater than \$10,000. For sole source BPA orders above the micro-purchase threshold, a contracting officer's determination is required in accordance with FAR 13.106-1(b)(1).

##### 1813.303-6 Review procedures.

(a) The annual BPA review shall be part of the Center's self-assessment process.

##### 1813.307 Forms.

(b) Installations may use locally prescribed forms or the OF 347.

(c) Installations may use locally prescribed forms.

(d) The SF 44 may be used for purchases of aviation fuel and oil of \$10,000 or less.

See [PCD 18-01](#) for further guidance related to FAR 13.501.