



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

**Acquisition  
Bulletin (AB)**

No. 02-11  
June 14, 2002

**MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS**

**FROM:** Corey M. Rindner, Director  
Office of the Procurement Executive

**SUBJECT:** Simplified Acquisition Folder

**Purpose:** To reissue the Departmental Simplified Acquisition (SA) folder, TDF 76-01.1, Purchase-Delivery Order/BPA Record.

**Effective Date:** This AB is effective May 23, 2001.

**Expiration Date:** This AB will expire when cancelled or superseded.

**Cancellation:** PIM 01-05 is hereby cancelled.

**Background:** This AB updates the contents of the SA Folder. The folder and/or its contents is used for all purchase orders, delivery orders, and blanket purchase agreements. The folder is not required for imprest fund or purchase card orders.

Bureaus may print the folder contents from OP's website, and/or order the pre-printed folder. The folder contents are in Word format and can be found under this AB number on the public website at <http://www.treas.gov/procurement/> and on the Treasnet at <http://intranet.treas.gov/Procurement/>.

The contents of the folder may be modified to meet bureau needs. OPE expects that the version a bureau uses must satisfy FAR file documentation requirements. Should you decide to change the contents, submit a copy of your bureau's version to the Office of the Procurement Executive for review.

Questions may be directed to Angelie Jackson at (202) 622-0245. She may also be reached at [angelie.jackson@do.treas.gov](mailto:angelie.jackson@do.treas.gov).

Attachments



**1. Cross Reference Documentation:** Basic documents filed with:

- A. P.O./D.O./BPA/Contract No. \_\_\_\_\_
- B. Contractor: \_\_\_\_\_

**2. Method of Procurement (Check One)**

- A. Priority Source of Supply
  - (1) Federal Prison Industries, Inc.
  - (2) Industries for the Blind or Severely Handicapped
  - (3) Available from specified sources
  - (4) Treasury/Bureau requirements contract
  - (5) Federal Supply Schedule (FSS) (Mandatory)
- B. FSS (other). \_\_\_\_ Sources Sought (see file for explanation of only one source solicited)
- C. Treasury/Bureau Indefinite Delivery Contract
- D. Other Government Agency Contract
- E. Open Market
  - (1) BPA (competitive/multiple BPAs \_\_\_\_ are \_\_\_\_ are not established for the same or similar supplies/services)
  - (2) Competitive: \_\_\_\_ vendors solicited/ responded
  - (3) Non-competitive:
    - (a) Micro-purchase (if other than above)
    - (b) Educational services from nonprofit institution
    - (c) Utility available from only one source
    - (d) Other Sole Source (See file for explanation)

**3. Basis For Award (Above Micro Purchase Ceiling)**

- A. Mandatory Source of Supply
- B. Other Contracts. Single award \_\_\_\_ Multiple Award \_\_\_\_\*
- C. Open Market
  - (1) Competitive, low offer
  - (2) Competitive, other than low offer (explanation attached)
  - (3) Non-competitive (explanation attached)
- D. Commercial Item Acquisition Streamlined procedures (FAR 12.6) Test program for Certain Commercial Items (FAR 13.5)

\*If other than lowest overall price, see analysis in file

**4. Electronic Commerce: Pursuant To FAR 4.502**

- A. EC/FBO\*\* applicable. Procedures used.
- B. EC/FBO applicable. Procedures not used (See file for waiver)
- C. EC/FBO not applicable

\*\*Federal Business Opportunities (FBO)

**5. Reasonableness of Price: Pursuant to FAR 13.106-3**

The price is fair and reasonable based upon the following (check all that apply):

- A. Micro purchase
- B. Effective competition from \_\_\_\_ sources obtained
- C. Price set by statute or tariff
- D. Prices determined by mandatory/priority source
- E. Other contract determined price fair and reasonable
- F. Current price lists, catalogs, advertisements (attach copy/cite number, date, page number)
- G. Market Research (analysis in file)
- H. Comparison with prices found reasonable on Previous purchases, as stated below:

<u>Order No.</u>	<u>Contractor</u>	<u>Date</u>	<u>Unit Price Paid</u>
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- I. Comparisons with prices of same/similar items in related industry (analysis in file)
- J. Value analysis (analysis in file)
- K. Contracting Officer's personal knowledge of item (explanation in file)
- L. Other

**6. Justification for Dissolving Small Business Set-Aside (Above Micro Purchase Ceiling)**

This item is not set-aside for small business because:

- A. The order is awarded to a mandatory source of supply.
- B. The order is issued against a FSS or other Government contract.
- C. The contract is non-competitive (See block 2 above)
- D. Foreign purchase [FAR 25.100 and 25.101(b)]
- E. There is no reasonable expectation of obtaining quotations from two or more responsible small business concerns that will be competitive in terms of market price, quality and delivery. [FAR 19.502-2(a)].
- F. No reasonable quotes were received from small businesses. [FAR 19.502-2(a)]

\_\_\_\_\_  
Small Business Specialist  
(Over \$25,000)

\_\_\_\_\_  
Date