# PART 13 -- SIMPLIFIED ACQUISITION PROCEDURES

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## 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 (CSAs) shall be prepared for all I/Q/O contracting actions 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 for the test program for certain commercial items of $7M. The I/Q/O PNM fulfillsthe documentation requirements in FAR 13.106-3 and provides the determination of fair and reasonable pricing.

\*\*The I/Q/O PNM for Communication Service Authorizations (CSAs) template is located in [[DARS PGI](https://disa.deps.mil/org/PL2/Pages/DITCORefs.aspx)](https://disa.deps.mil/org/PL2/Pages/DITCORefs.aspx?RootFolder=%2Forg%2FPL2%2FOther%2FPROCEDURES%20GUIDES%20AND%20INSTRUCTIONS%20%28PGI%29&FolderCTID=0x012000175D246D4A108E42B091C3F17BE4BDFE&View=%7B998EB6D7%2DDD02%2D4224%2D9626%2D13F9934F7F4C%7D) 13.106-3.

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

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

(b)(2) The HCOs are delegated the authority to make the written determination required by DFARS 213.270(b)(1).

## SUBPART 13.3 -- SIMPLIFIED ACQUISITION METHODS

### 13.301 Government-wide commercial purchase card.

(S-90) References: [Government-wide Commercial Purchase Card Policy and Procedures](https://www.ditco.disa.mil/hq/deskbooks.asp).

(S-91) 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/DARS Subpart 17.5 for Economy Act applicability.

SUBPART 13.5 -- SIMPLIFIED PROCEDURES FOR CERTAIN COMMERCIAL ITEMS

### 13.501 Special documentation requirements.

(a)(1)(ii) If a justification and approval is required, follow DARS Part 6 and the J&A Template at <https://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=j_a_templates>.