



The Acquisition and Property Division's (APD) Acquisition Programs and Oversight Branch (APOB) *Spotlight* focuses on initiatives, tools, and resources that provide information, assistance, and support to enhance Research, Education, and Economics (REE) employees' ability to cooperatively endeavor to support REE's mission.

**December 2012**

## **APOB SPOTLIGHT**

**Procurement Advisory No. 71C**, Partnership Agreement between the U.S. Small Business Administration and the U.S. Department of Agriculture (USDA), was issued on November 30, 2012. The new agreement implements the following changes: 1) the Small Business Administration (SBA) will provide monitoring and oversight of all 8(a) contracts on a quarterly basis; 2) the contracting officer (CO) shall justify the use of a sole-source contract for \$20 million or more; 3) For procurements over \$20 million, if no acceptance or rejection is provided by the SBA District Office on the 6<sup>th</sup> working day, USDA will contact the Associate Administrator for Business Development; and, 4) USDA shall adhere to all limitations on sub-contracting provisions of Federal Acquisition Regulation (FAR) 19.811-3.

**Purchase Card Payments:** Do you know that a non-warranted cardholder can make the incremental payments on procurement awarded by a Contracting Officer (CO) above the micro-purchase threshold provided the incremental payments are within the cardholder's single purchase limit? It's true! COs can make the award and hand off the payments to a program office cardholder for payment. COs, remember to provide the cardholder a copy of the procurement award document and requisition for the cardholder's purchase card file. Remind the cardholder that invoices over \$300.00 must be inspected, accepted, and signed and dated by someone other than the cardholder. Also remind the cardholder to provide the CO copies of the invoices for the official contract file.

### **New/Updated Issuances**

[APD Alert 2013-03 - Procedure for Pre-Construction Conference Agenda](#)

[APD Alert 2013-04 - Six Percent Fee Limitation For Architect-Engineer Services Contracts and Task Orders](#)

[Standard Operating Procedure - Contract Review Board](#)

[How to Obtain Access to IAS or Update Existing IAS User Profile](#)