

SIMPLIFIED ACQUISITION CHECKLIST		YES	NO	N/A
<b>A.</b>	<b>ACQUISITION PLANNING</b>			
	1. AD-700, Funding Information/Account Classification			
	Adequate Funding (Pre-IAS)			
	Accounting Code (Pre-IAS)			
	Appropriate BOC (Pre-IAS)			
	Authorized Signature (Pre-IAS)			
	2. Justifications & Determinations			
	Explanation – Non-use of purchase card (for micropurchases only)			
	Justification for Awarding to a Large Business			
	Other than Full & Open Competition			
	Use of Other than Mandatory Sources of Supply			
	IT Waiver (Moratorium)			
	Brand Name or Equal			
	3. Evidence of Market Research (FAR PART 10)			
	UNICOR Comparability			
	Documented Contact with Knowledgeable Individual(s) in Government and Industry			
	Reviewed Recent Similar Market Research			
	Disseminated Requests for Information			
	Queried Government & Commercial Databases			
	Participated in Interactive, On-line Communication Among Industry, Acquisition Personnel, and Customers.			
	Obtained Source Lists of Similar Items From Other Contracting Activities or Agencies, Trade Associations or Other Sources.			
	Reviewed Catalogs and Other Generally Available Product Literature Published by Manufacturers, Distributors, and Dealers or Available On-line.			
	4. Method of Procurement			
	FAR Part 12 – Commercial Service/Product			
	FAR Part 13 – Simplified Acquisition Procedures			

SIMPLIFIED ACQUISITION CHECKLIST	YES	NO	N/A
FAR Part 14 – Invitation for Bid			
FAR Part 15 – Request for Proposal			
5. Mandatory Source of Supply (FAR Part 8)			
JWOD			
GPO Waiver			
GSA Price Lists			
6. Preference Program Type			
7. Quote/Proposal Evaluation Criteria			
8. Publicizing			
Commercial Acquisition - Shorter Publicizing Time			
Used Appropriate Sole Source Notification			
Public Posting for Requirement \$10-25K			
Adequate Justification for not Synopsizing			
<b>B. CONTRACT INFORMATION</b>			
1. Solicitations/SOW/Amendments			
Combined Solicitation/Synopsis (for commercial items.)			
2. Required Statement in Synopsis (FAR 12.603)			
3. Evaluation Criteria Used if Award was Other Than Lowest Price Technically Acceptable			
4. Comparable Quotes (GSA with GSA; Open Market with Open Market)			
5. Clauses FAR 52.212-5			
6. Written Quote or Record of Oral Quote			
7. Methods of Determining Price Reasonableness			
Comparison of Proposed Prices w/Prices in Previous Procurements			
Two or More Offers/Quotes Received from Different Sources (Include Abstract of Quotes)			
Established Catalog or Market Prices			
Prices Set by Law or Regulation			
Cost and Pricing Data (FAR 2.101)			
8. Delivery Order/Purchase Order			
9. Conforming Order (Documentation in File)			

