



CDC UNIFIED PROCESS PROCESS GUIDE



SIMPLIFIED ACQUISITIONS

Purpose of the Process Guide

CDC projects are required to comply with various CDC and Federal regulations, mandates, policies, processes, and standards. Information about these requirements is available from various websites and supporting documents. However, this information is often not presented from the perspective of the project team and their roles & responsibilities in complying with these requirements. CDC UP Process Guides provide that perspective.

CDC UP Process Guides help project teams comply with CDC and Federal requirements by:

1. Setting the requirements in the context of their purpose
2. Providing step-by-step instructions for completing the activities required for compliance
3. Illustrating potential integration points between processes
4. Presenting requirements in a concise, easy-to-understand, and consistent format
5. Making that presentation accessible to the CDC community via the CDC Unified Process website

The specific purpose of this Process Guide is to describe the **Simplified Acquisitions** process as it applies to project teams.

Process Overview

Simplified Acquisition Procedures (SAPs) are streamlined acquisition methods used by the Government to quickly procure services/supplies below the threshold of one hundred thousand dollars (\$100,000). This threshold, called the Simplified Acquisition Threshold (SAT), was created by the Federal Acquisition Streamlining Act (FASA). SAPs exempt contracts at or below the SAT from a variety of laws, provisions, and clauses. An exception to this threshold is when procuring commercial items. SAPs can be used to procure commercial items costing less than five million dollars (\$5,000,000.00). Commercial items are those items that can be bought off the shelf. Purchase Orders, Blanket Purchase Agreements (BPAs) and Government-wide Commercial Purchase Card are some examples of SAPs.

The amount of lead-time required to complete the procurement process using SAPs is determined on a case-by-case basis. The table below shows the length of time it will take Procurement and Grants Office (PGO) to process a Procurement Request (PR) once it is approved through the Integrated Contracts Expert (ICE) system, using SAPs.

SAP	<\$25,000	>\$25,000
Open Market: Supplies	20 days	30 days
Open Market: Services	25 days	50 days
GSA	15 days	25 days

Micro-Purchases

Micro-purchases are goods and services that cost less than three thousand dollars (\$3,000)). The preferred means to purchase and pay for micro-purchases from mandatory sources or commercial vendors is the Government-wide GSA SmartPay® VISA Purchase Card. A micro-purchase is a type of SAP.

If a program needs to make ongoing micro-purchases, it may be appropriate for them to assign a SmartPay® VISA Purchase cardholder. Only Government employees are authorized to be cardholders. Prior to obtaining a card, an individual must complete the VISA On-line Training course and provide the Certificate of Completion and complete all required set up forms. Additional information about the purchase card instructions and training can be found at:

<http://pgo.cdc.gov/pgo/GeneralContent.do?chronicleid=0900f3ee8000223d>. You may also contact Janet Keck, the Agency Program Coordinator responsible for the management and oversight of the VISA Purchase Card program.



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The project manager is not directly involved in the procurement of supplies or services. The Project Officer serves as the liaison between the project team and PGO and has the ultimate responsibility for creating the Procurement Request (PR) in ICE. Any communication between the Contracting Officer in PGO and the project manager regarding the procurement activities must go through the Project Officer. Each CC/CO/NC appoints its own Project Officer. To determine the Project Officer for your CC/CO/NC, contact your immediate supervisor.

Prior to beginning the procurement process, the project manager and/or Project Officer may recommend or suggest using an external contracting agency for the project's procurement requirements. However, all procurement needs must be initiated through PGO, and the Contracting Officer will ultimately decide whether to procure through GSA, another external contracting agency or through the open market. Contact your Project Officer for more information on using an external contracting agency.

CDC's acquisition and assistance activities are handled by the Procurement and Grants Office (PGO). PGO solicits and negotiates awards, administers, and terminates contracts, purchase orders, grants, and cooperative agreements.

This process guide focuses on simplified acquisitions, including micro-purchases. For information about the Contracts process, used to procure services/supplies that cost more than one hundred thousand dollars (\$100,000), or the process for Task Orders, which are created for existing CDC contracts, refer to the respective CDC UP process guides on Contracts Procurement and Task Orders. The process for Grants Procurement will be documented in a later version of the CDC UP.

Process Attributes

This section provides a list of process attributes to help project teams better understand the requirements necessary to comply with this process and to determine when and how they may impact their project.

PROCESS ATTRIBUTE	DESCRIPTION
Process Owner(s)	Procurement and Grants Office (PGO)
Process Criteria	For all projects procuring supplies/services costing less than one hundred thousand dollars (\$100,000) and for procuring commercial items costing less than five million dollars (\$5,000,000).
Timing of Process in Project Life Cycle	Begins in the Planning phase of the project lifecycle and continues until the contract is closed out.
Estimated Level of Effort	Depends on the size of the contract. Project Manager will need to initially spend 10-20 hours to develop the Statement of Work (SOW) and other documents. During the processing of the procurement request there is not much involvement on the project team's part, except responding to any clarification required from the Project Officer or Contracting Officer.
Associated Costs	Other than the cost of the service/supply, there is no charge to the project for the procurement services handled by PGO. However, if procuring directly through GSA (i.e. without PGO involvement), there is a 4% administrative fee for services and 2% administrative fee for supplies.
Process Prerequisites	<ol style="list-style-type: none">1. The cost for procuring the services or supplies must be taken into account during the NC's budget formulation process.2. The procurement need must be included in the NC's Acquisition and Assistance Forecast Plan.3. Funding for the procurement should be approved prior to



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	<p>initiating the procurement request.</p> <p>4. If the project manager acts as the Project Officer then he or she must have completed Project Officers training as required by the Health and Human Services Acquisition Regulations (HHSAR).</p>
Process Dependencies	<p>A memorandum is issued annually by the Chief Operating Officer of CDC, describing the planning schedule and submission timelines for that fiscal year. Refer to the Acquisition/Assistance Planning Schedule below for timelines for FY2008: http://pgo.cdc.gov/pgo/webcache/SOP/Planning.pdf</p>
Related Systems/Tools	<p>Integrated Contracts Expert (ICE). This tool is mainly used by Project Officers and PGO. http://pgo.cdc.gov/pgo/GeneralContent.do?chronicleid=0900f3ee8000703c</p>
Available Training	<p>Training is available through CDC Corporate University for the following:</p> <ul style="list-style-type: none"> • Project Manager Training • HHS Project Officer Training Program • Acquisition Planning <p>Training is available through CDC PGO Intranet website at: http://intranet.cdc.gov/ecp/training.asp</p>
Additional Information	<p>PGO Intranet: http://pgo.cdc.gov/pgo/ViewHome.do Contracts Standard Operating Procedure: http://pgo.cdc.gov/pgo/ViewCategory.do?AudienceID=2#1</p>

Contact List

This section provides a list of individuals and/or offices that are available to assist project team in answering questions regarding the content of this Process Guide and related topics. Due to the ever-changing nature of our work environment, some of the information may be out of date but please refer to the PGO website for all contact information: <http://pgo.cdc.gov/pgo/ViewCategory.do?AudienceID=6>

Key Terms

The CDC Unified Process Team maintains a comprehensive list of key terms and acronyms relevant to all Unified Process artifacts maintained on the CDC UP website. Follow the link below for definitions and acronyms related to this, and other, document.
<http://www2.cdc.gov/cdcup/library/other/help.htm>

Activities Checklist

This section provides a list of steps outlining the activities associated with complying with this process. Due to the dynamic nature of the activities associated with complying with this process a website has been established to communicate the most current information regarding Contract Procurement requirements. This website also contains a list of the related templates that assist in completing Contract Procurement activities. <http://pgo.cdc.gov/pgo/ViewCategory.do?AudienceID=1>