

DEPARTMENT OF TRANSPORTATION <b>SIMPLIFIED ACQUISITION SUMMARY</b> (See Continuation on Reverse)	<b>Procurement Request No.</b>
	<b>Purchase Order No.</b>

Note: Enter an "x" in the box to the left of all applicable items.

<b>1. Sources Considered:</b>  <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>SUPPLIES</b></td> <td style="text-align: center;"><b>SERVICES</b></td> </tr> <tr> <td style="vertical-align: top; padding: 2px;">           1. <input type="checkbox"/> DOT Inventories            2. <input type="checkbox"/> Excess from other Agencies            3. <input type="checkbox"/> Federal Prison Industries            4. <input type="checkbox"/> Blind/Severely Disabled         </td> <td style="vertical-align: top; padding: 2px;">           5. <input type="checkbox"/> Wholesale Supply Sources            6. <input type="checkbox"/> Mandatory Federal Supply Schedule            7. <input type="checkbox"/> Optional Use Federal Supply Schedule            8. <input type="checkbox"/> Commercial         </td> </tr> </table>	<b>SUPPLIES</b>	<b>SERVICES</b>	1. <input type="checkbox"/> DOT Inventories 2. <input type="checkbox"/> Excess from other Agencies 3. <input type="checkbox"/> Federal Prison Industries 4. <input type="checkbox"/> Blind/Severely Disabled	5. <input type="checkbox"/> Wholesale Supply Sources 6. <input type="checkbox"/> Mandatory Federal Supply Schedule 7. <input type="checkbox"/> Optional Use Federal Supply Schedule 8. <input type="checkbox"/> Commercial	1. <input type="checkbox"/> Blind/Severely Disabled 2. <input type="checkbox"/> Mandatory Federal Supply Schedule 3. <input type="checkbox"/> Optional Use Federal Supply Schedule 4. <input type="checkbox"/> Federal Prison Industries or Commercial
<b>SUPPLIES</b>	<b>SERVICES</b>				
1. <input type="checkbox"/> DOT Inventories 2. <input type="checkbox"/> Excess from other Agencies 3. <input type="checkbox"/> Federal Prison Industries 4. <input type="checkbox"/> Blind/Severely Disabled	5. <input type="checkbox"/> Wholesale Supply Sources 6. <input type="checkbox"/> Mandatory Federal Supply Schedule 7. <input type="checkbox"/> Optional Use Federal Supply Schedule 8. <input type="checkbox"/> Commercial				

<b>2. Basis for Award:</b> <input type="checkbox"/> Sole/proprietary source (Complete Blocks #3, #5, & #6 below) and reverse side <input type="checkbox"/> Low quote/offer/GSA, FSS price (Complete Blocks #4 and #6 below) <input type="checkbox"/> Mandatory GSA/FSS or other agency contract (Complete Block #9 below)
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<b>3. Basis for determining price reasonableness:</b> <input type="checkbox"/> Comparison with published price lists, catalogs, or advertisements Specify source(s): _____ <input type="checkbox"/> Comparison of quote(s) with prices paid previously for same or similar items List previous purchase order number(s): _____ <input type="checkbox"/> Lowest of 3 or more oral or written quotes, including previous supplier, if practicable. (Complete Block #4 below) <input type="checkbox"/> Personal knowledge of item procured. (Complete Block #9 below) <input type="checkbox"/> Unpriced order; explain reason and specify monetary limit (FAR 13.302-2(b)); include clause FAR 52.213-3 with order. <input type="checkbox"/> Other (Specify): _____
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<input type="checkbox"/> <b>4. Competitive Procurement</b> (Complete reverse side of form for oral quotations. Optional use permitted for written quotations, if all required information is contained in the quotation.)
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<input type="checkbox"/> <b>5. Noncompetitive Procurement</b> <input type="checkbox"/> Utility services available from only one source/educational services from nonprofit institution <input type="checkbox"/> Only known source of supply (Document in Block #9 below) <input type="checkbox"/> Other (If greater than \$2,500, state reasons for noncompetitive action in Block #9)
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<input type="checkbox"/> <b>6. Small Business:</b> Provide rationale for awarding to other than a small business in Block #9 below (FAR 19.502-2)
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<input type="checkbox"/> <b>7. Synopsized:</b> [ ] yes [ ] no If not synopsized, indicate which exception at FAR 5.202 applies: _____
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<input type="checkbox"/> <b>8. Best value award:</b> [ ] yes [ ] no Contracting officers are encouraged to use best value (FAR 13.106-1(a)(2)).
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<input type="checkbox"/> <b>9. Remarks for Blocks No. _____, _____, _____, _____.</b>          
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(Signature) Prepared by (Specialist/Buyer):	Date:
(Signature) Approved by (Contracting Officer):	Date: