

DEPARTMENT OF TRANSPORTATION
SIMPLIFIED ACQUISITION SUMMARY
 (See Continuation on Reverse)

Requisition No.

Purchase Order No.

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

1. Sources Considered:

SUPPLIES

- | | |
|--|--|
| 1. <input type="checkbox"/> DOT Inventories | 5. <input type="checkbox"/> Wholesale Supply Sources |
| 2. <input type="checkbox"/> Excess from other Agencies | 6. <input type="checkbox"/> Mandatory Federal Supply Schedule |
| 3. <input type="checkbox"/> Federal Prison Industries | 7. <input type="checkbox"/> Optional Use Federal Supply Schedule |
| 4. <input type="checkbox"/> Blind/Severely Handicapped | 8. <input type="checkbox"/> Commercial |

SERVICES

1. Blind/Severely Handicapped
2. Mandatory Federal Supply Schedule
3. Optional Use Federal Supply Schedule
4. Federal Prison Industries or Commercial

2. Basis for Award:

- Sole/proprietary source (Complete Blocks #3, #5, & #6 below) and reverse side
- Not over \$2,500 (Complete Blocks #3 and #6 below)
- Low quote/offer/GSA, FSS price (Complete Blocks #4 and #6 below)
- Mandatory GSA/FSS or other agency contract (Complete Block #7 below)

3. Basis for determining price reasonableness:

- Comparison with published price lists, catalogs, or advertisements
 Specify source(s): _____
- Comparison of quote(s) with prices paid previously for same or similar items
 List previous purchase order number(s): _____
- Lowest of 3 or more oral or written quotes, including previous supplier, if practicable. (Complete Block #4 below)
- Personal knowledge of item procured. (Complete Block #7 below)
- Unpriced order; explain reason and specify monetary limit (FAR 13.502-2(b)); include clause FAR 52.213-3 with order.
- Other (Specify): _____

4. Competitive Procurement

(Complete reverse side of form for oral quotations. Optional use permitted for written quotations, if all required information is contained in the quotation.)

5. Noncompetitive Procurement

- Utility services available from only one source/educational services from nonprofit institution
- Only known source of supply (Document in Block #7 below)
- Other (If greater than \$2,500, state reasons for noncompetitive action in Block #7)

6. Small Business:

Provide rationale for awarding to other than a small business in Block #7 below (FAR 19.502-2)

7. Remarks for Blocks No. _____, _____, _____, _____.

(Signature)