

SUBCHAPTER C—CONTRACTING METHODS AND CONTRACT TYPES

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Attachment

[M813-A](#), Department of Veterans Affairs Simplified Acquisition Summary for Purchases over the Micro-Purchase Threshold—Template

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PART M813—SIMPLIFIED ACQUISITION PROCEDURES

M813.000 Scope of part.

This part prescribes VA policies and procedures for the acquisition of supplies and services, including construction, research and development, and commercial items, the aggregate amount of which does not exceed the simplified acquisition threshold (SAT)(see [FAR 2.101](#)).

M813.001 Definitions.

As used in this part—

Prosthetics is a broad term used to identify the total concept associated with replacing, supporting and/or complementing human anatomy impaired or destroyed as a result of trauma or disease. This term may be used to refer to orthotics, sensory aids, medical equipment, medical supplies, components, research, education and training, appliances, services, repairs, and any other related aspects of administering the total program.

Prosthetic appliances means all aids, devices, parts or accessories which patients require to replace, support, or substitute for impaired or missing anatomical parts of the body. The items include artificial limbs, terminal devices, stump socks, braces, hearing aids and batteries, cosmetic facial or body restorations, optical devices, manual or motorized wheelchairs, orthopedic shoes, and similar items.

M813.003 Policy.

M813.003-70 Prosthetic appliances and sensory aids devices.

(a) All contracting officers making prosthetic appliance and sensory aid purchases are required to execute contracts in accordance with all applicable statutes; procurement regulations such as the [FAR](#), [VAAR](#), [VAAM](#); and other applicable supplementary guidance and procedures developed and disseminated by their respective heads of the contracting activities (HCAs).

(b) In accordance with [FAR 1.602-1](#), only contracting officers have the authority to purchase prosthetic appliances and sensory aids within their respective warrant authority.

(c) Contracting officers shall—

(1) Comply with the clinician's prescription. The contracting officer does not have the authority to change or override a clinician's prescription, but should ensure that the prescription adequately supports the use of sole source authority under 38 U.S.C. 8123 when applicable;

(2) Use mandatory and priority sources provided in [FAR 8.002](#) and/or full and open competition procedures when the prosthetic appliance or sensory aid prescribed is generally available and interchangeable;

(3) Determine the best method to procure the prosthetic appliance or sensory aid device required by the prescription when required to use other than full and open competition, citing the FAR or VAAR appropriately. In the event 38 U.S.C. 8123 is cited, the contracting officer, prosthetic representative, and requesting clinician should discuss using this authority as appropriate; and

(4) Ensure the contract file is appropriately documented (see [FAR 4.803](#) Contents of contract files) and filed in Electronic Contracting Management System (eCMS).

SUBPART M813.1—PROCEDURES

M813.101 General.

(c) Simplified Acquisition Procedures (SAP) are those procedures prescribed in [FAR part 13](#) for making purchases of supplies and services – the aggregate of which does not exceed the SAT, including purchases at or below the micro-purchase threshold. When using SAP, some procedures and guidance from [FAR part 12](#), Acquisition of Commercial Items, and/or [FAR part 15](#), Contracting by Negotiation, may apply in addition to [FAR part 13](#) procedures and guidance. Awards valued at or below the micro-purchase threshold should be structured (e.g., contract line items, delivery schedule, and invoice instructions) to minimize the generation of excessive invoices.

(d) SAP may also be used for acquisition of supplies and services in amounts greater than the simplified acquisition threshold but not exceeding \$7.5 million (\$15 million for acquisitions as described in [FAR 13.500\(c\)](#)), including options, if the contracting officer reasonably expects, based on the nature of the supplies or services sought, and on market research, that offers will include only commercial items.

(e) VA's acquisition officials shall ensure that all procurement actions valued above the micro-purchase threshold are entered into eCMS.

SUBPART M813.3—SIMPLIFIED ACQUISITION METHODS

M813.301 Governmentwide commercial purchase card.

The Governmentwide commercial purchase card program (also known as the [GSA SmartPay Program](#)) provides charge cards to agencies/departments throughout the U.S. Government. This program is intended to streamline the small purchase and the payment process, minimize paperwork, eliminate imprest fund transactions, and

generally simplify the administrative effort associated with procuring goods and services under the micro-purchase threshold.

(a) Only a contracting officer may use the Governmentwide commercial purchase card to make purchases or make payments in excess of the micro-purchase threshold. These purchases and payments shall not exceed the contracting officer's warrant authority.

(b) As required by [FAR 13.301\(b\)](#), VA's procedures for the use of the purchase card are contained in [Department of Veterans Affairs Financial Policy, Government Purchase Card for Micro-Purchases Volume XVI – Chapter 1B, Dated October 22, 2019](#).

M813.302-2 Unpriced purchase orders.

(b) It is VA's policy to discourage the use of unpriced purchase orders; therefore, they shall only be used when the conditions in [FAR 13.302-2\(b\)](#) exist.

M813.303 Blanket purchase agreements (BPAs).

M813.303-1 General.

(a) A BPA is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. Other information pertaining to BPAs—

(1) BPAs are not contracts, they are agreements and the subsequent orders placed against them become contracts once there is acceptance from both parties;

(2) BPAs are established with no minimum amount required;

(3) BPAs contain the framework (clause and prices) for incorporation in future orders;

(4) BPAs may be used by ordering officers under specific limitations within their delegated authority;

(5) BPAs are appropriate when—

(i) Requirements exist for a wide variety of items within a broad class of goods, but the exact items, quantities, and delivery requirements are not known in advance;

(ii) There is a need to provide commercial sources of supply for one or more offices in a given area that do not have or need authority to purchase otherwise;

(iii) The awarding of numerous purchase orders can be avoided through the use of BPAs; or

(iv) There is no existing requirements contract for the same supply or service that the contracting activity is required to use.

(6) Contracting officers shall:

(i) Identify the Procurement Instrument Identifiers, as defined at [FAR 4.001](#) for all BPAs issued, in accordance with [FAR 4.1602\(a\)\(4\)](#); and

(ii) Report to the Federal Procurement Data System all BPAs exceeding the micro-purchase threshold in accordance with [FAR 4.606\(a\)\(ii\)\(C\)](#).

M813.303-5 Purchases under BPAs

In accordance with [FAR 13.303-5\(b\)\(2\)](#), HCAs, within their respective contracting activities, may increase the limit for individual purchases under BPAs to \$7.5 million (\$15 million for acquisitions as described in [FAR 13.500\(c\)](#)). This higher threshold should only be used when acquisition planning supports the strategy, and it is documented in the contract file.

M813.303-6 Review procedures.

(b) Contracting officers shall adhere to [FAR 13.303-6](#) and perform BPA reviews at least annually and update them if necessary. Contracting officers must also maintain awareness of changes in market conditions, sources of supply, and other pertinent factors that may warrant making new arrangements with different suppliers or modify existing arrangements.

M813.305 Imprest funds and third party drafts.

M813.305-70 Imprest funds and third party drafts guidance.

The Governmentwide commercial purchase card and/or convenience checks shall be used in lieu of imprest funds and third party drafts as the purchase card is the preferred method for making micro-purchases. Additionally, convenience checks shall only be used if a vendor does not accept the Governmentwide commercial purchase card or other electronic funds transfer means of payment. The purchase card contains internal control measures, which mitigate the risk for fraud, waste, and abuse and reduces the need for additional resources to manage multiple micro-purchase procedures.

M813.306 SF 44, Purchase Order—Invoice—Voucher.

The Governmentwide commercial purchase card and/or convenience checks shall be used in lieu of [SF 44](#), Purchase Order-Invoice-Voucher.

M813.307-70 VA Forms.

(a) Contracting officers may use [VA Form 10-7078, titled: Authorization and Invoice for Medical and Hospital Services](#), when ordering medical, dental, and ancillary services totaling up to \$10,000 per authorization when such services are not available under existing contracts.

(b) Contracting officers shall use [VA Form 10-2511, titled: Authority and Invoice for Travel by Ambulance or Other Hired Vehicle](#), when authorizing patient travel.

(c) Contracting officers shall use [VA Form 10-2421, titled: Prosthetic Authorization for Items or Services](#), for indicated services not in excess of the SAT.

M813.307-71 VA Simplified Acquisition Summary template.

Attachment [M813-A](#) is a fillable summary document that may be used for simplified acquisitions over the micro-purchase threshold. The use of this template is not mandatory.

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