COURSE SYLLABUS

CON 2370: Simplified Acquisition Procedures Course (Self-Paced)

This course provides federal acquisition professionals with practical guidance on applying Simplified Acquisition Procedures (SAP) under FAR Part 13 to plan, compete, award, and administer procurements below the Simplified Acquisition Threshold. Participants develop the knowledge and judgment needed to execute simplified acquisitions with efficiency, competition, and full regulatory compliance.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/con-2370-simplified-acquisition-procedures-course-self-paced



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Course Outline

Module 1: Overview of Simplified Acquisition: Thresholds, Authorities, and Framework

- Explain the legal and regulatory basis for simplified acquisition procedures under FAR Part 13.
- Identify the simplified acquisition threshold, micro-purchase threshold, and other applicable dollar limits.
- Differentiate between simplified acquisition methods and other contracting approaches.
- Recognize how simplified acquisition procedures support efficiency, competition, and mission delivery.

Module 2: Micro-Purchase Procedures and Governmentwide Purchase Card (GPC)

- Explain the purpose and scope of micro-purchase authority under the FAR.
- Apply the Governmentwide Purchase Card (GPC) program in compliance with applicable regulatory requirements.
- Identify internal control considerations and oversight responsibilities for purchase card use.
- Recognize restrictions and conditions applicable to micro-purchase transactions.

Module 3: Simplified Acquisition Methods: Purchase Orders, BPAs, and Indefinite Delivery Contracts

- Identify and distinguish among purchase orders, blanket purchase agreements (BPAs), and indefinite delivery contracts.
- Determine which simplified acquisition method is appropriate based on the nature and frequency of the requirement.
- Apply the regulatory framework governing each simplified acquisition instrument.
- Recognize the advantages and limitations of each method in supporting recurring and one-time requirements.

Module 4: Market Research and Requirements Development for Simplified Acquisitions

- Conduct market research to identify qualified sources and current pricing for simplified acquisitions.
- Develop clear and accurate requirements that support effective competition and evaluation.
- Apply required sources of supply and service in accordance with FAR Part 8.

- Document market research findings in a manner that supports the acquisition decision.

Module 5: Competition Requirements and Exceptions Under SAP

- Explain competition requirements applicable to procurements under simplified acquisition procedures.
- Identify circumstances that may justify limiting competition or using a sole-source approach.
- Apply small business and socioeconomic set-aside requirements to simplified acquisitions.
- Document the basis for competition decisions in accordance with FAR requirements.

Module 6: Documentation, File Requirements, Compliance, and Closeout

- Prepare documentation required to support simplified acquisition actions in accordance with the FAR.
- Identify post-award administration responsibilities for simplified acquisition awards.
- Recognize common compliance risks and oversight expectations in the simplified acquisition environment.
- Apply closeout procedures and documentation standards to completed simplified acquisition actions.