COURSE SYLLABUS

# Simplified Acquisition Procedures Course (Self-Paced)

Learn how to execute streamlined procurement actions within federal simplified acquisition thresholds, including micro-purchases and GSA schedules.

> 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/simplified-acquisition-procedures-course-self-paced




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## Course Outline

**Module 1: Overview of Simplified Acquisition Procedures**

- Understand the purpose, policy, and goals of simplified acquisition procedures (SAP).
- Identify the simplified acquisition threshold and related exceptions.
- Recognize prohibited practices like breaking down purchases to fit thresholds.
- Compare SAP with other methods such as sealed bidding and negotiation.
- Explore the types of simplified acquisition methods.

**Module 2: Governmentwide Commercial Purchase Card**

- Define micro-purchases and the micro-purchase threshold.
- Understand the SmartPay program and its structure.
- Explore roles and responsibilities of cardholders and approving officials.
- Recognize authorized and unauthorized card usage.
- Review procedures for card use, recordkeeping, and disputes.

**Module 3: Purchase Orders**

- Learn the process and requirements of issuing purchase orders.
- Understand unpriced purchase orders and their applications.
- Identify evaluation, competition, and documentation procedures.
- Explore payment methods and fast payment procedures.
- Recognize conditions for cancellation and contract termination.

**Module 4: Blanket Purchase Agreements (BPAs)**

- Define BPAs and understand their advantages.
- Distinguish between FAR 13 and GSA Schedule BPAs.
- Review procedures for establishing and using BPAs.

- Understand BPA limitations, required contents, and authorized users.

### Module 5: Other Simplified Acquisition Methods

- Examine Imprest Funds and Third-Party Drafts.
- Understand the use of Standard Form 44.
- Determine the appropriate context for each method.

### Module 6: Required Sources of Supplies and Services

- Identify required sources listed in FAR Part 8.
- Differentiate between supply and service sources.
- Understand agency obligations when selecting sources.

### Module 7: Simplified Procedures for Certain Commercial Products and Commercial Services

- Explore FAR Subpart 13.5 procedures for commercial products and commercial services.
- Understand increased thresholds for commercial acquisitions.
- Learn when and how to apply these procedures.

### Module 8: The Federal Supply Schedules Program

- Understand the role of the General Services Administration (GSA).
- Identify features of the Federal Supply Schedules.
- Review ordering procedures and office responsibilities.

### Module 9: Small Business Contracting Policies

- Recognize the role of the Small Business Administration (SBA).
- Define small business size standards and set-aside rules.
- Understand Certificates of Competency and the Nonmanufacturer Rule.

### Module 10: Small Business Socioeconomic Contracting Programs

- Learn the scope and purpose of the 8(a) Business Development Program.
- Understand HUBZone and SDVOSB program requirements.
- Explore eligibility and benefits of the WOSB Program.