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NRC Acquisition of Supplies and Services
Directive 11.1

References

(11.1-06) (continued)

Information Technology Management Reform Act (ITMRA) of 1996 (Pub. L. 104-106).

Inspector General Act (5 U.S.C. App. 5).

Memorandum from James Taylor, Executive Director for Operations, to the Office Directors and Regional Administrators, "Improving Procurement Lead Time," August 17, 1993.

National Industrial Security Program Operating Manual, Document 5220.22m, Department of Defense, January 1995.

Nuclear Regulatory Commission Acquisition Regulation (NRCAR) (48 CFR Part 20).

"Nuclear Regulatory Commission's Procedures for the Use of the U.S. Government Purchase Card."

NRC Management Directives—

2.2, "Capital Planning and Investment Control."

2.4, "Acquisition of Information Technology Resources."

3.8, "Unclassified Contractor and Grantee Publications in the NUREG Series."

3.50, "Document Management."

4.2, "Administrative Control of Funds."

10.6, "Use of Consultants and Experts."

10.159, "Differing Professional Views or Opinions."

11.4, "NRC Small Business Program."

11.6, "Financial Assistance Program."

11.7, "NRC Procedures for Placement and Monitoring of Work With the U.S. Department of Energy (DOE)."

11.8, "NRC Procedures for Placement and Monitoring of Work With Other Federal Agencies Other Than DOE."

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in addition to other exemptions applicable to all simplified acquisitions (see Section 10.5.1 of this part). The definition of micropurchase under FAR 13.101 limits construction requirements to \$2000 to accommodate the Davis-Bacon Act requirements. Requirements aggregating more than the micropurchase threshold shall not be broken down into several purchases that are less than the threshold merely to permit purchase under micropurchase procedures.

Micropurchases shall be distributed equitably among qualified suppliers. If prices are reasonable, micropurchases may be awarded without soliciting competitive quotations. Action, such as limited competition to verify price reasonableness, needs to be taken if information indicates that the price may not be reasonable or if purchasing a supply or service for which no comparable pricing information is readily available. Prompt payment discounts should be solicited.

10.3 Purchase Cards

The NRC fully participates in the Governmentwide Smart Pay Purchase Card Program and, as a matter of policy, this is the preferred method for making micropurchases. This program streamlines payment procedures and, where appropriate, replaces existing blanket purchase agreements and reduces administrative costs for micropurchases of supplies and services under \$2500. A certification of funds (commitment), which must be obtained before making purchases, may be made in advance for estimated purchases over a period of time. Purchase Card purchases of \$2500 or less are considered micropurchases and may be made from any eligible large or small business.

The program is designed to—

- increase the range of vendors available for any one purchase
- provide NRC personnel working at remote locations (e.g., inspectors) with a method of purchase acceptable to local vendors
- facilitate ease of purchase during emergency situations (e.g., nuclear plant incidents)
- improve NRC cash management practices (e.g., consolidating payments and reducing imprest funds)

At NRC, the Purchase Card can be used for a wide variety of supplies and services. Program offices shall review the “Nuclear Regulatory Commission’s Procedures for the Use of the U.S. Government Purchase Card” to become familiar with prohibited purchases and required purchasing procedures that are to be followed when using the Purchase Card (available from the Purchase Card Project Officer). Offices are encouraged to nominate those permanent employees who can use the Purchase Card to increase office efficiency. The Division of Contracts (DC) provides training to employees before they receive the Purchase Card.