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OLAO Office of Acquisitions

Process Map for Simplified Acquisitions

**Requester**

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.

**Project Officer (PO)**

3.0a Requirement Type?

3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

**Administrative Officer (AO)**

6.0 AO reviews PR.

6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

7.0 PA approves in POTS.

7.1 PA asks Requester for more information or corrections.

8.0a PA conducts procurement using a BPA or a P-Card

8.0b PA forwards the PR by selecting an OLAO CS in POTS

8.1 CS contacts PA to reassign Req.

9.0 CS reviews the Req.

9.1 CS requests more information.

**Purchasing Agent (PA)**

3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

6.1 AO asks Requester for more information or corrections.

7.0 PA reviews PR.

7.1 PA asks Requester for more information or corrections.

8.0a PA conducts procurement using a BPA or a P-Card

8.0b PA forwards the PR by selecting an OLAO CS in POTS

8.1 CS contacts PA to reassign Req.

9.0 CS reviews the Req.

9.1 CS requests more information.

**OLAO Contracting Specialist (CS)**

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

6.1 AO asks Requester for more information or corrections.

7.0 PA approves in POTS.

7.1 PA asks Requester for more information or corrections.

8.0a PA conducts procurement using a BPA or a P-Card

8.0b PA forwards the PR by selecting an OLAO CS in POTS

8.1 CS contacts PA to reassign Req.

9.0 CS reviews the Req.

9.1 CS requests more information.

**MAP LEGEND**

- Document
- Process Step
- Decision Point
- Start/Stop
- System
Page one of all Simplified Acquisitions Process Maps

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - [https://nihscatalog.od.nih.gov/](https://nihscatalog.od.nih.gov/)
   - NITAAC - [https://nitaac.nih.gov/nitaac/](https://nitaac.nih.gov/nitaac/)

SERVICES → 3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.
   - SOW
   - Evaluation Criteria
   - IGCE
   - J&A (Justification & Approval)
   - LSJ (Limited Source Justification)

SUPPLY → 3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification, if applicable.
   - Brand Name Only Justification

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

   NO → 6.1 AO asks Requester for more information or corrections.
      6.2 Requester consults with PO and makes necessary updates.

   YES → 7.0 PA reviews PR.

APPROVED IN POTS?

   NO → 7.1 PA asks Requester for more information of corrections.
      YES → Can it be completed in-house?
IN HOUSE?

YES \rightarrow 8.0a PA conducts procurement using a BPA or a P-Card. STOP

NO \rightarrow 8.0b PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

NO \rightarrow 8.1 CS contacts PA to reassign Req.

YES \rightarrow 9.0 CS reviews the Req.

REQ COMPLETE?

NO \rightarrow 9.1 CS requests more information.

YES \rightarrow Move to A
OLAO Office of Acquisitions

Process Map for Simplified Acquisitions

START

1.0 Requester identifies a need for goods or services.

Requirement Type?

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conducts market research.

Provide product specifications (cost and potential vendors) and a Brand Name Only Justification if applicable.

3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

7.0 PA reviews PR.

7.1 PA asks Requester for more information or corrections.

7.2 PA forwards the PR by selecting an OLAO CS in POTS.

8.0a PA conducts procurement using a BPA or a P-Card

8.0b PA requests the PR by selecting an OLAO CS in POTS

8.1 PA conducts procurement using a BPA or a P-Card

8.1 PA conducts procurement using a BPA or a P-Card

9.0 CS reviews the Req.

9.1 CS requests more information.

9.1 CS requests more information.

9.2 CS contacts PA to reassign Req.

9.3 CS contacts PA to reassign Req.

9.4 CS contacts PA to reassign Req.

STOP

MAP LEGEND

Start/Stop

Document

Process Step Decision Point

System

On Page Reference

Off Page Reference

11.0 CS starts the award process to the recommended source on the purchase request.

12.0 CS creates the award and sends to CO for approval.

13.0 CO reviews the purchase order.

13.1 CO sends purchase order back to the CS with questions/edits.

13.2 CS makes required edits and sends back to CO for approval.

14.0 CO sends the approved purchase order back to the CS.

15.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

A

OLAO Contracting Specialist (CS)

Requestor/PO/PA

Contracting Officer (CO)
Process Map for Service Acquisitions Under $3,500

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - [https://nihscatalog.od.nih.gov/](https://nihscatalog.od.nih.gov/)
   - NITAAC - [https://nitaac.nih.gov/nitaac/](https://nitaac.nih.gov/nitaac/)

SERVICES → 3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.
   - SOW
   - Evaluation Criteria
   - IGCE
   - J&A (Justification & Approval)
   - LSJ (Limited Source Justification)

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

NO → 6.1 AO asks Requester for more information or corrections.

   6.2 Requester consults with PO and makes necessary updates.

YES → 7.0 PA reviews PR.

APPROVED IN POTS?

NO → 7.1 PA asks Requester for more information of corrections.

YES → Can it be completed in-house?

IN HOUSE?

YES → 8.0a PA conducts procurement using a BPA or a P-Card. STOP
NO → 8.0b PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

NO → 8.1 CS contacts PA to reassign Req.

YES → 9.0 CS reviews the Req.

REQ COMPLETE?

NO → 9.1 CS requests more information.

YES → Move to A


11.0 CS starts the award process to the recommended source on the purchase request.

12.0 CS creates the award and sends to CO for approval.

13.0 CO reviews the purchase order.

APPROVED?

NO → 13.1 CO sends purchase order back to the CS with questions/edits.

13.2 CS makes required edits and sends back to CO for approval.

YES → 14.0 CO sends the approved purchase order back to the CS.

15.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.

3.0a Requirement Type?

3.0b Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

7.0 PA reviews PR.

7.1 PA asks Requester for more information or corrections.

7.2 PA forwards the PR by selecting an OLAO CS in POTS.

8.0a PA conducts procurement using a BPA or a P-Card.

8.0b In-house?

8.1a PA contacts CS to reassign Req.

8.1b CS requests more information.

9.0 CS reviews the Req.

9.1 CS requests Complete?

9.2 CS contacts PO to reassign Req.

10.0 STOP

11.0 CS starts the award process to the recommended source on the purchase order.

12.0 CS creates the award and sends to CO for approval.

13.0 CO reviews the purchase order.

13.1 CO sends purchase order back to the CS with questions/edits.

13.2 CS makes required edits and sends back to CO for approval.

14.0 CO sends the approved purchase order back to the CS.

15.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
Process Map for Supply Acquisitions Under $3,500

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - https://nihscatalog.od.nih.gov/
   - UNICOR - http://www.unicor.gov/Shopping/viewCat_m.asp?iStore=UNI
   - NIH BPA Program – http://oamp.od.nih.gov/dsaps/bpa-program
   - NITAAC - https://nitaac.nih.gov/nitaac/

SUPPLY ➔ 3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification, if applicable.
   - Brand Name Only Justification

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

NO ➔

6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

YES ➔ 7.0 PA reviews PR.

APPROVED IN POTS?

NO ➔

7.1 PA asks Requester for more information of corrections.

YES ➔ Can it be completed in-house?

IN HOUSE?

YES ➔ 8.0a PA conducts procurement using a BPA or a P-Card. STOP

NO ➔ 8.0b PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

NO ➔

8.1 CS contacts PA to reassign Req.

YES ➔ 9.0 CS reviews the Req.
REQ COMPLETE?

NO ➔ 9.1 CS requests more information.

YES ➔ Move to A


11.0 CS starts the award process to the recommended source on the purchase order.

12.0 CS creates the award and sends to CO for approval.

13.0 CO reviews the purchase order.

APPROVED?

NO ➔ 13.1 CO sends purchase order back to the CS with questions/edits.

13.2 CS makes required edits and sends back to CO for approval.

YES ➔ 14.0 CO sends the approved purchase order back to the CS.

15.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
OLAO Office of Acquisitions

Process Map for Simplified Acquisitions

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conducts market research.

3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.

3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR in POTS.

6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

7.0 PA reviews PR in POTS.

7.1 PA asks Requester for more information or corrections.

8.0a PA conducts procurement using a BPA or a P-Card

8.0b PA forwards the PR by selecting an OLAO CS in POTS

8.1 CS contacts PA to reassign Req.

8.2 CS requests more information.

9.0 CS reviews the Req.

9.1 CS requests more information.

9.2 CS contacts PA to reassess Req.

10.0 STOP
OLAO Office of Acquisitions
Process Map for Sole Source Service Acquisitions Over $3,500 – $15,000

**Requestor/PO/PA**


11.0 Based on programmatic market research, CS reviews the Sole Source Justification against contents in the SOW.

12.0 CS conducts market research with SOW to determine sole source validity.

13.0 CS completes the paper version of the 653.

14.0 CS sends RFQ to intended vendor.

15.0 Requestor reviews vendor quote and approves.

16.0 CS establishes fair pricing and cost reasonableness.

17.0 CS creates the award and sends to CO for approval.

18.0 CO reviews the purchase order.

18.1 CO sends purchase order back to the CS with questions/edits.

18.2 CS makes required edits and sends back to CO for approval.

19.0 CO sends the approved purchase order back to the CS.

20.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AG, and Requestor on the purchase request, and the designated Vendor.

**OLAO Contracting Specialist (CS)**

A

**Contracting Officer (CO)**

11.0 Valid? YES

18.0 Approved? YES

STOP

**MAP LEGEND**

- Start/Stop
- Document
- Process Step
- Decision Point
- System
- On-Page Reference
- Off-Page Reference
Process Map for Sole Source Service Acquisitions Over $3,500 - $15,000

Programmatic market research presently consists of program’s responses from vendors who have provided quotes. However market research could consist of a written summary of how the program surveyed the commercial market to determine that there is no other vendor that would meet their needs.

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - https://nihscatalog.od.nih.gov/
   - UNICOR - http://www.unicor.gov/Shopping/viewCat_m.asp?iStore=UNI
   - NIH BPA Program – http://oamp.od.nih.gov/dsaps/bpa-program
   - NITAAC - https://nitaac.nih.gov/nitaac/

SERVICES → 3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.
   - SOW
   - Evaluation Criteria
   - IGCE
   - J&A (Justification & Approval)
   - LSJ (Limited Source Justification)

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form) - https://pots.ors.od.nih.gov/Support/Help.aspx?role=SUP,

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

NO → 6.1 AO asks Requester for more information or corrections.

       6.2 Requester consults with PO and makes necessary updates.

YES → 7.0 PA reviews PR.

APPROVED IN POTS?

NO → 7.1 PA asks Requester for more information of corrections.
YES → Can it be completed in-house?

IN HOUSE?
YES → 8.0a PA conducts procurement using a BPA or a P-Card. STOP
NO → 8.0b PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?
NO → 8.1 CS contacts PA to reassign Req.
YES → 9.0 CS reviews the Req.

REQ COMPLETE?
NO → 9.1 CS requests more information.
YES → Move to A

11.0 Based on programmatic market research, CS reviews the Sole Source Justification against contents in the SOW.
12.0 CS conducts market research with SOW to determine sole source validity.
VALID?
NO → Start Competitive Process.
YES → 13.0 CS completes the paper version of the 653.
14.0 CS sends RFQ to intended vendor.
15.0 Requestor reviews vendor quote and approves.
16.0 CS establishes fair pricing and cost reasonableness.
17.0 CS creates the award and sends to CO for approval.
18.0 CO reviews the purchase order.
APPROVED?
NO → 18.1 CO sends purchase order back to the CS with questions/edits.
18.2 CS makes required edits and sends back to CO for approval.

YES → 19.0 CO sends the approved purchase order back to the CS.
20.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
START

1.0 Requester
- Identifies a need for goods or services.

2.0 PO and/or Requester
- Conduct market research.

Requirement Type?

- Service
- Supply

3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.

3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

6.1 AO asks Requester for more information or corrections.

7.0 PA reviews PR.

7.1 PA asks Requester for more information or corrections.

8.0a PA conducts procurement using a BPA or a P-Card.

8.0b PA forwards the PR by selecting an OLAO CS in POTS

9.0 CS reviews the Req.

9.1 CS requests more information.

STOP

POTS

- Requirement Type
- Service
- Supply
OLAO Office of Acquisitions

Process Map for Sole Source Supply Acquisitions Over $3,500 - $15,000

Requestor/PO/PA


11.0 Based on programmatic market research, CS reviews the Sole Source Justification against contents in product specifications.

12.0 CS conducts market research with product specifications to determine sole source validity.

OLAO Contracting Specialist (CS)

13.0 CS checks for and reviews the Brand Name Only Justification.

13.1 CS requests more information.

13.2 Requestor updates the Brand Name Only Justification or provides product specifications.

14.0 CS sends RFQ to intended vendor.

15.0 Requestor reviews vendor quote and approves.

16.0 CS establishes fair pricing and cost reasonableness.

Contracting Officer (CO)

17.0 CS creates the award and sends to CO for approval.

18.0 CO reviews the purchase order.

18.1 CO sends purchase order back to the CS with questions/edits.

18.2 CO makes required edits and sends back to CO for approval.

19.0 CO sends the approved purchase order back to the CS.

20.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

Valid? YES

NO

Brand Name Only? YES

NO

Start Competitive Process

Valid? YES

NO

STOP
**Process Map for Sole Source Supply Acquisitions Over $3,500 - $15,000**

Programmatic market research presently consists of program’s responses from vendors who have provided quotes. However market research could consist of a written summary of how the program surveyed the commercial market to determine that there is no other vendor that would meet their needs.

**1.0** Requester identifies a need for goods or services.

**2.0** PO and/or Requester conduct market research.
- NIH Supply Center Catalog - [https://nihscatalog.od.nih.gov/](https://nihscatalog.od.nih.gov/)
- NITAAC - [https://nitaac.nih.gov/nitaac/](https://nitaac.nih.gov/nitaac/)

**SUPPLY → 3.0b** Provide product specifications (cost and potential vendors) and a Brand Name Only Justification, if applicable.
- Brand Name Only Justification

**4.0** Requester uploads the PR and supporting documentation into POTS.
- PR (Purchase Request/1861 Form)

**5.0** PO approves in POTS and sends to the AO for review.

**6.0** AO reviews PR.

**APPROVED IN POTS?**

**NO →**  
**6.1** AO asks Requester for more information or corrections.  
**6.2** Requester consults with PO and makes necessary updates.

**YES → 7.0** PA reviews PR.

**APPROVED IN POTS?**

**NO → 7.1** PA asks Requester for more information of corrections.  
**YES →** Can it be completed in-house?

**IN HOUSE?**

**YES → 8.0a** PA conducts procurement using a BPA or a P-Card. **STOP**
NO → 8.0b PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

NO → 8.1 CS contacts PA to reassign Req.

YES → 9.0 CS reviews the Req.

REQ COMPLETE?

NO → 9.1 CS requests more information.

YES → Move to A


11.0 Based on programmatic market research, CS reviews the Sole Source Justification against contents in the Product Specifications.

12.0 CS conducts market research with the Product Specifications to determine sole source validity.

VALID?

NO → Start Competitive Process

YES → Is it Brand Name Only?

BRAND NAME ONLY?

NO → 14.0 CS sends RFQ to intended vendor.

YES → 13.0 CS checks for and reviews the Brand Name Only Justification.

VALID?

NO → 13.1 CS requests more information.

13.2 Requestor updates the Brand Name Only Justification or provides product specifications.

YES → 14.0 CS sends RFQ to intended vendor.

15.0 Requestor reviews vendor quote and approves.

16.0 CS establishes fair pricing and cost reasonableness.

17.0 CS creates the award and sends to CO for approval.

18.0 CO reviews the purchase order.

APPROVED?

NO → 18.1 CO sends purchase order back to the CS with questions/edits.

18.2 CS makes required edits and sends back to CO for approval.

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YES → 19.0 CO sends the approved purchase order back to the CS.

20.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
OLAO Office of Acquisitions

Process Map for Simplified Acquisitions

START

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.

3.0a Requirement Type?

3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR. Approved in POTS?

6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

5.0 PO approves in POTS and sends to the AO for review.

7.0 PA reviews PR. Approved in POTS?

7.1 PA asks Requester for more information or corrections.

8.0a PA conducts procurement using a BPA or a P-Card

8.0b PA forwards the PR by selecting an OLAO CS in POTS

9.0 CS reviews the Req.

9.1 CS requests more information.

9.2 CS contacts PA to reassign Req.

10.0 STOP

MAP LEGEND

System

Process Step

Document

Start/Stop

Reference

Reference

Reference
OLAO Office of Acquisitions
Process Map for Competitive Service Acquisitions Over $3,500 - $25,000

Requestor/PO/PA

10.0 CS reviews purchase request package (SOW/SOO, Evaluation Criteria/Sole Source J&A, IGCE) and programmatic market research.

11.0 CS conducts market research to determine procurement method (i.e. BPA, GSA, or Open Market).

12.0 CS completes the paper version of the 653.

12.1 CS posts SOW in a public place for 7-10 days (bid board or FBO.gov).

13.0 CS sends RFQ to vendors.

13.1 CS sends RFQ to vendors.

14.0 CS sends quotes and evaluation criteria to Requestor for review.

15.0 Requestor receives and reviews quotes from vendors and sends CS recommendation for award based on the evaluation criteria.

16.0 CS reviews recommendation and provides feedback as necessary.

16.1 CS requests a justification for trade-off.

16.2 Requestor submits trade-off justification.

16.3 CS reviews the trade-off justification.

16.4 CS provides rationale for disapproval.

17.0 CS creates the award and sends to CO for approval.

18.0 CO reviews the purchase order.

18.1 CO sends purchase order back to the CS with questions/edits.

18.2 CO reviews purchase order back to the CS.

19.0 CO sends the approved purchase order back to the CS.

20.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

Contracting Officer (CO)

CS requests a justification for trade-off.

Approved?

NO

YES

Approved?

NO

YES

Eval Criteria LPTA?

NO

YES

System Process Step
On - Page Reference
Off - Page Reference
Decision Point
Start / Stop

MAP
LEGEND
Document
Processes
Start
Stop
Decision Point
System

Stop

A

> $15K?

YES

NO

Approved?
Process Map for Competitive Service Acquisitions Over $3,500 - $25,000

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - https://nihccatalog.od.nih.gov/
   - UNICOR - http://www.unicor.gov/Shopping/viewCat_m.asp?iStore=UNI
   - NIH BPA Program – http://oamp.od.nih.gov/dsaps/bpa-program
   - NITAAC - https://nitaac.nih.gov/nitaac/
   - GSA Advantage and GSA e-Library -

SERVICES → 3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.
   - SOW
   - Evaluation Criteria
   - IGCE
   - J&A (Justification & Approval)
   - LSJ (Limited Source Justification)

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

   NO →
     6.1 AO asks Requester for more information or corrections.
     6.2 Requester consults with PO and makes necessary updates.

   YES →
     7.0 PA reviews PR.

APPROVED IN POTS?

   NO →
     7.1 PA asks Requester for more information of corrections.

   YES → Can it be completed in-house?

IN HOUSE?

   YES →
     8.0a PA conducts procurement using a BPA or a P-Card. STOP
NO → 8.0b PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

NO → 8.1 CS contacts PA to reassign Req.

YES → 9.0 CS reviews the Req.

REQ COMPLETE?

NO → 9.1 CS requests more information.

YES → Move to A

A → 10.0 CS reviews purchase request package (SOW/SOO, Evaluation Criteria/Sole Source J&A, IGCE) and programmatic market research.

11.0 CS conducts market research to determine procurement method (i.e. BPA, GSA, or Open Market).

12.0 CS completes the paper version of the 653.

>$15k?

YES → 12.1 CS posts SOW in a public place for 7-10 days (bid board or FBO.gov).

NO → 13.0 CS sends RFQ to vendors. (Competitive Process Begins)

14.0 CS sends quotes and evaluation criteria to Requestor for review.

15.0 Requestor receives and reviews quotes from vendors and sends CS recommendation for award based on the evaluation criteria.

16.0 CS reviews recommendation and provides feedback as necessary.

EVALUATION CRITERIA = LOWEST PRICE TECHNICALLY ACCEPTABLE (LPTA)?

YES → 17.0 CS creates the award and sends to CO for approval.

NO → 16.1 CS requests a justification for trade-off.

16.2 Requester submits trade-off justification.

16.3 CS reviews the trade-off justification.

APPROVED?

NO → 16.4 CS provides rationale for disapproval.

YES → 17.0 CS creates the award and sends to CO for approval.

18.0 CO reviews the purchase order.

APPROVED?

NO → 18.1 CO sends purchase order back to the CS with questions/edits.

18.2 CS makes required edits and sends back to CO for approval.

Back to Table of Contents
YES → 19.0 CO sends the approved purchase order back to the CS.

20.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
OLAO Office of Acquisitions
Process Map for Simplified Acquisitions

START

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.

3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.

3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

5.1 Requester consults with PO and makes necessary updates.

5.2 Requester identifies a need for goods or services.

6.0 AO reviews PR.

6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

7.0 PA reviews PR.

7.1 PA asks Requester for more information or corrections.

7.2 PA conducts procurement using a BPA or a P-Card.

8.0a In-house?

8.0b PA forwards the PR by selecting an OLAO CS in POTS.

8.1 PA conducts procurement using a BPA or a P-Card.

9.0 CS reviews the Req.

9.1 CS requests more information.

9.2 Correct CS?

9.3 CS contacts PA to reassign Req.

10.0 STOP

Requirements Type?

Service

Supply

Decision Point

Start/Stop

Document

Process Step

Reference

Reference

System

Reference

Reference

Reference

Reference

Reference

Reference

Reference
### Requester/PO/PA

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</tr>
<tr>
<td>11.1</td>
<td>CS requests more information.</td>
</tr>
<tr>
<td>12.0</td>
<td>CS completes the paper version of the 653.</td>
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### OLAO Contracting Specialist (CS)

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<td>Requester updates the Brand Name Only Justification or provides product specifications.</td>
</tr>
<tr>
<td>14.0</td>
<td>CS posts product specifications in a public place for 7-10 days (bid board or FBO.gov).</td>
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<tr>
<td>15.0</td>
<td>CS sends RFQ to vendors.</td>
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<td>16.0</td>
<td>CS sends quotes to Requestor for review.</td>
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<tr>
<td>17.0</td>
<td>Requestor receives and reviews quotes from vendors and sends CS recommendation for award.</td>
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<td>CS reviews the trade-off justification.</td>
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<td>CS provides rationale for disapproval.</td>
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<td>18.4</td>
<td>CS creates the award and sends to CO for approval.</td>
</tr>
<tr>
<td>19.0</td>
<td>CS provides rationale for disapproval.</td>
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### Contracting Officer (CO)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tr>
<td>20.0</td>
<td>CS sends purchase order back to the CO with questions/edits.</td>
</tr>
<tr>
<td>20.1</td>
<td>CO reviews the purchase order.</td>
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<tr>
<td>20.2</td>
<td>CS makes required edits and sends back to CO for approval.</td>
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<td>20.3</td>
<td>CO sends purchase order back to CS.</td>
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<td>21.0</td>
<td>CO sends the approved purchase order back to the CS.</td>
</tr>
</tbody>
</table>
Process Map for Competitive Supply Acquisitions Over $3,500 - $25,000

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - https://nihscatalog.od.nih.gov/
   - UNICOR - http://www.unicor.gov/Shopping/viewCat_m.asp?iStore=UNI
   - NIH BPA Program – http://oamp.od.nih.gov/dsaps/bpa-program
   - NITAAC - https://nitaac.nih.gov/nitaac/

SUPPLY ➔ 3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification, if applicable.
   - Brand Name Only Justification

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

NO ➔ 6.1 AO asks Requester for more information or corrections.
       6.2 Requester consults with PO and makes necessary updates.

YES ➔ 7.0 PA reviews PR.

APPROVED IN POTS?

NO ➔ 7.1 PA asks Requester for more information of corrections.

YES ➔ Can it be completed in-house?

IN HOUSE?

YES ➔ 8.0a PA conducts procurement using a BPA or a P-Card. STOP

NO ➔ 8.0b PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

NO ➔ 8.1 CS contacts PA to reassign Req.

YES ➔ 9.0 CS reviews the Req.
REQ COMPLETE?

NO → 9.1 CS requests more information.

YES → Move to A


11.0 CS conducts market research to determine procurement method (i.e. BPA, GSA, or Open Market).

12.0 CS completes the paper version of the 653.

BRAND NAME ONLY?

NO → Greater than $15k?

YES → 13.0 CS checks for and reviews the Brand Name Only Justification.

VALID?

NO → 13.1 CS requests more information.

13.2 Requestor updates the Brand Name Only Justification or provides product specifications.

YES → Greater than $15k?

>$15k?

YES → 14.0 CS posts product specifications in a public place for 7-10 days (bid board or FBO.gov).

15.0 CS sends RFQ to vendors. *(Competitive Process Begins)*

NO → 15.0 CS sends RFQ to vendors. *(Competitive Process Begins)*

16.0 CS sends quotes to Requestor for review.

17.0 Requestor receives and reviews quotes from vendors and sends CS recommendation for award.

18.0 CS reviews recommendation.

EVALUATION CRITERIA LOWEST PRICE TECHNICALLY ACCEPTABLE (LPTA)?

YES → 19.0 CS creates the award and sends to CO for approval.

NO → 18.1 CS requests a justification for trade-off.

18.2 Requester submits trade-off justification.

18.3 CS reviews the trade-off justification.

APPROVED?
NO  →  18.4 CS provides rationale for disapproval.

YES  →  19.0 CS creates the award and sends to CO for approval.

20.0 CO reviews the purchase order.

APPROVED?

NO  →  20.1 CO sends purchase order back to the CS with questions/edits.

20.2 CS makes required edits and sends back to CO for approval.

YES  →  21.0 CO sends the approved purchase order back to the CS.

22.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/ AO, and Requestor on the purchase request, and the designated Vendor.

STOP
START 1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.

3.0a Requirement Type? Service

3.0b Requirement Type? Supply

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

5.0a Requirement Type? Service

5.0b Requirement Type? Supply

6.0 AO reviews PR.

6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

7.0 PA reviews PR.

7.1 PA asks Requester for more information or corrections.

7.0a Requirement Type? Service

7.0b Requirement Type? Supply

8.0a PA conducts procurement using a BPA or a P-Card

8.0b PA forwards the PR by selecting an OLAO CS in POTS

8.1 PA asks Requester to reassign Req.

9.0 CS reviews the Req.

9.1 CS requests more information.

9.1a Correct CS?

9.1b CS contacts PA to reassign Req.

9.0a Requirement Type? Service

9.0b Requirement Type? Supply

10.0 STOP
OLAO Office of Acquisitions

Process Map for Sole Source Service Acquisitions Over $15,000 – $25,000

OLAO Contracting Specialist (CS)

Requestor/PO/PA


11.0 Based on programmatic market research, CS reviews the Sole Source Justification against contents in the SOW.

12.0 CS conducts market research with SOW to determine sole source validity.

13.0 CS completes the paper version of the 653.

14.0 CS posts SOW in a public place for 10 days (bid board or FBO.gov).

14.1 CS reviews capability statements received.

14.2 CS sends response to Requestor to review.

14.3 Requestor reviews response and determines whether to keep as sole source.

15.0 CS sends RFQ to intended vendor.

16.0 Requestor reviews vendor quote and approves.

17.0 CS establishes fair pricing and cost reasonableness.

18.0 CS creates the award and sends to CO for approval.

19.0 CO reviews the purchase order.

19.1 CO sends the approved purchase order back to the CS.

19.2 CS makes required edits and sends back to CO for approval.

20.0 CO sends the purchase order back to the CS.

21.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/ AO, and Requestor on the purchase request, and the designated Vendor.

Contracting Officer (CO)

Start Competitive Process

Valid?

Open Market?

BPA?

Response?

More than 1 response?

More than 1 vendor capable?

Start Competitive Process

Approved?
**Process Map for Sole Source Service Acquisitions Over $15,000 - $25,000**

Programmatic market research presently consists of program’s responses from vendors who have provided quotes. However market research could consist of a written summary of how the program surveyed the commercial market to determine that there is no other vendor that would meet their needs.

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - [https://nihscatalog.od.nih.gov/](https://nihscatalog.od.nih.gov/)
   - NITAAC - [https://nitaac.nih.gov/nitaac/](https://nitaac.nih.gov/nitaac/)
   - GSA Advantage and GSA e-Library -
     [http://www.gsaelibrary.gsa.gov/ElibMain/home.do](http://www.gsaelibrary.gsa.gov/ElibMain/home.do)

SERVICES ➔ 3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.
   - SOW
   - Evaluation Criteria
   - IGCE
   - J&A (Justification & Approval)
   - LSJ (Limited Source Justification)

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

**APPROVED IN POTS?**

**NO** ➔ 6.1 AO asks Requester for more information or corrections.

**6.2** Requester consults with PO and makes necessary updates.

**YES** ➔ 7.0 PA reviews PR.

**APPROVED IN POTS?**

**NO** ➔ 7.1 PA asks Requester for more information of corrections.
YES → Can it be completed in-house?

IN HOUSE?

YES → 8.0a PA conducts procurement using a BPA or a P-Card. **STOP**

NO → 8.0b PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

NO → 8.1 CS contacts PA to reassign Req.

YES → 9.0 CS reviews the Req.

REQ COMPLETE?

NO → 9.1 CS requests more information.

YES → Move to A


11.0 Based on programmatic market research, CS reviews the Sole Source Justification against contents in the SOW.

12.0 CS conducts market research with SOW to determine sole source validity.

VALID?

NO → Start Competitive Process.

YES → 13.0 CS completes the paper version of the 653.

OPEN MARKET?

NO → 15.0 CS sends RFQ to intended vendor.

YES → BPA?

BPA?

YES → 15.0 CS sends RFQ to intended vendor.

NO → 14.0 CS posts SOW in a public place for 10 days (bid board or FBO.gov).

RESPONSE?

NO → 15.0 CS sends RFQ to intended vendor.

YES → 14.1 CS reviews capability statements received.

MORE THAN 1 RESPONSE?

NO → 15.0 CS sends RFQ to intended vendor.

YES → 14.2 CS sends response to Requestor to review.
14.3 Requestor reviews response and determines whether to keep as sole source.

MORE THAN 1 VENDOR CAPABLE?

YES → Start Competitive Process.

NO → 15.0 CS sends RFQ to intended vendor.

16.0 Requestor reviews vendor quote and approves.

17.0 CS establishes fair pricing and cost reasonableness.

18.0 CS creates the award and sends to CO for approval.

19.0 CO reviews the purchase order.

APPROVED?

NO → 19.1 CO sends purchase order back to the CS with questions/edits.

19.2 CS makes required edits and sends back to CO for approval.

YES → 20.0 CO sends the approved purchase order back to the CS.

21.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
OLAO Office of Acquisitions
Process Map for Simplified Acquisitions

START

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.

3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.

3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

7.0 PA reviews PR.

7.1 PA asks Requester for more information or corrections.

7.2 PA forwards the PR by selecting an OLAO CS in POTS.

8.0a PA conducts procurement using a BPA or a P-Card.

8.0b In-house?

8.1 CS contacts PA to reassign Req.

8.2 CS requests more information.

9.0 CS reviews the Req.

9.1 CS requests additional information.

9.2 STOP

MAP
LEGEND
Start/Stop
Document
Process Step
Decision Point
System
On-Page Reference
Off-Page Reference
Process Map for Sole Source Supply Acquisitions Over $15,000 - $25,000

Programmatic market research presently consists of program’s responses from vendors who have provided quotes. However market research could consist of a written summary of how the program surveyed the commercial market to determine that there is no other vendor that would meet their needs.

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - https://nihscatalog.od.nih.gov/
   - UNICOR - http://www.unicor.gov/Shopping/viewCat_m.asp?iStore=UNI
   - NIH BPA Program – http://oamp.od.nih.gov/dsaps/bpa-program
   - NITAAC - https://nitaac.nih.gov/nitaac/

SUPPLY → 3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification, if applicable.
   - Brand Name Only Justification

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

   NO → 6.1 AO asks Requester for more information or corrections.
   6.2 Requester consults with PO and makes necessary updates.

   YES → 7.0 PA reviews PR.

APPROVED IN POTS?

   NO → 7.1 PA asks Requester for more information of corrections.

   YES → Can it be completed in-house?

IN HOUSE?

   YES → 8.0a PA conducts procurement using a BPA or a P-Card. STOP
NO → 8.0b PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

NO → 8.1 CS contacts PA to reassign Req.

YES → 9.0 CS reviews the Req.

REQ COMPLETE?

NO → 9.1 CS requests more information.

YES → Move to A


11.0 Based on programmatic market research, CS reviews the Sole Source Justification against contents in the Brand Name Only Justification and product specifications.

12.0 CS conducts market research with product specifications/Brand Name Only Justification, to determine sole source validity.

VALID?

NO → Start Competitive Process

YES → 13.0 CS completes the paper version of the 653.

BRAND NAME ONLY?

NO → BPA?

YES → 14.0 CS checks for and reviews the Brand Name Only Justification.

VALID?

YES → BPA?

NO → 14.1 CS requests more information.

14.2 Requestor updates the Brand Name Only Justification or provides product specifications.

BPA?

YES → 16.0 CS sends RFQ to intended vendor.

NO → Open Market?

OPEN MARKET?

NO → 16.0 CS sends RFQ to intended vendor.

YES → 15.0 CS posts Specs in a public place for 10 days (bid board or FBO.gov).

RESPONSE?
NO → 16.0 CS sends RFQ to intended vendor.

YES → 15.1 CS reviews capability statements received.

MORE THAN 1 RESPONSE?

NO → 16.0 CS sends RFQ to intended vendor.

YES → 15.2 CS sends response to Requestor to review.

15.3 Requestor reviews response and determines whether to keep as sole source.

MORE THAN 1 VENDOR CAPABLE?

YES → Start Competitive Process.

NO → 16.0 CS sends RFQ to intended vendor.

17.0 Requestor reviews vendor quote and approves.

18.0 CS establishes fair pricing and cost reasonableness.

19.0 CS creates the award and sends to CO for approval.

20.0 CO reviews the purchase order.

APPROVED?

NO → 20.1 CO sends purchase order back to the CS with questions/edits.

20.2 CS makes required edits and sends back to CO for approval.

YES → 21.0 CO sends the approved purchase order back to the CS.

22.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
Process Map for Simplified Acquisitions

1.0 Requester identifies a need for goods or services.

2.0 Requester conducts market research.

3.0a Requirement Type?

3.0b Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

7.0 PA reviews PR.

7.1 PA asks Requester for more information or corrections.

8.0a PA conducts procurement using a BPA or a P-Card

8.0b In-house? Yes

8.1 PA conducts procurement using a BPA or a P-Card

9.0 CS reviews the Req.

9.1 CS requests more information.

9.2 CS contacts PA to reassign Req.

9.3 CS contacts PA to reassign Req.

10.0 System Process
Process Map for Competitive Service Acquisitions Over $25,000

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - https://nihscatalog.od.nih.gov/
   - UNICOR - http://www.unicor.gov/Shopping/viewCat_m.asp?iStore=UNI
   - NIH BPA Program – http://oamp.od.nih.gov/dsaps/bpa-program
   - NITAAC - https://nitaac.nih.gov/nitaac/
   - GSA Advantage and GSA e-Library -
     https://www.gsaadvantage.gov/advantage/main/home.do ,
     http://www.gsaelibrary.gsa.gov/ElibMain/home.do

SERVICES ➔ 3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.
   - SOW
   - Evaluation Criteria
   - IGCE
   - J&A (Justification & Approval)
   - LSJ (Limited Source Justification)

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

NO ➔ 6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

YES ➔ 7.0 PA reviews PR.

APPROVED IN POTS?

NO ➔ 7.1 PA asks Requester for more information of corrections.

YES ➔ Can it be completed in-house?

IN HOUSE?

YES ➔ 8.0a PA conducts procurement using a BPA or a P-Card. STOP
NO → 8.0b PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?
NO → 8.1 CS contacts PA to reassign Req.
YES → 9.0 CS reviews the Req.

REQ COMPLETE?
NO → 9.1 CS requests more information.
YES → Move to A

A → 10.0 CS reviews purchase request package (SOW/ SOO, Evaluation Criteria/ Sole Source J&A, IGCE) and programmatic market research.

11.0 CS conducts market research to determine procurement method (i.e. BPA, GSA, or Open Market).

OPEN MARKET?
YES → 12.0 Post Small Business Sources Sought to FBO.gov up to $150k.
   13.0 Review capability statements to determine a small business set aside.
   14.0 Submits 653 to Small Business Office for approval.
NO → 14.0 Submits 653 to Small Business Office for approval.

SMALL BUSINESS OFFICE (SBO) APPROVES?
NO → Go back to step 11.0 CS conducts market research to determine procurement method (i.e. BPA, GSA, or Open Market).
YES → 15.0 CS solicits for quotations. (Competitive Process Begins)

BPA?
YES → 15.0a Email RFQ to at least 3 Companies on NIH BPA.
NO → GSA?

GSA?
NO → Open Market?
YES → Greater than $150k?
>$150k?
YES → 15.0b CS posts RFQ to eBuy w/ justification.
NO → 15.0c CS solicits quotes from 3 GSA Schedule SIN holders in same SIN.

OPEN MARKET?
NO → **Go back to step 11.0** CS conducts market research to determine procurement method (i.e. BPA, GSA, or Open Market).

**YES → 15.0d** Post solicitation to FBO. (Typically 2-4 weeks; varies based on complexity).

16.0 CS sends quotes to Requestor for review with evaluation criteria.

17.0 Requestor receives and evaluates quotes from vendors and sends CS the evaluation.

18.0 CS reviews evaluation.

**EVALUATION CRITERIA = LOWEST PRICE TECHNICALLY ACCEPTABLE (LPTA)?**

**YES → 19.0** CS creates the award and sends to CO for approval.

**NO → 18.1** CS requests a justification for trade-off.

18.2 Requester submits trade-off justification.

18.3 CS reviews the trade-off justification.

**APPROVED?**

**NO → 18.4** CS provides rationale for disapproval.

**YES → 19.0** CS creates the award and sends to CO for approval.

20.0 CO reviews the purchase order.

**NO → 20.1** CO sends purchase order back to the CS with questions/edits.

20.2 CS makes required edits and sends back to CO for approval.

**YES → 21.0** CO sends the approved purchase order back to the CS.

22.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
OLAO Office of Acquisitions

Process Map for Simplified Acquisitions

START

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.

3.0a Provide product specifications (cost and potential vendors) and a Brand Name Only Justification if applicable.

3.0b Requirement Type?

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

5.0 POTS

6.0 AO reviews PR.

6.0 Approved in POTS?

6.1 AO asks Requester for more information or corrections.

6.2 Requester consults with PO and makes necessary updates.

7.0 PA reviews PR.

7.0 Approved in POTS?

7.1 PA asks Requester for more information or corrections.

7.0 PA conducts procurement using a BPA or a P-Card

7.0 Service

8.0a PA conducts procurement using a BPA or a P-Card

8.0b PA forwards the PR by selecting an OLAO CS in POTS

8.1 Correct CS?

8.1 CS contacts PA to reassign Req.

8.0b In-house?

9.0 CS reviews the Req.

9.0 Correct CS?

9.1 CS requests more information.

9.0 Supply

10.0 Requester completes the Request.

STOP
Process Map for Competitive Supply Acquisitions Over $25,000

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - https://nihsccatalog.od.nih.gov/
   - UNICOR - http://www.unicor.gov/Shopping/viewCat_m.asp?iStore=UNI
   - NIH BPA Program – http://oamp.od.nih.gov/dsaps/bpa-program
   - NITAAC - https://nitaac.nih.gov/nitaac/

SUPPLY ➔ 3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification, if applicable.
   - Brand Name Only Justification

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

   NO ➔ 6.1 AO asks Requester for more information or corrections.
   6.2 Requester consults with PO and makes necessary updates.

   YES ➔ 7.0 PA reviews PR.

APPROVED IN POTS?

   NO ➔ 7.1 PA asks Requester for more information of corrections.

   YES ➔ Can it be completed in-house?

IN HOUSE?

   YES ➔ 8.0a PA conducts procurement using a BPA or a P-Card. STOP
   NO ➔ 8.0b PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

   NO ➔ 8.1 CS contacts PA to reassign Req.

   YES ➔ 9.0 CS reviews the Req.
REQ COMPLETE?

NO ➔ 9.1 CS requests more information.

YES ➔ Move to A


11.0 CS conducts market research to determine procurement method (i.e. BPA, GSA, or Open Market).

BRAND NAME ONLY?

NO ➔ Open Market?

YES ➔ 12.0 CS checks for and reviews the Brand Name Only Justification.

VALID?

YES ➔ Open Market?

NO ➔ 12.1 CS requests more information.

12.2 Requestor updates the Brand Name Only Justification or provides product specifications.

OPEN MARKET?

YES ➔ 13.0 Post Small Business Sources Sought to FBO.gov up to $150k.

13.1 Review capability statements to determine a small business set aside.

14.0 Submits 653 to Small Business Office for approval.

NO ➔ 14.0 Submits 653 to Small Business Office for approval.

SMALL BUSINESS OFFICE (SBO) APPROVES?

NO ➔ Go back to step 11.0 CS conducts market research to determine procurement method (i.e. BPA, GSA, or Open Market).

YES ➔ 15.0 CS solicits for quotations. (Competitive Process Begins)

BPA?

YES ➔ 15.0a Email RFQ to at least 3 Companies on NIH BPA.

NO ➔ GSA?

GSA?

NO ➔ Open Market?

YES ➔ Brand Name Only?

Back to Table of Contents
BRAND NAME ONLY?

YES → 15.0b CS posts RFQ to eBuy w/ justification.

NO → Greater than $150k?

>$150k?

YES → 15.0b CS posts RFQ to eBuy w/ justification.

NO → 15.0c Post solicitation/RFQ to FBO for at least 15 days.

OPEN MARKET?

NO → Go back to step 11.0 CS conducts market research to determine procurement method (i.e. BPA, GSA, or Open Market).

YES → 15.0c Post solicitation/RFQ to FBO for at least 15 days.

16.0 CS sends quotes to Requestor for review with evaluation criteria.

17.0 Requestor receives and evaluates quotes from vendors and sends CS the evaluation.

18.0 CS reviews evaluation.

EVALUATION CRITERIA LOWEST PRICE TECHNICALLY ACCEPTABLE (LPTA)?

YES → 19.0 CS creates the award and sends to CO for approval.

NO →

18.1 CS requests a justification for trade-off.

18.2 Requester submits trade-off justification.

18.3 CS reviews the trade-off justification.

APPROVED?

NO →

18.4 CS provides rationale for disapproval.

YES → 19.0 CS creates the award and sends to CO for approval.

20.0 CO reviews the purchase order.

APPROVED?

NO →

20.1 CO sends purchase order back to the CS with questions/edits.

20.2 CS makes required edits and sends back to CO for approval.

YES → 21.0 CO sends the approved purchase order back to the CS.

22.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
OLAO Office of Acquisitions
Process Map for Simplified Acquisitions

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.

3.0a Determine Requirement Type?

3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

6.0 Requester consults with PO and makes necessary updates.

6.0a AO reviews PR.

6.1 AO asks Requester for more information or corrections.

6.1a Requester consults with PO and makes necessary updates.

7.0 PA reviews PR.

7.1 PA asks Requester for more information of corrections.

7.1a PA conducts procurement using a BPA or a P-Card.

8.0 In-house?

8.0a PA conducts procurement using an OLAO CS in POTS.

8.0b PA forwards the PR by selecting an OLAO CS in POTS.

8.1 CS contacts RA to reassign Req.

9.0 CS reviews the Req.

9.1 CS requests more information.

9.1a CS conducts procurement using a BPA or a P-Card.

9.1b CS conducts procurement using an OLAO CS in POTS.

STOP
OLAO Office of Acquisitions

Process Map for Sole Source Service Acquisitions Over $25,000

Requestor/PO/PA

OLAO Contracting Specialist (CS)

Contracting Officer (CO)

10.0 CS reviews purchase request package (SOW/ SDD, Evaluation Criteria/ Sole Source J&A, IGCE) and programmatic market research.

11.0 Based on programmatic market research, CS reviews the Sole Source Justification against contents in the SOW.

12.0 CS conducts market research with SOW to determine sole source validity.

13.0 CS completes the small business approval online.

13.0a Open Market?

14.0 CS posts Notice of Intent to Sole Source on FBO.gov for 5 days.

14.0a Open Market?

14.0b CS posts Notice of Intent to Sole Source on eBuy w/ justification.

14.1 Response?

14.1 CS reviews capability statements received.

14.2 CS sends response to Requestor to review.

14.3 Requestor reviews response and determines whether to keep as sole source.

14.3 More than 1 vendor capable?

15.0 CS sends RFQ to intended vendor.

16.0 Requestor reviews vendor quote and approves.

17.0 CS establishes fair pricing and cost reasonableness.

18.0 Submits 653 to Small Business Office for approval.

18.1 SBD Approves?

19.0 CS creates the award and sends to CO for approval.

20.0 CO sends purchase order back to the CS with questions/edits.

20.1 CO sends purchase order back to the CS with questions/edits.

20.2 CO makes required edits and sends back to CO for approval.

20.2 Approved?

21.0 CO sends the approved purchase order back to the CS.

STOP

More than 1 response?

Valid?

Start Competitive Process

GSA?

More than 1 vendor capable?

CS establishes fair pricing and cost reasonableness.

Start Competitive Process

Submits 653 to Small Business Office for approval.

SBD Approves?

CS creates the award and sends to CO for approval.

CO sends purchase order back to the CS with questions/edits.

CO makes required edits and sends back to CO for approval.

CO sends the approved purchase order back to the CS.

Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/ AO, and Requestor on the purchase request, and the designated Vendor.

Market research typically consists of posting Notice of Intent for 10 days to Sole Source for Open Market acquisitions > $25k.

More than 1 vendor capable?

CS establishes fair pricing and cost reasonableness.

Start Competitive Process

Submits 653 to Small Business Office for approval.

SBD Approves?

CS creates the award and sends to CO for approval.

CO sends purchase order back to the CS with questions/edits.

CO makes required edits and sends back to CO for approval.

CO sends the approved purchase order back to the CS.

Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/ AO, and Requestor on the purchase request, and the designated Vendor.
Process Map for Sole Source Service Acquisitions Over $25,000

Programmatic market research presently consists of program’s responses from vendors who have provided quotes. However market research could consist of a written summary of how the program surveyed the commercial market to determine that there is no other vendor that would meet their needs.

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - https://nihscatalog.od.nih.gov/
   - UNICOR - http://www.unicor.gov/Shopping/viewCat_m.asp?iStore=UNI
   - NIH BPA Program – http://oamp.od.nih.gov/dsaps/bpa-program
   - NITAAC - https://nitaac.nih.gov/nitaac/
   - GSA Advantage and GSA e-Library -

SERVICES → 3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.
   - SOW
   - Evaluation Criteria
   - IGCE
   - J&A (Justification & Approval)
   - LSJ (Limited Source Justification)

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

   NO → 6.1 AO asks Requester for more information or corrections.
   6.2 Requester consults with PO and makes necessary updates.

   YES → 7.0 PA reviews PR.

APPROVED IN POTS?

   NO → 7.1 PA asks Requester for more information of corrections.
YES → Can it be completed in-house?

IN HOUSE?

YES → **8.0a** PA conducts procurement using a BPA or a P-Card. **STOP**

NO → **8.0b** PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

NO → **8.1** CS contacts PA to reassign Req.

YES → **9.0** CS reviews the Req.

REQ COMPLETE?

NO → **9.1** CS requests more information.

YES → Move to A

A → **10.0** CS reviews purchase request package (SOW/SOO, Evaluation Criteria/Sole Source J&A, IGCE) and programmatic market research. (Market research typically consists of posting Notice of Intent for 10 days to Sole Source for Open Market acquisitions > $25k)

**11.0** Based on programmatic market research, CS reviews the Sole Source Justification against contents in the SOW.

**12.0** CS conducts market research with SOW to determine sole source validity.

VALID?

NO → Start Competitive Process.

YES → **13.0** CS completes the small business approval online.

OPEN MARKET?

YES → **14.0a** CS posts Notice of Intent to Sole Source on FBO.gov for 5 days.

Move to Response.

NO → GSA?

GSA?

NO → **15.0** CS sends RFQ to intended vendor.

YES → **14.0b** CS posts Notice of Intent to Sole Source on eBuy w/ justification.

Move to Response.

RESPONSE?

NO → **15.0** CS sends RFQ to intended vendor.

YES → **14.1** CS reviews capability statements received.

MORE THAN 1 RESPONSE?
NO  →  15.0 CS sends RFQ to intended vendor.

YES  →  14.2 CS sends response to Requestor to review.
       14.3 Requestor reviews response and determines whether to keep as sole source.

MORE THAN 1 VENDOR CAPABLE?

YES  →  Start Competitive Process.

NO  →  15.0 CS sends RFQ to intended vendor.

16.0 Requestor reviews vendor quote and approves.

17.0 CS establishes fair pricing and cost reasonableness.

18.0 Submits 653 to Small Business Office for approval.

SMALL BUSINESS OFFICE (SBO) APPROVES?

NO  →  Go back to step 11.0 Based on programmatic market research, CS reviews the Sole Source Justification against contents in the SOW.

YES  →  19.0 CS creates the award and sends to CO for approval.

20.0 CO reviews the purchase order.

APPROVED?

NO  →  20.1 CO sends purchase order back to the CS with questions/edits.
       20.2 CS makes required edits and sends back to CO for approval.

YES  →  21.0 CO sends the approved purchase order back to the CS.

22.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
OLAO Office of Acquisitions
Process Map for Simplified Acquisitions

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conducts market research.

2.1 Requester provides product specifications (cost and potential vendors) and a Brand Name Only Justification if applicable.

3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.

3.0b (Has a decision point) - Requirement Type?

3.1 Supply

3.0 (Has an on-page reference) - Requirement Type?

3.2 Service

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

5.1 OA reviews PR.

5.0 (Has a decision point) - Approved in POTS?

5.1a NO

5.1b Yes

6.0 AO asks Requester for more information or corrections.

6.1 NO

6.1a Requester consults with PO and makes necessary updates.

6.1b Yes

7.0 PA reviews PR.

7.1 NO

7.1a PA asks Requester for more information or corrections.

7.1b Yes

7.0 (Has a decision point) - Approved in POTS?

7.0a NO

7.0b Yes

8.0a PA conducts procurement using a BPA or P-Card.

8.0b NO

8.0b PA forwards the PR by selecting an OLAO CS in POTS.

8.0b (Has a decision point) - In-house?

8.0b NO

8.0ba PA contacts CS to reassign Req.

8.0b NO

8.0b (Has a decision point) - Correct CS?

8.0ba NO

8.0baa CS contacts PA to reassign Req.

8.0baa NO

8.0ba (Has a decision point) - Req Complete?

8.0baa NO

8.0ba NO

8.0baa (Has a decision point) - Correct CS?

8.0baa NO

8.0baa NO

8.0baa (Has a decision point) - CS requests more information.

8.0baa NO

8.0baa NO

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8.0b NO
Process Map for Sole Source Supply Acquisitions Over $25,000

Programmatic market research presently consists of program’s responses from vendors who have provided quotes. However market research could consist of a written summary of how the program surveyed the commercial market to determine that there is no other vendor that would meet their needs.

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - https://nihscatalog.od.nih.gov/
   - UNICOR - http://www.unicor.gov/Shopping/viewCat_m.asp?iStore=UNI
   - NIH BPA Program – http://oamp.od.nih.gov/dsaps/bpa-program
   - NITAAC - https://nitaac.nih.gov/nitaac/

SUPPLY → 3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification, if applicable.
   - Brand Name Only Justification

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

NO → 6.1 AO asks Requester for more information or corrections.
   6.2 Requester consults with PO and makes necessary updates.

YES → 7.0 PA reviews PR.

APPROVED IN POTS?

NO → 7.1 PA asks Requester for more information of corrections.

YES → Can it be completed in-house?

IN HOUSE?

YES → 8.0a PA conducts procurement using a BPA or a P-Card. STOP
PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

NO \rightarrow 8.1 CS contacts PA to reassign Req.

YES \rightarrow 9.0 CS reviews the Req.

REQ COMPLETE?

NO \rightarrow 9.1 CS requests more information.

YES \rightarrow Move to A

A \rightarrow 10.0 CS reviews purchase request package (Product Specifications/Brand Name Only Justification, Evaluation Criteria/Sole Source J&A, IGCE).

11.0 Based on programmatic market research, CS reviews the Sole Source Justification against contents in the Brand Name Only Justification and Product Specifications.

12.0 CS conducts market research with Product Specifications/Brand Name Only Justification, to determine sole source validity.

VALID?

NO \rightarrow Start Competitive Process.

YES \rightarrow 13.0 CS completes the small business approval online.

BRAND NAME ONLY?

NO \rightarrow Open Market?

YES \rightarrow 14.0 CS checks for and reviews the Brand Name Only Justification.

VALID?

YES \rightarrow Open Market?

NO \rightarrow 12.1 CS requests more information.

12.2 Requestor updates the Brand Name Only Justification or provides product specifications.

OPEN MARKET?

YES \rightarrow 15.0b CS posts Notice of Intent to Sole Source on FBO.gov for 5 days. Move to Response.

NO \rightarrow GSA?

GSA?

NO \rightarrow 15.0b CS posts Notice of Intent to Sole Source on FBO.gov for 5 days. Move to Response.
YES → Brand Name Only?

BRAND NAME ONLY?

YES → 15.0a CS posts Notice of Intent to Sole Source on eBuy w/ justification.
Move to Response.

NO → Greater than $150k?

>$150k?

YES → 15.0a CS posts Notice of Intent to Sole Source on eBuy w/ justification.
Move to Response.

NO → 15.0b CS posts Notice of Intent to Sole Source on FBO.gov for 5 days.
Move to Response.

RESPONSE?

NO → 16.0 CS sends RFQ to intended vendor.

YES → 15.1 CS reviews capability statements received.

MORE THAN 1 RESPONSE?

NO → 16.0 CS sends RFQ to intended vendor.

YES → 15.2 CS sends response to Requestor to review.

15.3 Requestor reviews response and determines whether to keep as sole source.

MORE THAN 1 VENDOR CAPABLE?

YES → Start Competitive Process.

NO → 16.0 CS sends RFQ to intended vendor.

17.0 Requestor reviews vendor quote and approves.

18.0 CS establishes fair pricing and cost reasonableness.

19.0 CS creates the award and sends to CO for approval.

20.0 CO reviews the purchase order.

APPROVED?

NO → 20.1 CO sends purchase order back to the CS with questions/edits.

20.2 CS makes required edits and sends back to CO for approval.

YES → 21.0 CO sends the approved purchase order back to the CS.

22.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/AO, and Requestor on the purchase request, and the designated Vendor.

STOP
OLAO Office of Acquisitions

Process Map for Simplified Acquisitions

START

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.

3.0a Requirement Type?
- Service
- Supply

3.0b Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.

4.0 Requester uploads the PR and supporting documentation into POTS.

5.0 PO approves in POTS and sends to the AO for review.

5.1 AO asks Requester for more information or corrections.

6.0 Requester consults with PO and makes necessary updates.

6.1 AO asks Requester for more information or corrections.

6.2 Requester approves the PR in POTS?
- NO
- YES

7.0 Requester uploads the PR and supporting documentation into POTS.

7.1 PA reviews the PR.

7.2 PA asks Requester for more information or corrections.

7.3 PA conducts procurement using a BPA or a P-Card.

8.0a In-house?
- YES
- NO

8.0b PA forwards the PR by selecting an OLAO CS in POTS.

8.1 CS contacts PA to reassign Req.

8.2 CS requests more information.

9.0 CS reviews the Req.

9.1 CS requests more information.

9.2 CS completes the Req.

STOP
OLAO Office of Acquisitions

Process Map for CIO-CS Service & Supply Acquisitions Over $3,500 – $150,000+

OLAO Contracting Specialist (CS)

Requestor/PO/PA

10.0 CS reviews purchase request package [Product Specifications/ Brand Name Only Justification, Evaluation Criteria/Sole Source (S&A, IGCE)].

11.0 CS conducts market research to determine procurement method. (i.e. CIO-CS – IT Strategic Sourcing).

12.0 CS checks for and reviews the Brand Name Only Justification.

12.1 CS requests more information.

12.2 Requestor updates the Brand Name Only Justification or provides product specifications.

13.0 Post RFQ to NITAAC CIO-CS w/ applicable justifications.

14.0 CS sends quotes and evaluation criteria to Requestor for review.

15.0 Requestor receives and reviews quotes from vendors and sends CS recommendation for award based on the evaluation criteria.

16.0 CS receives recommendation and provides feedback as necessary.

16.1 CS requests a justification for trade-off.

16.2 Requester submits trade-off justification.

16.3 CS reviews the trade-off justification.

16.4 CS approves or disapproves the trade-off justification.

17.0 CS creates the award and sends to CD for approval.

18.0 CD reviews the purchase order.

18.1 CD sends purchase order back to the CS with questions/edits.

18.2 CD sends purchase order back to the CS with questions/edits. CS makes required edits and sends back to CD for approval.

18.3 CS checks for and reviews the Brand Name Only Justification.

18.4 CS requests more information.

19.0 CD sends the approved purchase order back to the CS.

Contracting Officer (CO)

---

VALID?

NO

YES

Decision Point

Start/Stop

Reference

On-Page

Reference

MAP LEGEND

System
Process Map for CIO-CS Service & Supply Acquisitions Over $3,500 - $150,000+

1.0 Requester identifies a need for goods or services.

2.0 PO and/or Requester conduct market research.
   - NIH Supply Center Catalog - https://nihscatalog.od.nih.gov/
   - UNICOR - http://www.unicor.gov/Shopping/viewCat_m.asp?iStore=UNI
   - NIH BPA Program – http://oamp.od.nih.gov/dsaps/bpa-program
   - NITAAC - https://nitaac.nih.gov/nitaac/
   - GSA Advantage and GSA e-Library -
     https://www.gsadvantage.gov/advantage/main/home.do ,
     http://www.gsaelibrary.gsa.gov/ElibMain/home.do

SERVICES ➔ 3.0a Develop the SOW, Evaluation Criteria, IGCE, and Sole Source Justification if applicable.
   - SOW
   - Evaluation Criteria
   - IGCE
   - J&A (Justification & Approval)
   - LSJ (Limited Source Justification)

SUPPLY ➔ 3.0b Provide product specifications (cost and potential vendors) and a Brand Name Only Justification, if applicable.
   - Brand Name Only Justification

4.0 Requester uploads the PR and supporting documentation into POTS.
   - PR (Purchase Request/1861 Form)

5.0 PO approves in POTS and sends to the AO for review.

6.0 AO reviews PR.

APPROVED IN POTS?

NO ➔ 6.1 AO asks Requester for more information or corrections.
   6.2 Requester consults with PO and makes necessary updates.

YES ➔ 7.0 PA reviews PR.

APPROVED IN POTS?

NO ➔ 7.1 PA asks Requester for more information of corrections.

YES ➔ Can it be completed in-house?
IN HOUSE?

YES → **8.0a** PA conducts procurement using a BPA or a P-Card. STOP

NO → **8.0b** PA forwards the PR by selecting an OLAO CS in POTS.

CORRECT CS?

NO → 8.1 CS contacts PA to reassign Req.

YES → **9.0** CS reviews the Req.

REQ COMPLETE?

NO → 9.1 CS requests more information.

YES → Move to A


11.0 CS conducts market research to determine procurement method. (i.e. CIO-CS – IT Strategic Sourcing).

BRAND NAME ONLY?

NO → **13.0** Post RFQ to NITAAC CIO-CS w/ applicable justifications.

YES → **12.0** CS checks for and reviews the Brand Name Only Justification.

VALID?

NO → 12.1 CS requests more information.

12.2 Requestor updates the Brand Name Only Justification or provides product specifications.

YES → **13.0** Post RFQ to NITAAC CIO-CS w/ applicable justifications.

14.0 CS sends quotes and evaluation criteria to Requestor for review.

15.0 Requestor receives and reviews quotes from vendors and sends CS recommendation for award based on the evaluation criteria.

16.0 CS reviews recommendation and provides feedback as necessary.

EVALUATION CRITERIA LOWEST PRICE TECHNICALLY ACCEPTABLE (LPTA)?

YES → **17.0** CS creates the award and sends to CO for approval.

NO → 16.1 CS requests a justification for trade-off.

16.2 Requester submits trade-off justification.

16.3 CS reviews the trade-off justification.

APPROVED?
NO → 16.4 CS provides rationale for disapproval.

YES → 17.0 CS creates the award and sends to CO for approval.

18.0 CO reviews the purchase order.

APPROVED?

NO → 18.1 CO sends purchase order back to the CS with questions/edits.

18.2 CS makes required edits and sends back to CO for approval.

YES → 19.0 CO sends the approved purchase order back to the CS.

20.0 Once signature is received from the CO, the CS sends the final signed purchase order to the listed PO, PA/ AO, and Requestor on the purchase request, and the designated Vendor.

STOP