

## SUBCHAPTER C—CONTRACTING METHODS AND CONTRACT TYPES

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AUTHORITY: 22 U.S.C. 2651a, 40 U.S.C. 121(c) and 48 CFR chapter 1.

SOURCE: 64 FR 43623, Aug. 11, 1999, unless otherwise noted.

#### Subpart 613.2—Actions At or Below the Micro-Purchase Threshold

##### 613.201 General.

(g)(1) The procurement Executive is the agency head's designee for the purpose of FAR 13.201(g)(1).

[72 FR 45695, Aug. 15, 2007]

#### Subpart 613.3—Simplified Acquisition Methods

##### 613.302 Purchase orders.

###### 613.302-1 General.

(d) The contracting officer shall distribute copies of each purchase order in conformance with subpart 604.2.

[80 FR 6919, Feb. 9, 2015]

###### 613.302-5 Clauses.

The contracting officer shall ensure that the appropriate clauses prescribed in FAR part 13 are added or incorporated by reference on all purchase orders with both U.S. and foreign vendors.

[80 FR 6919, Feb. 9, 2015]

###### 613.302-5-70 DOSAR clauses.

In addition to the appropriate FAR clauses, each purchase order shall incorporate all DOSAR clauses required for or applicable to the acquisition. The DOSAR clauses may be incorporated by reference.

[80 FR 6919, Feb. 9, 2015]

##### 613.303 Blanket purchase agreements (BPAs).

###### 613.303-1 General.

BPAs shall not be used to acquire pest control services.

[80 FR 6919, Feb. 9, 2015]

###### 613.303-5 Purchases under BPAs.

(b) Individual purchases under BPAs for commercial items may exceed the simplified acquisition threshold; however, the higher threshold must be consistent with the requirements of FAR 13.303-5(b)(1) and (2).

(c) In accordance with FAR 13.303-5(c), BPAs shall be awarded to small businesses to the maximum extent practicable.

[64 FR 43623, Aug. 11, 1999, as amended at 69 FR 19332, Apr. 13, 2004]

###### 613.303-6 Review procedures.

(a) Contracting officers shall conduct an annual internal review to ensure that authorized BPA procedures are being followed and report the results of the review, including needed corrective action, to the head of the contracting activity.

[80 FR 6919, Feb. 9, 2015]

## Department of State

## 614.402–70

### **613.305 Imprest funds and third party drafts.**

#### **613.305–3 Conditions for use.**

The Procurement Executive is the agency head's designee for the purposes of FAR 13.305–3(a).

#### **613.307 Forms.**

(b)(2) Other than commercial items. The OF–347 shall be mandatory for use by domestic contracting activities for issuing purchase orders, delivery orders, and BPAs, unless ordering against another Federal agency contract that stipulates a different form (e.g., DD–1155, Order for Supplies or Services;) or, unless the Procurement Executive has approved another form. The OF–347 may also be used as a voucher. In lieu of the OF–347, DOS overseas contracting activities may use the DS–2076, Purchase Order, Receiving Report, and Voucher; and DS–2077, Continuation Sheet. Contracting activities may use the Optional Form (OF) 127, Receiving and Inspection Report, for documenting receipt and inspection.

[80 FR 6920, Feb. 9, 2015]

### **613.307–70 File folders for purchase orders, delivery orders, blanket purchase agreements, and purchase card transactions.**

Contracting officers shall use Forms DS–1918, Purchase Order File; DS–1919, Delivery Order File; DS–1920, Blanket Purchase Agreement (BPA) File; and DS–3014, Purchase Card Transaction File (Actions Exceeding \$3,000 Through \$25,000), to record relevant data and document those acquisitions, respectively.

[80 FR 6920, Feb. 20, 2015]

## **PART 614—SEALED BIDDING**

### **Subpart 614.2—Solicitation of Bids**

Sec.

614.201 Preparation of Invitation for Bids (IFB).

614.201–70 Use of English language.

### **Subpart 614.4—Opening of Bids and Award of Contract**

614.402 Opening of bids.

614.402–1 Unclassified bids.

614.402–70 Waiver of public opening of bids.

614.404 Rejection of bids.

614.404–1 Cancellation of invitations after opening.

614.407 Mistakes in bids.

614.407–3 Other mistakes disclosed before award.

614.407–4 Mistakes after award.

AUTHORITY: 40 U.S.C. 486(c); 22 U.S.C. 2658.

SOURCE: 53 FR 26168, July 11, 1988, unless otherwise noted.

## **Subpart 614.2—Solicitation of Bids**

SOURCE: 64 FR 43623, Aug. 11, 1999, unless otherwise noted.

### **614.201 Preparation of Invitation for Bids (IFB).**

#### **614.201–70 Use of English language.**

Use of English language solicitations and contracts is mandatory unless a deviation has been approved by the Procurement Executive in accordance with 601.470. If any part of a contract is not written in the English language, the contracting officer shall attach an accurate English language translation of such part to the original and each copy of the contract, unless the contracting officer determines such action is infeasible.

## **Subpart 614.4—Opening of Bids and Award of Contract**

### **614.402 Opening of bids.**

#### **614.402–1 Unclassified bids.**

After the unclassified bids have been opened pursuant to FAR 14.402–1, the bid opening officer shall announce that the opening of bids has been completed and that all bidders will be notified as soon as possible regarding the award.

#### **614.402–70 Waiver of public opening of bids.**

Overseas posts may request waiver of the public opening of bids if that activity is inconsistent with local law or legal practice, or with post security. For that purpose, the Procurement Executive must approve a deviation in accordance with 601.470.