

**DATE**: March 31, 2014

**TO**: Procurement Directors

**FROM**: Director

Contract and Financial Assistance Policy Division

Office of Policy

Office of Acquisition and Project Management

**SUBJECT:** Acquisition Guide 13.3

Simplified Acquisition Procedures

**SUMMARY:** The subject Acquisition Guide is revised to provide a knowledge base that may support the increase of single purchase limits based on the criteria established by the Federal Acquisition Regulations. Further, the subject Acquisition Guide provides pertinent definitions and applicable laws and regulations governing Simplified Acquisition Procedures as well as the responsibility and authority of participants in the acquisition process and elements essential to a contract.

This Flash will be available online at the following website: <a href="http://www.management.energy.gov/policy\_guidance/policy\_flashes.htm">http://www.management.energy.gov/policy\_guidance/policy\_flashes.htm</a>.

Questions concerning this policy flash should be directed to Carol Jenkins, of the Office of Acquisition and Project Management Policy at 202-287-1827 or at Carol.Jenkins@hq.doe.gov.

Attachment