

# COMPARISON OF DSAPS<sup>1</sup> PROFESSIONAL SIMPLIFIED ACQUISITION CERTIFICATION (PSAC) & THE DEPARTMENTAL<sup>2</sup> SIMPLIFIED ACQUISITION CERTIFICATIONS (SAC)

CERTIFICATION	TRAINING REQUIREMENT	EXPERIENCE	APPLICABILITY	APPLIES TO...
<p><b>PSAC</b></p>	<p>1. <a href="#">NIH Simplified Acquisition &amp; Delegated Procurement</a> (NIHTC Course ID 9513) – Must be completed within 6 months of receiving interim authority</p> <p>The following classes must be completed within 3 years of receiving interim authority:</p> <p>2. <a href="#">Buying From Businesses on the Open Market</a> (NIHTC Course ID 2611)</p> <p>3. <a href="#">Price Reasonableness in Simplified Acquisition</a> (NIHTC Course ID 2617)</p> <p>4. <a href="#">Consolidated Purchasing Through Contracts</a> (NIHTC Course ID 2610)</p> <p>5. <a href="#">Federal Supply Schedules</a> (NIHTC Course ID 2609)</p> <p>6. <a href="#">Negotiation Strategies for Simplified Acquisitions at the NIH</a> (NIHTC Course ID 5513)</p> <p>7. <a href="#">Appropriations Law for Simplified Acquisitions at the NIH</a> (NIHTC Course ID 5514)</p>	<p>6 months hands-on Simplified Acquisition experience</p> <ul style="list-style-type: none"> <li>★ Buyers can obtain interim authority (access to the NBS) for up to 6 months or until they attend <i>NIH Simplified Acquisition &amp; Delegated Procurement</i>.</li> <li>★ Approvers can obtain an interim Warrant for up to 1 year or until they are awarded a <a href="#">SAC-A</a> (SAC requirements are listed on pg 2 of this document).</li> </ul>	<p>This training (or certificate) allows the recipient to obtain approval to place (Buyer) or Approve (Approver) orders within the NBS.</p> <p>* Applying for the Certificate and Pin is optional.</p>	<ul style="list-style-type: none"> <li>• <b>NBS Buyers and Approvers</b> who place or approve Purchase Orders valued up to \$3,000, BPA calls and TO/DOs valued up to \$500,000.</li> <li>• Individuals in Delegated Offices and Offices.</li> </ul>

<sup>1</sup> Division of Simplified Acquisition Policy and Services

<sup>2</sup> Department of Health & Human Services

CERTIFICATION	TRAINING REQUIREMENT	EXPERIENCE	APPLICABILITY	APPLIES TO...
<b><i>Purchase Card Holder (PCH) or Card Approving Official (CAO) up to \$3,000</i></b>	1. <a href="#">NIH Purchase Card Training</a> (NIHTC Course ID 9512)		PCH or CAOs with authority <b>up to \$3,000.</b>	This applies to individuals in Delegated Offices and Offices of Acquisition.
<b><i>PCH or CAO between \$3,000 and \$25,000</i></b>	1. <a href="#">NIH Purchase Card Training</a> (NIHTC Course ID 9512) 2. <a href="#">SAC-A</a> training requirements (see below)		PCH or CAOs with authority <b>up to \$25,000.</b>	This applies to individuals in Delegated Offices and Offices of Acquisition.
<b><i>PCH or CAO between \$25,000 and \$100,000</i></b>	1. <a href="#">NIH Purchase Card Training</a> (NIHTC Course ID 9512) 2. <a href="#">SAC-B</a> training requirements (see below)		PCH or CAOs with authority <b>up to \$100,000.</b>	This applies to individuals in Offices of Acquisition.
<b><i>SAC-A</i></b>	1. <a href="#">Basic Simplified Acquisition</a> (NIHTC Course ID 9530) or <a href="#">Simplified Acquisition Procedures</a> (DAU Course ID CON 237, online) 2. <a href="#">Advanced Simplified Acquisition</a> (NIHTC Course ID 9532)	6 months hands-on Simplified Acquisition experience.	This certificate is sufficient for delegation of Contracting Officer authority <b>up to and including \$25,000</b> per transaction on the open market (also includes purchase cardholders and card approving officials for the same levels).  This certificate is also sufficient for delegation of Contracting Officer authority to place orders against <b>Federal Supply Schedules, Government-wide Acquisition Contracts (GWACs) and other delivery and task order vehicles</b> up to the contract limit or not to exceed \$500,000 per transaction, whichever is less.	<ul style="list-style-type: none"> <li>• NBS Approvers in Delegated Offices who place purchase orders valued up to \$3,000, BPA calls valued and TO/DOs up to \$500,000.</li> <li>• Purchase Card Holders and Card Approving Officials with SPL authority of \$3,000 to \$25,000.</li> <li>• NBS Approvers in Offices of Acquisition who place purchase orders valued up to \$3,000, BPA calls and TO/DOs valued up to \$500,000.</li> </ul>

CERTIFICATION	TRAINING REQUIREMENT	EXPERIENCE	APPLICABILITY	APPLIES TO...
<b>SAC-B</b>	<ol style="list-style-type: none"> <li>1. <a href="#">SAC-A</a> training requirements (see above)</li> <li>2. <i>Shaping Smart Business Arrangements</i> – CON 100 (<a href="#">HHSU</a> Course ID AQ9027)</li> <li>3. <i>Mission Support Planning</i> – CON 110 (<a href="#">HHSU</a> Course ID AQ9036)</li> </ol>	One year hands-on Simplified Acquisition experience.	<p>This certificate is sufficient for delegation of Contracting Officer authority <b>up to and including \$100,000 per transaction</b> on the open market (also includes purchase cardholders and card approving officials for the same levels).</p> <p>This certificate is also sufficient for delegation of Contracting Officer authority to place orders against <b>Federal Supply Schedules, GWACs, and other delivery and task order vehicles</b> up to the contract limit (if any).</p> <p>This certificate is also sufficient for delegation of Contracting Officer authority to execute <b>commercial item acquisitions</b> in accordance with FAR 13.5 – Test Program for Certain Commercial Items up to \$5.5 million.</p>	This applies to individuals in Offices of Acquisition.

**WEBSITE REFERENCES:**

- Simplified Acquisition Certifications @ <http://oamp.od.nih.gov/Division/ACP/AcqCertification/SimplifiedAcquisitionCertification.asp>
- NIH Purchase Card Program @ <http://olao.od.nih.gov/Acquisitions/PurchaseCardPrograms/>