SPAWAR Purchase Card Policy Notice S-PCPN FY16 #5 – PROCEDURES FOR IMPLEMENTING THE NEW MANDATORY DON FURNITURE ACQUISITION POLICY – PCPN 16 NOV 11 AMENDED

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.

PURPOSE: This PCPN is amended to include the current website for implementing the DON furniture acquisition policy. It informs DON Purchase Card Program participants of the procedures for implementing the mandatory DON furniture acquisition policy.

OVERVIEW: On 26 September 2011, DASN (AP) issued a new DON Furniture Acquisition Policy that applies to micro-purchases of furniture made using the purchase card (See website below). The policy centralized the acquisition of furniture around a suite of selected Blanket Purchase Agreements (BPAs) to be used for ordering furniture. The strategically sourced BPAs shall be used for ordering office, dorm and quarters, child development, and industrial and institutional furniture. The BPAs do not include shipboard furniture. Ships are exempt from the mandatory use of the DON BPAs under the new policy.

The current website for DON furniture acquisition is:
https://www.navsup.navy.mil/portal/page/portal/nss/supplies/furniture
Recommend you refer to this site to remain current with furniture acquisition.

ACTION: DON Cardholders should follow the below procedures to comply with the furniture acquisition policy.

1. **Below the Micro-Purchase Threshold –** See 'Steps for Ordering Furniture' (enclosed).
   a. Click the furniture link listed above. Open the 2015 DON Furniture BPA Vendor List. Select the Special Items Number (SIN) that best describes the furniture to be ordered.
   b. Select a BPA vendor for your region by clicking on the email address provided. BPA vendors can be contacted by email or phone.
   c. Check more than one vendor for best prices. Rotate vendors.
   d. Place the order directly with the preferred vendor.
   e. Pay for the order with the GCPC as usual.
   f. If your requirement cannot be satisfied from one of the BPAs, the Chief of the Contracting Office may approve a Waiver using the enclosed form.
2. **Above the Micro-Purchase Threshold or Simplified Acquisition Threshold** – See the link above for the DON Furniture BPA Ordering Guide.

Steps for Ordering Furniture.doc

NAVSUP BPA Waiver.doc

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