

Summary of Support Item Types for GSA Schedules Program Orders Last Updated: April 2022

There are several ways for Schedule contractors to offer supplies and services that, while not the primary purpose of an order, support a total solution offering in response to a customer requirement. The summary below, listed in general order of preference, highlights the key features of each. A summary table is provided at the end of this document.

1. [Items Awarded Under Ancillary Supplies and Services Special Item Numbers \(SIN\)](#)
2. [Order-Level Materials](#)
3. [Open Market Items](#)
4. **Table:** [Summary of Support Item Types for Schedule Orders](#)

1. Items Awarded Under Ancillary Supplies and Services Special Item Numbers (SIN)

Contractors that routinely provide ancillary products and services to support total customer solutions may offer these items on their Schedule contracts under a dedicated SIN. The Ancillary Supplies and Services SIN is reserved for routinely provided, known items that can be *priced up-front and awarded at the Schedule contract level*. This SIN includes supplies and services purchased to support work or a project that is solely associated with the supplies and services purchased under the Schedule. Ancillary supplies and services are not within the scope of any other SIN on the Schedule, but are necessary to complement a contractor's offerings to provide a total solution in response to a customer requirement. **Items awarded under this SIN are *not* order-level materials.**

Key Features:

- **Authorized Schedules:** All
- **Designated Schedule SIN(s):** Yes, SIN ANCILLARY -*Ancillary Supplies and Services*;
- **Schedule Contract Item:** Yes
- **Price Evaluation/F&R Determination:** Schedule CO evaluates and awards in accordance with [GSAR 538.270](#) and [538.271](#).
- **IFF included:** Yes
- **Order Types:** All
- **Special Instructions for Ordering Activities:** Ancillary supplies and services

may only be ordered in conjunction with or in support of supplies or services purchased under another SIN. Ancillary supplies and services cannot be the primary purpose of the work ordered, but must represent an integral part of the total solution offered. Prior to placing an order, the ordering activity CO should confirm that any ancillary supplies and services included in the order have been awarded on the contractor's Schedule contract and that the proposed pricing does not exceed awarded Schedule pricing.

2. Order-Level Materials

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against an authorized Schedule contract or BPA, when the supplies and/or services are *not known at the time of contract or BPA award*. The prices of OLMs are *not established in the Schedule contract or BPA*. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the Schedule contract, other direct costs (including travel), and indirect costs. The Multiple Award Schedule includes a dedicated SIN, OLM - *Order-Level Materials*, which may only be used *in direct support of another awarded SIN*. Like items purchased under the Ancillary Supplies and Services SIN, OLMs are purchased under the authority of the GSA Schedules Program.

OLMs are defined, priced, and acquired at the order level. The ordering activity CO must follow the procedures in GSAR clause [552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials](#) when placing an order against a Schedule contract or BPA that includes the Order-Level Materials SIN.

Key Features:

- **Authorized Schedules:** Select Schedule subcategories only (see <https://www.gsa.gov/olm>)
- **Designated Schedule SIN:** Yes, SIN OLM - *Order-Level Materials (OLM)*
- **Schedule Contract Item:** Yes
- **Price Evaluation/F&R Determination:** The ordering activity CO must make a determination that prices for all OLMs are fair and reasonable.
- **IFF included:** Yes
- **Order Types:** All, but OLMs are *only* authorized for inclusion under Time-and-Materials (T&M) and Labor-Hour order Contract Line Item Numbers (CLINs) and are subject to a Not To Exceed ceiling price.
- **Special Instructions for Ordering Activities:** The ordering activity CO must follow the procedures in GSAR clause [552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials](#) when placing an order against a Schedule contract or BPA that includes the Order-Level Materials SIN. Prior to placement of an order that includes OLMs, the ordering activity must follow the procedures in [FAR 8.404\(h\)](#) and must verify that the Order-Level Materials SIN is

awarded on the contractor's Schedule contract. Note that the value of OLMs in a Schedule order, or the cumulative value of OLMs across all orders placed against a Schedule BPA, cannot exceed 33.33%.

3. Open Market Items

Open Market Items (i.e., items not awarded on the Schedule contract), are supplies and/or services *added by the ordering activity* to a Schedule order or BPA for administrative convenience in accordance with [FAR 8.402\(f\)](#). Open Market Items must directly support the Schedule order and cannot be the primary purpose of the order. The ordering activity CO must ensure that all applicable acquisition regulations pertaining to the purchase of Open Market Items have been followed (e.g., publicizing ([FAR Part 5](#)), competition requirements ([Part 6](#)), acquisition of commercial items ([Part 12](#)), contracting methods ([Parts 13, 14, and 15](#)), and small business programs ([Part 19](#))).

Key Features:

- **Authorized Schedules:** All - Open Market Items may be added to orders or BPAs placed against any Schedule
- **Designated Schedule SIN:** No
- **Schedule Contract Item:** No
- **Price Evaluation/F&R Determination:** The ordering activity CO must determine that pricing for Open Market Items is fair and reasonable prior to award.
- **IFF included:** No (not applicable to open market items)
- **Order Types:** All
- **Special Instructions for Ordering Activities:** The ordering activity CO must comply with [FAR 8.402\(f\)](#) when adding open market items to Schedule orders or BPAs. This requires the ordering activity CO to ensure that all applicable acquisition regulations pertaining to the purchase of the items not on the Schedule have been followed, to determine the price for open market items is fair and reasonable, to clearly identify these items on the order or BPA as items not on the Schedule, and to ensure all clauses applicable to these items are included in the order.

Summary of Support Item Types for Schedule Orders

Feature	Ancillary Supplies and Services SIN	Order-Level Materials (OLM) SIN	Open Market Items
Authorized Schedules	All	Specific Schedules Only	All
Designated Schedule SIN	Yes	Yes	No
Schedule Contract Item	Yes	Yes	No
Price Evaluation/F&R Determination	Schedule CO	Ordering Activity CO	Ordering Activity CO
Order Types	FFP, T&M, LH	Limited to T&M/LH CLINs	All
Special Instructions/ Ordering Procedures	See FAR 8.405	See GSAR clause 552.238-115	See FAR 8.402(f)