



Special Ordering Instructions for Acquisition Support Services
Under MAS SIN 541611
Special Instructions Prior to Issuance of Request for Quotation (RFQ)

Pursuant to [OFPP Policy Letter No. 93-1](#)¹, Managing Oversight of Service Contracting, ordering activities contemplating the use of acquisition support services should address the following questions **prior to** soliciting and/or awarding services under a MAS task order. GSA recommends that ordering activities document responses in an agency- prescribed format (i.e., memorandum to the file, or a Determination and Findings (D&F)) which addresses all questions below:

1) Is the requirement for inherently governmental services as defined by FAR 7.5, OFPP Policy Letter 11-01, or by the ordering agency? (If the answer is yes, the services **shall not** be solicited under MAS. The services must only be performed by qualified government employees. If the answer is no, proceed to the next questions.)

2) Are there sufficient resources to evaluate contractor performance when the statement of work requires the contractor to provide advice, analysis and evaluation, opinions, alternatives, or recommendations that could significantly influence agency policy development or decision-making? Identify the resources that will be utilized under a resultant task order.

3) Is the statement of work so broadly written that it does not specify a contract deliverable or require progress reporting on contractor performance? (If the answer is yes, the statement of work/RFQ is not yet ready for issuance.) Address how the statement of work addresses these issues to ensure acceptable contractor performance/deliverables.

4) Is there concern that the agency lacks the expertise to evaluate independently the contractor's approach, methodology, results, options, conclusions, or recommendations? Explain how the agency will perform/provide the independent evaluation of the contractor's work and ensure control over the function.

¹ This policy letter is no longer published on the OFPP website but contains useful guidance which is still relevant



Special Instructions for Information Contained in RFQ

Ordering activities using the GSA Multiple Award Schedule to obtain acquisition support services should take the following actions when soliciting, awarding, and managing such services:

- The RFQ should clearly identify the tasks required. If the contractor will be responsible for participating in the development of source selection documents, in the evaluation of proposals, or in the administration of contracts, these tasks should be specifically stated, and the extent of the contractor's involvement in the acquisition support tasks should be clearly explained. Potential contractors should be able to evaluate whether such services will represent a conflict of interest before they take the time and effort to prepare a quote/proposal for the services.
- Ordering activities should require prospective contractors to include in their quote the following disclosures:
 - Whether and to what extent the offeror has participated in earlier work involving the same program or activity that is the subject of the present contract wherein the offeror had access to source selection or proprietary information not available to other offerors competing for the task order;
 - Whether and to what extent the offeror has information in its possession that the work under the resultant task order would put the offeror in a position to influence Government decision-making, e.g., developing procurement documentations, that will affect the contractor's current or future business;
 - Whether and to what extent the offeror has any information in its possession that the work under a resultant task order affect the interests of the contractor's other clients; and



- Whether to what extent the offeror or any of its personnel who will perform services under the task order were former agency officials who, while employed by the agency, personally or substantially participated in (a) the development of the requirement for, or (b) the procurement of, these services within the past two years.
- Offerors should provide resumes for all key personnel they intend to utilize to perform the services under an awarded task order. The personnel resumes should clearly depict the employees' qualifications to perform the required service and their previous work history.
- As necessary, the RFQ should require all employees of the contractor performing acquisition support services to submit statements/certificates of nondisclosure prior to performing any services under the task order. A sample statement of nondisclosure can be found on the MOBIS website at www.gsa.gov/mobis.

The responses should be evaluated for potential conflicts of interest and any disclosed conflicts of interest should be addressed with the offerors and the ordering agency's legal counsel as necessary prior to award of the task order.

Special Instructions for Award of a Task Order

Pursuant to [OFPP Policy Letter No. 93-1](#), After receipt and evaluation of quotes, GSA recommends that ordering activities address in writing the following questions regarding

conflict of interest prior to making an award of a task order, via an agency-prescribed format (memorandum to the file or D&F):

- 1) Can the potential contractor perform under the contract in such a way as to devise solutions or make recommendations that would influence the award of future contracts to that contractor?
- 2) Has the potential contractor participated in earlier work involving the same program or activity that is the subject of the present contract wherein the offeror had access to source selection or proprietary information not available to other offerors competing for the task order?



- 3) Will the contractor be evaluating a competitor's work?
- 4) Will the work under the resultant task order put the contractor in a position to influence Government decision-making, e.g., developing regulations, that will affect the contractor's current or future business?
- 5) Will the work under a resultant task order affect the interests of the contractor's other clients?
- 6) Is the potential contractor or any of its personnel who will perform services under the task order former agency officials who, while employed by the agency, personally or substantially participated in (a) the development of the requirement for, or (b) the procurement of, these services within the past two years?

Additionally, ordering activities are encouraged to verify that any additional requirements pertaining to contracting for acquisition support services are met.

Due to the risks associated with contractor performance of acquisition support services, the ordering agency's Inspector General or other interested parties may select task orders for these services to be reviewed for compliance with statutory, regulatory, and policy requirements. Thus, proper documentation of the task order file (addressing the questions/issues described above), along with sufficient management and oversight of the contract, is necessary in order to protect the Government's interests.