

**MISSION ORIENTED BUSINESS  
INTEGRATED SERVICES (MOBIS)**

*ACQUISITION SUPPORT SERVICES  
ORDERING GUIDE*

# ACQUISITION SUPPORT SERVICES

*“a powerful tool for agency acquisition operations”*

- Contractor Advice and Assistance for:
  - ✓ Acquisition Planning
  - ✓ Acquisition Document Development
  - ✓ Proposal Evaluation
  - ✓ Contract Administration
  - ✓ Contract Close-Out

**Caution:** Watch for

1. Inherently Governmental
2. Conflict of Interest

# INHERENTLY GOVERNMENTAL

- ARE YOU ASKING A CONTACTOR TO....
  - ✓ determine what supplies and/or services to buy?
  - ✓ participate as a voting member on a source selection board/performance evaluation board?
  - ✓ approve contract documents?
  - ✓ award, administer or terminate contracts?
  - ✓ determine price reasonableness?

Stop if you answered yes to any of these questions!

**THESE SERVICES CANNOT BE SOLICITED UNDER MOBIS**

# Definitions

- "***Inherently governmental function***," as defined in section 5 of the Federal Activities Inventory Reform Act, Public Law 105-270, means a function that is so intimately related to the public interest as to require performance by Federal Government employees.
- "***Critical function***" means a function that is necessary to the agency being able to effectively perform and maintain control of its mission and operations. Typically, critical functions are recurring and long-term in duration.

# Functions Closely Associated with Inherently Governmental Services

- Acquisition Planning, such as market research, developing government cost estimates, and drafting statements of work
- Source Selection, such as preparing technical evaluations, serving as a technical advisor to a source selection board and drafting price negotiations memoranda
- Contract Management, such as assisting in the evaluation of a contractor's performance and providing support for assessing contract claims and preparing termination settlement documents.

All of these functions are currently available on the **Mission Oriented Business Integrated (MOBIS) Schedule 874**, under Special Item Number 6 – “Acquisition Management Support.”

**There are services  
“closely associated with  
Inherently Governmental”  
on the MOBIS Schedule.**

**It’s ok for contractors to  
perform these services ...**

**...but with caution!**

## **Steps You Can Take to Avoid Becoming Inherently Governmental**

- Take special care to retain sufficient management oversight over how contractors are used to provide acquisition support services.
- Ensure that Federal employees have the technical skills and expertise needed to maintain control of the agency mission and operations.
- Take steps to employ and train an adequate number of government personnel to administer contracts, and manage and oversee contractor performance.
- Ensure that government officials are performing adequate oversight of contractors performing acquisition support services
- Make clear to other government organizations or to the public when citizens are receiving services from contractors rather than federal employees.

# CONFLICT OF INTEREST

- Has the offeror:
  - participated in earlier work related to your program or activity?
  - ever been privy to information that could influence government decision making on the work being performed?
  - or any of their personnel ever worked for your agency?
  - worked with clients who would somehow be affected by your task order?

Stop if you answered yes to any of these questions!

**Before Proceeding, Make sure you ...**

- ✓ Evaluate for potential conflict of interest
- ✓ Obtain legal counsel review

***DETAILED INSTRUCTIONS  
AND REFERENCE MATERIALS  
ARE AVAILABLE AT:***

**[WWW.GSA.GOV/MOBIS](http://WWW.GSA.GOV/MOBIS)**

*(references are hyper-linked  
on the left side of the web page)*