



# **Acquisition Workforce Training SIN 611TRAINAW Ordering Guide**

*Multiple Award Schedule - Professional Services Category*

Updated December 2025

**Introduction:** This ordering guide is intended to: (1) assist agencies, program staff, and their procurement officers in using the existing GSA Language Services Schedule to purchase language services and, (2) offer tips and best practices for procuring high quality language assistance services. Please note that while the Language Services Schedule includes services for the deaf and hard of hearing, the scope of this ordering guide is limited to foreign language services such as translations and interpretations.

The guide presumes the Ordering Contract Officer (OCO) is familiar with [GSAR Subpart 538.71 \(GSA Class Deviation RFO-2025-FSS-GSAR 538 and RFO-2025-08\) Federal Supply Schedule Ordering Procedures](#), of which contains procedures for ordering on MAS. Contact us at [professionalservices@gsa.gov](mailto:professionalservices@gsa.gov) to share your feedback on how to improve this guide, as well as to request GSA assistance with your agency procurement requirements

**Course Eligibility:** The Ordering Contract Officer shall determine vendor course eligibility by checking DAU equivalency listings to ensure most up-to-date compliance with this requirement. Course equivalency listings can be found at the below link. Once opened, click “Commercial Vendors” for the complete listing.

<https://icatalog.dau.edu/appg.aspx>

**Training Modality:** Training classes may be delivered via classroom, virtual classroom using synchronous and asynchronous platforms, or blended instructor led online web based training for distant or virtual learning environments. Virtual delivery platforms must be accessible without the need for added plug-ins or downloads and in accordance with the ordering agency network policy requirements. Classroom based offerings must accommodate between 15 and 30 students or as further defined by the ordering agency Task Order (TO). Classroom sizes for virtual, blended, and online courses will be specified in the ordering agency task order.

**Instructor Requirements:** Instructors are expected to be well-versed with subject matter and up to date on acquisition laws and regulations. Qualification and certifications of instructors will be specified and determined at the agency TO level.

**Training Class Locations:** Training classes may be held at Government or contractor provided facilities and shall be priced accordingly in the Multiple Award Schedule (MAS) vendor price catalog. All class offerings held at Contractor provided facilities shall adequately accommodate class sizes, IT requirements, and comply with Americans with Disabilities Act (ADA).

**Course Cancellations/Substitutions or Other Changes:** Due to an occasional need to change the dates and locations of training, classes may be cancelled, substituted, relocated, or rescheduled by the Government, without penalty, if given a minimum of 30 days’ notice prior to the scheduled class start date or as stated in the ordering agency TO.

**Quality Assurance:** Vendors shall ensure that all written and student provided course material is current with applicable acquisition laws and regulations. For example, vendors are expected to update relevant course material in a real time fashion to align with Federal Acquisition Circulars, official changes to other agency supplemental regulations, and other acquisition related changes. In other words, course material must be consistent with all acquisition related laws, regulations, Office of Management and Budget policy memoranda, or Executive Orders that are in the public domain.

When course material has already been printed and there is not enough lead time to correct or reprinting material would be cost prohibitive to the contractor, vendors may provide supplemental handouts or inserts to students.

In addition to vendor annual certification to DAU to maintain course equivalency status, the vendor shall also provide an attestation and evidence of updated course(s) material within 30

days following the publication of changes to acquisition related laws, regulations, Office of Management and Budget policy memoranda, or Executive Orders that are in the public domain.

Failure to appropriately and timely update course content could jeopardize DAU course(s) equivalency status and could potentially impact a vendor's past performance rating.

**Past Performance:** Agencies are reminded to appropriately document past performance to reflect and distinguish the spectrum of a vendor's currency and quality in training (both course material and instructor) provided hereunder. In addition, agencies should notify the designated FSS COR of instances where a vendor's training content or instructor delivery was found to be outdated and/or technically incorrect.

**Deliverables:** The following table outlines suggested deliverables for OCO's, who may select and tailor these to meet specific agency requirements.

Deliverable	POC	Due Date
Attend Government Hosted TO Kick-off meeting to refine; Master course schedule which includes dates, times, and location of classes	Electronically to Ordering Agency COR	NLT fourteen (14) calendar days after Task Order award*
Class welcome letter including course name, date, time, notification of pre-course requirements, and location directions to all registered students	Electronically to Ordering Agency COR	Within 30 calendar days of class start date*
Course materials and/or directions for pre-course assignments, delivered to all registered students	Electronically to Ordering Agency COR	Within seven (7) to ten (10) calendar days after receipt of attendance roster from the Ordering Agency, determined within the Task Order*
For Government provided facilities; Provide the Government Facility Manager/POC; a class roster, classroom configuration instructions, and expected course material shipping details	Electronically to Ordering Agency COR and Government Facility Manager	NLT seven (7) calendar days prior to the class start date*
Copies of course materials, manuals, and handouts for each student	Electronically to Ordering Agency COR	First (1 <sup>st</sup> ) day of each scheduled training class – or seven (7) to ten (10) calendar days prior to course start date for courses that have read-ahead pre-coursework assignments, determined within the Task Order*

An annotated 1 <sup>st</sup> Day Attendance Roster, which indicates Walk-in and/or no-shows.	Electronically to Ordering Agency COR	NLT two (2) calendar days after the first day of the class*
An annotated Student Grade Roster. Contractor will indicate the final class attendance and status for each student on the roster. If they pass, annotate the grade and that a certificate of completion can be issued in FAITAS. If the student fails, annotate the grade and what area (s) failed (i.e. pre-course work, attendance, participation, test, etc.)	Electronically to Ordering Agency COR	NLT fourteen (14) calendar days after class end date*
The Contractor shall provide, at no cost to the Government, quarterly usage reports using the Training Cost Data Spreadsheet Attachment 3.	Submit reports in the Attachment 4 format directly to Contact@fai.gov	NLT 10 business days after the close of each Fiscal Year quarter.
An annual certification letter certifying all courses are current and in compliance with DAU Equivalency and/or FAI Verification policies.	Electronically to the Program Manager and Contracting Officer	NLT dates as required by DAU and FAI Policies
Invoices	Electronically to Ordering Agency COR and/or Contracting Officer	NLT 14 days after delivery of each class
Attestation and evidence of course content updates	Electronically to FSS COR	Within 30 days following the publication of changes to acquisition related laws, regulations, Office of Management and Budget policy memoranda, or Executive Orders that are in the public domain.

\*or as designated in the ordering agency task order.

**Pricing:** Quotes shall be priced on a per day basis and include instructor travel within the Contiguous United States. GSA has awarded ceiling rates and OCO's may seek discounts or other concessions before placing an order.