

General Services Administration  
Washington, DC 20405

ADM 2800.12B, Change 200  
January 15, 2026

## GSA ORDER

SUBJECT: GSA Acquisition Handbook

### 1. Purpose.

- This order approves moving GSA's non-regulatory acquisition requirements to the GSA Acquisition Handbook ("Handbook"). The Handbook is replacing the General Services Acquisition Manual (GSAM) non-regulatory language.
- Refer to **Attachment A** for the effective date for each GSAM part moved to the Handbook.

### 2. Background.

- In accordance with the Section 5 of [Executive Order \(E.O.\) 14275, Restoring Common Sense to Federal Procurement](#) and [OMB Memorandum M-25-26](#), agencies must minimize regulations that are not based in statute or executive order, essential to sound procurement, or aligned with the FAR Council's Revolutionary FAR Overhaul (RFO) model deviation language.
- Changes to the GSAR (i.e., regulatory language, shaded text) will be completed separately via Class Deviation [RGO-2026-01](#). The GSAR contains acquisition policies and procedures that have a significant effect beyond the internal operating procedures of GSA and have impact on contractors or offerors.

**3. Summary of Change.** This change is intended to make GSA's non-regulatory acquisition requirements more concise, understandable, and focused on core procurement requirements.

- The Handbook will be housed on the [GSA Acquisition Portal InSite page](#) for agency use. A copy will be available on [GSA.gov](#) for transparency.
- The Handbook is a part of the General Services Administration Acquisition Management (GSAM) System and contains internal acquisition policy that applies to the GSA acquisition workforce (previously contained in the GSAM as non-regulatory, unshaded text).

### 4. Instructions.

- The GSA acquisition workforce must follow the applicable Handbook part text instead of the corresponding GSAM part as published on [Acquisition.gov](#). The Handbook text is available on the [GSA Acquisition Portal InSite page](#), and is incorporated into this order.
- The GSA acquisition workforce will be notified when GSAM parts are moved to the Handbook.
  - A tentative schedule showing when individual GSAM parts are expected to be moved to the Handbook is available on the [GSA Office of Acquisition Policy Dashboard](#).

- For new solicitations or contracts, the new Handbook text applies on or after the effective date of the text. The contracting officer has discretion to implement the Handbook text ahead of the effective date.
- For open solicitations or awarded contracts, the contracting officer has discretion regarding the need to implement the Handbook text.
- To ensure alignment with the E.O. and OMB memorandum, any non-OGP issued acquisition policy, procedure, or guidance (collectively “policy”) that is designated as “mandatory” must be canceled or rescinded within 60 days of the change. These policies may be kept for discretionary use.
  - This instruction and requirement applies to all levels at GSA (e.g., service-level, portfolio, program, regional, zonal, contracting activity, etc). If you’d like the Office of Acquisition Policy to consider adopting or utilizing your policy GSA-wide, see the third bullet in Section 6 below.

**5. Applicability.** This change order applies to all GSA contracting activities and procurements.

**6. Points of Contact.**

- *For the GSA Acquisition Workforce.* Try asking [GSAi](#) first (upload the new Handbook language and then ask your question). If you still need clarification, you may email the GSA Acquisition Policy Division at [GSARPolicy@gsa.gov](mailto:GSARPolicy@gsa.gov).
- *For the GSA Acquisition Workforce and the Public.* To streamline our efforts, GSA does not anticipate posting a line out / strikethrough changes for the GSAM non-regulatory language. We encourage you to use Artificial Intelligence (AI) tools to help compare the current GSAM language against the new Handbook language.
- *For questions (or additional instructions) related to the cancellation of mandatory policy not issued by OGP.* You may direct questions to [GSAPILOTS@gsa.gov](mailto:GSAPILOTS@gsa.gov).






Signed by:  
  
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Jeffrey Koses  
Senior Procurement Executive  
Office of Acquisition Policy  
Office of Government-wide Policy




**ADM 2800.12B, Change 200  
Attachment A**




**Overview.** This table tracks changes made to existing GSAM parts being moved to the GSA Acquisition Handbook; the effective date of the move, the new location in the Handbook, and the publication version of the part. This table identifies information associated with the initial change and any subsequent updates. This table also only identifies GSAM parts where policy currently exists. Changes to the regulatory text are in the [GSA RGO 2026-01](#).

**Effective Date.** For each change, GSA contracting activities may use the Handbook immediately, but must begin using the Handbook no later than the date listed in the table below.

Part Number	Effective Date	Signature	Date Signed	Handbook Location	Wave
501	03/16/2026	 Signed by: Jeffrey Koses 21BD80B9E8AC4A0...	01/15/2026	Support	1.0
502					
503					
504					
505	06/13/2026	 Signed by: Jeffrey Koses 21BD80B9E8AC4A0...	04/14/2026	Support	2.0
506	06/13/2026	 Signed by: Jeffrey Koses 21BD80B9E8AC4A0...	04/14/2026	Plan   Support	2.0
507	03/16/2026 06/13/2026	 Signed by: Jeffrey Koses 21BD80B9E8AC4A0...	01/15/2026 04/14/2026	Plan Plan	1.0 2.0
508	06/13/2026	 Signed by: Jeffrey Koses 21BD80B9E8AC4A0...	04/14/2026	Support	2.0
509					

Part Number	Effective Date	Signature	Date Signed	Handbook Location	Wave
510	06/13/2026	Signed by: <i>Jeffrey Koses</i> 21BD80B9E8AC4A0...	04/14/2026	None	2.0
511					
512					
513					
514					
515	06/13/2026	Signed by: <i>Jeffrey Koses</i> 21BD80B9E8AC4A0...	04/14/2026	Plan   Procure   Support	2.0
516					
517	06/13/2026	Signed by: <i>Jeffrey Koses</i> 21BD80B9E8AC4A0...	04/14/2026	Plan   Support	2.0
518	06/13/2026	Signed by: <i>Jeffrey Koses</i> 21BD80B9E8AC4A0...	04/14/2026	Plan   Procure   Support	2.0
519	06/13/2026	Signed by: <i>Jeffrey Koses</i> 21BD80B9E8AC4A0...	04/14/2026	All Four Chapters	2.0
522					
524	06/13/2026	Signed by: <i>Jeffrey Koses</i> 21BD80B9E8AC4A0...	04/14/2026	Plan   Perform   Support	2.0

Part Number	Effective Date	Signature	Date Signed	Handbook Location	Wave
525					
527					
528					
529	06/13/2026	 <p>Signed by: Jeffrey Koses 21BD80B9E8AC4A0...</p>	04/14/2026	None	2.0
530	06/13/2026	 <p>Signed by: Jeffrey Koses 21BD80B9E8AC4A0...</p>	04/14/2026	Support	2.0
531	06/13/2026	 <p>Signed by: Jeffrey Koses 21BD80B9E8AC4A0...</p>	04/14/2026	Support	2.0
532					
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Part Number	Effective Date	Signature	Date Signed	Handbook Location	Wave
539	03/16/2026	Signed by:  21BD80B9E8AC4A0...	01/15/2026	Support	1.0
540					
541					
542					
543					
548					
549					
550	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	None	2.0
553					
570					
571	03/16/2026	Signed by:  21BD80B9E8AC4A0...	01/15/2026	Procure	1.0

# General Services Administration (GSA)

## Acquisition Handbook (Handbook)

**Version 2.0**

**Issued 04/14/2026**

### Introduction

This Handbook (HB) is a part of the General Services Administration Acquisition System (the System). It provides internal acquisition policy (non-regulatory) that must be followed and the Handbook applies to you - a member of the Acquisition Team.

### Handbook Organization

The Handbook is organized as follows:

Tab	Overview
Chapter 1: <a href="#">Plan</a>	Covers GSA-specific pre-solicitation requirements.
Chapter 2: <a href="#">Procure</a>	Covers GSA-specific solicitation, evaluation, and award requirements.
Chapter 3: <a href="#">Perform</a>	Covers GSA-specific post-award requirements.
Chapter 4: <a href="#">Support</a>	Covers specific requirements and considerations that support the FAR Guiding Principles and the GSA mission.

### Handbook Format

- All references to the FAR are to the Revolutionary FAR Overhaul (RFO) versions in accordance with GSA’s implementing deviations.
- Definitions, abbreviations, and acronyms used in the FAR and GSAR have the same meaning within this Handbook unless otherwise stated. Undefined words retain their common dictionary meaning.
- When the Handbook cites a statute, Executive Order, Office of Management and Budget circular, Office of Federal Procurement Policy policy letter,

relevant portion of the Code of Federal Regulations, or GSA Directive, the citation includes all applicable amendments, unless otherwise stated.

## Ideas and Questions

GSA's Office of Acquisition Policy (OAP), with the Office of Government-wide Policy (OGP), is responsible for the Handbook.

If you have ideas for testing, or suggestions for improvements concerning the FAR, GSAR, and this Handbook, send an email to the PILOT Program at [GSAPILOTS@gsa.gov](mailto:GSAPILOTS@gsa.gov).

If you have questions, or identify an editorial change or update (e.g., broken link, typographical error, outdated cross-reference), send an email to OAP at [GSARPolicy@gsa.gov](mailto:GSARPolicy@gsa.gov).

If you want to submit general feedback, [you can use this form](#).

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# Chapter 1: Plan

This chapter covers GSA-specific pre-solicitation requirements.

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## Topic 1: Acquisition Planning.

### 101.1 What are the responsibilities for acquisition planning? (Responsibilities)

Heads of Contracting Activity (HCAs) must ensure the planning team adheres to the requirements of FAR part 7 and this Handbook, and should consider the best practices and guidance in the [FAR Companion](#).

### 101.2 What type of acquisition plans do I use? (Acquisition Plans)

(a) Oral acquisition plans are allowed and encouraged for-

(1) Fixed-Price contracts and fixed-price task or delivery orders for commercial products and commercial services under an existing government-wide contract.

(2) Acquisition of commercial products, including commercially available off-the-shelf (COTS) items, and commercial services in accordance with FAR 12.201-1.

(3) Acquisitions at or below the simplified acquisition threshold.

(4) Lease acquisitions with a total contract value at or below \$9,000,000, unless it meets the lease prospectus definition.

(b) You may use written acquisition plans for any acquisition if you deem it appropriate, and you must use written acquisition plans for-

(1) Program-level acquisition plans. See [101.5](#).

(2) Acquisition of commercial products, including COTS, and commercial services in accordance with FAR 12.201-2.

(3) When using commercial solutions opening procedures. See [201.1](#).

(4) Cost reimbursement and other high-risk contracts. See [101.7](#) for GSA's definition of a high-risk contract.

(5) Lease acquisitions with a total contract value above \$9,000,000 and those that meet the lease prospectus definition.

(6) When establishing government-wide contracts.

(7) When acquiring non-commercial products or non-commercial services above the simplified acquisition threshold.

### **101.3 Can an acquisition plan be established both for an IDIQ or BPA and also cover all orders against that vehicle? (Resulting Orders)**

Yes, an acquisition plan can be established to cover a vehicle (e.g IDV, BPA, BOA) and all subsequent orders placed against that vehicle.

### **101.4 Who approves acquisition plans? (Approvals)**

(a) *Oral acquisition plans.* The contracting officer approves oral acquisition plans.

(b) *Written acquisition plans.*

(1) The Contracting Director approves written acquisition plans for:

- Acquisition of commercial products, including COTS, and commercial services in accordance with FAR 12.201-2.
- When using commercial solutions opening procedures. See [201.1](#).
- Program-level acquisition plans.
- Lease acquisitions with a total contract value above \$9,000,000.

(2) The HCA (or Contracting Executive, if applicable) approves written acquisition plans for:

- Cost reimbursement and other high-risk contracts. See [101.7](#) for GSA's definition of a high-risk contract.
- Lease acquisitions that meet the lease prospectus definition.

(3) The HCA approves written acquisition plans when establishing government-wide contracts. This may not be delegated.

(4) The SPE approves written acquisition plans when acquiring non-commercial products or non-commercial services.

## **101.5 Can program-level acquisition plans be established? (Program-Level Plans)**

Yes.

(a) HCAs are encouraged to establish program-level acquisition plans covering multiple procurement actions.

(b) When establishing program-level acquisition plans, HCAs must-

(1) Allow for input and participation from acquisition team members who may utilize the program-level acquisition plan.

(2) Ensure that the program-level acquisition plan is updated regularly, and no less than annually, to reflect relevant developments impacting the program such as contract expiration or award, bid protests, major modifications impacting contract scope, and similar issues.

(3) Allow for feedback from acquisition team members at least annually who may utilize the program-level acquisition plan.

(4) Ensure program-level acquisition plans are easily accessible to all acquisition team members who may utilize the program-level acquisition plan.

## **101.6 What other GSA stakeholders do I coordinate with during acquisition planning? (Coordination)**

(a) The planning team should include the Small Business Technical Advisor, the Office of GSA IT, the contracting activity's assigned counsel, designated AbilityOne Representative (ABOR - [GSAABOR@gsa.gov](mailto:GSAABOR@gsa.gov)), and other agency officials as appropriate.

(b) The planning team must coordinate with the contracting activity's assigned legal counsel for any high-risk actions or as required in [GSA's Legal Review Order, ADM ADM 5000.4B](#) (see [101.7](#) for GSA's definition of a high-risk contract).

(c) When conducting purchases on behalf of other agencies, the planning team must ensure that an interagency agreement is in place and all requesting agency specific clauses and terms and conditions are incorporated in the acquisition.

## **101.7 How does GSA define high-risk contracts? (High-Risk)**

(a) A high-risk contract action means a contract or acquisition action (e.g., modification), including any lease contract action, at any point in the acquisition lifecycle, for which the contracting officer has determined that the contract action's performance or administration risks materially increase the potential for failure in achieving intended outcomes within cost, schedule, or performance. A contract may be determined to be high-risk when one or more of the following conditions exist-

(1) The requirement involves substantial technical, performance, or schedule uncertainty.

(2) The requirement depends on unproven technology, complex integration, or rapidly evolving requirements.

(3) The contract type, competition procedures, or incentive structure creates significant cost exposure or limits the Government's ability to control costs.

(4) The availability of data, workforce capability, or oversight mechanisms is insufficient to effectively manage requirement risks.

(5) The potential impact of unsuccessful performance on mission objectives, public trust, or critical operations is significant.

(6) The requirements include highly visible or politically sensitive matters.

(b) The existence of any of the factors listed in (1) of this section alone does not necessarily make a particular contract high-risk. The determination of whether a contract is high-risk must be based on the nature and magnitude of identified risks and the ability to mitigate those risks through planning, contract design, and performance management. For example, the existence of a labor hour or time and material line item on a firm-fixed price contract does not automatically make a “high risk” contract.

### **101.8 When must the acquisition plan include using design-to-cost and life-cycle-cost techniques? (Design-Cost)**

(a) GSA has no mandatory thresholds for application of design-to-cost techniques. However, life-cycle-cost techniques should be considered for-

(1) GSA IT projects or programs that have been designated as a major IT investment by the GSA Chief Information Officer or identified by GSA's IT Capital Planning and Investment Control (CPIC) team as a major investment.

(2) Capital Construction projects above \$50,000.

(3) GSA leasing “lease vs buy” decisions.

### **101.9 How do I complete acquisition planning when there is an urgent need? (Urgent)**

(a) The planner is encouraged to use oral acquisition plan procedures to capture as much information as reasonably possible given the urgent need.

(b) If a written plan would have otherwise been required in accordance with [101.2](#), a written acquisition plan must be completed after the oral acquisition plan, no later

than 14 business days (which may be extended with HCA approval) after award or before any future additional work begins for the same requirement.

### **101.10 How does the acquisition team ensure inherently governmental functions are not performed by contractors? (Inherent Functions)**

(a) Concurrent with the transmittal of each performance work statement or any modification to a performance work statement for a service contract, the requirements office must provide the contracting officer a written determination that none of the functions to be performed are inherently governmental in accordance with FAR 7.503. The determination must include a statement that the requirement is not for functions of the types listed in FAR 7.503(c).

(b) The requirements office must also review the examples of functions listed under FAR 7.503(d). While these functions are not inherently governmental, they may restrict the discretionary authority, decision-making responsibility, or accountability of Government officials using the contractor services or work products. If the services to be acquired may cause such restrictions, the acquisition plan must discuss the associated vulnerabilities, and address management controls to mitigate them.

(1) These measures may include requiring special controls and safeguards to prevent improper personal services relationships, contractor personnel access to privileged or sensitive information, and/or confusion regarding the mistaking of contractor employees for Federal employees.

(2) The HCA resolves any disagreement regarding the requirements official's determination with respect to inherently governmental functions. The HCA may delegate this authority to a level not lower than the contracting director.

### **101.11 What if my acquisition plan includes the creation of a government-wide vehicle? (Creating Vehicles)**

Before starting the creation of a new government-wide vehicle, or establishing the next generation of an existing government-wide vehicle, email the Office of Acquisition Policy at [spe.request@gsa.gov](mailto:spe.request@gsa.gov).

## **101.12 When contracting for the design, development, or operation of a system of records on individuals, is there additional Privacy Act information specific to GSA? (Privacy Act)**

Yes, acquisition teams must comply with the [GSA Privacy Act Program](#).

Inquiries regarding GSA's Privacy Program can be directed to [gsa.privacyact@gsa.gov](mailto:gsa.privacyact@gsa.gov).

## **Topic 2: Acquisition Review Board.**

### **102.1. What is an acquisition review board? (Acq Review Boards)**

(a) An acquisition review board (ARB) is a type of internal control as well as a best practice that provides an opportunity for collaboration and meaningful conversation amongst members of the acquisition team, stakeholders, and the Senior Procurement's Executive (SPE) office.

(b) The SPE's office must be notified by the contracting officer as early in the planning process as possible (via email to [spe.request@gsa.gov](mailto:spe.request@gsa.gov)), when-

- (1) The contracting officer determines that a high-risk contract or action is reasonably expected.
- (2) A new GSA-wide or government-wide contract or BPA is planned.
- (3) The contracting officer determines that a contract or action is reasonably expected to exceed \$500 million (including all options) over the entire period of performance.
- (4) GSA IT determines a planned action is considered a major investment in or to the GSA IT environment.
- (5) A contract or action is expected to require SPE approval (e.g., sole source justification, non-commercial determination).

(c) Once notified, a determination whether an acquisition review board is required will be made and the contracting officer or HCA will be informed.

(d) GSA Acquisition teams must be prepared to continually engage with the acquisition review board throughout all pre- and post-award acquisition lifecycle activities for any actions identified in paragraph (2) above.

## Topic 3: Small Business Strategy.

### 103.1 When is a GSA Form 2689 required? (Form 2689)

The GSA Form 2689, Small Business Analysis Record, is one way acquisition teams communicate the small business strategy.

The form is required for the following types of procurements **when not set-aside for small business**:

- (a) Acquisitions that require coordination with the SBA procurement center representative (see FAR 19.102(e)(1)).
- (b) Orders under multiple-award contracts, single-award BPAs, or single-award contracts with an estimated value under \$25 million annually for non-construction projects.
- (c) Contracts or orders with an estimated value under \$45 million for construction.
- (d) New multiple-award contracts or multiple-award BPAs at any dollar value.
- (e) Any procurement that an SBA PCR specifically requests to review (see FAR 19.102(c)).

#### Note:

- The above requirements apply to assisted acquisitions (including FAS AAS and FAS OCAS), unless the interagency agreement with the requesting agency specifies otherwise.
- The planner must include the GSA Office of Small and Disadvantaged Business Business Utilization (OSDBU) as a member of the planning team before or during the market research phase if no set-aside for small business is contemplated for the requirements listed above.

- Acquisitions requiring the use of the GSA Form 2689 will need to be coordinated with the designated GSA SBTA listed on [GSA OSDBU contact page](#).

### **103.2 Are there exceptions to the GSA Form 2689 requirement? (2689 Exceptions)**

The form is not required for the following types of procurements:

- (a) Any action that is set aside for small businesses or a specific socio-economic small business type, including Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) requirements.
- (b) Orders with an estimated value equal to or greater than \$25 million annually for non-construction projects under multiple-award contracts or single-award BPAs, or single-award contracts.
- (c) Contracts or orders with an estimated value equal to or greater than \$45 million for construction.
- (d) On-ramping opportunities.
- (e) Requirements for supplies or services that must be acquired from mandatory sources (see FAR 8.101 through 8.103).
- (f) Acquisitions that have been justified for the use of an applicable sole source authority (see e.g. FAR 6.103, FAR 16.507-6 (b), GSAR 538.7104-3).
- (g) Any contract, order, or BPA performed outside the U.S. and its outlying areas (i.e., overseas).

Note:

The contracting officer or acquisition planner may include GSA OSDBU as part of the acquisition team even when a GSA Form 2689 is not required.

### **103.3 When does the GSA's Associate Administrator for OSDBU sign the GSA Form 2689? (AA OSDBU Review)**

*(a) Actions requiring AA OSDBU signature.*

- (1) Acquisitions with an estimated value equal to or exceeding \$50 million annually.
- (2) Using a program-level acquisition plan (see 101.5).
- (3) The contract or BPA will be used by more than one Federal agency.
- (4) Any time the AA OSDBU designates the procurement for review (e.g. based on political sensitivity or importance to GSA).

*(b) Review and Response.*

- (1) AA OSDBU has 10 business days to review and respond.
- (2) The contracting officer may proceed if a timely response has not been received.
- (3) The contracting officer has discretion to allow for an extension by the AA OSDBU.

### **103.4 How long do GSA SBTA's have to review GSA Form 2689 submissions and provide recommendations? (SBTA Recommendations)**

- (a) The GSA Small Business Technical Advisor (SBTA) has five business days to review and respond.
- (b) If no response is received after the five business days have passed, the contracting officer may proceed with the procurement action.
- (c) The contracting officer has discretion to allow for an extension by the GSA SBTA.

### **103.5 What do I do with GSA's OSDBU recommendations? (OSDBU Recommendations)**

(a) The contracting officer must consider recommendations from GSA OSDBU and document the contract file with the final decision, including rationale, if not adopting any recommendations.

(b) If OSDBU does not concur with the strategy, the AA OSDBU may request a decision by the HCA.

### **103.6 What acquisitions and solicitations require SBA PCR recommendations? (SBA PCR 2689)**

Acquisitions and solicitations requiring submission to SBA Procurement Center Representative (PCR) are found at FAR 19.102(e)(1), 19.102(e)(4), and 19.109(g).

(a) *Review and Response.*

(1) Contracting officers must coordinate the submission through the GSA SBTA.

(2) The contracting officer may proceed if a timely response has not been received.

(3) The contracting officer has discretion to allow for an extension by the SBA PCR.

## **Topic 4: Competition Requirements.**

### **104.1 What are GSA's procedures for the approval of a justification for other than full and open competition? (JOFOC)**

The levels listed in Table 6-1 at FAR 6.104-2 are final approvers. All approvers required at lower dollar values must also approve actions prior to the final approval.

- For example, a \$25M sole source action must be approved by the Contracting Officer, Competition Advocate, and the HCA.

## Topic 5: Options.

### 105.1 Does GSA have any special multi-year contracting authority? (Multi-year)

Yes. In addition to the multi-year authority described in FAR part 17, GSA is authorized to enter into contracts for periods not to exceed:

- Five years for the inspection, maintenance, and repair of fixed building equipment in federally owned buildings (40 U.S.C. 581(c)(6))
- Ten years for public utility services (40 U.S.C. 501(b)(1)(B))

FAR clause at 52.217-2 is optional in multi-year contracts for the two bullets noted above.

Note - "Fixed building equipment in federally-owned buildings" means all equipment that is integrated into the building's infrastructure including heating/cooling (geothermal), ventilation, electrical (wind/photovoltaic), elevator, escalator, and fire safety systems, components, and devices.

## Topic 6: Interagency Acquisitions.

### 106.1 What are the requirements for GSA Interagency Acquisitions? (IA)

(a) Interagency Agreements (IAAs) must be signed by the applicable Contracting Director, or an equivalent level official (see [Interagency Acquisition](#))

(b) Only authorized PBS Officials may accept PBS Reimbursable Work Authorizations (see [Reimbursable Services Program](#)).

(c) Applicable Contracting Directors or equivalent may set cut-off dates for accepting IAs. The decision to accept funds near the end of the fiscal year requires a case-by-case determination and at a minimum, requires -

- (1) Written assurance funds are current;
- (2) Identification of the fund type (e.g. one-year, multi-year, no-year);
- (3) "Bona fide needs" statement;
- (4) Reasonable expectation of obligating funds within 90 days (unless

otherwise established in the requesting agency's fiscal policies); and

(5) If the "reasonable time" is in excess of 90 calendar days, the rationale must be documented on GSA Form 2957.

(d) COs must review IA obligations for undelivered orders. Funds must be deobligated and replaced with current funds, unless delays were due to delivery, production or manufacturing lead time, or unforeseen circumstances not contemplated at the time of award.

(e) Resolving Interagency Policy Differences.

(1) Agencies must abide by the IA, however, if GSA and the requesting agency policies conflict, document the inconsistency, propose a detailed resolution including (rationale, risk management controls, and authoritative source), and request [Office of General Counsel \(OGC\) guidance](#).

(2) If using the requesting agency's less restrictive policy and the IA is silent, the CO must consult OGC to ensure legal authority before relying on the less restrictive policy.

(3) GSA cannot use a requesting agency's special program authority (e.g., Other Transaction Authority (OTA)), unless formally delegated.

## Topic 7: Emergency Acquisitions.

### 107.1 What GSA resources are available when using FAR part 18 acquisition flexibilities? (Emergency Flexibilities)

GSA resources for emergency acquisitions include:

(a) *General information*

- The Emergency Acquisitions topic page within the GSA Acquisition Portal at <http://insite.gsa.gov/acquisitionportal>.
- GSA's Emergency Response website at <https://www.gsa.gov/governmentwide-initiatives/emergency-response>.

(b) *Buying options*

- GSA's Disaster Relief & Pandemic Products Program aisle available on GSA Advantage at <https://www.gsaadvantage.gov>.
- GSA's Emergency Acquisition Basic Ordering Agreements available at <https://www.gsa.gov/governmentwide-initiatives/emergency-response>.

*(c) Acquisition Support*

- HCAs may obtain acquisition support from across GSA. HCAs may coordinate such requests with their designated Emergency Coordinator. See the below GSA Directives from the GSA Office of Mission Assurance (including any successor orders):
  - [GSA Order ADM 2430.1A](#), The U.S. General Services Administration Continuity Program
  - [GSA Order ADM 2430.3](#), The U.S. General Services Administration Emergency Management Program

## **Topic 8: Planning Multiple-Award IDIQs.**

### **108.1 Is a cost realism analysis required in all cost-reimbursement contracts GSA awards? (Cost Realism)**

(FAR Deviation) Generally, a cost realism analysis is required for cost-type contracts and task orders; however, GSA has a deviation that waives the cost realism analysis in FAR 15.404-3(b) for GSA's multiple-award IDIQ contracts. Instead, cost realism analysis is to be performed at the task order level.

When using this deviation, contracting officers must:

(a) Notify prospective offerors in the IDIQ solicitation that a cost-realism analysis will be performed at the task order level for cost-reimbursement orders.

(b) In the IDIQ ordering guidance, explain that a cost-realism analysis must be performed at the order level for any-cost reimbursement orders.

## Topic 9: Subcontracting Plans.

### **109.1 What are GSA-specific best practices when preparing a solicitation requiring submission of a subcontracting plan? (Subcontracting Plan)**

Contracting officers may:

- Include GSA's Model Subcontracting Plans, available at GSA OSDBU subcontracting page at <https://insite.gsa.gov/subcontracting>.
- Share to industry historical, statutory, and or GSA agency subcontracting goals as a guide.
- For a negotiated acquisition, consider including a small business participation evaluation factor.

# Chapter 2: Procure

This chapter covers GSA-specific solicitation, evaluation, and award requirements.

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<b>Topic 1: Evaluations.</b>	<b>1</b>
<b>Topic 2: Enhanced Debriefings.</b>	<b>2</b>
<b>Topic 3: Small Business Status.</b>	<b>3</b>
<b>Topic 4: Subcontracting Plans.</b>	<b>3</b>
<b>Topic 5: CSO Procedures.</b>	<b>5</b>
<b>Topic 6: Emergency Acquisitions.</b>	<b>6</b>

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## Topic 1: Evaluations.

### **201.1 If I plan to use non-government personnel to evaluate proposals, what notice must be included in the solicitation? (Non-gov Evaluators)**

(a) The solicitation must state that the Government intends to disclose proposals received in response to this solicitation to non-government evaluators.

(b) Each non-government evaluator must also sign a “Conflict of Interest Acknowledgement and Nondisclosure Agreement (COI/NDA) and submit it to the contracting officer (see sample COI/NDA at <http://insite.gsa.gov/tool/COI-NDA>).

### **201.2 When an unsuccessful quoter for an order or BPA established under a Federal Supply Schedule requests a brief explanation for the basis of the award decision, what is required? (Unsuccessful FSS)**

(a) The contracting officer must provide sufficient information such that the unsuccessful offeror understands why its offer was not selected.

This may include:

- (1) Identity of the successful offeror - who won the award.
- (2) The successful offeror’s evaluated price.

- (3) The evaluated price of the offeror asking for the explanation.
- (4) Key strengths or weaknesses.
- (5) The basic rationale for the award decision.

## Topic 2: Enhanced Debriefings.

### 202.1 When is an enhanced debriefing required? (INFORM)

GSA's enhanced debriefing process is called IN-Depth Feedback through Open Reporting Methods (INFORM).

#### (a) Required use of INFORM

- (1) INFORM is required for all GSA acquisitions (including assisted acquisitions, see (c)) valued at \$15 million or more (inclusive of all options), except for action listed in (b).
- (2) Contracting officers must use the INFORM enhanced debriefing procedures at <http://insite.gsa.gov/INFORM> or a similar enhanced debriefing process.

#### (b) *Exceptions from using INFORM*

- (1) Orders placed or Blanket Purchase Agreements (BPAs) established under the Federal Supply Schedule (FSS).
- (2) Acquisitions expected to result in five or more contracts or non-FSS BPAs.
- (3) Acquisitions using the simplified procedures at 12.201-1.
- (4) Acquisitions that use the lowest price technically acceptable source selection process.
- (5) Non-competitive sole source procurements.
- (6) Acquisitions from mandatory sources listed in FAR part 8.
- (7) Emergency acquisitions conducted under FAR part 18.

(8) Acquisitions exempted by the applicable competition advocate.

(c) *Assisted acquisitions for the Department of War*

(1) Contracting officers must follow applicable DFARS enhanced debriefing requirements.

## **Topic 3: Small Business Status.**

### **203.1 What do I do if an offeror misrepresented its small business status? (SB Status)**

If SBA finds an offeror has knowingly misrepresented its small business status (e.g., small business, small disadvantage business, HUBZone, service disabled veteran-Owned, women-owned small business or economically disadvantaged women-owned), contracting activities must refer the matter to the Inspector General and the Suspension and Debarment Official and notify OSDBU.

## **Topic 4: Subcontracting Plans.**

### **204.1 Who takes action on subcontracting plans? (Subcontracting Plan Responsibility)**

(a) *Contracts.*

(1) The contracting officer approves after considering recommendations from GSA OSDBU.

(b) *Orders and BPAs under an existing government-wide contract.*

(1) There is no action to take on subcontracting plans for a contracting officer ordering or establishing a BPA under an existing government-wide contract.

### **204.2 What is the process the contracting officer must follow when reviewing the subcontracting plan? (Reviewing Subcontracting Plans)**

(a) Provide the GSA SBTA with the GSA Form 4006 with the basic information completed and the apparent successful offeror's information.

(b) The GSA SBTA will coordinate with the AA OSDBU and SBA PCR, as required by FAR Part 19, and provide a consolidated recommendation to the contracting officer.

(c) Contracting officers are responsible for negotiating subcontracting goals when necessary to ensure the plan reflects maximum practicable opportunities for small businesses and socio-economic small businesses to participate as subcontractors to the fullest extent.

(d) The contracting officer must consider recommendations from GSA OSDBU and document the contract file with the final decision, including rationale if not adopting any recommendations.

Note:

For more information, use the tools found on the GSA OSDBU subcontracting page at <https://insite.gsa.gov/subcontracting>.

### **204.3 When does the GSA's Associate Administrator review subcontracting plans? (AA OSDBU Review)**

Acquisitions with an estimated value equal to or exceeding \$50 million annually. The AA OSDBU will have 5 days to review the subcontracting plan and provide recommendations.

### **204.4 What must contracting officers do if no subcontracting opportunities exist? (No Sub Opportunities)**

Contracting officers must consult with OSDBU on the determination before it is approved and provide appropriate rationale.

## **Topic 5: CSO Procedures.**

### **205.1 What are Commercial Solutions Opening (CSO) procedures? (CSO)**

Background

- As authorized by section 880 of the National Defense Authorization Act for Fiscal Year 2017 (Pub. L.114-328), as amended by section 7227 of the National

Defense Authorization Act for Fiscal Year 2023 (Pub. L. 117-263), GSA has developed this pilot program to competitively procure innovative commercial products and commercial services to include innovative technologies and solutions using the CSO procedures.

- Any contract using this authority must not exceed \$25,000,000 (inclusive of all options).

### Outside of the FAR

- CSO procedures are implemented outside the normal FAR requirements.

### Advantages

This program offers a range of advantages to start-up companies and other non-traditional innovative companies who may not have significant work experience with the U.S. Government, including:

- Streamlined solicitation requiring only minimal corporate and technical information.
- Fast track vendor selection timelines.
- Simplified contract administration procedures and requirements.
- Preference for the vendor retaining core intellectual property, as appropriate.

### Approval Process

CSO procedures are available to all GSA contracting activities. Contracting officers must receive approval to conduct procurements using the CSO procedures from OAP's PILOT Program ([GSAPilot@gsa.gov](mailto:GSAPilot@gsa.gov)).

## **Topic 6: Emergency Acquisitions.**

### **206.1 How should I identify an emergency acquisition in FPDS (Emergency Acquisitions)?**

To identify an emergency acquisition in FPDS-

(1) Select the appropriate value from the Emergency Acquisitions FPDS data field. For example, select "C" for acquisitions supporting a Presidential issued emergency declaration or a major disaster declaration.

(2) Include the name of the emergency (e.g., Hurricane Milton) as the first words in the Description of Requirement FPDS data field.

# Chapter 3: Perform

This chapter covers GSA-specific post-award requirements.

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<b>Topic 1: Subcontracting Plan Reports.</b>	<b>1</b>
<b>Topic 2: Subcontracting Performance.</b>	<b>1</b>
<b>Topic 3: Freedom of Information Act (FOIA).</b>	<b>2</b>

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## Topic 1: Subcontracting Plan Reports.

### **301.1 Who is responsible for monitoring subcontracting plan reports for anomalies, discrepancies, and or errors? (Subcontracting Reports)**

(a) The contracting officer must monitor the prime contractor’s subcontracting plan reports for compliance with the plan, anomalies, discrepancies, and or errors and engage the contractor when corrections are needed. Any shortcomings in timeliness or quality should be noted in the contract file and any past performance evaluation.

(b) Assistance with anomaly reports and best practices in reviewing reports can be found at <https://insite.gsa.gov/subcontracting>.

### **301.2 What steps should contracting officers take when a contractor is not in compliance with subcontracting plans resulting in liquidated damages? (Subcontracting Non-Compliance)**

(a) The contracting officer must provide the GSA SBTAs a copy of any written notice issued to a contractor pursuant to FAR clause 52.219-16 and a copy of the contracting officer’s final decision assessing liquidated damages per FAR 19.302-2 (b)(2).

(b) Assistance with post-award subcontracting plan reviews can be found at <https://insite.gsa.gov/subcontracting>.

## Topic 2: Subcontracting Performance.

### **302.1 Who is responsible for monitoring a contractor's limitations on subcontracting? (Limitation on Subcontracting)**

(a) Ultimately, the prime contractor is responsible for ensuring the limitations on subcontracting are met as stipulated in FAR 52.219-14.

(b) The contracting officer is responsible for overseeing the contract in accordance with FAR 19.302-2.

(c) For multi-agency contracts (e.g. FSS, GWACs) that GSA awards and administers, compliance is required at the order level and monitored by order level COs (see 13 C.F.R. § 125.6(d)). This does not prohibit GSA contracting officers responsible for the multi-agency contract from reviewing available information to identify any potential violations.

## **Topic 3: Freedom of Information Act (FOIA).**

### **303.1 What should I do if a FOIA request is received? (FOIA)**

Upon receipt of a FOIA request, the contracting officer must notify the appropriate [FOIA Officer](#), follow GSA FOIA procedures, and consult [41 CFR-105-60](#).

## **Chapter 4: Support**

This chapter covers specific requirements and considerations that support the FAR Guiding Principles and the GSA mission.

### **Tab 1: General Requirements**

- FAR Framework Priority
- Individual and Class Deviations
- Issuing Acquisition Policy

### **Tab 2: GSA Workforce**

- Acquisition Career Development
- GSA Specific Roles and Responsibilities

### **Tab 3: Review, Approvals, and Coordination**

- Consolidated reference for certain review, approval, and coordination requirements.

### **Tab 4: Technology**

- Requirements that apply when acquiring technology

# Tab 1: General Requirements

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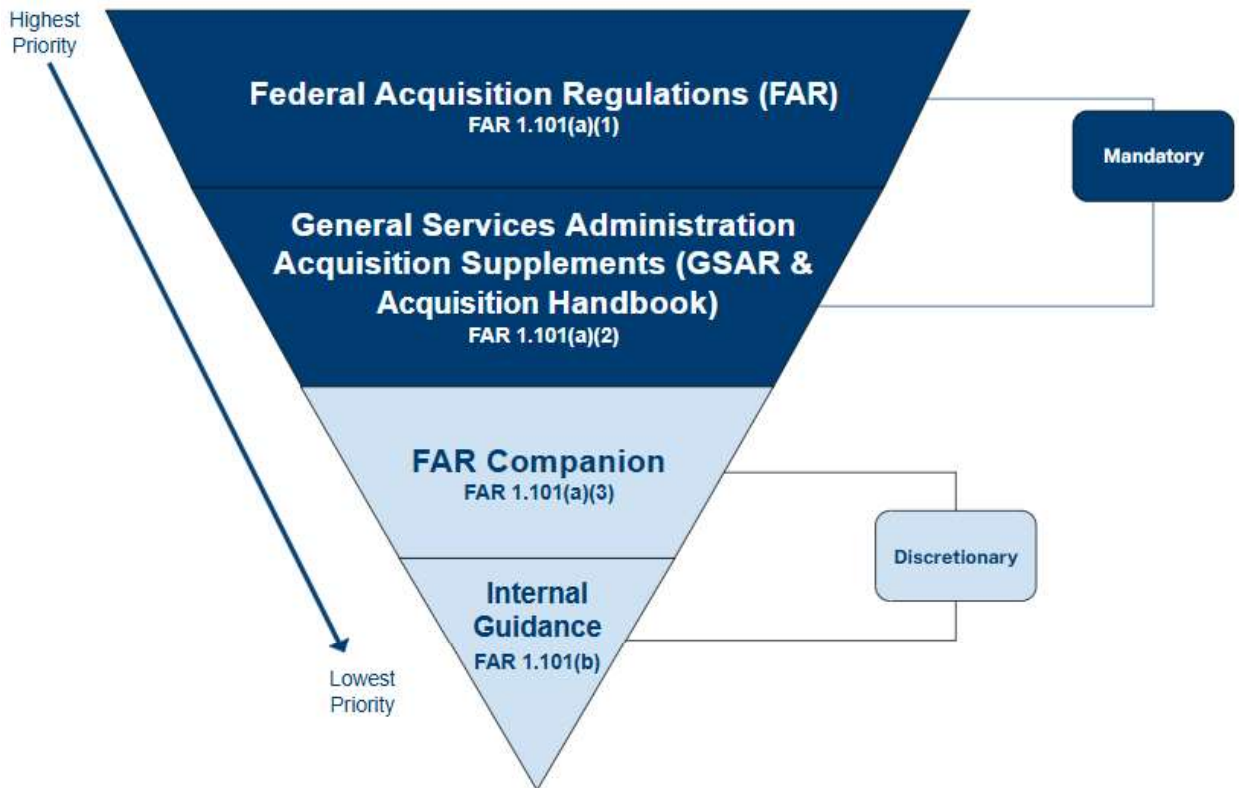
<b>Topic 1: Policy Framework.</b>	<b>1</b>
<b>Topic 2: Deviations.</b>	<b>2</b>
<b>Topic 3: Unsolicited Proposals.</b>	<b>3</b>
<b>Topic 4: Delegation of Procurement Authority.</b>	<b>4</b>

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## Topic 1: Policy Framework.

### 401.1-1 What is the prioritization of the policy framework? (Framework Priority)

Acquisition teams must prioritize the System Framework components as reflected in the diagram.



## 401.1-2 Who can issue acquisition policies? (Acq Policy Issuance)

- The OGP Office of Acquisition Policy (OAP) is the only GSA Office authorized by the SPE to develop, maintain, and issue mandatory acquisition policy for GSA, such as the GSAR and this Handbook.
- If contracting activities, acquisition teams, or members of the acquisition team want to explore acquisition challenges, opportunities, ideas, and technology to shape acquisition policy and solutions, they must submit the request to [GSAPILOTS@gsa.gov](mailto:GSAPILOTS@gsa.gov) as early as practicable.

## Topic 2: Deviations.

### 401.2-1 Who can issue individual deviations? (Individual Deviations)

- Individual deviations to the FAR, GSAR, or Acquisition Handbook may be approved by the HCA. HCAs may designate approval authority for individual deviations no lower than the Contracting Executive.
- If a contracting officer desires an individual deviation, they must coordinate with [GSAPILOTS@gsa.gov](mailto:GSAPILOTS@gsa.gov) as early as practicable.
- Copies of approved individual deviations must be sent to OAP within five business days after approval at [spe.request@gsa.gov](mailto:spe.request@gsa.gov).

### 401.2-2 Who can issue class deviations? (Class Deviations)

- *Approval.* Class deviations to the FAR, GSAR, or GSA Acquisition Handbook may be approved by the SPE. A deviation to a multiple-award contract is considered to be a class deviation. Class deviations are not delegable as OAP handles all communication with the FAR Council.
- *Coordinating with OAP's PILOT Program.* If an HCA or acquisition team member feels a class deviation to the FAR or GSAR is necessary, they must submit the request to [GSAPILOTS@gsa.gov](mailto:GSAPILOTS@gsa.gov) as early as practicable.

## Topic 3: Unsolicited Proposals.

### 401.3-1 What are GSA's procedures for unsolicited proposals? (Unsolicited Proposal Process)

GSA's Office of Small and Disadvantaged Business Utilization (OSDBU) is responsible for the receipt, evaluation, and acceptance or rejection of any unsolicited proposals submitted to GSA in accordance with FAR 15.503.

If you receive an unsolicited proposal, coordinate with OSDBU ([OSDBU\\_review\\_concurrence@gsa.gov](mailto:OSDBU_review_concurrence@gsa.gov)).

More information can be found at <https://www.gsa.gov/unsolicitedproposal>.

### 401.3-2 Where should unsolicited proposals be submitted? (Unsolicited Proposal Submission)

All unsolicited proposals must be submitted to the [UnsolicitedProposal@gsa.gov](mailto:UnsolicitedProposal@gsa.gov) mailbox and meet the criteria at FAR 15.503 and 15.503-1(b).

## Topic 4: Delegation of Procurement Authority.

### 401.4-1 Can GSA delegate procurement authority? (Delegation)

Yes. The GSA Administrator may delegate GSA's statutorily prescribed acquisition authorities to other Federal agencies for accomplishment of mission requirements.

GSA may delegate procurement authority (DPA) to another Federal agency in order to:

- Perform a specific acquisition; or
- Perform functions that could include components of an acquisitions

To find out more information, including specific roles and responsibilities, see [Delegation of Procurement Authority Topic Page](#)

## Tab 2: GSA Acquisition Workforce

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<b>Topic 1: Career Development.</b>	<b>1</b>
<b>Topic 2: Supporting GSA’s Acquisition Workforce.</b>	<b>2</b>

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### Topic 1: Career Development.

#### **402.1-1 What career development requirements must the GSA acquisition workforce follow? (Career Development)**

Acquisition personnel must follow the requirements provided on the GSA Acquisition Career Management page located on the GSA Acquisition Portal at <https://insite.gsa.gov/acquisitionportal> for purpose of:

- Selecting, appointing, and terminating the appointment of a-
  - Contracting officer
  - Contracting officer’s representative
  - Program and Project Managers (P/PM)
  
- Obtaining and maintaining a warrant
  
- Obtaining and maintaining a certificate from the-
  - Federal Acquisition Certification (FAC) program (e.g, FAC-C).
  - GSA Acquisition Certification program
  
- Obtaining and maintaining a Government-wide or GSA-specific credential
- Completing Acquisition training requirements for a certification, credential or specific segment of the Acquisition workforce

## Topic 2: Supporting GSA’s Acquisition Workforce.

### 402.2-1 What roles and responsibilities support GSA acquisition? (Roles and Responsibilities)

Office: Office of Government-wide Policy (OGP)		
Role	Responsibility	Contact Information
Senior Procurement Executive and Chief Acquisition Officer	<p>The GSA Senior Procurement Executive (SPE) issues acquisition policy (GSAR and Handbook) for GSA.</p> <p>The Chief Acquisition Officer for GSA (Services Acquisition Reform Act, 41 U.S.C. 1702(a)) resides in the Office of Government-wide Policy and reports to the Administrator on the progress made in improving acquisition management capability. 41 U.S.C. § 414(b)(3)(G).</p> <p>For GSA, the GSA Administrator has delegated the authority to the Senior Procurement Executive (SPE).</p>	<p>Document submissions - <a href="mailto:spe.request@gsa.gov">spe.request@gsa.gov</a></p> <p>General Policy Inquiries - <a href="mailto:GSARpolicy@gsa.gov">GSARpolicy@gsa.gov</a></p>
Advocate for Competition	The advocate promotes full and open competition, promotes the acquisition of commercial products	Document submissions - <a href="mailto:spe.request@gsa.gov">spe.request@gsa.gov</a>

	<p>and services, and challenges barriers to acquisition. The advocate reports actions taken to increase competition to the Senior Procurement Executive and Chief Acquisition Officer.</p>	<p>General Policy Inquiries - <a href="mailto:GSARpolicy@gsa.gov">GSARpolicy@gsa.gov</a></p>
<p>Acquisition Career Manager (ACM)</p>	<p>The ACM is responsible for ensuring that the agency's acquisition workforce (AWF) meets the requirements established by the agency, OMB's Office of Federal Procurement Policy (OFPP), and other applicable authorities.</p>	<p>General Policy Inquiries - <a href="mailto:ASKACM@gsa.gov">ASKACM@gsa.gov</a></p>
<p>Administrative Warrant Issuing Agent</p>	<p>The Administrative Warrant Issuing Agent issues warrants centrally in the official government-wide career management system of record. The Administrative Warrant Issuing Agent is not an HCA and does not bear responsibility for any of the actions carried out by the contracting officer under the warrant.</p>	<p>Direct warrant inquires to the cognizant <a href="#">Acquisition Career Navigator</a>.</p>

<p>Agency-level AbilityOne Representative (ABOR)</p>	<p>The Agency-level ABOR responsibilities include those described by the Office of Federal Procurement Policy memorandum, Increasing the Participation of Americans with Disabilities in Federal Contracting (dated October 30, 2020).</p> <p>The Agency-level ABOR is designated by the SPE.</p>	<p>General Policy Inquiries and assistance with adding requirements to the AbilityOne Procurement List - <a href="mailto:GSAABOR@gsa.gov">GSAABOR@gsa.gov</a></p> <p><a href="#">GSA AbilityOne Program page</a></p>
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<p><b>Office: GSA's Office of Small Business</b></p>		
<p><b>Role</b></p>	<p><b>Responsibility</b></p>	<p><b>Contact Information</b></p>
<p>Director of the Office of Small and Disadvantaged Business Utilization (OSDBU)</p>	<p>The GSA Director of OSDBU is the Associate Administrator for OSDBU.</p> <p>Performs the functions and duties outlined in Section 15(k) of the Small Business Act. Coordinates with the SBA. Assigns and delegates duties to Small Business Technical Advisors (SBTA).</p>	<p>Document submissions - <a href="mailto:OSDBU_review_concurrence@gsa.gov">OSDBU review concurrence@gsa.gov</a></p>
<p>Small Business Technical Advisors (SBTA)</p>	<p>Assigned SBTA assists contracting officers with small business strategies and participation.</p> <p>Liaison for GSA workforce and AA OSDBU and SBA Procurement Center Representative (PCR).</p>	<p><a href="#">Small Business Technical Advisors (SBTA)</a></p>

<b>Contracting Activities</b>	
<b>Role</b>	<b>Responsibility</b>
<p>Head of the Contracting Activity (HCA)</p>	<p>The HCA is ultimately responsible for managing all aspects of their respective contracting activity. HCAs are designated contracting officers with senior-level warrants by virtue of their position.</p> <p>The SPE has re-delegated HCA authority to the Chief Administrative Services Officer and the Commissioners and Deputy Commissioners of the Federal Acquisition Service and the Public Buildings Service.</p> <p>The HCA may re-delegate the authority down one level.</p> <p>Note - When the FAR refers to the “Agency Head”, this means the applicable GSA HCA unless otherwise noted.</p>
<p>Contracting Executive</p>	<p>Due to the complexity of some contracting activities, the HCA may delegate a GSA Executive to be responsible for contracting operations in addition to or in lieu of a contracting director.</p>

<p>Contracting Director</p>	<p>Coordinates with the HCA or Contracting Executive as appropriate on contracting matters.</p>
<p>Advocate for Competition</p>	<p>The advocate promotes full and open competition, promotes the acquisition of commercial products and services, and challenges barriers to acquisition. The advocate reports actions taken to increase competition to the senior procurement executive and chief acquisition officer.</p> <p>41 U.S.C. § 1705 requires an advocate for competition for the agency and for each procuring activity of the agency.</p>
<p>Acquisition Career Navigator (ACN)</p>	<p>The ACN supports the HCA or Contracting Executive as appropriate by managing the workforce career management responsibilities with the HCA's contracting activity.</p>
<p>Service-level AbilityOne Representative (ABOR)</p>	<p>Service-level ABORs support the Agency-level ABOR; participate in acquisition reviews, as necessary, and assist the acquisition workforce on the use of the AbilityOne Program.</p> <p>Service-level ABORs are designated by the HCA or designee.</p> <p>Find the list of service-level ABORs on the <a href="#">GSA AbilityOne Program page</a>.</p>

- Appointments and delegations of Contracting Activity roles listed in the table must be documented in writing and sent to [spe.request@gsa.gov](mailto:spe.request@gsa.gov).
- All current Appointments and delegations of Contracting Activity roles can be found at <https://insite.gsa.gov/acquisitionportal>.
- To find more in-depth information about role and responsibilities, additional information can be found at <https://insite.gsa.gov/acquisitionportal>.

## Tab 3: Review, Approvals, & Coordination

<b>403.1 GSA Administrator</b>	<b>1</b>
<b>403.2 Senior Procurement Executive</b>	<b>1</b>
<b>403.3 Head of Contracting Activity</b>	<b>2</b>
<b>403.4 Office of General Counsel</b>	<b>3</b>
<b>403.5 Inspector General</b>	<b>3</b>
<b>403.6 Congress</b>	<b>3</b>

### 403.1 What actions require Administrator approval? (Administrator Approval)

Coordination with the SPE’s office ([spe.request@gsa.gov](mailto:spe.request@gsa.gov)) is required prior to submission to the Administrator.

FAR citation	Description of action	Is Notification Required (Yes/No)
6.103-7	Justification for full and open competition based on Public Interest.	Yes

### 403.2 What actions require Senior Procurement Executive approval? (SPE Approval)

When a notification is required, submit a notification to [spe.request@gsa.gov](mailto:spe.request@gsa.gov).

FAR citation	Description of action	Is Notification Required?
5.101(b)(3)	Written determinations for presolicitation notice exemptions that involve consultation with the Administrator for Federal Procurement Policy (OFPP) and the Administrator of the Small Business Administration (SBA).	Yes
6.104-2	Request for a class justification above \$90,000,000.	Yes
30.202	Waivers for cost accounting standards.	Yes
31.004	Individual deviation from “cost principles” for a cost-type contract.	Yes

**403.3 What actions can the Head of Contracting Activity approve? (HCA Approvals)**

Unless otherwise stated in the GSAR or Handbook, the below table identifies Head of the Agency actions that can be performed by the responsible Head of Contracting Activity (HCA).

When a notification is required, submit a notification to [spe.request@gsa.gov](mailto:spe.request@gsa.gov) that describes the action taken and includes all relevant information upon which the decision was made.

FAR citation	Description of action	Is Notification Required (Yes/No)
2.101 and 18.001(b)	Increase the MPT to support acquisitions described in FAR 2.101 paragraph (3) of the MPT definition or 18.001(b).	Yes

2.101 and 18.001(b)	Increase the SAT to support acquisitions described in FAR 2.101 paragraphs (1) and (2) of the SAT definition or 18.001(b).	Yes
12.001(c) and 18.001(d)	Make the head of the agency determination described in FAR 12.001(c) or 18.001(d)	No
15.102(b)(2)(v)	Exemptions to using the uniform contract format when requesting proposals.	No

**403.4 What actions must be coordinated with your assigned legal council? (OGC)**

Agency personnel are invited to seek the assistance of legal counsel for any matter, whether or not legal review is required by statute, regulation, or this Order. Early consultation with counsel is strongly encouraged in matters that may culminate in actions subject to legal review, matters expected to be contested, and/or where the exercise of sound business judgment suggests that consultation with counsel is appropriate.

See [GSA’s Legal Review Order ADM 5000.4B](#) (including any subsequent updates or revisions) for the minimum requirements for the Office of General Counsel (OGC) review of agency actions related to:

- Contracting/Procurement matters
- Claims and litigations (including protests)
- Reporting and non-contract document reviews
- Miscellaneous other issues

For information on your assigned council, see [OGC’s InSite page](#).

**403.5 When should you coordinate with the Inspector General? (IG)**

When you suspect evidence of possible criminal or fraudulent activities, or any waste or abuse, contact the [GSA Office of Inspector General](#).

## **403.6 What should I do if I receive an inquiry from a member of Congress? (Congress)**

- Generally, members of congress will coordinate with the Office of Congressional and Interagency Affairs (OCIA), who in turn would contact you or your supervisor. However, if you receive an inquiry directly from a member of Congress or someone acting on their behalf you must notify your supervisor or [your OCIA designated point of contact](#). OCIA will work with you on the process for responding to Congressional inquiries.
- Consult with [your assigned legal counsel](#) if the response would disclose any of the following: (1) Classified material; (2) Confidential business information; (3) Contractor bid or proposal information or source selection information as defined in FAR 3.104-3; or (4) Information prejudicial to a competitive acquisition.

## Tab 4: Technology

Procuring Information Technology (including software and hardware) and Communication Technology (ICT) and Artificial Intelligence (AI) in accordance with GSA IT Directives 2100.1 & 2160.1.

GSA acquisition teams must consider GSAR part 539 in addition to this Handbook content.

This tab covers requirements that apply when acquiring technology (e.g., Information Technology and Communication Technology (ICT) and Artificial Intelligence (AI)). It's broken into three sections: **plan, procure, and perform**. Each section represents various points within the acquisition life-cycle and is designed to align with the FAR and GSAR (as applicable).

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<b>Tab 4: Technology</b>	<b>1</b>
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### Topic 1: Plan - Acquisition Planning and Market Research.

#### **404.1-1 What if my acquisition plan includes procuring IT hardware, software, services (including SaaS), ICT, and AI? (CIO Coordination)**

(1) *Requirements development.* For GSA-funded acquisitions, or for planned IT or AI used within the GSA environment, the GSA CIO's Office must approve the requirements document as part of the acquisition planning package.

(a) *Unplanned AI use.* The contracting officer should consider including a requirement in the solicitation requiring the offeror to disclose the use of AI as part of the contractor's solution when AI use is not specifically requested or identified in the performance work statement.

(2) *Market research.* During market research (including acquisitions under the micro-purchase threshold), the planner must-

(a) Check the GSA Enterprise Architecture Analytics & Reporting (GEAR) platform for the list of currently approved software.

(b) For generative AI services, use GSA's USAi platform.

(3) *Acquisition planning.*

(a) The acquisition plan must detail why solutions at (2)(a) and (2)(b) above will not satisfy the procurement, when applicable.

(b) When GSA's USAi platform does not work for your requirement,, contracting activities must coordinate with the GSA Office of Acquisition Policy for provision and clause language and GSA Office of General Counsel (in order to ensure any commercial supplier agreements (e.g., End User License Agreements) are provided by the offeror and reviewed by the contracting activity).

(4) *GSA IT Standards Process.* Ensure the requirement and solicitation include instructions for complying with the GSA IT Standards Process.

(5) *Commercial Supplier Agreements.* Coordinate with your assigned counsel for Commercial Supplier Agreements (or other End User License Agreements) considerations.

(6) *GSA CIO Office Approval.* For GSA-funded acquisitions, or for planned IT or AI used within the GSA environment, the GSA CIO's Office must approve the acquisition plan prior to release of the solicitation.

**404.1-2 When contracting for the design, development, or operation of a system of records on individuals, is there additional Privacy Act information specific to GSA? (Privacy Act)**

Yes, acquisition teams must comply with the [GSA Privacy Act Program](#).

Inquiries regarding GSA's Privacy Program can be directed to [gsa.privacyact@gsa.gov](mailto:gsa.privacyact@gsa.gov).

## Topic 2: Procure - Evaluation and Award.

### 404.2-1 What if GSA IT does not approve the IT or AI solution? (CIO Approval)

(1) If GSA's CIO Office does not approve the apparent awardee's proposed IT or AI solution, the period of performance cannot commence (or the IT or AI solution cannot be used) and the requirement must be re-solicited if the acquisition team determines it's not in the best interest of GSA to award to the next best-suited offeror.

(2) A statement reflecting (1) of this section must be included in the solicitation.

## Topic 3: Perform - Post-Award Requirements.

### 404.3-1 Does GSA IT need to approve throughout the life of the requirement? (Continuous CIO Coordination)

(1) *Continuous IT approval.* Before contract performance may begin, or before starting any future period of performance, the contracting officer must ensure the GSA IT Standards Process has been followed and GSA CIO's Office has approved the IT or AI solution for continuous use during the next period of performance.

(2) *Modifications.* In accordance with the Federal Information and Technology Acquisition Reform Act (FITARA) (Pub L. No. 113-291), the contracting officer must ensure any modification that makes substantial changes to the scope of a contract or order for GSA IT that is inconsistent with the approved acquisition plan receives approval from the GSA CIO.

(3) *AI Repository.* Submit acquisition-related AI best practices, use cases, and provision and clauses to [spe.request@gsa.gov](mailto:spe.request@gsa.gov).