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, Re*storing 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.
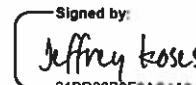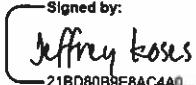
- *For the GSA Acquisition Workforce.* Try asking GSAi first (upload the new Handbook language and then ask your question). If you still need clarification, you may email the GSA Acquisition Policy Division at GSARPolicy@gsa.gov.

- *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.

Signed by:
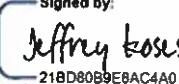
Jeffrey Koses

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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
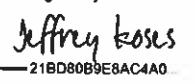
Overview. This table tracks changes made to existing GSAM parts being moved to the GSA Acquisition Handbook; the effective date of the move, the new location in the Handbook, and the publication version of the part. This table identifies information associated with the initial change and any subsequent updates. This table also only identifies GSAM parts where policy currently exists.

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	Version
501	03/16/26	Signed by: Jeffrey Koses 21BD80B9E8AC4A0	01/15/26	Support	1.0
502					
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507	03/16/26	Signed by: Jeffrey Koses 21BD80B9E8AC4A0	01/15/26	Plan	1.0
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571	03/16/26	Signed by: *Jeffrey Koses* 21BD80B9E8AC4A0	01/15/26	Procure	1.0

General Services Administration (GSA)

Acquisition Handbook (Handbook)

Version 1.0
Effective Date 01/15/2026

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: Plan	Covers GSA-specific pre-solicitation requirements.
Chapter 2: Procure	Covers GSA-specific solicitation, evaluation, and award requirements.
Chapter 3: Perform	Covers GSA-specific post-award requirements.
Chapter 4: Support	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.

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.

If you want to submit general feedback, you can use this form.

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Chapter 1: Plan

Chapter 2: Procure

Chapter 3: Perform

Chapter 4: Support

GSA Acquisition Handbook - Notice

The GSA Acquisition Handbook is for the GSA acquisition workforce. This PDF copy is provided for transparency.

Readers of this PDF should note:

- Links within this PDF'd version are not maintained.
- The GSA copy uses a different file type (i.e., not PDF'd) with a tabbed design for easier flow and organization. A view of the tabbed design is reflected below for reference.

▼ 🗐 **GSA Handbook** ⋮

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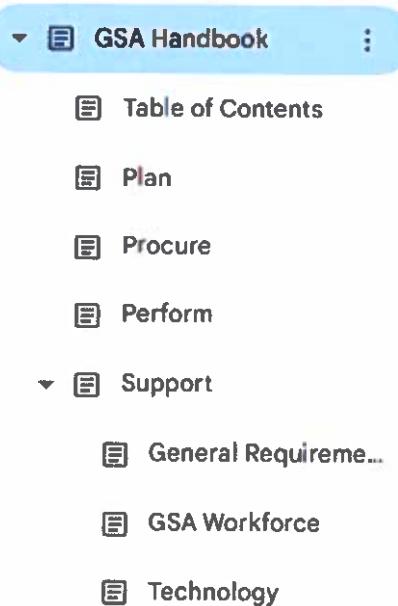
    🗐 Technology

Chapter 1: Plan

This chapter covers GSA-specific pre-solicitation requirements.

FAR/GSAR Alignment	Applicability	Specific Scope Requirements
FAR Part(s): 7	All GSA Contracting Activities including Leasing	*Technology

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)

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

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

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

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

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

(a) Program-level acquisition plans. See 101.5.

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

(c) When using commercial solutions opening procedures. See 201.1.

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

(e) When establishing government-wide contracts.

(f) 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)

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

(2) *Written acquisition plans.*

(a) 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.

(b) 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.
- When acquiring non-commercial products or non-commercial services after the SPE approves the determination for a non-commercial acquisition.

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

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

Yes.

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

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

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

(b) 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.

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

(d) 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)

(1) 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), and other agency officials as appropriate.

(2) 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).

(3) 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)

(1) A high-risk contract action means a contract or acquisition action (e.g., modification), 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-

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

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

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

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

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

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

(2) 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)

(1) GSA has no mandatory thresholds for application of design-to-cost techniques. However, life-cycle-cost techniques should be considered for-
   (a) 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.
   (b) Capital Construction projects above $50,000.
   (c) GSA leasing "lease vs buy" decisions.

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

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

(2) 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)
(1) 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).

(2) 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.

> (a) 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.

> (b) 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.

Topic 2: Acquisition Review Board.

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

(1) 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.

(2) 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), when-

> (a) The contracting officer determines that a high-risk contract or action is reasonably expected.

> (b) A new GSA-wide or government-wide contract is planned.

(c) 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.

(d) GSA IT determines a planned action is considered a major investment in or to the GSA IT environment.

(e) A contract or action is expected to require SPE approval (e.g., sole source justification, non-commercial determination).

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

(4) 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.

Chapter 2: Procure

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

Topic 1: CSO Procedures

201.1 What are Commercial Solutions Opening (CSO) procedures? (CSO)

<u>Background</u>

- 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).

<u>Outside of the FAR</u>

- CSO procedures are implemented outside the normal FAR requirements.

<u>Advantages</u>
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.

<u>Approval Process</u>

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

Chapter 3: Perform

This chapter covers GSA-specific post-award requirements.

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: Technology

- CIO Coordination
- CIO Approval

Tab 1: General Requirements

FAR/GSAR Alignment	Applicability
FAR Part(s): 1	All GSA Contracting Activities including Leasing
GSAR Part(s): 501	

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

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

Highest Priority

Federal Acquisition Regulations (FAR)
FAR 1.101(a)(1)

General Services Administration Acquisition Supplements (GSAR & Acquisition Handbook)
FAR 1.101(a)(2)

Mandatory

FAR Companion
FAR 1.101(a)(3)

Internal Guidance
FAR 1.101(b)

Discretionary

Lowest Priority
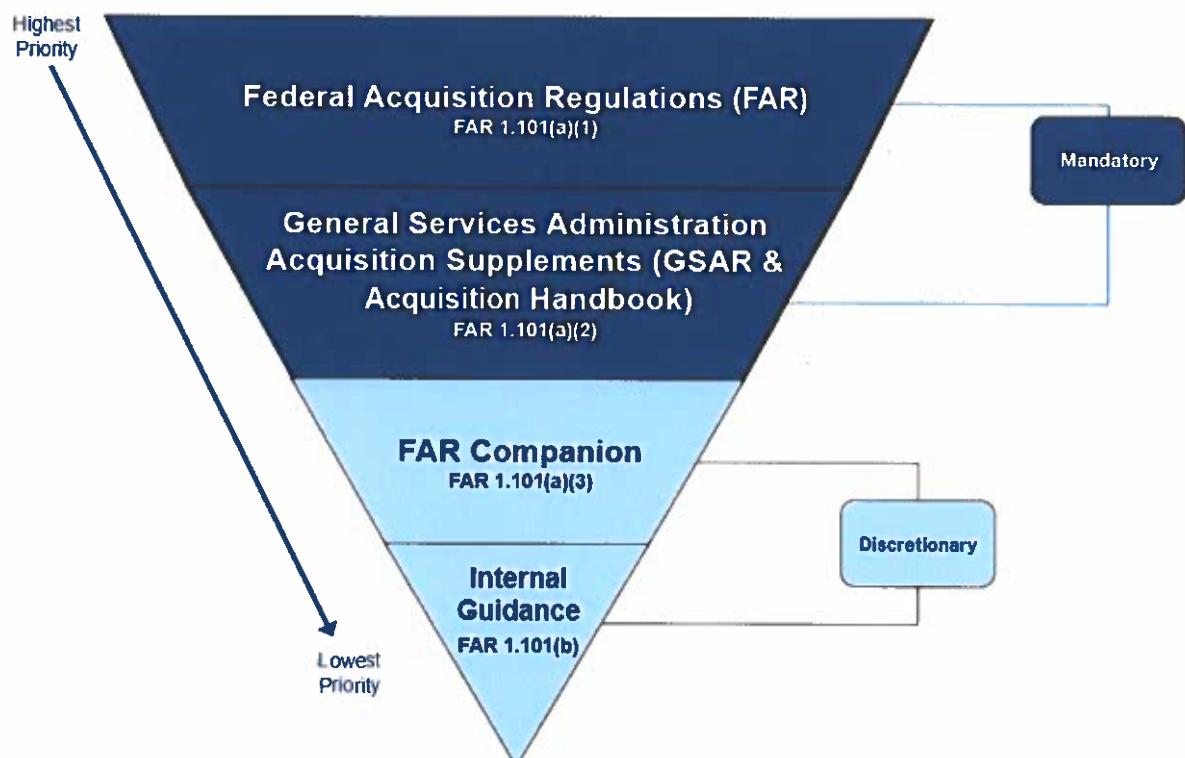
401.2 Who can issue individual deviations? (Individual Deviations)

- 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 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.

401.3 Who can issue class deviations? (Class Deviations)

- *Approval.* Class deviations to the FAR and the GSAR may be approved by the SPE. A deviation to a multiple-award contract is considered to be a class deviation.

- *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 as early as practicable.

401.4 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 as early as practicable.

Tab 2: GSA Workforce

FAR/GSAR Alignment	Applicability
FAR Part(s): 1 ——— GSAR Parts(s): 501	All GSA Contracting Activities including Leasing

402.1 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

402.2 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	The GSA Senior Procurement Executive (SPE) issues acquisition policy (GSAR and Handbook) for GSA. 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). For GSA, the GSA Administrator has delegated the authority to the Senior Procurement Executive (SPE).	Document submissions - spe.request@gsa.gov General Policy Inquiries - GSARpolicy@gsa.gov
Advocate for Competition	The advocate promotes full and open competition, promotes the acquisition of commercial products and services, and challenges barriers to	Document submissions - spe.request@gsa.gov

	acquisition. The advocate reports actions taken to increase competition to the Senior Procurement Executive and Chief Acquisition Officer.	General Policy Inquiries - GSARpolicy@gsa.gov
Acquisition Career Manager (ACM)	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.	General Policy Inquiries - ASKACM@gsa.gov
Administrative Warrant Issuing Agent	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.	Direct warrant inquires to the cognizant Acquisition Career Navigator.

Contracting Activities	
Role	**Responsibility**
Head of the Contracting Activity (HCA)	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. The SPE has redelegated HCA authority to the Commissioners and Deputy Commissioners of the Federal Acquisition Service and the Public Buildings Service. The HCA may re-delegate the authority down one level.
Contracting Executive	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.
Contracting Director	Coordinates with the HCA or Contracting Executive as appropriate on contracting matters.
Advocate for Competition	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. 41 U.S.C. § 1705 requires an advocate for competition for the agency and for each procuring activity of the agency.
Acquisition Career Navigator (ACN)	The ACN supports the HCA or Contracting Executive as appropriate by managing the workforce career management responsibilities with the HCA's contracting activity.

- Appointments and delegations of Contracting Activity roles listed in the table must be documented in writing and sent to 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: 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.

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).

Section	FAR/GSAR Alignment	Applicability	GSA Requirements
Plan	FAR Part(s): 39 —————— GSAR Part(s): 539	All GSA Contracting Activities including Leasing	*Acquisition Planning
Procure	FAR Part(s): 39 —————— GSAR Part(s): 539	All GSA Contracting Activities including Leasing	
Perform	FAR Part(s): 39 —————— GSAR Part(s): 539	All GSA Contracting Activities including Leasing	

Plan - Acquisition Planning and Market Research.

403.1 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.

Procure - Evaluation and Award

403.2 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.

Perform - Post-Award Requirements

403.3 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.