

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.
- *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:

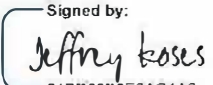
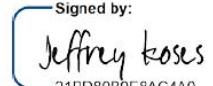
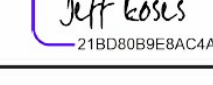
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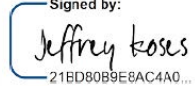
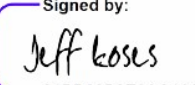
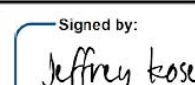
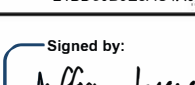
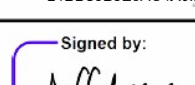
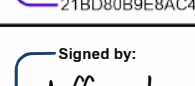
Jeffrey Koses
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 Office of Acquisition Policy
 Office of Government-wide Policy

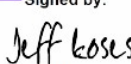
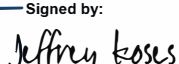
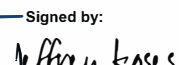
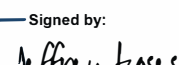
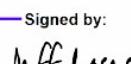
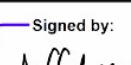
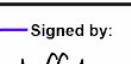
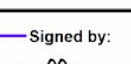
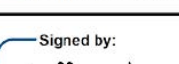
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Attachment A

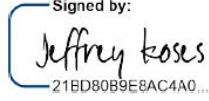
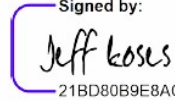
Overview. This table tracks changes made to existing GSAM parts being moved to the GSA Acquisition Handbook; the effective date of the move, the new location in the Handbook, and the publication version of the part. This table identifies information associated with the initial change and any subsequent 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 10/19/2026	Signed by:  21BD80B9E8AC4A0...	01/15/2026 07/16/2026	Support	1.0
502	11/30/2026	Signed by:  21BD80B9E8AC4A0...	09/28/2026	All Four Chapters	4.0
503	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Support	3.0
504	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Procure Perform	3.0
505	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	Support	2.0
506	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	Plan Support	2.0
507	03/16/2026 06/13/2026 10/19/2026	Signed by:  21BD80B9E8AC4A0...	01/15/2026 04/14/2026 07/16/2026	Plan	1.0 2.0 3.0
508	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	Support	2.0
509	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Procure Perform	3.0

Part Number	Effective Date	Signature	Date Signed	Handbook Location	Wave
510	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	None	2.0
511	11/30/2026	Signed by:  21BD80B9E8AC4A0...	09/28/2026	Plan Perform Support	4.0
512	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Procure Perform Support	3.0
513	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Plan	3.0
514	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Plan	3.0
515	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	Plan Procure Support	2.0
516	11/30/2026	Signed by:  21BD80B9E8AC4A0...	09/28/2026	Procure Support	4.0
517	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	Plan Support	2.0
518	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	Plan Procure Support	2.0
519	06/13/2026 10/19/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026 07/16/2026	All Four Chapters	2.0 3.0
522	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Plan Perform Support	3.0
524	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	Plan Perform Support	2.0

Part Number	Effective Date	Signature	Date Signed	Handbook Location	Wave
525	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Plan I Procure Support	3.0
527	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Support	3.0
528	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Plan I Support	3.0
529	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	None	2.0
530	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	Support	2.0
531	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	Support	2.0
532	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Perform I Support	3.0
533	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Procure	3.0
534	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Plan	3.0
536	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Support	3.0
537	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Plan I Support	3.0
538	11/30/2026	Signed by:  21BD80B9E8AC4A0...	09/28/2026	All Four Chapters	4.0

Part Number	Effective Date	Signature	Date Signed	Handbook Location	Wave
539	03/16/2026	Signed by:  21BD80B9E8AC4A0...	01/15/2026	Support	1.0
540	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	All Four Chapters	3.0
541	11/30/2026	Signed by:  21BD80B9E8AC4A0...	09/28/2026	None	4.0
542	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Perform I Support	3.0
543	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Support	3.0
548	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Plan	3.0
549	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	None	3.0
550	06/13/2026	Signed by:  21BD80B9E8AC4A0...	04/14/2026	None	2.0
552	10/19/2026	Signed by:  21BD80B9E8AC4A0...	07/16/2026	Procure	3.0
553	11/30/2026	Signed by:  21BD80B9E8AC4A0...	09/28/2026	Support	4.0
570	11/30/2026	Signed by:  21BD80B9E8AC4A0...	09/28/2026	Support	4.0
571	03/16/2026	Signed by:  21BD80B9E8AC4A0...	01/15/2026	Procure	1.0

General Services Administration (GSA)

Acquisition Handbook (Handbook)

Version 4.0

Issued 09/28/2026

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.

GSAR (Regulatory)

RGO-2026-01 is housed on [acquisition.gov](https://www.acquisition.gov). A copy of the [deviated GSAR can be found in this Google Doc](#). You can use this to copy and paste provisions and clauses as needed.

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

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Topic 1: Acquisition Planning and Competition.

Acquisition Planning.

This topic aligns to [FAR part 7](#)

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 or any plan covered by [101.2\(a\)](#).

(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.
- Non-commercial products or non-commercial services above the simplified acquisition threshold.

- 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.

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), and other agency officials as appropriate.

(b) If this is an IT requirement, or an IT Security Incident could impair operations of building systems (e.g.,g Building Automation Systems, Heating, Ventilation, Air

Conditioning (HVAC) systems, Physical Access Control Systems (PACS), Advanced Metering Systems, and Lighting Control Systems), you need to:

- Assess the level of each risk (e.g., high, medium, low) and tailor planning and mitigation strategies accordingly
- Engage GSA CIO in accordance with GSA IT requirements (see [404.2-1](#))
- Consider more robust acquisition planning for any elevated risk factors (e.g., broad system access, use in sensitive environments, reliance on contractors with ties to adversarial foreign countries).

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

(d) 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 emergency (see [FAR 2.101](#)) or 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, see [101.13](#).

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.

Acquisition Reviews.

101.13. What are acquisition review boards and acquisition document reviews? (Acq Review)

(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 Office of Governmentwide Policy (OGP).

(1) ARBs must occur as early in the procurement process as possible, after the completion of market research and prior to the completion of acquisition planning.

(b) An Acquisition Document Review (ADR) is the formal review of the final written document for a contract or action that requires approval above the Head of Contracting Activity.

(1) ADRs occur when the FAR or GSA Acquisition Handbook requires review and approval, such as a sole source justification, non-commercial determination, consolidation/bundling, non-fixed-price justification.

(c) An Acquisition Review Notification (ARN) must be submitted for the below contracts or actions to support ARBs and ADRs via the [Acquisition Reviews Notification form](#). Review the [Acquisition Review page on the Acquisition Portal](#) for process instructions.

(1) The contracting officer determines that a high-risk contract or action is reasonably expected ([101.7](#)).

(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 document review is anticipated.

(d) Once notified, a determination whether an ARB is required will be made and the contracting officer and HCA will be informed.

(e) GSA Acquisition teams must be prepared to continually engage with an ARB throughout all pre- and post-award acquisition lifecycle activities for any actions identified in paragraph (c) above.

Non-Commercial Acquisitions.

This topic aligns to [FAR part 13](#).

101.14 When market research for commercial solutions yields only non-commercial solutions, what is the next step? (Non-commercial)

Contracting officers must follow the instructions outlined on the [Non-Commercial Acquisitions page](#) on the GSA Acquisition Portal.

Competition Requirements.

This topic aligns to [FAR part 6](#).

101.15 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 2: Socioeconomic Programs.

Small Business Strategy.

This topic aligns to [FAR part 19](#) and [GSAR part 519](#).

102.1 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.

(a) Acquisitions that require coordination with the SBA procurement center representative outlined in [FAR 19.102\(e\)\(1\)](#) always require a [2689](#).

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

- (1) Orders under multiple-award contracts, single-award BPAs, or single-award contracts with an estimated value over the simplified acquisition threshold but under \$25 million annually for non-construction projects.
- (2) Contracts or orders with an estimated value under \$45 million for construction.
- (3) New multiple-award contracts or multiple-award BPAs at any dollar value.
- (4) 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 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](#).

102.2 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 below the simplified acquisition threshold.
- (b) 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.
- (c) 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.
- (d) Contracts or orders with an estimated value equal to or greater than \$45 million for construction.
- (e) On-ramping opportunities.
- (f) Requirements for supplies or services that must be acquired from mandatory sources (see [FAR 8.101](#) through [8.103](#)).
- (g) 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](#)).
- (h) 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.

102.3 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.

- (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 after receipt of the [GSA Form 2689](#) 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.

102.4 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 after receipt of the [GSA Form 2689](#) 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.

102.5 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.

102.6 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.

Subcontracting Plans.

This topic aligns to [FAR part 19](#) and [GSAR part 519](#).

102.7 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 Program page](#).
- 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.

Topic 3: Contract Labor Laws.

This topic aligns to [FAR part 22](#) and [GSAR part 522](#).

Contract Labor.

103.1 Where should questions regarding the applicability of labor laws pertaining to acquisitions be submitted, reviewed and communicated? (Labor Questions)

- (a) Questions or concerns regarding all contract labor laws should be coordinated with the Service-Level Labor Advisor and legal counsel as necessary ([403.4](#)).
- (b) Copy the GSALaborAdvisor@gsa.gov for awareness on initial coordination emails with the Service-Level Labor Advisor and legal counsel (as applicable).
- (c) If there is no Service-Level Labor Advisor, contact the GSA Labor Advisor at GSALaborAdvisor@gsa.gov. The list of Service-Level Labor Advisors can be found on the [Acquisition Portal](#).

Topic 4: Contracting Methods and Types.

Options.

This topic aligns to [FAR part 17](#).

104.1 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.

Interagency Acquisitions.

This topic aligns to [FAR part 17](#).

104.2 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.

Emergency Acquisitions.

This topic aligns to [FAR part 18](#).

104.3 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.
- [GSA's Emergency Response website](#).

(b) Buying options

- [GSA's Disaster Relief & Pandemic Products Program aisle](#) available on GSA Advantage.
- [GSA's Emergency Acquisition Basic Ordering Agreements](#).

(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

Planning Multiple-Award IDIQs.

This topic aligns to [FAR part 16](#).

104.4 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.

CSO Procedures.

104.5 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 (GSAPILOTS@gsa.gov).

Personal Services

This topic aligns to [FAR subpart 37.2](#) and [GSAR subpart 537.2](#).

104.6 Can I award personal services contracts? (Personal Services)

No. GSA is generally not authorized to award personal service contracts. The limited exceptions in which GSA contracting officers may engage in personal service type contracts are:

- (a) If the acquisition is being conducted on behalf of another agency who has statutory authority to enter into personal service contracts specific to that acquisition.
- (c) For Information Technology, per 40 USC 321(c)(1)(A)(iii), only when the contract is less than one year in duration.

The contracting officer must obtain the written concurrence of both the Office of General Counsel and the Contracting Director prior to issuing a solicitation for a personal service contract.

104.7 Before soliciting for Advisory and Assistance Services, how do I determine whether qualified government personnel are available? (A&A Services)

Consider the dollar threshold first.

(a) *Under the micropurchase threshold.* No formal outreach required. The administrative cost and time associated with conducting the search will likely exceed the cost of providing the services under the contract or order. Document the rationale briefly in the file.

(b) *Above the micropurchase threshold.* Send a brief written inquiry to appropriate GSA leadership or other Federal agencies asking whether they have personnel with the required training and capabilities available to perform in-person or virtually.

(c) Route your findings to your applicable HCA to assist with their determination in accordance with [FAR 37.402-3](#).

Sealed Bidding.

This topic aligns to [FAR part 14](#).

104.8 I'm interested in using the sealed bidding method. Can I use it for my procurement? (Sealed Bidding)

Yes. While sealed bidding is rarely used, it is available to all GSA contracting activities. Contracting officers may wish to consult with the OAP's PILOT Program (GSAPILOTS@gsa.gov) before using this method.

Topic 5: General Contracting Considerations.

Buy American Act and Trade Agreements Act.

This topic aligns to [FAR part 25](#).

105.1 How do I know whether to apply the BAA or the TAA to a contract vehicle created and funded by a GSA contracting activity? (BAA or TAA Vehicle)

The estimated value of the procurement must be considered when determining whether the BAA or the TAA applies.

Calculate the estimated value as follows:

- Aggregate the value of all options as though they were exercised.
- Aggregate the value of all expected orders (i.e., the expected total contract value) under an indefinite-delivery contract.

To determine whether the TAA threshold (WTO/GPA) has been met, do not include the dollar value of any contract that is excepted from the TAA by [FAR 25.401](#).

Helpful Resources

Review the [Buy American Act & Trade Agreements Acts InSite page](#) for dollar threshold tables and helpful diagrams.

Consult the [FAI Interactive Tools](#) to assist you with understanding what provisions and clauses to use and how to review foreign offers received.

105.2 If the BAA or TAA applies at a GSA Indefinite-Delivery Vehicle level, does it also apply at the order level? (BAA or TAA Order)

Yes.

The rules that applied at the contract level (i.e., the TAA or the BAA) automatically apply to all orders against the contract, regardless of the dollar value of the order(s) or an exception that would have applied at the contract level (i.e., a “set-aside order” vs a “set-aside contract”).

Helpful Examples

- On the GSA Federal Supply Schedule (FSS), the TAA applies at the FSS contract level. Therefore, TAA applies to all FSS orders even if those orders are below the “TAA threshold”.

- A “small business set-aside” order from an indefinite-delivery contract that applied the TAA will be subject to the TAA because it applied at the contract level and “flowed down” to the order.

105.3 What happens if I’m reviewing offers for an acquisition subject to the TAA and I receive no offers of U.S.-made or designated country end products (i.e., “TAA compliant”) offers? (TAA Offers)

(1) Create a memo documenting the facts and offers received and route it to your HCA for approval. If it is approved then:

(a) Make award in accordance with [FAR 25.502\(b\)\(3\)](#)

(b) Send a courtesy copy of the approved memo to the SPE via email at spe.request@gsa.gov immediately after award

(2) If the memo is not approved by the HCA, do not make an award.

Bonds and Insurance.

This topic aligns to [FAR part 28](#) and [GSAR part 528](#).

105.4 When should I require a performance bond for building services? (Building Services Bonds)

Performance bonds add significant cost and time to your procurement. For building services, you should only require a performance bond when you find it is an essential means of protecting GSA interests.

Defense Priorities and Allocations System (DPAS)

This topic aligns to [FAR subpart 11.5](#)

105.5 What must happen before a customer agency requests GSA to place a DPAS priority rating on an acquisition, and who may submit the request? (Submitting DPAS)

Before a customer agency requests GSA to place a DPAS priority rating on an acquisition, DOD, DOE, or DHS must make an internal Program Determination (PD) that the use of its DPAS rating authority is needed and appropriate for the specific project.

Once the PD is developed and approved through the agency's internal process, the requesting agency must submit a written request to the appropriate GSA contracting officer.

The request must come from an authorized representative of the requesting agency (e.g., a DPAS officer).

105.6 Where are the procedures for placing DPAS priority ratings on new or existing contracts and orders located? (DPAS Procedures)

The procedures for placing DPAS priority ratings on new or existing contracts and orders are located on the DPAS topic page on [GSA's Acquisition Portal](#).

This page includes helpful best practices like the Requesting DPAS Priority Rating example that was developed and used for primarily DoW contracts or orders as well as training guidance.

Note: GSA contracting officers should fill out as much of the template as they can before sending it to the customer agency.

Non-Federal Entities.

105.7 What steps can I take when considering an acquisition that will be used by Non-Federal entities? (Non-Federal Entities)

For acquisitions other than FSS-

(a) Review applicable laws, regulations, and other authorities to determine if they allow non-Federal entities to use the acquisition you are developing.

(b) Coordinate with your management and other acquisition team members as appropriate, to identify:

- The types of or specific non-Federal entities authorized to use the resultant award, and
- The applicable authorities and any underlying requirements that support their use.

If the resultant award will include FAR 52.216-18, you can identify authorized individuals and/or ordering activities within the Schedule. [See HB 206.8](#) for instructions on how to complete this clause.

Data Collection for GWACs and MACs.

105.8 What steps can I take when considering collecting data for my GSA GWAC or MAC? (Data)

(a) Coordinate with your management and acquisition team members to determine if the data you want to collect is considered transactional data as defined in GSAR 552.216-75 and subject to the Paperwork Reduction Act.

- Simply collecting data from a contractor doesn't mean it is transactional data. You may collect data outside of transactional data when specified as a contract deliverable or for contract administration purposes. For example, data collected by GSA City Pair Program contracts, GSA SmartPay contracts, GSA Fleet Leasing contracts, and GSA E-Gov/Go.gov Travel Service contracts is not considered transactional data.

(b) If you will collect transactional data, review the list provided in GSAR 552.216-75 to ensure the data supports the need. See HB 205.10 for the process to request additional transactional data.

Topic 6: Special Categories of Contracting.

Earned Value Management Systems (EVMS).

This topic aligns to [FAR part 34](#).

106.1 When must an EVMS be incorporated in GSA contracts? (EVMS)

(a) An EVMS is required for GSA "major acquisitions" valued at \$20 million or more, that meet any of the following:

- Cost-reimbursement or incentive-type contracts or orders; or

- Contracts or orders that include developmental or modernization requirements

(b) A “major acquisition” is defined as a capital project that requires special management attention. See [OMB Circular A-11, Part 7](#), for more information.

(c) When an EVMS is required, GSA must conduct an Integrated Baseline Review (IBR) after award. The IBR may not be conducted pre-award.

If you believe an EVMS is needed, see this [EVMS resource page](#).

Value Engineering.

This topic aligns to [FAR part 48](#).

106.2 Does GSA use value engineering techniques in contracts? (Value Engineering)

In accordance with the Office of Management and Budget Circular No. A-131, “Value Engineering,” GSA encourages the use of value engineering in all acquisitions to support purchasing efficiencies. GSA most commonly utilizes value engineering in its construction contracts. When using value engineering procedures, the acquisition team must follow GSA Order PBS 1000.6, P-120, Public Buildings Service Cost and Schedule Management Policy Requirements.

Metric Systems.

This topic aligns to [FAR 11.102\(b\)](#)

106.3 What guidelines are available for integrating the metric systems into the GSA acquisition processes? (Metric Systems)

[GSA Order ADM 8000.1D, GSA Metric Program](#) establishes the policy for GSA to consistently use the metric system in its procurements across GSA's purchasing and contracting activities and ensure compliance with federal mandates.

Chapter 2: Procure

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

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Topic 1: Contracting Methods.

Evaluations.

This subtopic aligns to various FAR parts.

201.1 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.

201.2 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 ([sample COI/NDA](#)).

Enhanced Debriefings.

201.3 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](#) 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.

Purchase Cards.

201.4 Can I use the GSA SmartPay® Purchase Card for commercial products and services? (SmartPay)

Yes. Purchases made with GSA funds through the GSA SmartPay® Purchase Card must comply with [OAS 4200.1C](#) and other policies and procedures available on the [Purchase Card GSA InSite page](#).

Topic 2: Socioeconomic Programs.

This topic aligns to [FAR part 19](#) and [GSAR part 519](#).

Small Business Status.

202.1 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 OSDDBU.

Subcontracting Plans.

202.2 Who takes action on subcontracting plans? (Subcontracting Plan Responsibility)

(a) Contracts.

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

(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.

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

- (a) Provide the GSA SBTA with the apparent successful offeror's subcontracting plan and the [GSA Form 4006](#) with at least fields 1-8 completed.
- (b) The GSA SBTA has five business days after receipt of the [GSA Form 4006](#) to review and respond. If a subsequent SBTA review is recommended, they have an additional two business days to review the revisions and respond.
- (c) 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. A subsequent SBTA review may be recommended.
- (d) 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.
- (e) 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.
- (g) Include the SBTA when emailing the SBA a copy of the approved subcontracting plan pursuant to FAR 19.302-3.

Note:

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

202.4 When does the GSA's Associate Administrator for OSDBU review subcontracting plans? (AA OSDBU Review)

Acquisitions with an estimated value equal to or exceeding \$50 million. The AA OSDBU will have 5 days after receipt of the [GSA Form 4006](#) to review the subcontracting plan and provide recommendations.

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

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

Topic 3: Contract Management.

Contract Reporting

This subtopic aligns to [FAR part 4](#).

Content in this section also applies to interagency agreements and RWAs using [sam.gov](#) (formerly FPDS) in accordance with [FAR 4.301](#).

203.1 Where can I find information about GSA's processes for contract reporting in [SAM.gov](#)? (Contract Reporting)

GSA's specific guidance for [sam.gov](#) contract reporting, including Procurement Instrument Identification (PIID) and Activity Address Codes (AAC) is found in the Insite Page for [contract reporting](#).

203.2 What must non-FAR based contracts and actions do for contract reporting? (Non-FAR Based Contract Reporting)

Non-FAR based contracts (e.g., real estate leases) and actions are not reported in [SAM.gov](#); however, instructions on how to access award data must be made available on the Acquisition Portal.

203.3 How should I satisfy contract reporting per FAR 4.301 when there is no GSA Contract Writing System (CWS) for my acquisition? (Contract Writing System)

All GSA actions must be reported to sam.gov through a CWS unless an approved exception exists. At GSA, a CWS will automatically report directly into [sam.gov](#) satisfying [FAR 4.301](#). If reporting to [sam.gov](#) via a CWS is not possible for your

acquisition, check the Contract Reporting page on the Acquisition Portal for further guidance on exceptions.

203.4 Which agency codes do I report to sam.gov for interagency acquisitions? (Agency Codes)

- GSA-funded: Use GSA codes for both “contracting agency” and “funding agency”
- Customer-funded: Use GSA codes for the “contracting agency” and the customer agency codes for the “funding agency”

Quality Assurance.

This subtopic aligns to [FAR part 46](#).

203.5 When should I use warranties of data? (Warranties of Data)

(a) A contracting officer can only use warranties of data if

- (1) There is written documentation that use of the warranty is in the Government’s best interest.
- (2) The contracting director concurs with the decision to use warranties of data.

(b) The contracting officer should consult with the technical manager when developing warranties of data.

203.6 Who can approve the use of warranties in cost reimbursement contracts? (CR Warranties)

Use either FAR Clause [52.246-3](#) or [52.246-8](#) (see [FAR 46.705\(a\)](#)). The contracting director must approve the use of any other warranties in cost reimbursement contracts.

HSPD-12.

This subtopic aligns to [FAR part 4](#).

203.7 What must GSA COs do to comply with HSPD-12 requirements? (HSPD-12)

(a) Contracting officers must follow the procedures contained in:

- [OMA 2181.1A ADM](#), Homeland Security Presidential Directive-12, Personal Identity Verification and Credentialing, and Background Investigations for Contractors;
- [ADM 54010.2A](#), General Services Administration Heads of Services and Staff Offices' and Requesting Officials' Roles and Responsibilities to Implement Homeland Security Presidential Directive-12; and
- The Insite page for [HSPD-12 Credentialing](#).

(b) Ensure compliance with:

- Managing contractor employee credentials during contract performance.
- Collecting HSPD-12 cards when the applicable contract ends or other applicable times.

Contracting officers may delegate these responsibilities to CORs.

See [301.9](#) for more specific HSPD-12 details during the post-award phase of the acquisition.

SAM.gov (formally FPDS).

This subtopic aligns to [FAR part 4](#).

203.8 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.

Topic 4: General Contracting Considerations.

Commercial Supplier Agreements.

204.1 What clauses do I need to use for Commercial Supplier Agreements? (Commercial Supplier Agreements)

- (a) For technology-related procurements, see [404.3-1](#), Technology.
- (b) For solicitations and contracts (including orders) see GSAR [532.706-3](#).

Buy American Act and Trade Agreements Act.

This topic aligns to [FAR part 25](#).

204.2 What happens if I'm buying an item on the list of "nonavailable articles" and before final offers are received, I discover that a domestic source of the item exists? (Nonavailable Articles)

The FAR ([25.104](#)) instructs contracting officers to submit documentation to the agency representative at the FAR Council. Therefore, send a notification through the [Acquisition Reviews Notification form \(101.13\)](#), explaining the item and providing all supporting documentation, to justify removal of the item from the list.

For further reference, see also [FAR 25.103\(b\)\(1\)\(iii\)\(C\)](#).

Protests, Disputes, and Appeals.

This topic aligns to [FAR part 33](#) and [GSAR part 533](#).

204.3 I received a protest. What should I do? (Protest)

Contact your assigned counsel as soon as possible. Review [GSAR part 533](#) and this [resource document](#) covering procedures for responding to protests.

204.4 Who serves as GSA's point of contact for non-agency protests? (Non-agency Protest)

The Office of the General Counsel (OGC), and specifically your assigned counsel, serves as the agency point of contact for protests filed with:

- Government Accountability Office (GAO)
- Court of Federal Claims

Unless specifically authorized by OGC, other agency personnel will not directly communicate outside the agency on these matters.

Improper Business Practices.

This topic aligns to [FAR part 03](#).

204.5 How do I report Improper Business Practices and Personal Conflicts of Interest, requirements? (Business Integrity & Ethics)

(a) If you are not the contracting officer and you become aware of any business integrity issues, immediately notify your respective contracting officer and designated Legal Counsel ([407.4](#)).

(b) In addition, to any contracting officer requirements found in [FAR part 3](#), if you are the contracting officer, you must immediately-

(1) Report to GSA's OIG the following types of violations or suspected violations:

- Gratuities clause (see [FAR 3.203](#)).
- Antitrust laws (see [FAR 3.303](#)).
- Covenant Against Contingent Fees (see [FAR 3.405](#)).
- 31 U.S.C. 1352, Limitation on use of appropriated funds (see [FAR 3.806](#))
- The types of contractor violations described in [FAR 3.1003\(b\)](#)
- The following misrepresentations by contractors:
 - That the products they have offered for sale on their contract are "domestic end products" or "domestic construction material" per [FAR 25.003](#) and they are in fact not, and
 - That the products they have offered for sale on their contract are "U.S.-made end products" per [FAR 25.003](#) and they are in fact not.

Provide sufficient facts along with any documentation surrounding the violation/suspected violation. For information about GSA's OIG, including contact information, see [407.5](#).

(2) Notify your designated HCA the following:

- Any violations or suspected violations described in paragraph (b)(1) above.
- Violations or suspected violations of procurement integrity laws (see [FAR 3.104-7\(a\)\(1\)](#) and [\(a\)\(2\)](#)).
- Final convictions for any violation of 18 U.S.C. 201-224 involving or relating to agency-awarded contracts (see [FAR subpart 3.7](#)).
- Final convictions for an offense punishable under 41 U.S.C. 2105 (see [FAR subpart 3.7](#)).

Provide sufficient facts along with any documentation surrounding the violation/suspected violation (e.g., for [FAR subpart 3.7](#) that might include a copy of or sufficient information about the final conviction).

(c) In addition, to any HCA requirements found in [FAR part 3](#), the HCA must notify the SPE via the [Acquisition Reviews Notification form](#) if they determine that urgent and compelling circumstances justify an award, or award is otherwise in the interests of the Government (see [FAR 3.104-7\(f\)](#)).

204.6 Where can I obtain a copy of GSA's fraud hotline poster? (Reporting Fraud, Waste, and Abuse)

In accordance with [FAR 3.1003\(c\)](#), [3.1004\(b\)\(2\)](#), and [FAR 52.203-14](#), GSA's fraud hotline poster can be obtained from [GSA's OIG website](#). For contracts funded with disaster assistance funds, GSA's fraud hotline poster may be displayed in addition to any required DHS fraud hotline poster (see [FAR 3.1003\(c\)\(2\)](#)).

Suspension and Debarment.

This topic aligns to [FAR subpart 9.4](#) and [GSAR part 509](#).

204.7 Where can I find GSA's procedures governing the debarment and suspension of contractors? (S&D)

See [304.1](#)

Topic 5: Special Categories of Contracting.

Economic Price Adjustment

This subtopic aligns to [FAR subpart 16.203](#).

205.1 How do I request approval for using an economic price adjustment clause (EPA) under FAR 16.203-4(d)? (EPA)

No approval is required to use [GSAR 552.216.90](#) for purposes of FAR 16.203-4(d). If you want to use a different EPA clause, submit a request for review and approval to GSAPILOTS@gsa.gov.

205.2 What do I need to consider when crafting the EPA method? (EPA Method)

EPA clauses help the contractor hedge risk. As such, inclusion of an EPA may permit them to offer better pricing, particularly for long-term contracts and for items with great market variability such as petroleum or precious metals.

If the solicitation includes [GSAR 552.216-90](#), you have broad discretion to create an EPA method tailored to the acquisition. When drafting the solicitation instructions, you must-

- (a) Describe what is required from offerors and the Government's expectations related to EPAs during performance. Instructions may include allowing offerors to propose the EPA method or requesting offerors to complete a specific format.
 - Allowing offerors to propose a fixed annual escalation is not an EPA. As a result, consider specifying in the instructions whether fixed annual escalation may be proposed as an alternative to or in combination with an EPA.
- (b) Ensure the EPA method includes, at a minimum, the following content:

(1) The mechanism(s) to be used to adjust pricing. See FAR 16.203-1(a) for a description of the three general EPA types. Examples of specific EPA mechanisms that can be used as a basis for an adjustment include:

- Outside economic indicators, such as the U.S. Bureau of Labor Statistics' Employment Cost Index
- The Contractor's established pricing, such as its commercial price list, commercial catalog, or other standard market pricing;

(2) The contract pricing subject to adjustment.

(3) Instructions for submission of EPA requests during contract performance; and

For example, ensure the instructions address:

- The process for Contractors to submit EPA requests, such as:
 - Whether requests must be submitted via email directly to the contracting officer or via some type of electronic system;
 - Any specific timing or frequency requirement or limitations that impact submission (e.g., limiting requests to no more than once per quarter)
- How to handle both upward and downward EPA requests;
- If applicable, the process for how Government EPA requests are to be handled.

(4) Any other specific requirements or limitations.

- An example could be requiring a fixed period of time for periodic adjustment of contract pricing (based on the mechanism) vs. adjusting pricing only after the contractor submits a request.

205.3 What are my responsibilities when evaluating an offeror's response to GSA's economic price adjustment clause? (Evaluating EPA)

If the solicitation includes [GSAR 552.216.90](#) and allows offerors to propose the EPA method or requests offerors to complete a specific format, you must:

- (a) Evaluate the offeror's response in accordance with the solicitation;
- (b) If applicable, seek clarification or enter into negotiations with an offeror;
- (c) Incorporate the EPA method into the resultant award.

Best Practices:

- Ensure the EPA method provides coverage for the full period of performance. This will avoid having to modify the EPA method after award of the contract to cover any gap in coverage.
- Ensure the mechanism(s) to adjust contract pricing doesn't overlap or duplicate other contract terms or conditions that authorize adjustment to contract pricing. Ensure that contingency allowances are not included in both the base price and adjustments under the EPA clause.

205.4 What types of price adjustments are not considered Economic Price Adjustments? (Non-EPA)

The following examples are types of price adjustments that are not considered EPAs:

- Adjustments based on statute or Executive Order, such as:
 - Service Contract Labor Standards (41 U.S.C. chapter 67); and
 - After-imposed taxes subject to FAR 52.223-9. In some circumstances tariffs would be after-imposed taxes.
 - Pricing established by the AbilityOne Commission pursuant to 41 U.S.C. chapter 85.

- Adjustments based on regulatory clauses or terms and conditions not based on statute or E.O., such as:
 - A change clause (e.g., paragraph (c) of FAR 52.212-4 or GSAR 552.212-4);
 - A price adjustment clause (e.g., [GSAR 552.238-117](#)); or
 - Terms and conditions that establish a fixed rate of escalation (e.g., “Pricing will increase 5% annually”).
- Adjustments based on non-regulatory terms or conditions, such as:
 - Contract-established discounts (e.g., volume discounts, percentage discount off of list price, prompt payment discount).

Supply Chain Risk.

This topic aligns to [FAR part 40](#) and [GSAR part 540](#).

205.5 Where can I find FASCSA orders that have been issued, but are not yet identified in SAM? (FASCSA Orders)

Information about Federal Acquisition Supply Chain Security Act (FASCSA) orders (see [FAR 40.204-1\(d\)](#)) can be found on the GSA Acquisition Portal [Information Security and Supply Chain Security Risk Management](#) page.

205.6 What is the procedure for requesting various C-SCRM waivers? (C-SCRM Waiver)

Certain waivers may be requested in accordance with [FAR 40.203-3\(a\)](#), [40.204-1\(e\)](#), [40.204-3\(a\)](#), or [40.204-4\(a\)](#).

(a) Talk with your manager and, if necessary, [your designated C-SCRM Advisor](#), to determine if you need a waiver.

(1) If a waiver is necessary, draft the request. Ensure that the request includes all the information required by the applicable FAR section. This may include information provided by the contractor (e.g., see [FAR 52.240-90\(g\)](#) and [52.240-91\(h\)](#)).

(2) Obtain your manager's approval of the request before sending it to designated legal counsel for legal sufficiency.

(b) After the request has been approved by your manager and designated legal counsel (for legal sufficiency), email the approved request to the SPE at spe.request@gsa.gov.

(c) The SPE's office will coordinate any additional reviews and will notify you of the decision or if additional information is needed.

205.7 What actions can assist me in assessing whether an exception or exemption applies? (Supply Chain Security)

To assess your acquisition for potential exceptions or exemptions in accordance with FAR 40.2, you can consider the following actions:

(a) *Procurement documentation.* For GSA assisted acquisitions, check the procurement package for any documentation regarding exceptions or exemptions.

- If necessary, connect with the requesting agency.

(b) *Review FAR provision [52.240-90](#).* Review this provision for a detailed breakdown of each prohibition, including any specific exceptions and exemptions.

(c) *Review FAR clause [52.240-91](#).* Review this clause for a detailed breakdown of each prohibition, including any specific exceptions and exemptions.

(d) *Statutory Requirements.* Consult sections 1823-1832 of The American Security Drone Act of 2023, Pub. L. 118-31, 137 Stat. 691 (codified at 41 U.S.C. Chapter 39, notes) for statutory prohibitions and related exemptions specific to American Security Drones.

(e) *Advisor Support.* Connect with your manager and, if necessary, the requesting agency and [your designated C-SCRM Advisor](#).

205.8 What should a SCRM evaluation factor include? (SCRM Eval Factor)

(a) Regardless of whether a solicitation includes GSAR provision [552.540-70](#) Notice of Evaluation of Supply Chain Risk, the acquisition team may decide to include a separate SCRM evaluation factor or subfactor.

(b) At a minimum, the SCRM evaluation factor or subfactor should:

- (1) State that the Government will evaluate supply chain risks associated with the offeror, proposed covered articles/services, and related supply chains;
- (2) Permit consideration of relevant risks (per the definition of supply chain risk information in [FAR 40.101](#));
- (3) Permit consideration of the nature, scope, severity, and potential impact of identified risks;
- (4) Permit consideration of offeror-provided mitigation information; and
- (5) State that risks presenting an unacceptable or unmitigable risk to the Government may render an offeror ineligible for award.

(c) [The attached is a sample SCRM evaluation factor](#) that can be included in a solicitation that does not include [GSAR 552.540-70](#), Notice of Evaluation of Supply Chain Risk.

205.9 Can I make an award to an offeror who provides an affirmative representation or a disclosure under FAR 52.240-90? (SCRM Disclosure)

(a) Generally, you cannot make an award unless an exception, exemption, or waiver applies.

- See FAR [52.240-90](#), [52.240-91](#), and [FAR subpart 40.2](#) for additional information regarding the scope of each prohibition and whether there are any exceptions, exemptions, or waiver possibilities.
- See [205.6](#) for information about how to obtain a waiver.
- See [205.7](#) for information about understanding if an exception or exemption applies.
- See [407.8](#) for information on reporting the disclosure.

(b) You may contact your C-SCRM Advisor and designated legal counsel for advice. [C-SCRM Advisors are identified on the GSA Acquisition Portal.](#)

Supply Chain Risk for GOV-wide Contracts.

This topic aligns to [FAR part 40](#) and [GSAR part 540](#).

205.10 When do I include the following GSAR provision and clause for Supply Chain Risk? (Supply Chain Risk)

(a) GSAR provision [552.240-70](#) and GSAR clause [552.240-71](#) must be included in:

(1) Federal Supply Schedule contracts; and

(2) GSA Governmentwide contracts.

(b) For other acquisitions, including the provision and clause is discretionary. Before including this provision and clause in other acquisitions-

(1) Provision. Consider-

- Whether the results of a risk assessment demonstrate that the evaluation of supply chain risk as part of the award decision (provision) or during contract performance (clause) is in the best interest of the Government.
- Whether the government-wide vehicle already evaluated supply chain risk as part of the award decision or includes controls to monitor supply chain risk throughout the duration of the award.

(2) Clause. Consider-

- Whether the results of a risk assessment demonstrate that monitoring of supply chain risk during contract performance (is in the best interest of the Government.
- Whether it's already included in the government-wide vehicle.

(c) Coordinate with your designated C-SCRM Advisor. [C-SCRM Advisors are identified on the GSA Acquisition Portal.](#)

(d) If you decide to include this provision, coordinate with your acquisition team to develop an appropriate supply chain risk evaluation factor or supply chain risk monitoring plan (see [205.4](#)).

205.11 What should a SCRM evaluation factor include? (SCRM Eval Factor)

See [205.8](#).

Letter Contracts.

This topic aligns to [FAR subpart 16.603](#).

205.12 What is the process for requesting an additional period for a letter contract? (Letter Contracts)

To authorize an additional period as described in FAR 16.603-2(c), submit a request to your designated HCA for review and approval. The request must include sufficient information justifying the need.

Transactional Data

205.13 What is the process to request new transactional data for my GSA-awarded GWAC or MAC? (New Transactional Data)

To request transactional data beyond what is stated in GSAR [552.216-75](#), submit a request for review and approval to GSAPILOTS@gsa.gov. The request must include sufficient information justifying the request.

Topic 6: Provisions and Clauses.

Instructions for Using Provisions and Clauses.

This topic aligns to [FAR subpart 52.1](#).

206.1 What are the instructions and procedures for using GSAR provisions and clauses? (GSAR Provision & Clauses)

The instructions and procedures in [FAR 52.1](#) apply to GSAR provisions and clauses.

If you are looking for ...	Go to ...
Information about numbering, prescriptions, introductory text, or dates of GSAR provisions or clauses	FAR 52.101
How to incorporate provisions and clauses	FAR 52.102
How to identify provisions and clauses	FAR 52.103
Procedures for modifying and completing provisions and clauses	FAR 52.104
Procedures for using alternates	FAR 52.105
Provisions and clauses prescribed in subpart 52.1	FAR 52.107

Tailoring Provisions and Clauses

206.2 What is the process for tailoring a FAR/GSAR provision or clause? (Tailoring)

To tailor a FAR provision or clause in accordance with FAR 12.205(d)(1) or tailor a GSAR provision or clause in accordance with GSAR [512.205\(c\)](#), you must —

- (1) Draft the request. At a minimum, the request must —
 - (a) Identify if the request is an individual or class.
 - (i) An individual request affects only one acquisition.

- (ii) A class request affects more than one acquisition. Tailoring of FSS clauses is considered a class.
 - (b) Include sufficient information to explain why tailoring is needed.
 - (c) Identify the proposed changes to the applicable provision(s) or clause(s).
- (2) For individual acquisitions, submit the request to the HCA for review and approval. Submit a copy of HCA approved requests to GSAPILOTS@gsa.gov.
- (3) For a class of acquisitions, submit the request for SPE review and approval to GSAPILOTS@gsa.gov.

206.3 Where can I find approved deviations? Can I use them? (Approved Deviations)

To find an approved deviation:

- For provision and clause divisions, see [206.3 \(Identifying Deviations\)](#).
- Approved deviations for provisions and clauses that have been through rule making are already incorporated in [GSAR 552](#).
- All other deviations can be found in the [GSA Acquisition Library](#).

You can use approved deviations only if they are applicable to your procurement.

206.4 I am using a provision and/or clause from an authorized FAR or GSAR deviation, is there anything I need to know? (Identifying Deviations)

Yes, if you are incorporating a provision or clause from an authorized deviation, which has not been incorporated into the FAR or GSAR, you must use the full text of the clause. Do not incorporate the deviated provision or clause by reference.

Also, when a FAR or GSAR provision or clause is used with an authorized deviation:

- Add “(FAR DEVIATION)” or “(GSAR DEVIATION)” after the date of the provision of the clause, as appropriate; and
- Add the following language to the beginning of the prescription, as appropriate:

- “FAR deviation. GSA has a deviation from FAR (provision or clause number)” or
- “GSAR deviation. GSA has a deviation from GSAR (provision or clause number)”.

206.5 My team is continuously modifying the same clause for repeated use; can we create any efficiencies to avoid this repetition? (Deviation Efficiencies)

Yes! See [401.2-1](#) and [401.2-2](#) for more information.

206.6 Are there any approved deviations for the provisions and clauses prescribed in FAR subpart 52.107? (Authorized Deviations)

Yes. GSA has a deviation from [FAR 52.252-5](#) that allows use of the provision and clause prescribed at GSAR 552.107-70 in lieu of the FAR provision at [52.252-5](#) and the FAR clause at [52.252-6](#).

Fill-in Information.

This topic aligns with various provisions and clauses.

206.7 How must I complete the fill-in information for the FAR Task-Order and Delivery-Order Ombudsman clause? (Ombudsman)

(a) When GSA is the ordering activity, complete the fill-in requirement for paragraphs (a) and (d)(2) of FAR 52.216-32 by inserting the following text: <http://www.gsa.gov/ombudsman>.

(b) Do not complete the fill-in information using the above text (a) when awarding a multi-agency contract or multiple-award contract. This is because the fill-in is to be completed by the ordering activity. However, you may include text that explains that the fill-in information required by this FAR clause is to be provided by the ordering activity.

Ordering Activities

206.8 How can I identify individuals and activities who are authorized to use my indefinite-delivery contract? (Ordering Activities)

(a) For acquisitions that include FAR 52.216-18, ensure the contract Schedule either:

- (1) Identifies the individuals and/or activities that may place order against the contract; or

SAMPLE TEXT

“Continuation of Schedule for FAR 52.216-18, Ordering

Authorized ordering activities

The following ordering activities are able to place orders and establish blanket purchase agreements against this contract:

[insert names of the individuals or activities.]

- (2) Explains the process that is to be used to issue orders against the contract.

SAMPLE TEXT

“Continuation of Schedule for FAR 52.216-18, Ordering

This contract may be used by entities authorized by the *[insert name of vehicle (e.g., OASIS)]* contracting officer.”

- The word Schedule used in this clause refers to the Schedule of Supplies/Services section of the contract form. If you are using a SF-1449 the Schedule is section 20.

(b) For internal GSA vehicles, the IDV should allow for ordering by any authorized contracting activity within GSA. This will reduce the need for duplicative IDVs. When awarding an IDV, email GSAPILOTS@gsa.gov with the contract information.

(d) When reporting to sam.gov (formerly FPDS), ensure the “who can order” field is completed accurately.

Minimum Guarantee

206.9 How do I establish a minimum guarantee for purposes of FAR 52.216-22? (Minimum Guarantee)

(a) When establishing a minimum guarantee, as described in paragraph (b), Alt I, and Alt II of FAR 52.216-22, insert text similar to the following somewhere in the Schedule:

SAMPLE TEXT

“Continuation of Schedule for FAR 52.216-22, Indefinite Quantity

Guaranteed Minimum

(a) *General.* The Government has no obligation to issue orders under this contract beyond the guaranteed minimum. The guaranteed minimum that the Government agrees to order during the full term of the contract, including options if exercised, is *[insert the dollar amount or minimum quantity of supplies or services]*.

(b) *Payment.* If the Contractor receives total orders for less than the guaranteed minimum, the Government will pay the difference between the amount ordered and the guaranteed minimum.”

- The word Schedule used in this clause refers to the Schedule of Supplies/Services section of the contract form. If you are using a SF-1449 the Schedule would be section 20.

(b) If applicable, consider adding additional text when-

- (1) There are conditions surrounding payment of the guaranteed minimum (e.g., Some GSA GWACs and MACs have transactional data requirements that need to be completed by the contractor in order for any outstanding amount to be paid). Recommend adding text similar to the following to paragraph (b) of the clause:

“Payment of any amount due under this clause shall be contingent upon the Contractor’s timely submission of reportable transactional data and fees pursuant to GSAR [552.216-75](#).”

- (2) The guaranteed minimum is not to be paid if the contract is terminated for cause or cancelled at the request of the contractor prior to payment of the guaranteed minimum. Therefore, it is not recommended to release the guaranteed minimum amount at the time of award. The contracting officer should consider adding text similar to the following to paragraph (a) of the clause.

“The guaranteed minimum is not owed and will not be paid if the contract is terminated for cause or if the contract is canceled at the request of the Contractor.”

(c) As necessary and where required, seek assistance from your management and other acquisition team members when developing content for this clause.

Chapter 3: Perform

This chapter covers GSA-specific post-award requirements.

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Topic 1: Contract Management.

Contract Reporting.

This topic aligns to [FAR part 4.301\(f\)](#).

301.1 How does GSA ensure timely and accurate reporting of contractual actions? (Contract Reporting)

- GSA processes for monitoring and timely reporting contracting actions are reflect on the Acquisition Portal at the [Contract Reporting Data Quality V&V](#) page.
- Heads of Contracting Activities (HCAs) must follow the “V&V” rules and guidance to properly conduct annual and quarterly contract file reviews.

Commercial Invoice Procedures.

This topic aligns to [FAR part 12.403](#).

301.2 I’m interested in using certified invoice procedures for commercial open market purchases. Can I use it for my procurement? (Certified Invoicing)

Yes. If advantageous to the government, contracting officers or non-warranted staff (with approval of the contracting officer in advance of purchase) can acquire commercial supplies or services on the open market from suppliers using a vendor’s invoice instead of a purchase order.

If interested, the acquisition team member must obtain approval from the GSA’s Office of Acquisition Policy’s PILOT Program (GSAPILOTS@gsa.gov) before using this procedure.

Contract File Retention.

This topic aligns to [FAR part 4.309\(b\)](#).

301.3 What are GSA's procedures for storage, handling, and contract files? (File Retention)

GSA's procedures to comply with [FAR 4.309\(b\)](#) are found on the Acquisition Portal page for [Records and Information Management](#).

Assignment of Claims.

This topic aligns to [FAR subpart 32.8](#) and [GSAR subpart 532.8](#).

301.4 What must a CO do when they receive notice of an assignment of claims by the contractor (or other assignee)? (Claims)

(a) The CO must acknowledge receipt of the assignment to the contractor and assignee and notify the contractor and assignee that all future invoices or other requests for payment under the contract must:

- Specify the name and address of the assignee, and
- Include a notation that payments due have been assigned

(b) If the assigned payments fall under an IDV that is solely for GSA use, provide a notice to all GSA offices that can place orders under the assigned IDV that states:

- The name and address of the assignee, and
- The CO instructed the contractor and assignee to specify the name and address of the assignee on all future invoices or requests for payment

Contractor Performance Reporting.

This topic aligns to [FAR part 42](#).

301.5 What are my responsibilities in the Contractor Performance Assessment Rating System? (CPARS)

Your responsibilities as it relates to the are reflect on the [Acquisition Portal CPARS page](#). Roles and responsibilities must be adhered to to ensure compliance with contractor performance reporting requirements.

301.6 How should I report past performance on classified contracts and special access programs? (Past Performance)

Past performance evaluations for classified contracts and special access programs should be reported in accordance with the requesting agency's (customer) procedures. Higher standards may be required for certain types of contracts that involve national security or other high security concerns. Consult your management about how to report these types of contracts.

301.7 Where do I report contractor non-compliance with FAR part 40 requirements in CPARS? (CPARS - Security)

Report any contractor non-compliance with [FAR part 40](#) requirements within the "Other" section of CPARS.

301.8 Where do I report contractor non-compliance with FAR part 40 requirements in CPARS? (CPARS - HSPD-12)

Report any contractor non-compliance with HSPD-12 requirements within the "Other" section of CPARS. See [301.9](#) for more information.

Contract Closeout.

This topic aligns to [FAR part 42](#).

301.9 Can I use any other procedures for cost-reimbursable contract closeout audit procedures? (Cost-reimbursable closeout)

Yes, applicable to FAS Contracting Officers only, [Class Deviation CD-2021-07](#) authorizes the following deviations to closeout procedures:

- The unsettled cost threshold in [FAR 42.507\(a\)\(2\)](#) is raised from \$1,000,000 to \$2,500,000.
- Defence Contract Audit Agency (DCAA) low risk memorandums may be used instead of the requirements in [FAR 42.505](#).
- Quick-closeout procedures can be found on this [resource page](#).

HSPD-12.

This topic aligns to [FAR part 4](#).

301.10 What must GSA COs do to comply with HSPD-12 requirements? (HSPD-12)

The CO (or COR if delegated) must:

(a) *Manage contractor employee credentials.* Managing credentials includes ensuring contractors return their credentials to the [GSA Office of Mission Assurance \(OMA\)](#) when their contract ends or any of their employees are unsuitable for credentials.

This includes:

(1) Filling out and submitting [GSA Form 850](#) to request or update [GSA Credential & Identity Management System \(GCIMS\)](#) as necessary.

(2) Conducting a PIV card review annually or prior to option exercise (whichever comes first in a given year) to verify the contact information in GCIMS is correct (e.g., contract number, contract period of performance, contractor point of contact).

(3) As part of this PIV card review COs must send letters to the contractor to determine continued need for access to contractor employees and return of PIV cards, requesting the contractor response within 15 days.

(b) *Taking action when contractors fail to return PIV cards or otherwise not comply with HSPD-12 contract requirements.* When this happens, COs may take the following actions:

(1) Withhold final payment.

(2) Include a narrative in the Contractor Performance Assessment Rating System (CPARS) explaining and evaluating the contractor's failure to return PIV cards or other government furnished property. This CPARS rating is considered a "Regulatory Compliance" evaluation factor.

(3) If you think the failure to return is willful, refer the contractor to the [Suspension and Debarment Official](#).

(4) Terminate the contract for repeated noncompliance or willful noncompliance.

Topic 2: Socioeconomic Programs.

Subcontracting Plan Reports.

This topic aligns to [FAR part 19](#) and [GSAR part 519](#).

302.1 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>.

302.2 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 SBTA 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>.

Subcontracting Performance.

This topic aligns to [FAR part 19](#) and [GSAR part 519](#).

302.3 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.

Contractor Payments to Subcontractors.

This topic aligns to [FAR part 32](#) and [GSAR part 532](#).

302.4 What must a CO do when they determine that a contractor's certification that it has paid its subcontractors is inaccurate in any material respect? (Sub Payment Certification)

- The CO must report the matter to the Office of Inspector General.
- Reference [FAR 32.112-1](#).

Topic 3: Contract Labor Laws.

This topic aligns to [FAR part 22](#) and [GSAR part 522](#).

Labor Law Requirements.

303.1 What actions must go to GSA Labor Advisors and Office of the General Counsel? (Labor Coordination)

(a) Contracting officers must submit the following actions to their Service-Level Labor Advisor.

- (1) Before notifying or furnishing information to DOL under [FAR 22.602](#) and [41 USC Chapter 65](#).

(2) Before submitting a request under [FAR 22.1002-1\(g\)](#) for administrative limitations, variations, tolerances, and exemptions from the Service Contract Labor Standards (SCLS).

(3) Unresolved labor issues (e.g. SCLS applicability).

(4) Requests for substantial variance hearings ([FAR 22.1002-3\(c\)](#)).

(b) After resolution at the Service-level, the Service-Level Labor Advisor must submit the action to the GSA Labor Advisor at GSALaborAdvisor@gsa.gov. The GSA Labor Advisor will submit requests to DOL as appropriate. Legal review of contractor labor relations matters may also be required under ADM 5000. ([407.4](#))

303.2 What are the procedures for reporting contractor labor disputes? (Reporting Labor Disputes)

The contracting officer must submit a written report of contractor labor disputes to the GSA Labor Advisor immediately upon identification. The report must include:

- (a) Nature of dispute and the location where the dispute occurred.
- (b) Affected contracts by contract number(s).
- (c) Potential or actual impact on GSA.
- (d) Any mitigation actions.

The GSA Labor Advisor will notify affected GSA contracting offices including the Service-Level Labor Advisor and determine next steps.

303.3 What are GSA's procedures for handling and referring complaints and matters for investigation related to labor standards? (Labor Complaints)

(a) *Complaints concerning employment of veterans:* After consulting with assigned legal counsel, the contracting officer forwards complaints to the cognizant Department of Labor office, copying GSALaborAdvisor@gsa.gov and the [GSA Office of Inspector General](#) ([407.5](#)).

(b) *DOL's Office of Federal Contract Compliance Programs (OFCCP)-related Complaints concerning employment of workers with disabilities.* After consulting with assigned

legal counsel, [follow OFCCP's compliant process](#), copying GSALaborAdvisor@gsa.gov, and the appropriate OIG Field Office ([407.5](#)).

(c) *Matters for Investigation concerning Forced/Indentured Child Labor*. The contracting officer refers to the [GSA Office of Inspector General](#) ([407.5](#)).

303.4 What are the contracting officer's responsibilities regarding withholding funds for liquidated damages and overtime pay or suspension of contract payments? (Labor Pay)

(a) When liquidated damages are contemplated, the contracting officer, as the agency approval authority for overtime, is responsible for:

- (1) Notifying and consulting, as appropriate, with GSA's Finance Office and the Office of the General Counsel when deciding to withhold payment or assess liquidated damages;
- (2) After making a final determination, instructing the Finance Office to either immediately release excess funds or begin collecting additional funds; and
- (3) Providing the contractor with written notification of intent to withhold the funds, including specific reasons and the amount. All written communications with the contractor, especially regarding dispute resolution (29 CFR Parts 4-8), must be coordinated with assigned legal counsel.

(b) When collecting liquidated damages, the contracting officer will:

- (1) Initiate collection by either:
 - Withholding funds from contract payments, or
 - Issuing a demand letter for payment if no funds were withheld or the amount withheld was insufficient.
- (2) The demand letter must state the intent to offset from the contractor's other Government contracts if payment is not made.
- (3) Provide the Finance Office with a:
 - Copy of the demand letter.

- Request to initiate collection action under 41 CFR 105-55 if payment is not made as demanded.

(c) Send to the appropriate head of contracting (HCA) for a decision under [FAR 22.302\(d\)](#).

303.5 Who has the authority to grant use of overtime to contractors? (Overtime)

The contracting officer is the agency approving official for contractor requests for overtime under [FAR 22.104-2](#).

303.6 What notifications must the contracting officer make concerning labor complaints, disputes, or contract termination for labor violations? (Labor Notifications)

(a) Contracting officers must provide a copy of all reports to the GSALaborAdvisor@gsa.gov mailbox.

(b) Conducting investigations of alleged labor violations.

- (1) Consult with legal counsel in accordance with ADM 5000.4 ([403.4](#)) and send the notification to the appropriate HCA for processing per [FAR 22.404-2\(c\)\(1\)\(vii\)\(B\)](#).
- (2) If warranted, submit a request to the appropriate Office of the Inspector General ([407.5](#)).

Topic 4: General Contracting Considerations.

Suspension and Debarment.

This topic aligns to [FAR subpart 9.4](#) and [GSAR part 509](#).

304.1 Where can I find GSA's procedures governing the debarment and suspension of contractors? (S&D)

- GSA's [Suspension and Debarment page](#) and FAQs for additional information.
- Referrals and disclosures to the Suspension and Debarment Official (SDO) must be submitted by email to suspension-and-debarment@gsa.gov.

Freedom of Information Act (FOIA).

This topic aligns to [FAR part 24](#).

304.2 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](#).

Handling Audits.

This topic aligns to [FAR part 42](#).

304.3 How do I handle contract audit reports? (Audit Reports)

To correctly handle contract audit reports, you must follow the procedures set out in [GSA Order ADM 2030.2 Internal Audit Follow-up Handbook](#).

Defense Priorities and Allocations System (DPAS)

This topic aligns to [FAR subpart 11.5](#)

304.4 What must a contracting officer do when a priority rating is placed on a contract or order? (Placing DPAS Orders)

All actions taken in regards to the appropriate DPAS rating authority must be reported on the [DPAS Reporting Tracker](#) within five (5) business days of awarding or modifying the contract or order. The tracker must be updated for any changes or cancellations of DPAS priority ratings, as applicable.

304.5 If after receiving the DPAS priority rating, the contracting officer determines it is no longer needed, can the DPAS priority rating be cancelled after it has been received? (Cancelling DPAS)

Contracting officers may cancel a contractor's DPAS priority rating if they determine it is no longer appropriate for the project (e.g., supply chain issues resolved, effective substitute identified, or procurement delays due to Commerce negotiations).

Topic 5: Special Categories of Contracting.

Economic Price Adjustment

305.1 When is it appropriate to revise the EPA method during contract performance? (EPA Method)

For contracts that include [GSAR 552.216-90](#), the EPA method may be revised through bilateral modification, per paragraph (d) of the clause. Examples of situations where it may be appropriate to revise the EPA method during contract performance are:

- Submission instructions or other requirements established in the EPA method have changed or need to change.
- There are unforeseen significant changes in market conditions, outside of the defined mechanisms established in the EPA method.
- The mechanism established in the EPA method no longer exists, has changed, or will change to the extent that it is determined to be no longer appropriate.
- New products, services, or solutions are being added that require a different mechanism than what is already established in the EPA method.
- A product, service, or solution will be or has been removed from the contract, negating the need for a specific mechanism.

For long term awards monitor (e.g., annually and prior to option exercise, etc.) the EPA method to ensure it continues to align with current market conditions, mechanisms, and the contract requirement(s).

Supply Chain Risk.

This topic aligns to [FAR part 40](#).

305.2 What are my post-award responsibilities regarding supply chain risks? (SCRM Responsibilities)

(a) Supply chain risk management does not end at award. It continues throughout performance, especially for contracts with long periods of performance. This is

because new threats and vulnerabilities can emerge over time during contract performance (e.g., new federal prohibitions, shifting geopolitical conditions, cyber threats, changes in ownership that could impact security or reliability, etc.).

(b) On-going monitoring of supply chain risk, as defined in [FAR 40.001](#), is especially important when the contract includes GSAR clause [552.540-71](#), Supply Chain Risk Monitoring.

(c) For GSA-funded acquisitions, when an IT security incident or supply chain event is identified, you must contact the IT Service Desk (see [407.8](#)) for additional information about reporting).

They can be reached via:

- Telephone: 1-866-450-5250
- Email: ITServiceDesk@gsa.gov
- [Self Service Portal](#)

(d) If you are the contracting officer, you must assess the severity of the supply chain risk and its impact to the Government and, where appropriate, work with the contractor to mitigate the risk. If the supply chain risk cannot be adequately mitigated, the contracting officer will need to determine the appropriate course of action, which may include requiring corrective action, declining to extend the period of performance, not exercising remaining option periods, or cancelling or terminating the contract.

Chapter 4: Support

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

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

Tab 2: GSA Acquisition Workforce

- Acquisition Career Development
- GSA Specific Roles and Responsibilities

Tab 3: Construction and Architect-Engineer

- Requirements that apply when acquiring construction and A-E contracts.

Tab 4: Technology

- Requirements that apply when acquiring technology contracts.

Tab 5: Federal Supply Schedule Program

- Requirements that apply when acquiring technology contracts.

Tab 6: Leasing of Real Property

- Requirements that apply when acquiring technology contracts.

Tab 7: Review, Approval, and Coordination

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

Tab 1: General Requirements

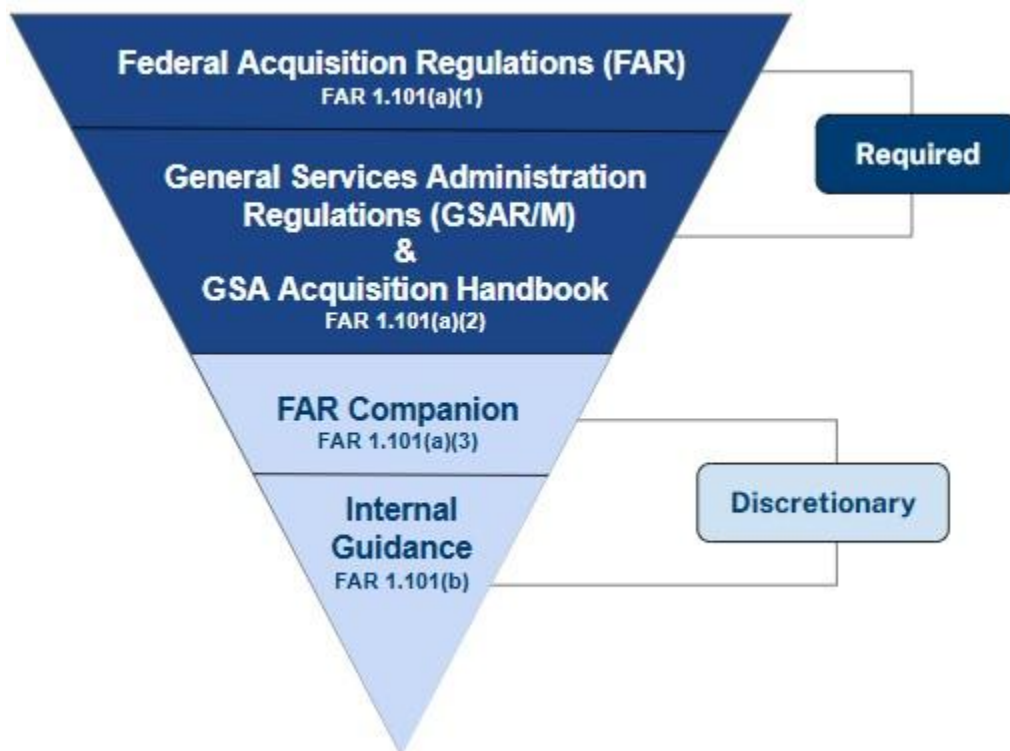
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Topic 1: Policy Framework.

This topic aligns to [FAR part 1](#).

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 as early as practicable.

Topic 2: Deviations.

This topic aligns to [FAR part 1](#).

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 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.

401.2-2 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 as early as practicable.
- Finding Approved Deviations.
 - For provision and clause divisions, see [206.3 \(Identifying Deviations\)](#).

- All other deviations can be found in the [GSA Acquisition Library](#).

Topic 3: Unsolicited Proposals.

This topic aligns to [FAR part 15](#).

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, forward it to OSDBU (UnsolicitedProposal@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 mailbox and meet the criteria at FAR [15.503](#) and [15.503-1\(b\)](#).

Topic 4: Delegation of Procurement Authority.

This topic aligns to [FAR part 1](#).

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](#).

Topic 5: Unauthorized Commitments.

This topic aligns to [FAR part 3](#).

401.5-1 How do I resolve an unauthorized commitment? (Unauthorized commitments)

(a) If you have to address an unauthorized commitment, first examine the ratification requirements found in [FAR 1.405](#).

(b) If [FAR 1.405](#) does not work, that is okay as some commitments cannot be ratified. In such instances, the contracting officer may recommend for payment to be made under a quantum meruit or quantum valebant basis.

(1) For services, quantum meruit lets you authorize payment based on the reasonable value of the work performed.

(2) For goods, quantum valebant lets you authorize payment based on the reasonable value of the goods delivered.

(c) To base payment on either of these conditions, there must be a showing that the Government has received a benefit. The CO must obtain concurrence of their assigned legal counsel before submitting the request for payment to the HCA or authorized delegate for review and approval. This authority cannot be delegated below the level of the contracting director.

Topic 6: GSA Forms.

This topic aligns to [FAR part 53](#).

401.6-1 What do I need to know about acquisition related GSA Forms? (GS Forms)

Individual offices, departments, or teams may utilize acquisition related GSA Forms as necessary to facilitate internal workflows, capture specific data, or manage unique processes. However, use of these forms must not contradict, supersede, or undermine any official GSA policy, procedure, or regulatory requirement, or create any information collection requirement or regulatory burden. When considering the use of forms, offices should ensure that such use aligns with GSA's overall mission,

promotes efficiency, and must maintain appropriate record-keeping standards. Use of official, identified GSA Forms should be prioritized when appropriate to ensure consistency and compliance.

(a) Current GSA Forms are available at the [GSA Forms Library](#) online.

(b) The Office of Administrative Services (OAS) owns official GSA Forms (per [GSA Order: GSA Internal Forms Management Program and Procedures OAS 1824.1A](#)). If you desire changes to a GSA Form or have questions about GSA Forms, contact OAS at executive-secretariat@gsa.gov and copy gsarpolicy@gsa.gov.

(c) Any proposed new or revised GSA acquisition related form must be submitted to the Office of Acquisition Policy for review and concurrence.

401.6-2 What do I need to know about acquisition related Standard Forms? (SF Forms)

Use Standard Forms as prescribed in the FAR and GSAR.

[SF2, U.S. Government Lease for Real Property](#), is not prescribed in the FAR, but at [GSAR 570.801](#). The National Office of Leasing (NOL) is responsible for maintaining the form.

For any proposed revision to the form, NOL must submit the form to the Office of Acquisition Policy for review and concurrence.

Tab 2: GSA Acquisition Workforce

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Topic 1: Warrants.

This topic aligns to [FAR part 1](#).

402.1-1 What actions do not require contracting or warrant authority? (Warrant Authority)

[FAR 1.402](#) provides an overview of a contracting officer's authority and responsibilities. However, the following actions do not require contracting or warrant authority to execute:

Sign training authorizations for public course offerings.
Sign travel documents.
Order supplies from GSA stock through GSA Advantage! or other electronic means.
Order printing and duplicating services from Government sources.
Sign Government Bills of Lading.
Sign system-generated orders for motor vehicles or for requisitions under the Federal Acquisition Service Special Order Program.
Authorize interagency transfers of funds.
Use the Government telephone systems for commercial long distance and local service and/or approving payments for such services.
Use the Federal Acquisition Service (FAS) nationwide contract for express small package transportation services and/or approving payments for such services.

Certify receipt and acceptance of goods or services. (This does not apply to certified invoices under [301.2](#).)

Approve system-generated authorizations or payments that do not exceed the micro-purchase threshold for motor vehicle maintenance service and/or repairs managed by the Electronic Maintenance and Repair Authorization System (EMRAS).

Topic 2: Career Development.

This topic aligns to [FAR part 1](#).

402.2-1 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 3: Supporting GSA's Acquisition Workforce.

402.3-1 What roles and responsibilities support GSA acquisition? (Roles and Responsibilities)

- [Roles, responsibilities, and contact information can be found here.](#)
- 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: Construction and Architect-Engineer Contracts

This tab aligns to [FAR part 36](#).

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Topic 1: Contract Administration

403.1-1 Can options be used for construction and architect-engineer contracts? (Construction Options)

Yes.

(a) The scope of work in the base contract at award must require the contractor to provide a discrete and fully functional deliverable. Options must not be used to incrementally deliver work required to fulfill the requirements of the scope of work for the base contract.

(b) Options for construction work may provide for an economic price adjustment based on cost or price indexes of labor or materials (see [FAR 16.203-4\(d\)](#)). Subject to the approval of the Head of the Contracting Activity (HCA), the contracting officer may develop and insert a project-specific price adjustment clause into the solicitation.

(c) When a construction contract provides for options with price adjustment (e.g., EPA, CMc GMP), the contracting officer must determine and consider the effect of the adjustment on prices under the option before the option is exercised.

403.1-2 How are construction contract payments processed? (Construction Progress Payments)

[GSA Form 184](#) is typically used to document satisfactory progress of work prior to processing each progress payment request submitted by the construction contractor in accordance with [FAR 52.232-5](#).

In order to ensure compliance with the Paperwork Reduction Act, this form should be completed by Government personnel or agents of GSA, such as construction management contractors (CMs), not by the general construction contractor.

403.1-3 When should you coordinate with the Inspector General for construction audits? (Construction Audits)

Any time contract audit services are required, the contracting officer must request support through the Inspector General for Auditing (see [407.5](#)).

Within the construction sector, this requirement pertains specifically to Construction-Manager-as-Constructor (CMc) contracts, see [403.3 CMc Construction](#).

Topic 2: Commercial Construction

403.2-1 When can construction acquisitions be conducted as commercial procurement? (Commercial Construction)

(a) For routine procurements involving construction, such as building maintenance updates, minor repairs or alterations, utilize commercial procedures in accordance with FAR part 12 to the maximum extent possible.

(1) Consider modifying FAR clause 52.212-4 to align with customary construction practices including unilateral changes, inspections, warranties and progress payments or include clauses from other FAR and GSAR parts.

(2) For construction contracts greater than \$35,000, the [SF 1442](#) should be considered instead of the traditional commercial [SF 1449](#), and the bonds or alternate payment protection provisions of FAR 28.102 apply.

(b) For more complex or major construction procurements, commercial procedures may be used as appropriate.

(c) Acquisitions not utilizing FAR part 12 procedures must [submit a non-commercial determination for formal review and approval](#).

403.2-2 I'm interested in using commercial procedures. Are there resources available to help? (Commercial Construction PILOT)

Yes, GSA is piloting a process for commercial construction procurements. For more information, and to test the process, email PILOT Program (GSAPILOTS@gsa.gov).

Topic 3: CMc Construction

403.3-1 What are Construction-Manager-as-Constructor contracts? (CMc)

“Construction-Manager-as-Constructor” (CMc) means the project delivery method where design and construction are contracted concurrently through two separate contracts and two separate contractors. Under the CMc delivery method, the Government awards a separate contract to a designer (i.e., architect-engineer contractor) and to a construction contractor (i.e., CMc contractor) prior to the completion of the design documents.

403.3-2 When are Construction-Manager-as-Constructor (CMc) contracts authorized? (CMc Use)

Contracting officers and project management teams who have received appropriate CMc training may use the CMc project delivery method for projects agreed upon as beneficial to GSA. GSA most commonly utilizes CMc contracts for prospectus level work.

Although CMc contracts are considered incentive-type contracts (see [403.3-4](#)), contracting officers are authorized to use the CMc project delivery method without completing a determination and finding as required by FAR [16.401-2](#).

403.3-3 When can a CMc contract solicitation be issued? (CMc Solicitations)

The solicitation should be issued only when the project design requirements have been developed to a sufficient degree of specificity to permit competition with meaningful pricing for the construction work. The contracting officer should obtain written documentation from the project manager that the project design is sufficiently actionable.

403.3-4 What contract type is a CMc contract? (CMc Contract Type)

CMc contracts are considered a variation of the fixed-price incentive (successive target) contract type, described in FAR [16.404-2](#), that is tailored for construction. The profit adjustment formula is accomplished via a shared savings ratio specified in the contract, as described at GSAR [536.7105-5](#).

403.3-5 What accounting methods are used for CMc contracts? (CMc Accounting)

CMc contracts are considered incentive contracts (see [403.3-4](#)), which typically require cost accounting standards (CAS) to be followed.

Individual projects may request a waiver to CAS by submitting an Acquisition Review Notification. See the [Acquisition Review page on the Acquisition Portal](#) for process instructions.

For projects with a CAS waiver, GSAR clause [552.236-80](#) Accounting Records and Progress Payments, is applicable, which requires use of Generally Accepted Accounting Principles (GAAP).

Topic 4: Architect-Engineer

403.4-1 Can short selection processes be used for architect-engineer procurements? (A-E Selection Process)

In accordance with FAR [36.202-4](#), GSA is authorized to use a short process for the selection of architect-engineer services.

403.4-2 Who may evaluate offers for architect-engineer procurements? (A-E Evaluators)

(a) Architect-engineer evaluation board members must be experts in the fields of architecture, engineering or related design professions, such as landscape architecture, urban design and interior design. Board members must also collectively have expertise in construction and have formal training in, or substantial and significant experience with, classical or traditional architecture.

(b) The majority of the board members must be GSA employees. Evaluation boards must not exceed five (5) voting members, including a maximum of one (1) representative of the client organization(s).

(c) Consistent with [FAR 7.503\(d\)\(7\)\(vii\)](#), private practitioners (e.g., GSA National Register of Peer Professionals, regional architecture professionals, community representatives) may participate as non-voting advisors in the activities of the evaluation board.

403.4-3 Who is the selection authority for architect-engineer procurements? (A-E Selection Authority)

(a) The Chief Architect of GSA is delegated as the selection authority for architect-engineer procurements and may re-delegate this authority as appropriate.

(b) If the selection authority does not concur with the recommendation from the evaluation board, the selection authority must provide to the contracting officer a written explanation of the reason.

403.4-4 What considerations must be addressed for architect-engineer procurements? (A-E Considerations)

(a) In accordance with [Executive Order 14344](#) and the explanatory statement for Pub. L. 119-75, acquisition teams should prioritize architecture that is visibly identifiable as civic buildings and reflects regional, traditional, and classical architectural heritage.

(b) Where the design of an applicable Federal public building is selected pursuant to a design-build competition under section 3309 of title 41, United States Code, list experience with classical or traditional architecture as specialized experience and technical competence in the phase-one solicitation, and give substantive weight to these factors when evaluating which offerors will be advanced to phase two.

403.4-5 What clause does a CO use to protect GSA's rights over designs and data for A-E contracts? (A-E Designs)

Use the FAR clause at 52.227-17 Rights in Data-Special Works in all solicitations, including those for commercial products and commercial services, for architect-engineer services and construction contracts involving architect-engineer services. The FAR clause at 52.227-17 protects the Government's rights over designs and data for these types of contracts.

Topic 5: Art in Architecture (AiA)

403.5-1 How can I plan for an art in architecture procurement? (Art in Architecture)

(a) *Market research.* To the extent practicable, acquisition teams should consider the GSA National Artists Registry to conduct market research, but may use alternative methods to identify sources, or a combination of these approaches.

(b) *Acquisition planning.* The acquisition team must coordinate with the [GSA Fine Arts Branch](#).

403.5-2 What procedures must be followed for an art in architecture procurement? (AiA Procedures)

- (a) Procurements should follow the simplified procedures of [FAR Part 12](#).
- (b) Solicitations must be posted through the System for Award Management Contract Opportunities at <https://www.sam.gov>.
- (c) Solicitations must require submission of a technical quote and a price quote. Artists on the GSA National Artists Registry may use their registry submission (i.e., [GSA Form 7437](#)) as part of their technical quote.
- (d) Evaluation factors need not be more detailed than technical, price, and past performance.
- (e) To allow artists to propose the best approach for the artwork to compliment the building, use outcome-based or performance based approaches rather than issuing a Statement of Work.
- (f) An advisory multi-step process or a phased evaluation can be used for art in architecture procurements.
- (g) All art in architecture contracts must be fixed price contracts.

403.5-3 Who may evaluate quotes for art in architecture procurements? (AiA Evaluators)

- (a) Art in architecture procurement evaluation panelists should collectively have distinct expertise relevant to the project, including knowledge of artwork and its long term care, the architect-engineer design philosophy for the project, the programmatic and functional needs of the Federal tenant, and the character of the community in which the project is located.
- (b) Consistent with [FAR 7.503\(d\)\(7\)\(vii\)](#), private practitioners (e.g., GSA National Register of Peer Professionals, regional art professionals, community representatives) may participate as non-voting advisors in the evaluation panel activities.
- (c) The selection authority appoints the evaluation panelists.

403.5-4 Who is the selection authority for art in architecture procurements? (AiA Selection Authority)

(a) The Chief Architect of GSA is delegated as the selection authority and may re-delegate as appropriate.

(b) If the selection authority does not concur with the recommendation from the evaluation panel, the selection authority must provide to the contracting officer a written explanation of the reason.

403.5-5 What considerations must be addressed for art in architecture procurements? (AiA Considerations)

In accordance with [Executive Order \(EO\) 13934](#), Building and Rebuilding Monuments to American Heroes, agencies should prioritize the commission of works of art that portray historically significant Americans or events of American historical significance or illustrate the ideals upon which our Nation was founded.

Topic 6: Buy American Act - Construction

This topic aligns to FAR [25.206](#).

403.6-1 Who is the GSA appropriate agency official for suspected fraud regarding construction materials under the Buy American Act? (BAA Fraud)

The GSA Office of Inspector General (IG). At any point in the acquisition lifecycle, if fraud is suspected, notify the IG in accordance with [FAR 25.206\(c\)\(4\)](#) (see also [407.5](#)).

Topic 7: Modifications

This topic aligns to FAR [part 43](#).

403.7-1 What form needs to be completed for construction-related modifications? (Constructions Mods)

(1) The Contracting Officer (or appropriate acquisition team member) must complete the [GSA Form 2437](#) for both stand-alone construction contracts and construction

orders under IDVs. This form must be completed before issuing a contract modification, including price if that will be determined in subsequent change orders.

(2) The [GSA Form 2437](#) is not required for unilateral administrative changes in accordance with [FAR 43.203\(b\)\(1\)](#).

403.7-2 Where can I find data regarding the definitization of equitable adjustments for change orders? (Construction Adjustments)

This data can be found at <https://www.gsa.gov/constructioncontractadmin>. This information satisfies [FAR 43.304\(B\)\(1\)\(ii\)](#).

Topic 8: Bonds and Insurance

This topic aligns to FAR [28.203](#).

403.8-1 What do I do if I have issues with the acceptability of individual sureties? (Unacceptable Sureties)

After coordinating with your assigned legal counsel ([407.4](#)):

- Refer evidence of possible criminal or fraudulent activities by an individual surety first to the Assistant Inspector General (IG) for Investigations or to the appropriate Regional Special Agent in Charge.
- The IG may conduct an investigation and, when appropriate, refer the matter to the Senior Procurement Executive.
- See GSA Acquisition Handbook [407.5](#) for the IG's contact information.

403.8-2 Who can exclude individuals from acting as a surety? (Excluding Sureties)

The PBS HCA may exclude individuals from acting as a surety on bonds in accordance with [FAR 28.203-5\(a\)](#).

Topic 9: Project Labor Agreements

This topic aligns to FAR [subpart 22.5](#).

403.9-1 What are GSA's policies and procedures regarding the use of Project Labor Agreements for large-scale Federal Construction Projects? (PLAs)

- (a) Contracting officers must require the use of PLAs in accordance with [FAR 22.5](#) for large-scale construction projects, unless an exception is granted.
- (b) The specific steps for requesting exceptions and reporting on PLAs can be found on the [Project Labor Agreement topic page of the GSA Acquisition Portal](#).
- (c) Contracting officers have discretion for deciding when and what PLA documentation is required for a procurement and must identify these requirements in the solicitation.

Topic 10: Semiannual Enforcement Reports

This topic aligns to FAR [subpart 22.4](#).

403.10-1 What is the process for submitting semiannual contract labor standards enforcement reports? (Labor Reports)

- (a) PBS head of contracting must consolidate regional and central data and submit a report containing the service and contact information in [FAR 22.404-2\(d\)](#) to GSALaborAdvisor@gsa.gov.
- (b) Deadlines: Submissions are due to the GSA labor advisor within 15 calendar days after each reporting period ends.
- (d) GSA Reporting: The labor advisor will consolidate all data into a final GSA report for the U.S. Department of Labor within 30 calendar days of the period's end. This report must follow the [FAR 22.404-2\(d\)](#), covering only specified compliance/enforcement data and including the responsible official's contact information.
- (d) Resources. [Sample report format](#).

Topic 11: Construction Metric System

This topic aligns to [FAR 11.102\(b\)](#)

403.11-1 Where should contracting officers go when addressing or facilitating the use of the metric system within GSA's construction projects? (Metric System)

GSA designates the [GSA Procurement Ombudsman](#) to also serve as the Construction Metrication Ombudsman. This official ensures that federal metrication policies — particularly regarding hard-metric concrete blocks and recessed lighting — are not implemented in a way that is impractical or disadvantages U.S. firms. The Construction Metrication Ombudsman handles issues specifically relating to the *Savings in Construction Act of 1996* and the *Metric Conversion Act*.

Tab 4: Technology

This tab aligns to [FAR part 39](#) & [FAR part 40](#).

- This tab covers requirements that apply when acquiring technology (e.g., Information Technology and Communication Technology (ICT) and Artificial Intelligence (AI)).
- Procuring Information Technology (including software and hardware) and Communication Technology (ICT) and Artificial Intelligence (AI) in accordance with GSA IT Directives [2160.1](#) & [2185.1](#).

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Topic 1: Definitions and Examples.

404.1-1 How does GSA define IT Security Incident? (IT Security Incident)

An IT security incident means an occurrence that meets any of the following criteria:

(a) Threat to Information or Systems

- Actually or imminently jeopardizes, without lawful authority, the integrity, confidentiality, or availability of information or an information system.

(b) Policy or Legal Violations

- Constitutes a violation or imminent threat of violation of law, security policies, security procedures, or acceptable use policies.

(c) Lost, Stolen, or Exposed Assets

- Results in lost, stolen, or inappropriately accessed Controlled Unclassified Information (CUI) (including Personally Identifiable Information (PII)).
- Results in lost or stolen GSA-owned devices (mobile phones, laptops, Personal Identity Verification (PIV) cards).
- Includes any other incident listed in CIO-IT-Security-01-02.

(d) Severe Operational Impairment

- Results in a situation that severely impairs, manipulates, or shuts down the operation of a system or group of systems.
- Examples include: Building Automation Systems, Heating, Ventilation, Air Conditioning (HVAC) systems, Physical Access Control Systems (PACS), Advanced Metering Systems, and Lighting Control Systems.

404.1-2 What are examples of Supply Chain Events? (Supply Chain Events)

Event Type	Details	Additional References
(a) Prohibitions	Suspected or confirmed violation of any of the prohibitions in FAR 40.202 .	N/A
(b) False Certification	False certification submitted under paragraph (e), (f)(1)(ii), or (f)(1)(iii) of FAR 52.240-90 , Security Prohibitions and Exclusions Representations and Certifications.	N/A
(c) Disclosure Submission	Submission of a disclosure under paragraph (g) of FAR 52.240-90 . See also FAR 40.203-2 for additional information.	See 205.2 for information about how to obtain a waiver. See 205.3 for information about understanding if an exception or exemption applies.
(d) Report Submission	Submission of a report under paragraph (h) of FAR 52.240-91 , Security Prohibitions and Exclusions. See also FAR 40.203-4 for additional information.	See 205.2 for information about how to obtain a waiver. See 205.3 for information about understanding if an exception or exemption applies.

Topic 2: Acquisition Planning and Market Research.

404.2-1 What if my acquisition plan includes procuring IT hardware, software, services (including SaaS), ICT, and AI? (CIO Coordination)

(a) *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.

(1) *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.

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

(1) Check the [GSA Enterprise Architecture Analytics & Reporting \(GEAR\)](#) platform for the list of currently approved software.

(2) For generative AI services, use [GSA's USAi platform](#).

(c) *Acquisition planning.*

(1) The acquisition plan must detail why solutions at (b)(1) and (b)(2) above will not satisfy the procurement, when applicable.

(2) 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).

(3) The Office of Chief Information Security Officer (OCISO) must review and approve GSA-funded acquisitions acquisitions that involve or may involve any of the following:

- Hardware devices that connect to the GSA enterprise network (wired or wireless) or the GSA building systems network.

- Critical software that meets the current definition of Critical Software Under [Executive Order \(EO\) 14028, Improving the Nation's Cybersecurity](#), as defined by the National Institute of Standards and Technology (NIST).
- Any GSA information system (see [404.1-1](#)).
- Software that supports a GSA information system (i.e. not end user software).

(d) *GSA IT Standards Process.*

(1) Ensure the requirement and solicitation include instructions for complying with the [GSA IT Standards Process](#).

(2) Ensure that appropriate security and privacy requirements are incorporated (not simply referenced) into the documentation and submit your acquisition to OCISO by completing and submitting the [IS Review form](#). After submission, the OCISO will review and notify you when their review is complete. Their notification may require the inclusion of solicitation or contract requirements for purposes of addressing cyber-supply chain risk requirements.

(e) *Commercial Supplier Agreements.* Coordinate with your assigned counsel for Commercial Supplier Agreements (or other End User License Agreements) considerations. See also [404.3-1](#).

(f) *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.

404.2-2 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.

404.2-3 What is the required process and order of preference GSA must follow when considering software code development, particularly before procuring custom-developed solutions? (Custom Code)

When developing software requirements, GSA must adhere to the following order of preference:

- (a) Software the Government already owns: For software intended for use by GSA, this requires checking the GSA IT Standards List . This list, found within the GSA Enterprise Architecture Analytics & Reporting Database on GSA's Acquisition Portal (<https://insite.gsa.gov/acquisitionportal>), indicates software approved for GSA use by the Chief Technology Officer.
- (b) Existing commercially-available software: If no suitable government-owned software exists, the next preference is to utilize commercial off-the-shelf software.
- (c) Custom-developed software code in conjunction with existing Government or commercial software: If the first two options are not sufficient, GSA may consider custom development that integrates with existing government or commercial solutions. For requirements for procuring custom-developed code, HB [404.2-4](#).
- (d) Custom-developed software code only: This is the last preference, to be considered only when other options are not viable. Requirements for procuring custom-developed code are also detailed in GSA Handbook Technology Tab.

For any requirement that anticipates (c) or (d), the acquisition team must coordinate with GSA IT (see 404.2-1(d) and (f)).

404.2-4 What are the GSA's requirements for custom-developed software code, particularly concerning open source principles, and what is the process for obtaining a waiver from these requirements? (Open Source)

- (a) When GSA procures custom-developed software code, the requirements must ensure that GSA obtains sufficient enforceable rights to directly publish and publicly host all custom-developed code in accordance with [GSA 2107.1A CIO](#).
- (b) Waiver. If an exception to these open source code requirements is necessary, pursue a waiver through the GSA Chief Information Officer (CIO) and retain the approved waiver in the contract file

(c) Coordinate with your assigned counsel to ensure all applicable data right clauses are included in the resulting contract or order.

Topic 3: Commercial Supplier Agreements.

404.3-1 What are the contracting officer's key responsibilities when acquisitions include Commercial Supplier Agreements? (Commercial Supplier Agreements)

For acquisitions with commercial supplier agreements, GSA's deviated commercial products and commercial services GSAR clause [552.212-4](#), prescribed in GSAR 512.205, incorporates statutory requirements, details the application of these statutory requirements to standard commercial supplier agreements, specifies common terms and conditions that are unacceptable to the Government, and identifies which terms cannot be tailored. The contracting officer must:

- (a) Carefully consider whether any updated terms meet the definition of material change in GSAR clause [552.212-4](#)(v)(1)(vi);
- (b) Identify objectionable terms not covered by the deviated clause. Examples include excessively restrictive license grants; order of precedence terms purporting to invalidate or override the terms of the Government contract; or other terms that are incompatible with the Government's needs;
- (c) Negotiate terms as necessary to meet the Government's needs and ensure Government rights are not negatively impacted;
- (d) Document the full commercial supplier agreement, including referenced terms, as addenda to the contract; and
- (e) Maintain a current and accurate copy of the updated commercial or license supplier agreement within the contract file.

Topic 4: Drones.

404.4-1 What is GSA's policy on unmanned aircraft, unmanned aircraft system, or covered unmanned aircraft system? (Drones)

(a) GSA is prohibited from owning and procuring unmanned aircraft systems (UAS) for use by GSA employees.

(b) If a GSA-funded acquisition involves the use of ancillary UAS, you must obtain approval prior to expending funds. This requirement applies to all contracts, orders, agreements, purchase card transactions, and any other purchasing mechanism that uses GSA funds. Requests for review and approval are to be submitted by completing this [form](#).

(c) GSA may conduct assisted acquisitions that use UAS. In these instances:

(1) The requesting agency is responsible for providing GSA copies of its UAS policies and procedures and identifying which requirements apply to the acquisition.

(2) As the servicing agency, the GSA CO is responsible for ensuring (c)(1) is included within the acquisition, as appropriate. For example, gaining assurances from the requesting agency that these requirements have been met, and ensuring that the requesting agency has obtained all required approvals from their agency representatives.

(d) Learn more about GSA's policy and procedures concerning UAS in [GSA Order OAS 5615.1. Cybersecurity-Supply Chain Risk Management](#); [GSA CIO-IT Security-20-104 - IT Security Procedural Guide: Drones/Unmanned Aircraft Systems](#).

Topic 5: Evaluation and Award.

404.5-1 What if GSA IT does not approve the IT or AI solution? (CIO Approval)

(a) 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.

(b) A statement reflecting (a) of this section must be included in the solicitation.

Topic 6: Post-Award Requirements.

404.6-1 Does GSA IT need to approve throughout the life of the requirement? (Continuous CIO Coordination)

(a) *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.

(b) *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.

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

404.6-2 What do I do if I am notified of an IT security incident or supply chain event? (Security Incident Notification).

(a) For GSA-funded acquisitions, promptly report any suspected or confirmed IT security incident or supply chain event (see [404.1-2](#) for examples) to the IT Service Desk.

The IT Service Desk can be contacted via-

- Phone Number: 1-866-450-5250
- Email: ITServiceDesk@gsa.gov
- [Self Service Portal](#)

(b) Provide as much information as possible, but do not delay in notifying the IT Service Desk in order to collect more information. The following is a list of the types of information you may provide:

- Your contact information.
- Solicitation/contract information (e.g., solicitation/contact number, name of offeror/contractor).
- Description of the incident/event.

- Any additional information, such as:
 - Date and time of the incident/event.
 - If applicable, the disclosure information provided by the offeror as required by FAR 52.240-90(g)(1).
 - The report provided by the contractor as required by FAR 52.240-91(h)(1).

(c) After notification, the IT Service Desk or designated representative (e.g., C-SCRM Advisor) may request additional information or work with you directly to resolve the issue.

(d) For non-GSA funded acquisitions, follow the requesting (funding) agency's requirements on how to report such incidents and events.

Tab 5: Federal Supply Schedule (FSS) Program

Use the designated resources and tools available in the [MAS Acquisition Topic Page](#) as helpful information for purposes of establishing and administering FSS contracts.

Topic 1: FSS Special Ordering Procedures	1
Topic 2: Transactional Data	1
Topic 3: Instructions for Using Provisions and Clauses	2
Topic 4: Evaluation and Award.	2
Topic 5: Sales Criteria.	2
Topic 6: Cancellation.	2
Topic 7: Modifications.	5

Topic 1: FSS Special Ordering Procedures

405.1-1 What is the process to establish, update, or rescind FSS special ordering procedures for a particular FSS, category, or SIN? (FSS Special Ordering Procedures)

To establish, update, or rescind FSS Special Ordering Procedures for a particular FSS, category, or SIN, submit a completed GSA Form 1649, Notification of Federal Supply Schedule Improvement to GSAPILOTS@gsa.gov.

Topic 2: Transactional Data

405.2-1 What is the process to request new transactional data? (New Transactional Data)

To request transactional data beyond what is stated in GSAR [552.238-80](#), submit a request for review and approval to GSAPILOTS@gsa.gov. The request must include a completed [GSA Form 1649, Notification of Federal Supply Schedule Improvement](#). The SPE or authorized designee will review and notify the requestor of their determination.

Topic 3: Instructions for Using Provisions and Clauses

405.3-1 How do I complete the fill-in information for FAR 52.216-22(d)? (FSS Indefinite-Quantity Fill-in)

Insert the following fill-in information in paragraph (d) of FAR 52.216-22:

“the completion of customer order, including options, 60 months following the expiration of the Federal Supply Schedule contract ordering period.”

405.3-2 Who completes the fill-in requirements for FSS GSAR clauses? (FSS clause fill-in)

The FSS PMO is responsible for properly completing the fill-in information for the following GSAR clauses:

- Paragraphs (a)(1) and (a)(3) of [552.238-77](#);
- Paragraphs (b)(1), (b)(3), and (c)(3) of [552.238-80](#). If paragraph (b)(3) is not applicable, insert Not Applicable;
- Paragraphs (b) and (f) of [552.238-82](#); and
- Paragraph (a) of [552.238-194](#).

405.3-3 Do I include the FAR cancellation clauses in my FSS contract? (Cancellation Clause)

No, FSS contracts only need to include GSAR [552.238-79](#). Do not include Alternate I or Alternate II of FAR clause 52.216-22.

Topic 4: Evaluation and Award.

405.4-1 What additional steps must I take when determining fair and reasonable pricing for an FSS offeror? (FSS price evaluation)

In determining fair and reasonable (F&R) pricing for FSS offers, FSS contracting officers (COs) must use the designated pricing resources and tools identified in the [MAS Acquisition Topic Page for price evaluation](#) as the first source of information.

(a) GSA PILOTS may establish an automated process for analyzing proposed pricing in terms of whether it falls within a pre-established F&R range. FSS COs have wide

latitude to exercise business judgment when making F&R price determinations. The pilot is intended to assist the FSS CO's F&R pricing review by flagging proposed pricing that falls outside the established range or lacks sufficient information, but the CO must still review the automated results and exercise business judgment when making F&R price determinations. Follow the order of preference in FAR 15.403-1(a). For more information, email GSAPILOTS@gsa.gov.

(b) FSS COs have wide latitude to exercise business judgment when making F&R price determinations and may rely on designated resources and tools when sufficient information is available. If the information provided by these resources and tools is insufficient, follow the order of preference in FAR 15.403-1(a).

Topic 5: Sales Criteria.

405.5-1 What actions should I take if a contractor fails to meet the established contract sales criteria? (Sales Criteria)

If the contractor's sales do not meet the applicable minimum dollar threshold identified in GSAR [552.238-194](#), you, as the FSS contracting officer, may consider:

- Not enforcing the requirement when determined to be in the Government's interest (e.g., there may have been circumstances that impacted the contractor's ability to obtain the sales during the time period).
- Requesting additional information or explanation from the contractor about how it intends to increase sales in the future (best practice);
- Declining to extend the term of the FSS contract (see GSAR [552.238-116](#));
- Canceling the contract in its entirety; or
- Pursuing other rights or remedies provided by law, regulation, or the contract terms to address the performance gap.

Topic 6: Cancellation.

405.6-1 How to approach FSS contract cancellation? (Cancellation)

Contract cancellation is a tool available to you, the contracting officer, under GSAR 552.238-79. This clause allows either party to cancel the contract in whole or in part.

Cancellation does not require any specific reason. The cancellation clauses only require written notice to the other party.

(a) While you, as the contracting officer, can cancel the contract without a specific reason, certain circumstances may lead you to consider cancellation, such as:

- Performance issues.
- Urgent or compelling reasons.
- The Contractor refuses to accept a contract modification.
- Supply chain risk(s) is/are identified that cannot be reasonably mitigated.
- Contractor non-compliance issues, such as:
 - Transactional data reporting requirements.
 - Contract fee reporting requirements.
 - Minimum sales requirements.
- The Government establishes a mandatory source that effectively replaces the need for the existing contract.
- The contractor is no longer performing work in the geographic area covered by the contract or SIN/Category.
- The product is no longer available (e.g., manufacturer discontinued) or the contractor is no longer able to sell the product (e.g., they are no longer an authorized reseller).
- There is no longer a requirement for the services or supplies provided under the contract.

(b) Keep in mind the contractor also has the ability to cancel the contract, in whole or in part, without a specific reason. Examples of situations where a contractor might consider cancelling the contract may include:

- The contractor has communicated an intent to stop, or is no longer performing work in the geographic area covered by the contract or SIN/Category.
- The product is no longer available or the contractor is no longer able to sell the product.
- The unit of measure has changed (e.g., pack of 6 is now pack of 8), thus the contractor needs to remove the discontinued product with the updated product.

Topic 7: Modifications.

405.7-1 What should I consider when evaluating a contractor's modification request to add products to the contract? (Modification Request)

You should generally treat modifications to add products to the contract like a new offer. For example, use the required pricing tools to determine price reasonableness. You should also prioritize items where a GSA customer is requesting items be added.

You should also be particularly vigilant when reviewing modification requests to add products that are the same or substantially the same as products that were recently deleted. When evaluating these proposed additions, compare the proposed price against the historical pricing of the deleted item. You may reject additions of the same or substantially equal items if the new price is found to be unreasonable relative to the price of the item previously removed.

In considering whether the new price is unreasonable, you may consider factors such as general market data, recency of removal, and any reasons why the product was previously removed and/or is being re-added. This is a key safeguard against "gamesmanship" — the practice of a contractor deleting items only to reintroduce them later at higher prices.

Tab 6: Leasing of Real Property

This tab aligns to GSAR 570.

- This tab covers requirements that apply to the acquisitions of leasehold interests in real property.

406.1-1 I'm interested in using commercial procedures. Are there resources available to help? (Leasing PILOTS)

Yes, GSA is piloting a process to use commercial acquisition procedures for leasing procurements. For more information, and to test the process, email the PILOTS Program (GSAPILOTS@gsa.gov).

Tab 7: Review, Approval, & Coordination

This tab aligns to various FAR parts as noted below.

407.1 GSA Administrator	1
407.2 Senior Procurement Executive	1
407.3 GSA Heads of Contracting Activity	2
407.4 GSA Office of General Counsel	4
407.5 GSA Inspector General	5
407.6 Congress	5
407.7 GSA Office of Mission Assurance	5
407.8 GSA IT	6

407.1 What actions require Administrator approval? (Administrator Approval)

Coordination with the SPE's office is required for submission to the Administrator through the [Acquisition Reviews Notification form](#). See [101.13](#) for process instructions.

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

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

When a notification is required, submit a notification through the [Acquisition Reviews Notification form](#). See [101.13](#) for process instructions.

FAR citation	Description of action	Is Notification Required?
3.104-4(a)	Authorize persons or entities to receive contractor bid or proposal information or source selection information.	Yes
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(b)	Request for a class justification above \$90,000,000.	Yes
9.405-1	Continuation of current contracts.	Yes
9.405-2	Restrictions on subcontracting.	Yes
30.202	Waivers for cost accounting standards.	Yes
31.004	Individual deviation from “cost principles” for a cost-type contract.	Yes

407.3 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). Unless, otherwise stated

When a notification is required, submit a notification through the [Acquisition Reviews Notification form](#). See [101.13](#) for process instructions.

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(b) , 12.001(c) , 18.001(c) and 18.001(d)	Make the head of the agency determinations described in FAR 12.001(b), 12.001(c), 18.001(c) and 18.001(d)	No
Part 3	Authorized to perform the agency head actions described in FAR part 3.	No
3.104-7(a)(1)	Is the designated individual described by FAR 3.104-7(a)(1). • In the event the HCA disagrees with the CO's "no impact" assessment, the HCA must advise the CO to withhold the award (see FAR 3.104-7(a)(1)(ii)) and proceed with processing the request accordingly (see FAR 3.104-7(b) through (f)).	No
9.503	Organizational and Consultant Conflicts of Interest waivers.	No
15.102(b)(2)(v)	Exemptions to using the uniform contract format when requesting proposals.	No
16.603-2(c)	Authorize an additional period for a letter contract	No
22.403(b)(6)	Serves as agency head for requesting an extension to a general wage determination modification.	SPE - No GSA Labor Advisor - Yes

22.404-2(c)(1)(vii)(B)	Certain labor notifications. See GSA Acquisition Handbook 303.1 .	SPE - No GSA Labor Advisor - Yes
28.203-5(a)	(PBS HCA) Excluding individuals from acting as a surety on bonds	No
32.402(e)(1) and 32.410	Contract terms concerning advance payments in a non-commercial acquisition must be approved by the HCA. This authority may be delegated to the Contracting Director or Contracting Executive, but not further below.	No
37.402-3	Advisory and assistance service contract determinations.	No

407.4 What actions must be coordinated with your assigned legal counsel? (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](#).

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

- (a) When you suspect evidence of possible criminal or fraudulent activities, or any waste or abuse, contact the [GSA Office of Inspector General](#).
- (b) For suspension and debarment (S&D) related activities, the IG may support consideration of S&D action, and determine whether to refer investigation to the S&D Official for consideration of proceedings. Generally, the S&D Official does not conduct investigations.
- (c) For contract audit services, the contracting officer must request support through the Inspector General for Auditing.

407.6 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.

407.7 Who can I contact for help with safeguarding information? (OMA Coordination)

For safeguarding classified information and Federal contract information as described in [FAR subpart 40.3](#), obtain assistance from GSA's Security and Emergency Management Division, Office of Mission Assurance (OMA). This includes seeking assistance with completing [DD Form 254](#) (see [FAR 40.302-2\(b\)](#)).

407.8 What do I do if I am notified of an IT security incident or supply chain event? (IT Coordination)

(a) For GSA-funded acquisitions, promptly report any suspected or confirmed IT security incident or supply chain event (see [404.1-3](#) for examples) to the IT Service Desk. The IT Service Desk can be contacted via-

- Phone Number: 1-866-450-5250
- Email: ITServiceDesk@gsa.gov
- [Self Service Portal](#)

(1) Provide as much information as possible, but do not delay in notifying the IT Service Desk in order to collect more information. The following is a list of the types of information you may provide:

- Your contact information.
- Solicitation/contract information (e.g., solicitation/contact number, name of offeror/contractor).
- Description of the incident/event.
- Any additional information, such as:
 - Date and time of the incident/event.
 - If applicable, the disclosure information provided by the offeror as required by [FAR 52.240-90\(g\)\(1\)](#).
 - The report provided by the contractor as required by [FAR 52.240-91\(h\)\(1\)](#).

(2) After notification, the IT Service Desk or designated representative (e.g., C-SCRM Advisor) may request additional information or work with you directly to resolve the issue.

(b) For non-GSA funded acquisitions, follow the requesting (funding) agency's requirements on how to report such incidents and events.