Part 553 - Forms

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Parent topic: General Services Administration Acquisition Manual

Subpart 553.1 - General

553.101 Requirements for use of forms.

Parts 501–552 and 570 prescribe the requirements for use of GSA forms illustrated or referenced in this part. You may identify the prescription as follows:

(a) *Forms available on-line*. The list of forms available on-line in 553.370-1 identifies the basic prescription for each referenced form.

(b) *Illustrated forms*. The prescription for each illustrated form is identified by a cross-reference shown on the illustration. When a form is mentioned in more than one place in this regulation, the section referenced on the illustration is the section that contains the basic prescription.

553.102 Current editions.

You must use the current edition of the forms identified in subpart 553.3 unless otherwise authorized under this regulation.

553.170 Establishing and revising GSA Forms.

(a) GSA Order OGP 1824.1, GSA Forms Management Program Handbook, outlines requirements, responsibilities, standards, policies, and procedures for the GSA Forms Management Program, including the instruction that.

(i) If two or more GSA Services or Offices use an acquisition related GSA form, the Office of Acquisition Policy maintains the form.

(ii) If only one GSA Service or Office uses a GSA form or if the form is used for a contract type unique to one Service or Office (e.g.,construction contracts), that Service or Office is responsible for

maintaining the form.

(b) To establish a new GSA Form, request changes to an existing form, or cancel an existing form, please reference the FAQs found at the GSA Forms library at https://www.gsa.gov/reference/forms.

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

Subpart 553.3 - Forms Used in Acquisitions

553.300 Listing of Standard, Optional, and Agency forms.

(a) This subpart lists standard and GSA forms prescribed or referenced in Parts 501–551 and 571.

(b) This subpart does not list standard forms listed in the FAR.

(c) Access the forms listed below on the GSA Forms Library at https://www.gsa.gov/forms.

Form No.	Title	Reference(s)
Standard Form 2	U.S. Government Lease for Real Property	570.801
Standard Form 33	Solicitation, Offer, and Award	514.201-2
GSA Form 184	Construction Progress Report	532.103
GSA Form 184A	Construction Progress Report (Work Branch Breakdown)	532.103
GSA Form 184B	Construction Progress Report (Change Order Breakdown)	532.103
GSA Form 300	Order for Supplies and Services	513.302-70(b), 505.503, 570.502-2
GSA Form 300A	Order for Supplies and Services (Continuation)	513.302-70(a)(3)
GSA Form 308	Notice of Inspection	552.246-71
GSA Form 527	Contractor’s Qualifications and Financial Information	509.105-1(a)

Form No.	Title	Reference(s)
GSA Form 533-1	Administrative Difference Statement for Temporary Duty Travel	532.7204
GSA Form 1142	Release of Claims	532.905-70(b), 552.232-5, 552.232-72
GSA Form 1217	Lessor’s Annual Cost Statement	570.802(d)
GSA Form 1364	Proposal to Lease Space	570.802(c)
Standard Form 1402	Certificate of Appointment	501.603-3
Standard Form 1409	Abstract of Offers	514.403
Standard Form 1447	Solicitation/Contract	514.201-2
Standard Form 1449	Solicitation/Contract/Order for Commercial Products and Commercial Services	514.201-2
GSA Form 1458	Motor Vehicle Maintenance, Repair and Service Purchase Order	513.302-70(c)
GSA Form 1535	Recommendation for Award	514.404-2, 514.408-70
GSA Form 1535-A	Recommendation for Award(s) Continuation	514.408-70
GSA Form 1611	Application for Shipping Instructions and Notice of Availability	552.238-107
GSA Form 1649	Notification of Federal Supply Schedule Improvement	538.273, 538.7201
GSA Form 1678	Status Report of Orders and Shipments	552.242-70(a), 552.242-70
GSA Form 1766	Structured Approach Profit/Fee Objective	515.404-70(e)

Form No.	Title	Reference(s)
GSA Form 2010	Small Purchase Tabulation Source List/Abstract	513.106-3
GSA Form 2419	Certification of Progress Payments Under Fixed-Price Construction Contracts	552.232-5
GSA Form 2437	Findings of Fact for Contract Modification	543.204
GSA Form 2689	Small Business Analysis Record	519.202-1, 519.502-70
GSA Form 3186	Order for Supplies or Services	513.302-70(c)
GSA Form 3186B	Order for Supplies or Services (EDI)	513.302-70(c)
GSA Form 3409	Personal Qualifications Statement for Appointment as Contracting Officer	501.603-2(e)(1)
GSA Form 3410	Request for Appointment	501.603-2
GSA Form 3471	Abstract of Offers	514.403(c)
GSA Form 3521	Blanket Purchase Agreement	513.303-3
GSA Form 3626	U.S. Government Lease for Real Property (Short Form)	570.801,570.802(a)
GSA Form 8002A	Motor Vehicle Requisition Status	513.302-70(d)
GSA Form 8002B	Motor Vehicle Delivery Order (Incomplete)	513.302-70(d)