Subpart 11.2 - Using and Maintaining Requirements Documents

Parent topic: Part 11 - Describing Agency Needs

11.201 Identification and availability of specifications.

(a) *Solicitations* citing requirements documents listed in the General Services Administration (GSA) Index of Federal Specifications, Standards and Commercial Item Descriptions, available on the DoD *Acquisition* Streamlining and Standardization Information System (ASSIST) website, or listed in other agency index *shall* identify each document's approval date and the dates of any applicable amendments and revisions. Do not use general identification references, such as "the issue in effect on the date of the *solicitation*." *Contracting offices* will not normally furnish these cited documents with the *solicitation*, except when-

(1) The requirements document *must* be furnished with the *solicitation* to enable prospective contractors to make a competent evaluation of the *solicitation*;

(2) In the judgment of the *contracting officer*, it would be impracticable for prospective contractors to obtain the documents in reasonable time to respond to the *solicitation*; or

(3) A prospective contractor requests a copy of a Government promulgated requirements document.

(b) *Contracting offices shall* clearly identify in the *solicitation* any pertinent documents not listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions or ASSIST. Such documents *shall* be furnished with the *solicitation* or specific instructions *shall* be furnished for obtaining or examining such documents.

(c) When documents refer to other documents, such references *shall*–

(1) Be restricted to documents, or appropriate portions of documents, that apply in the *acquisition*;

(2) Cite the extent of their applicability;

(3) Not conflict with other documents and provisions of the *solicitation*; and

(4) Identify all applicable first tier references.

(d)

(1) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101–29, *may* be viewed at the ASSIST website at https://assist.dla.mil.

(2) Most unclassified Defense specifications and standards *may* be downloaded from the ASSIST website at https://assist.dla.mil.

(3) Defense documents not available from the ASSIST website *may* be ordered from the Defense Standardization Program Office by—

(i) Using the ASSIST feedback module at https://assist.dla.mil/feedback; or

(ii) Contacting the Defense Standardization Program Office by telephone at 571–767–6888 or email at assisthelp@dla.mil.

(4) The FIPS PUBS *may* be obtained from—

http://www.itl.nist.gov/fipspubs/, or purchased from the-

Superintendent of Documents, U.S. Government Publishing Office, Washington, DC 20402, Telephone (202) 512-1800, Facsimile (202) 512-2250; or

National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 22161, Telephone (703) 605-6000, Facsimile (703) 605-6900, Email: orders@ntis.gov.

(e) Agencies *may* purchase some nongovernment standards, including voluntary consensus standards, from the National Technical Information Service's Fedworld Information Network. Agencies *may* also obtain nongovernment standards from the standards developing organization responsible for the preparation, publication, or maintenance of the standard, or from an authorized document reseller. The National Institute of Standards and Technology can assist agencies in identifying sources for, and content of, nongovernment standards. DoD activities *may* obtain from the Defense Standardization Program Office those nongovernment standards, including voluntary consensus standards, adopted for use by defense activities.

11.202 Maintenance of standardization documents.

(a) Recommendations for changes to standardization documents listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions *should* be submitted to the-

General Services Administration Federal Supply Service Office of *Acquisition* Washington, DC 20406.

Agencies *shall* submit recommendations for changes to standardization documents available at the ASSIST website to the cognizant preparing activity.

(b) When an agency cites an existing standardization document but modifies it to meet its needs, the agency *shall* follow the guidance in Federal Standardization Manual and, for Defense *components*, DoD Manual 4120.24, Defense Standardization Program (DSP) Procedures.

11.203 Customer satisfaction.

Acquisition organizations *shall* communicate with customers to determine how well the requirements document reflects the customer's needs and to obtain suggestions for corrective actions. Whenever practicable, the agency *may* provide affected industry an opportunity to comment on the requirements documents.

11.204 Solicitation provisions.

(a) The *contracting officer shall* insert the provision at 52.211-1, Availability of Specifications Listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, in *solicitations* that cite specifications listed in the Index that are not furnished with the *solicitation*.

(b) The *contracting officer shall* insert the provision at 52.211-2, Availability of Defense Specifications, Standards, and Data Item Descriptions in the *Acquisition* Streamlining and Standardization Information System (ASSIST) website, in *solicitations* that cite specifications available in ASSIST that are not furnished with the *solicitation*.

(c) The *contracting officer shall* insert a provision substantially the same as the provision at 52.211-3, Availability of Specifications Not Listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, in *solicitations* that cite specifications that are not listed in the Index and are not furnished with the *solicitation*, but *may* be obtained from a designated source.

(d) The *contracting officer shall* insert a provision substantially the same as the provision at 52.211-4, Availability for Examination of Specifications Not Listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, in *solicitations* that cite specifications that are not listed in the Index and are available for examination at a specified location.