

# DOSAR PART 653 - FORMS

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## **PART 653 - FORMS**

### **653.000 Scope of part.**

This part prescribes DOSAR forms in addition to those provided in [FAR Part 53](#).

### **Subpart 653.1 - General**

#### **653.101 Requirements for use of forms.**

##### **653.101-70 Policy.**

The forms in [FAR Subpart 53.2](#) or Subpart [653.2](#) shall be used as prescribed therein, except when the use of any form is prohibited by or inconsistent with local laws, or the supplies or services could not be obtained if the form were used. The contracting officer shall justify the exclusion of any form in accordance with [FAR Subpart 1.4](#) and [601.470](#).

### **653.110 Continuation sheets.**

The provisions of [FAR 53.110](#) also apply to forms prescribed in the DOSAR.

## **Subpart 653.2 - Prescription of Forms**

### **653.200 Scope of subpart.**

This subpart prescribes or references optional and DOS forms for use in acquisition. Consistent with [FAR 53.200](#), this subpart is arranged by subject matter, in the same order as and keyed to the parts of the DOSAR in which the form usage requirements are addressed.

### **653.203 Improper business practices and personal conflicts of interest.**

#### **653.203-70 DOS form DS-1926, Proprietary Information - Cover Page.**

As prescribed in 603.104-5(c), DS-1926 may be used as a cover page to mark proprietary information.

#### **653.203-71 DOS form DS-1927, Source Selection Information - Cover Page.**

As prescribed in 603.104-5(c), DS-1927 may be used as a cover page to mark source selection information.

### **653.204 Administrative matters.**

#### **653.204-70 DOS forms (DS-1928, DS-1929, DS-1930, DS-1771).**

(a) As prescribed in [604.803-70](#) (a)(1), (b)(1) and (b)(3), the following forms are prescribed for use in documenting contract files:

(1) DS-1969, *Procurement Request Form (Domestic)* . DS-1969 is prescribed for mandatory use by domestic contracting activities to document procurement requests exceeding the simplified acquisition threshold. The form is optional for requirements not exceeding the simplified acquisition threshold.

(2) DS-1970, *Procurement Request Form (Abroad)* . DS-1970 is prescribed for optional use by overseas contracting activities to document procurement requests exceeding the simplified acquisition threshold.

(3) DS-1928, *Contract Administration File* . DS-1928 is prescribed for use by offices which prefer to have a separate file folder for contract modifications or delivery orders.

(4) DS-1929, *Overseas Contract File Table of Contents* . DS-1929 is prescribed for mandatory use by overseas posts for documenting contract files.

(5) DS-1930, *Domestic Contract File Table of Contents* . DS-1930 is prescribed for mandatory use by domestic contracting activities for documenting contract files.

(b) As prescribed in [604.804-70\(d\)\(1\)](#) and [642.1503-70\(c\)](#), DS-1771, *Contractor Evaluation Statement* , may be used as an contractor evaluation form for services other than construction or architect-engineering.

**653.213 Simplified acquisition procedures (SF's 18, 30, 44, 1165; OF's 347, 348).**

**653.213-70 DOS forms (DS-2076, DS-2077, OF-127, DS-1918, DS-1919, DS-1920, DS-3014).**

As provided in [613.307](#) and [613.307-70](#), the following forms are prescribed for use in simplified acquisitions, delivery orders, blanket purchase agreements, and purchase card transactions exceeding \$2,500 but not exceeding \$25,000:

(a) *DS-2076, Purchase Order, Receiving Report and Voucher* , and *DS-2077, Continuation Sheet* . DS-2076 and DS-2077 are prescribed for use by overseas contracting activities in lieu of the OF-347 and OF-348, as specified in [613.307\(b\)\(2\)](#);

(b) *Optional Form (OF) 127, Receiving and Inspection Report*. OF-127 is prescribed for use by overseas contracting activities as a receiving report when using the OF-206, as specified in [613.307\(b\)\(2\)](#). The OF-127 may be used as a receiving report in conjunction with other contract forms (e.g., SF-26, SF-33) by both domestic and overseas contracting activities.

(c) *DS-1918, Purchase Order File*. DS-1918 is prescribed for use in recording and documenting relevant data pertaining to open market simplified acquisitions, as specified in [613.307-70](#).

(d) *DS-1919, Delivery Order File*. DS-1919 is prescribed for use in recording and documenting relevant data pertaining to delivery orders issued against GSA mandatory and non-mandatory schedule contracts, as well as Department of State and other agency contracts, as specified in [613.307-70](#).

(e) *DS-1920, Blanket Purchase Agreement (BPA) File*. DS-1920 is prescribed for use in recording and documenting relevant data pertaining to Blanket Purchase Agreements, as specified in [613.307-70](#).

(f) *DS-3014, Purchase Card Transaction File (Actions Exceeding \$2,500 Through \$25,000)* . DS-3014 is prescribed for use in recording and documenting relevant data pertaining to purchase card orders exceeding \$2,500, but not exceeding \$25,000, as specified in [613.307-70](#).

#### **653.217 Special contracting methods.**

##### **653.217-70 DOS form DS-1921, Award/Modification of Interagency Acquisition Agreement.**

As prescribed in 617.504-70(b), DS-1921 is prescribed for use when awarding or modifying Economy Act Interagency Acquisition Agreements where the Department is the requesting agency.

#### **653.219 Small business programs.**

##### **653.219-70 DOS form DS-1910, Small Business Agency Review - Actions Above the Simplified Acquisition Threshold.**

As prescribed in [619.501](#)(c), DS-1910 is prescribed for use in documenting set-aside decisions.

##### **653.219-71 DOS form DS-4053, Department of State Mentor-Protégé Program Application .**

As prescribed in 619.102-70(i), DS-4053 is prescribed for use in applying for an agreement under the Department of State Mentor-Protégé Program.

#### **653.242 Contract administration.**

##### **653.242-70 DOS form DS-1924, Certificate of Appointment.**

As prescribed in [642.270](#)(f)(2), DS-1924 is prescribed for use in appointing Contracting Officer's Representatives.

#### **653.246 Quality assurance.**

##### **653.246-70 DOS form OF-127, Receiving and Inspection Report.**

As prescribed in [646.104](#)(c), the OF-127 may be used to document inspection and acceptance activities.