

General Services Administration  
Washington, DC 20405

APD 2800.12B, CHGE 27  
March 25, 2009

## GSA ORDER

Subject: Amendment 2009-01, GSAR Case 2006-G512, Rewrite of GSAR Part 509, Contractor Qualifications (Change 27)

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM).
2. Background. The General Services Administration (GSA) issued a final rule to amend the General Services Administration Acquisition Regulation (GSAR) as part of the GSAM Rewrite Project. There are a number of changes to the policies, forms, and clauses in GSAM Part 509, as well as general editing throughout the part.  
  
GSA published GSAR Case 2006-G512, Change 27, final rule, in the *Federal Register* at 74 FR 12731, March 25, 2009.
3. Effective date. April 24, 2009.
4. Explanation of changes. To amend the GSAM by revising and updating references and titles and deleting redundant supplementary material. In accordance with FAR 1.302, FAR (Governmentwide) forms and clauses were given preference over GSA-unique forms and clauses wherever possible.

In Subpart 509.1, the GSA Form 353 was deleted, as was 553.370-353-I, Instructions for completing GSA Form 353, Performance Evaluation & Facilities Report (PEFR). The GSA Form 527, Contractor Qualifications and Financial Information, was retained, but associated text was modified to authorize its use “only after exhausting other available sources of information” in accordance with FAR 9.105-1.

GSAM Subpart 509.2 was deleted because it contained only a clause that was cancelled in the rewrite. GSAM 52.209-70, Product Removal from Qualified Products List, was deleted because it is redundant to FAR Parts 8 and 49 termination-for-default authorizations and required clauses.

Three GSA-unique clauses prescribed in Subpart 509.3 are cancelled; they are: 552.209-71, Waiver of First Article Testing and Approval Requirement, 552.209-72, Supplemental Requirements for First Article Approval—Contractor Testing, and 552.209-73, Supplemental Requirements for First Article Approval—Government Testing. Any additional information required for inclusion by the associated FAR

clauses can be included in the Special Instructions section of the solicitation/contract rather than in a stand-alone clause.

Subpart 509.4 was revised to eliminate redundancies and ambiguous statements, clarify terms, and incorporate the fact-finding procedures that were published in Acquisition Letter V-08-06.

5. Cancellations and Rescissions:. Acquisition Letter V-08-06, entitled Changes to Procedures for Conducting Fact Finding in a Debarment/Suspension Case Under GSAM Subpart 509.4; GSA Form 353, entitled Performance Evaluation and Facilities Report; AA\_2007-07, entitled Use of GSA Form 527; AA-2007-01, entitled Use of Contractor Past Performance; AA\_2006-03, entitled Responsibility Determinations Involving Contractor Tax Issues; and AA\_2005-01, entitled "Responsibility Determination of Prospective Contractors".

6. Filing instructions. Insert the following pages to the GSAM:

Remove Pages

General Structure  
pp. iii and iv

Part 509 TOC  
pp. 509-i and 509-ii  
509-1 thru 509-4

Part 552 TOC  
pp. 552-i and 552-ii  
552-3 and 552-4

Matrix  
552-69 thru 552-74

Part 553 TOC  
pp. 553-i and 553-ii  
553-1 thru 553-10

Insert Pages

General Structure  
pp. iii and iv

Part 509 TOC  
pp. 509-i and 509-ii  
509-1 thru 509-4

Part 552 TOC  
pp. 552-i and 552-ii  
552-3 and 552-4

Matrix  
552-69 thru 552-74

Part 553 TOC  
pp. 553-i and 553-ii  
553-1 thru 553-4



RODNEY P. LANTIER  
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## General Structure and Subparts

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- 501.4 Deviations from the FAR and GSAR
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**PART 509—CONTRACTOR QUALIFICATIONS**

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- 509.105-1 Obtaining information.
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- 509.306 Solicitation requirements.

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- 509.401 Applicability.
- 509.403 Definitions.
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**PART 509—CONTRACTOR QUALIFICATIONS**

**Subpart 509.1—Responsible Prospective Contractors**

**509.105 Procedures.**

**509.105-1 Obtaining information.**

(a) *From a prospective contractor.* FAR 9.105-1 lists a number of sources of information that a contracting officer may utilize before making a determination of responsibility. The contracting officer may request information directly from a prospective contractor using GSA Form 527, Contractor’s Qualifications and Financial Information, but only after exhausting other available sources of information.

(b) *From Government personnel.* The contracting officer may solicit and consider information from any appropriate activities, *e.g.*, legal counsel, quality control, contract management, credit and finance, and auditors before determining that an offeror is responsible.

**509.105-2 Determinations and documentation.**

(a) The contracting officer shall provide written notification to a prospective contractor determined not responsible. Include the basis for the determination. Notification provides the prospective contractor with the opportunity to correct any problem for future solicitations.

(b) Due to the potential for de facto debarment, the contracting officer shall avoid making repeated determinations of nonresponsibility based on the same past performance information.

(c) To provide for timely consideration of the need to institute action to debar a contractor, the contracting officer shall submit a copy of each nonresponsibility determination, other than those based on capacity or financial capability, to the Suspension and Debarment Official in the Office of the Chief Acquisition Officer.

**Subpart 509.3—First Article Testing and Approval**

**509.302 General.**

(a) If first article testing and approval is required, GSA usually requires that the contractor perform testing and that the first article:

(1) Be produced at the same facility where production quantities will be produced; and

(2) Serve as the manufacturing standard.

(b) Coordinate the need for first article testing and approval with the Contract Operations Management Division (FXCC), which will provide the information to complete the clauses at FAR 52.209-3 or 52.209-4.

**509.306 Solicitation requirements.**

The clauses at FAR 52.209-3 and 52.209-4 do not cover all the solicitation requirements described in FAR 9.306. If a solicitation contains a testing and approval requirement, the contracting officer must address the requirements in FAR 9.306(d) and (f) through (j) in the solicitation’s Section H, special contract requirements.

**Subpart 509.4—Debarment, Suspension, and Ineligibility**

**509.401 Applicability.**

This subpart applies to all the following:

(a) Acquisitions of personal property, nonpersonal services, construction, and space in buildings.

(b) Acquisition of transportation services (Federal Management Regulation (FMR) Parts 102-117 and 102-118 (41 CFR parts 102-117 and 102-118)).

(c) Contracts for disposal of personal property (FMR Parts 102-36 through 102-38 (41 CFR parts 102-36 through 102-38)).

(d) Covered transactions as defined by 41 CFR part 105-68.

**509.403 Definitions.**

“Debarring official” means the Suspension and Debarment Official within the Office of the Chief Acquisition Officer.

“Fact-finding official,” means the Suspension and Debarment Official or a designee.

“Notice” means a letter sent by certified mail, return receipt requested, to the last known address of a party, its counsel, or agent for service of process. In the case of a business, such notice may be sent to any partner, principal officer, director, owner or co-owner, or joint venturer. If no return receipt is received within 10 calendar days of mailing, receipt will then be presumed.

“Suspending official” means the Suspension and Debarment Official within the Office of the Chief Acquisition Officer.

**509.405 Effect of listing.****509.405-1 Continuation of current contracts.**

(a) When a contractor appears on the current EPLS, consider terminating a contract under any of the following circumstances:

(1) Any circumstances giving rise to the debarment or suspension also constitute a default in the contractor’s performance of the contract.

(2) The contractor presents a significant risk to the Government in completing the contract.

(3) The conduct that provides the cause of the suspension, proposed debarment, or debarment involved a GSA contract.

(b) Before terminating a contract when a contractor appears on the current EPLS, consider the following factors:

(1) Seriousness of the cause for debarment or suspension.

(2) Extent of contract performance.

(3) Potential costs of termination and reprocurement.

(4) Need for or urgency of the requirement, contract coverage, and the impact of delay for reprocurement.

(5) Availability of other safeguards to protect the Government’s interest until completion of the contract.

(6) Availability of alternate competitive sources to meet the requirement (*e.g.*, other multiple award contracts, readily available commercial items.)

(c) The responsibilities of the agency head under FAR 9.405-1 are delegated to the GSA Suspension and Debarment Official.

**509.405-2 Restrictions on subcontracting.**

The responsibilities of the agency head under FAR 9.405-2(a) are delegated to the GSA Suspension and Debarment Official.

**509.406 Debarment.****509.406-1 General.**

The Suspension and Debarment Official is the designee under FAR 9.406-1(c).

**509.406-3 Procedures.**

(a) *Investigation and referral.* (1) Refer to the Suspension and Debarment Official matters involving serious contract improprieties or performance deficiencies. Performance deficiencies that continue over a period of time or apply to more than one contract may warrant debarment consideration.

(2) Refer possible criminal or fraudulent activities to the Office of the Inspector General (OIG). See 5 CFR 6701.107, Reporting Waste, Fraud, Abuse, and Corruption. If, after investigation, the OIG believes a cause for debarment exists, it will refer the matter to the Suspension and Debarment Official for consideration of debarment action.

(b) *Reports.* Include in referrals to the Suspension and Debarment Official a report that contains at least the following:

(1) The recommendation and supporting rationale.

(2) A list of parties to be considered for possible debarment, including the contractor, principals, and affiliates. Include last known home and business addresses, zip codes, and DUNS Numbers.

(3) A statement of facts.

(4) Copies of documentary evidence and a list of witnesses. Include addresses and telephone numbers. Determine their availability to appear at a fact-finding proceeding and identify the subject matter of their testimony.

(5) GSA’s acquisition history with the contractor. Include recent experience, copies of the pertinent contracts, and an explanation of impact debarment would have on GSA programs. OIG referrals do not require this explanation; the Suspension and Debarment Official will obtain the information directly from the contracting activity(s).

(6) A list of any known active or potential criminal investigations, criminal or civil proceedings, or administrative claims before the Board of Contract Appeals.

(c) *Review.* The Suspension and Debarment Official will review the report, and after coordinating with assigned legal counsel—

(1) Initiate debarment action;

(2) Decline debarment action;

(3) Request additional information; or

(4) Refer the matter to the OIG for further investigation and development of a case file.



(d) *Decisionmaking process.* (1) The Suspension and Debarment Official will provide:

(i) Notice of declinations, proposed debarments, and decisions to the referring activity.

(ii) Notice of proposed debarment to each party being considered for debarment.

(iii) Decision notices to each party after considering information in the administrative record and information and argument submitted by the affected party or parties.

(2) A party proposed for debarment:

(i) Has 30 calendar days after receipt of the notice to respond to the Suspension and Debarment Official or the debarment becomes final.

(ii) May request and receive a copy of the administrative record that was the basis for the proposed debarment. If information is withheld, the party will be notified and provided the reason.

(iii) May request the opportunity to present information and argument in person to the Suspension and Debarment Official. The Suspension and Debarment Official will schedule an oral presentation within 20 calendar days of receipt of the request, unless a longer period of time is requested by the party. An oral presentation is informal and a transcript usually is not made. The party may supplement the oral presentation with written information and arguments.

(iv) May identify to the Suspension and Debarment Official material facts in dispute and the bases. For an action other than one based on a conviction or civil judgment, a party may request review and a written finding by a fact-finding official.

(3) Following a review of the record and, if needed, a presentation by the contractor in opposition to the proposed action, the Suspension and Debarment Official will determine whether there is a genuine dispute of material fact. If so, the Suspension and Debarment Official will initiate the fact-finding process. The fact-finding official will:

(i) Establish a date for a fact-finding proceeding, normally to be held within 45 days of the determination of who will function as the fact-finding official.

(ii) Grant extensions for good cause.

(iii) Provide notice of the scheduled hearing.

(iv) Provide the parties with a schedule for exchange of documents and witness lists.

(v) Develop an official transcript of the fact-finding proceeding.

(vi) Provide the Government's representative and the contractor with an opportunity to present evidence relevant to the facts at issue. The contractor may appear in person or through a representative.

(vii) Conduct hearings under rules consistent with FAR 9.406-3 pertaining to fact finding. Neither the Federal Rules of Evidence nor the Federal Rules of Civil Procedure govern fact finding. Hearsay evidence may be presented and will be given appropriate weight by the fact-finding official.

(viii) Provide for witness testimony. Witnesses may testify in person. Witnesses are subject to cross examination.

(ix) Prepare written findings of fact based on a preponderance of the evidence and submit them to both the Suspension and Debarment Official and the contractor within 20 calendar days following the conclusion of the fact-finding proceeding.

#### **509.407 Suspension.**

##### **509.407-1 General.**

The Suspension and Debarment Official is the designee under FAR 9.407-1(d).

##### **509.407-3 Procedures.**

(a) *General.* The procedures in [509.406-3](#) apply to suspension actions except as noted in paragraph (b) of this section.

(b) *Fact-finding.* (1) Fact-finding will not be conducted in an action:

(i) Based on an indictment.

(ii) When the Suspension and Debarment Official finds no genuine dispute of material facts.

(2) If the action is not based on an indictment, the Suspension and Debarment Official must coordinate with the Department of Justice or state prosecutorial authority through OIG. Based on the advice received, the Suspension and Debarment Official will determine if fact-finding would impair substantial interests of the Federal or state Government. In an action not based on an indictment, a suspended party may:

(i) Identify to the Suspension and Debarment Official material facts in dispute and the bases.

(ii) Request review and a written finding by a fact-finding official to resolve genuine disputes of material fact. For procedures involving a genuine dispute of material fact, see [509.406-3\(d\)\(3\)](#).

### **Subpart 509.5—Organizational and Consultant Conflicts of Interest**

#### **509.503 Waiver.**

The Senior Procurement Executive is the designee under FAR 9.503.

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## AMENDMENT 2009–01 APRIL 24, 2009

### PART 552—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

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<p>552.000 Scope of part.</p> <p style="padding-left: 40px;"><b>Subpart 552.1—Instructions for Using Provisions and Clauses</b></p> <p>552.101-70 Using Part 552.</p> <p>552.102 Incorporating provisions and clauses.</p> <p>552.103 Identification of provisions and clauses.</p> <p>552.104 Procedures for modifying and completing provisions and clauses.</p> <p>552.105 Procedures for using alternates.</p> <p>552.107-70 Provisions and clauses prescribed in Subpart 552.1.</p> <p style="padding-left: 40px;"><b>Subpart 552.2—Text of Provisions and Clauses</b></p> <p>552.200 Scope of subpart.</p> <p>552.203-5 Covenant Against Contingent Fees.</p> <p>552.203-70 Price Adjustment for Illegal or Improper Activity.</p> <p>552.203-71 Restriction on Advertising.</p> <p>552.211-8 Time of Delivery.</p> <p>552.211-15 Defense Priorities and Allocations System Requirements.</p> <p>552.211-70 [Reserved]</p> <p>552.211-71 Standard References.</p> <p>552.211-72 Reference to Specifications in Drawings.</p> <p>552.211-73 Marking.</p> <p>552.211-74 Charges for Marking.</p> <p>552.211-75 Preservation, Packaging and Packing.</p> <p>552.211-76 Charges for Packaging and Packing.</p> <p>552.211-77 Packing List.</p> <p>552.211-78 Commercial Delivery Schedule (Multiple Award Schedule).</p> <p>552.211-79 Acceptable Age of Supplies.</p> <p>552.211-80 Age on Delivery.</p> <p>552.211-81 Time of Shipment.</p> <p>552.211-82 Notice of Shipment.</p> <p>552.211-83 Availability for Inspection, Testing, and Shipment/Delivery.</p> <p>552.211-84 Non-Compliance with Contract Requirements.</p> <p>552.212-70 Preparation of Offer (Multiple Award Schedule).</p> <p>552.212-71 Contract Terms and Conditions Applicable to GSA Acquisition of Commercial Items.</p> <p>552.212-72 Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to GSA Acquisition of Commercial Items.</p>	<p>552.212-73 Evaluation—Commercial Items (Multiple Award Schedule).</p> <p>552.214-70 “All or None” Offers.</p> <p>552.214-71 Progressive Awards and Monthly Quantity Allocations.</p> <p>552.214-72 Bid Sample Requirements.</p> <p>552.215-70 Examination of Records by GSA.</p> <p>552.215-71 Examination of Records by GSA (Multiple Award Schedule).</p> <p>552.215-72 Price Adjustment—Failure to Provide Accurate Information.</p> <p>552.216-70 Economic Price Adjustment—FSS Multiple Award Schedule Contracts.</p> <p>552.216-71 Economic Price Adjustment—Stock and Special Order Program Contracts.</p> <p>552.216-72 Placement of Orders.</p> <p>552.216-73 Ordering Information.</p> <p>552.217-70 Evaluation of Options.</p> <p>552.217-71 Notice Regarding Option(s).</p> <p>552.219-70 Allocation of Orders—Partially Set-aside Items.</p> <p>552.219-71 Notice to Offerors of Subcontracting Plan Requirements.</p> <p>552.219-72 Preparation, Submission, and Negotiation of Subcontracting Plans.</p> <p>552.219-73 Goals for Subcontracting Plan.</p> <p>552.219-74 Section 8(a) Direct Award.</p> <p>552.223-70 Hazardous Substances.</p> <p>552.223-71 Nonconforming Hazardous Materials.</p> <p>552.223-72 Hazardous Material Information.</p> <p>552.225-70 Notice of Procurement Restriction—Hand or Measuring Tools or Stainless Steel Flatware.</p> <p>552.227-70 Government Rights (Unlimited).</p> <p>552.227-71 Drawings and Other Data to Become Property of Government.</p> <p>552.228-70 Workers’ Compensation Laws.</p> <p>552.229-70 Federal, State, and Local Taxes.</p> <p>552.229-71 Federal Excise Tax—DC Government.</p> <p>552.232-1 Payments.</p> <p>552.232-8 Discounts for Prompt Payment.</p> <p>552.232-23 Assignment of Claims.</p> <p>552.232-25 Prompt Payment.</p> <p>552.232-70 Invoice Requirements.</p> <p>552.232-71 Adjusting Payments.</p> <p>552.232-72 Final Payment.</p> <p>552.232-73 Availability of Funds.</p> <p>552.232-74 Invoice Payments.</p> <p>552.232-75 Prompt Payment.</p>
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# AMENDMENT 2008–04 JANUARY 9, 2009

## GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL

<p>552.232-76 Electronic Funds Transfer Payment. 552.232-77 Payment By Governmentwide Commercial Purchase Card. 552.232-78 Payment Information. 552.232-79 Payment by Credit Card. 552.232-81 Payments by Non-Federal Ordering Activities. 552.232-82 Contractor’s Remittance (Payment) Address. 552.232-83 Contractor’s Billing Responsibilities. 552.236-70 Definitions. 552.236-71 Authorities and Limitations. 552.236-72 Specialist. 552.236-73 Basis of Award—Construction Contract. 552.236-74 Working hours. 552.236-75 Use of Premises. 552.236-76 Measurements. 552.236-77 Specifications and Drawings. 552.236-78 Shop Drawings, Coordination Drawings, and Schedules. 552.236-79 Samples. 552.236-80 Heat. 552.236-81 Use of Equipment by the Government. 552.236-82 Subcontracts.552.236-83Requirement for a Project Labor Agreement. 552.237-70 Qualifications of Offerors. 552.237-71 Qualifications of Employees. 552.237-72 Prohibition Regarding “Quasi-Military Armed Forces.” 552.237-73 Restriction on Disclosure of Information. 552.238-70 Identification of Electronic Office Equipment Providing Accessibility for the Handicapped. 552.238-71 Submission and Distribution of Authorized FSS Schedule Pricelists. 552.238-72 Identification of Products that have Environmental Attributes. 552.238-73 Cancellation 552.238-74 Industrial Funding Fee and Sales Reporting. 552.238-75 Price Reductions. 552.238-76 Definition (Federal Supply Schedules)—Recovery Purchasing. 552.238-77 Definition (Federal Supply Schedules). 552.238-78 Scope of Contract (Eligible Ordering Activities). 552.238-79 Use of Federal Supply Schedule Contracts by Certain Entities—Cooperative Purchasing. 552.238-80 Use of Federal Supply Schedule Contracts by Certain Entities—Recovery Purchasing. 552.242-70 Status Report of Orders and Shipments. 552.243-71 Equitable Adjustments.</p>	<p>552.246-17 Warranty of Supplies of a Noncomplex Nature 552.246-70 Source Inspection by Quality Approved Manufacturer. 552.246-71 Source Inspection by Government. 552.246-72 Final Inspection and Tests. 552.246-73 Warranty—Multiple Award Schedule. 552.246-74 [Reserved] 552.246-75 Guarantees. 552.246-76 Warranty of Pesticides. 552.247-70 Placarding Railcar Shipments. 552.247-71 Diversion of Shipment Under f.o.b. Destination Contracts. 552.249-70 Termination for Convenience of the Government (Fixed Price) (Short Form). 552.249-71 Submission of Termination Liability Schedule. 552.252-5 Authorized Deviations in Provisions. 552.252-6 Authorized Deviations in Clauses. 552.270-1 Instructions to Offerors—Acquisition of Leasehold Interests in Real Property. 552.270-2 Historic Preference. 552.270-3 Parties to Execute Lease. 552.270-4 Definitions. 552.270-5 Subletting and Assignment. 552.270-6 Maintenance of Building and Premises—Right of Entry. 552.270-7 Fire and Casualty Damage. 552.270-8 Compliance with Applicable Law. 552.270-9 Inspection—Right of Entry. 552.270-10 Failure in Performance. 552.270-11 Successors Bound. 552.270-12 Alterations. 552.270-13 Proposals for Adjustment. 552.270-14 Changes. 552.270-15 Liquidated Damages. 552.270-16 Adjustment for Vacant Premises. 552.270-17 Delivery and Condition. 552.270-18 Default in Delivery—Time Extensions. 552.270-19 Progressive Occupancy. 552.270-20 Payment. 552.270-21 Effect of Acceptance and Occupancy. 552.270-22 Default by Lessor During the Term. 552.270-23 Subordination, Nondisturbance and Attornment. 552.270-24 Statement of Lease. 552.270-25 Substitution of Tenant Agency. 552.270-26 No Waiver.</p>
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ther paid for nor sponsored, in whole or in part, by any element of the United States Government.”

(End of clause)

*Alternate I (Sep 1999).* If it is necessary to show different delivery times for different items or groups of items, the Contracting Officer may substitute the following paragraph (b) for paragraph (b) of the basic clause.

(b) Delivery is required to be made at the point(s) specified within the number of calendar days after receipt of order as indicated below:

**552.211-8 Time of Delivery.**

As prescribed in [511.404\(a\)\(1\)](#) insert the following clause:

TIME OF DELIVERY (SEP 1999)

(a) The time of delivery for each item means the time required after receipt of an order (1) to make delivery to a destination in the case of delivered prices, or (2) to place shipment in transit in the case of f.o.b. origin prices.

(b) Delivery is required to be made at the point(s) specified within \_\_\_\_\_ days after receipt of order.

(End of clause)

Items or Groups of Items (Special Item Numbers or Nomenclature)	Required Delivery Time (Days ARO)

**552.211-15 Defense Priorities and Allocations System Requirements.**

As prescribed at 511.604, insert the following clause:

DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM  
REQUIREMENTS (SEPT 2004)

**(a) Definitions.**

“Approved program” means a program determined to be necessary or appropriate for priorities and allocation support to promote the national defense by the Secretary of Defense, the Secretary of Energy, or the Department of Homeland Security Under Secretary for Emergency Preparedness and Response under the authority of the Defense Production Act, the Stafford Act, and Executive Order 12919, or the Selective Service Act and related statutes, and Executive Order 12742. See Schedule 1 of 15 CFR part 700 for a list of Delegate Agencies, approved programs, and program identification symbols at <http://www.bis.doc.gov/DefenseIndustrialBasePrograms/OSIES/DPAS/Default.htm>.

“Defense Priorities and Allocations System (DPAS)” means the regulation published at 15 CFR part 700 that requires preferential treatment for certain contracts and orders placed by a Delegate Agency in support of an approved program.

“Delegate Agency” means an agency of the U.S. Government authorized by delegation from the Department of Commerce (DOC) to place priority ratings on contracts or orders needed to support approved programs.

“Rated order” means, for the purpose of this contract, a delivery or task order issued in accordance with the provisions of the DPAS regulation (15 CFR part 700).

**(b) Rated Order Requirement.** From time to time, the Contractor may receive a rated order under this contract from a Delegate Agency. The Contractor must give preferential treatment to rated orders as required by the Defense Priorities and Allocations System (DPAS) regulation (15 CFR part 700).

The existence of previously accepted unrated or lower rated orders is not sufficient reason to reject a rated order. Rated orders take preference over all unrated orders as necessary to meet required delivery dates. There are two levels of ratings designated by the symbol of either “DO” or “DX.” All “DO” rated orders have equal priority with each other and take preference over unrated orders. All “DX” rated orders have equal priority with each other and take preference over “DO” rated orders and unrated orders. The rating designation is followed by a program identification symbol. Program identification symbols indicate which approved program is supported by the rated order (see Schedule 1 of 15 CFR part 700 for a list of Delegate Agencies, approved programs, and program identification symbols).

**(c) Additional information.** Additional information may be obtained at the DOC DPAS website <http://www.bis.doc.gov/DefenseIndustrialBasePrograms/OSIES/DPAS/Default.htm> or by contacting the designated Administrative Contracting Officer.

**552.211-70 [Reserved]****552.211-71 Standard References.**

As prescribed in [511.204\(a\)](#), insert the following clause:

STANDARD REFERENCES (SEP 1999)

**(a)** All documents and publications (such as, but not limited to, manuals, handbooks, codes, standards and specifications) cited in this contract for the purpose of establishing requirements applicable to equipment, materials, or workmanship under this contract, shall be deemed to be incorporated herein as fully as if printed and bound with the specifications of this contract, in accordance with the following:

(1) Wherever reference is made to Standard Specifications of the Public Buildings Service, Interim Federal Specifi-

**AMENDMENT 2009-01 APRIL 24, 2009**

**MATRIX OF PROVISIONS AND CLAUSES**

<b>KEY:</b> Sup = Supply	Leas = Acquisitions of leasehold interests in real property
Serv = Service Contract (excluding construction and A-E services)	P = Provision
Const = Construction Services	C = Clause
A-E = Architect-Engineer Services	R = Required
SAT = Acquisitions at or under the simplified acquisition threshold	WR = When required
Util = Utility services, sole supplier-regulated rate	O = Optional

P/C	Number	Reference.	Title	Sup	Serv	Const	A-E	SAT	Util	Leas
C	<a href="#"><u>552.203-5</u></a>	<a href="#"><u>503.404</u></a>	Covenant Against Contingent Fees							WR
C	<a href="#"><u>552.203-70</u></a>	<a href="#"><u>503.104-9</u></a>	Price Adjustment for Illegal or Improper Activity							WR
C	<a href="#"><u>552.203-71</u></a>	<a href="#"><u>503.570-2</u></a>	Restriction on Advertising	R	R	R	R			R
C	<a href="#"><u>552.211-8</u></a>	<a href="#"><u>511.404</u></a>	Time of Delivery	WR				WR		
C	<a href="#"><u>552.211-71</u></a>	<a href="#"><u>511.204(a)</u></a>	Standard References			WR				
C	<a href="#"><u>552.211-72</u></a>	<a href="#"><u>511.204(b)</u></a>	Reference to Specifications in Drawings	WR	WR	WR		WR		
C	<a href="#"><u>552.211-73</u></a>	<a href="#"><u>511.204(c)(1)</u></a>	Marking	WR						
C	<a href="#"><u>552.211-74</u></a>	<a href="#"><u>511.204(c)(2)</u></a>	Charges for Marking	WR						
C	<a href="#"><u>552.211-75</u></a>	<a href="#"><u>511.204(c)(3)</u></a>	Preservation, Packaging and Packing	WR				O		
C	<a href="#"><u>552.211-76</u></a>	<a href="#"><u>511.204(c)(4)</u></a>	Charges for Packaging and Packing	WR				WR		
C	<a href="#"><u>552.211-77</u></a>	<a href="#"><u>511.204(d)</u></a>	Packing List	WR				WR		
C	<a href="#"><u>552.211-78</u></a>	<a href="#"><u>511.404(a)(2)</u></a>	Commercial Delivery Schedule (Multiple Award Schedule)	WR						
C	<a href="#"><u>552.211-79</u></a>	<a href="#"><u>511.404(a)(3)(i)</u></a>	Acceptable Age of Supplies	WR				WR		
C	<a href="#"><u>552.211-80</u></a>	<a href="#"><u>511.404(a)(3)(ii)</u></a>	Age on Delivery	WR				WR		
C	<a href="#"><u>552.211-81</u></a>	<a href="#"><u>511.404(a)(4)</u></a>	Time of Shipment	WR				WR		
C	<a href="#"><u>552.211-82</u></a>	<a href="#"><u>511.404(a)(5)</u></a>	Notice of Shipment	WR				WR		
C	<a href="#"><u>552.211-83</u></a>	<a href="#"><u>511.404(a)(6)</u></a>	Availability for Inspection, Testing, and Shipment/Delivery	WR				WR		
C	<a href="#"><u>552.211-84</u></a>	<a href="#"><u>511.404(b)</u></a>	Non-Compliance with Contract Requirements			R				
C	<a href="#"><u>552.212-70</u></a>	<a href="#"><u>512.301(a)(1)</u></a>	Preparation of Offer (Multiple Award Schedule)	WR	WR					
C	<a href="#"><u>552.212-71</u></a>	<a href="#"><u>512.301(a)(2)</u></a>	Contract Terms and Conditions Applicable to GSA Acquisition of Commercial Items	WR	WR			WR		
C	<a href="#"><u>552.212-72</u></a>	<a href="#"><u>512.301(a)(3)</u></a>	Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to GSA Acquisition of Commercial Items	WR	WR			WR		
P	<a href="#"><u>552.212-73</u></a>	<a href="#"><u>512.301(a)(4)</u></a>	Evaluation—Commercial Items (Multiple Award Schedule)	WR	WR					
P	<a href="#"><u>552.214-70</u></a>	<a href="#"><u>514.201-6</u></a>	"All or None" Offers	WR	WR			WR		
C	<a href="#"><u>552.214-71</u></a>	<a href="#"><u>514.201-7(a)</u></a>	Progressive Awards and Monthly Quantity Allocations	WR						
P	<a href="#"><u>552.214-72</u></a>	<a href="#"><u>514.202-4(a)(3)</u></a>	Bid Sample Requirements	WR	WR			WR		
C	<a href="#"><u>552.215-70</u></a>	<a href="#"><u>514.201-7(a)(1)</u></a> <a href="#"><u>515.209-70(a)</u></a>	Examination of Records by GSA	WR	WR	WR	WR			WR
C	<a href="#"><u>552.215-71</u></a>	<a href="#"><u>515.209-70(c)</u></a>	Examination of Records by GSA (Multiple Award Schedule)	WR	WR					
C	<a href="#"><u>552.215-72</u></a>	<a href="#"><u>515.408(d)</u></a>	Price Adjustment—Failure to Provide Accurate Information	WR	WR					
C	<a href="#"><u>552.216-70</u></a>	<a href="#"><u>516.203-4(a)</u></a>	Economic Price Adjustment—FSS Multiple Award Schedule Contracts	WR	WR					

P/C	Number	Reference.	Title	Sup	Serv	Const	A-E	SAT	Util	Leas
C	<a href="#">552.216-71</a>	<a href="#">516.203-4(b)</a>	Economic Price Adjustment—Stock and Special Order Program Contracts	WR				WR		
C	<a href="#">552.216-72</a>	<a href="#">516.506(a)</a>	Placement of Orders	WR				WR		
P	<a href="#">552.216-73</a>	<a href="#">516.506(e)</a>	Ordering Information	WR	WR			WR		
P	<a href="#">552.217-70</a>	<a href="#">517.208(a)</a>	Evaluation of Options	WR				WR		
P	<a href="#">552.217-71</a>	<a href="#">517.208(b)</a>	Notice Regarding Option(s)	WR	WR	WR	WR	WR		
C	<a href="#">552.219-70</a>	<a href="#">519.508</a>	Allocation of Orders—Partially Set-aside Items	WR						
P	<a href="#">552.219-71</a>	<a href="#">519.708-70(a)</a>	Notice to Offerors of Subcontracting Plan Requirements	WR	WR	WR	WR			WR
P	<a href="#">552.219-72</a>	<a href="#">519.708-70(b)</a>	Preparation, Submission, and Negotiation of Subcontracting Plans	WR	WR	WR	WR			WR
P	<a href="#">552.219-73</a>	<a href="#">519.708-70(c)</a>	Goals for Subcontracting Plan	WR	WR	WR	WR			WR
C	<a href="#">552.219-74</a>	<a href="#">519.870-8(a)</a>	Section 8(a) Direct Award	WR	WR	WR	WR	WR		WR
C	<a href="#">552.223-70</a>	<a href="#">523.303(a)</a>	Hazardous Substances	WR				WR		
C	<a href="#">552.223-71</a>	<a href="#">523.303(b)</a>	Nonconforming Hazardous Materials	WR				WR		
P	<a href="#">552.223-72</a>	<a href="#">523.370</a>	Hazardous Material Information	WR				WR		
C	<a href="#">552.225-70</a>	525.109	Notice of Procurement Restriction—Hand or Measuring Tools or Stainless Steel Flatware	WR						
C	<a href="#">552.227-70</a>	<a href="#">527.409(a)</a>	Government Rights (Unlimited)				WR			
C	<a href="#">552.227-71</a>	<a href="#">527.409(b)</a>	Drawings and Other Data to Become Property of Government				WR			
C	<a href="#">552.228-70</a>	<a href="#">528.310</a>	Workers' Compensation Laws		WR	WR				
C	<a href="#">552.229-70</a>	<a href="#">529.401-70</a>	Federal, State, and Local Taxes		WR	WR	WR	R		
C	<a href="#">552.229-71</a>	<a href="#">529.401-71</a>	Federal Excise Tax—DC Government	WR	WR			WR		
C	<a href="#">552.232-71</a>	<a href="#">532.7103(a)</a>	Payments		WR					
C	<a href="#">552.232-8</a>	<a href="#">532.206</a>	Discounts for Prompt Payment	WR	WR					
C	<a href="#">552.232-23</a>	<a href="#">532.806</a>	Assignment of Claims	WR	WR					
C	<a href="#">552.232-25</a>	<a href="#">532.908(a)(2)</a>	Prompt Payment	WR	WR			WR		
C	<a href="#">552.232-70</a>	<a href="#">532.111(a)</a>	Invoice Requirements	WR	WR	WR	WR	WR	WR	WR
C	<a href="#">552.232-71</a>	<a href="#">532.111(b)</a>	Adjusting Payments		WR					
C	<a href="#">552.232-72</a>	<a href="#">532.111(c)</a>	Final Payment		WR					
C	<a href="#">552.232-73</a>	<a href="#">532.705-1</a>	Availability of Funds		WR			WR		
C	<a href="#">552.232-74</a>	<a href="#">532.908(a)(1)</a>	Invoice Payments	WR	WR			WR		
C	<a href="#">552.232-75</a>	<a href="#">532.908(b)(1)</a>	Prompt Payment							R
C	<a href="#">552.232-76</a>	<a href="#">532.908(b)(2)</a>	Electronic Funds Transfer Payment							WR
C	<a href="#">552.232-77</a>	<a href="#">532.7003</a>	Payment By Governmentwide Commercial Purchase Card	WR	WR			WR		
C	<a href="#">552.232-78</a>	<a href="#">532.908(c)</a>	Payment Information	R	R	R	R	R	R	R
C	<a href="#">552.232-79</a>	<a href="#">532.7003(c)</a>	Payment by Credit Card	WR	WR					
C	<a href="#">552.232-81</a>	<a href="#">532.206(b)</a>	Payments by Non-Federal Ordering Activities	WR	WR					
C	<a href="#">552.232-82</a>	<a href="#">532.206(c)</a>	Contractor's Remittance (Payment) Address	WR	WR					
C	<a href="#">552.232-83</a>	<a href="#">532.206(d)</a>	Contractor's Billing Responsibilities	WR	WR					
C	<a href="#">552.236-70</a>	<a href="#">536.570-1</a>	Definitions			WR	WR	WR		
C	<a href="#">552.236-71</a>	<a href="#">536.570-2</a>	Authorities and Limitations			WR	WR			
C	<a href="#">552.236-72</a>	<a href="#">536.570-3</a>	Specialist			WR		WR		
P	<a href="#">552.236-73</a>	<a href="#">536.570-4</a>	Basis of Award—Construction Contract			WR				
C	<a href="#">552.236-74</a>	<a href="#">536.570-5</a>	Working Hours			R				
C	<a href="#">552.236-75</a>	<a href="#">536.570-6</a>	Use of Premises			R		WR		
C	<a href="#">552.236-76</a>	<a href="#">536.570-7</a>	Measurements			R		WR		
C	<a href="#">552.236-77</a>	<a href="#">536.570-8</a>	Specifications and Drawings			R				



P/C	Number	Reference.	Title	Sup	Serv	Const	A-E	SAT	Util	Leas
C	<a href="#">552.236-78</a>	<a href="#">536.570-9</a>	Shop Drawings, Coordination Drawings, and Schedules			R				
C	<a href="#">552.236-79</a>	<a href="#">536.570-10</a>	Samples			WR		WR		
C	<a href="#">552.236-80</a>	<a href="#">536.570-11</a>	Heat			R		WR		
C	<a href="#">552.236-81</a>	<a href="#">536.570-12</a>	Use of Equipment by the Government			WR		WR		
C	<a href="#">552.236-82</a>	<a href="#">536.570-13</a>	Subcontracts			R				
C	<a href="#">552.236-83</a>	<a href="#">536.570-14</a>	Requirement for a Project Labor Agreement			WR				
P	<a href="#">552.237-70</a>	<a href="#">537.110(a)</a>	Qualifications of Offerors		WR					
C	<a href="#">552.237-71</a>	<a href="#">537.110(b)</a>	Qualifications of Employees		WR					
C	<a href="#">552.237-72</a>	<a href="#">537.110(b)</a>	Prohibition Regarding "Quasi-Military Armed Forces"		WR			WR		
C	<a href="#">552.237-73</a>	<a href="#">537.110(c)</a>	Restriction on Disclosure of Information		WR			WR		
C	<a href="#">552.238-70</a>	<a href="#">538.273(a)(1)</a>	Identification of Electronic Office Equipment Providing Accessibility for the Handicapped	WR						
C	<a href="#">552.238-71</a>	<a href="#">538.273(a)(2)</a>	Submission and Distribution of Authorized FSS Schedule Pricelists	WR	WR					
C	<a href="#">552.238-72</a>	<a href="#">538.273(a)(3)</a>	Identification of Products That Have Environmental Attributes	WR	WR					
C	<a href="#">552.238-73</a>	<a href="#">538.273(a)(4)</a>	Cancellation	WR	WR					
C	<a href="#">552.238-74</a>	<a href="#">538.273(b)(1)</a>	Industrial Funding Fee and Sales Reporting	WR	WR					
C	<a href="#">552.238-75</a>	<a href="#">538.273(b)(2)</a>	Price Reductions	WR	WR					
C	<a href="#">552.238-76</a>	<a href="#">538.7104(a)</a>	Definition (Federal Supply Schedules)—Recovery Purchasing	WR	WR					
C	<a href="#">552.238-77</a>	<a href="#">538.7004(a)</a>	Definition (Federal Supply Schedules)	WR	WR					
C	<a href="#">552.238-78</a>	<a href="#">538.7004</a>	Scope of Contract (Eligible Ordering Activities)	WR	WR					
C	<a href="#">552.238-79</a>	<a href="#">538.7004(c)</a>	Use of Federal Supply Schedule Contracts by Certain Entities—Cooperative Purchasing	WR	WR					
C	<a href="#">552.238-80</a>	<a href="#">538.7104(c)</a>	Use of Federal Supply Schedule Contracts by Certain Entities—Recovery Purchasing	WR	WR					
C	<a href="#">552.242-70</a>	<a href="#">542.1107</a>	Status Report of Orders and Shipments	WR				WR		
C	<a href="#">552.243-71</a>	<a href="#">543.205</a>	Equitable Adjustments			WR				
C	<a href="#">552.246-17</a>	<a href="#">546.710(a)</a>	Warranty of Supplies of a Noncomplex Nature	WR				WR		
C	<a href="#">552.246-70</a>	<a href="#">546.302-70</a>	Source Inspection by Quality Approved Manufacturer	WR				WR		
C	<a href="#">552.246-71</a>	<a href="#">546.302-71</a>	Source Inspection by Government	WR				WR		
C	<a href="#">552.246-72</a>	<a href="#">546.312</a>	Final Inspection and Tests			WR		O		
C	<a href="#">552.246-73</a>	<a href="#">546.710(b)</a>	Warranty—Multiple Award Schedule	WR	WR					
C	<a href="#">552.246-75</a>	<a href="#">546.710(c)</a>	Guarantees			WR				
C	<a href="#">552.246-76</a>	<a href="#">546.710(d)</a>	Warranty of Pesticides	WR				WR		
C	<a href="#">552.247-70</a>	<a href="#">547.305(a)</a>	Placarding Railcar Shipments	WR				WR		
C	<a href="#">552.247-71</a>	<a href="#">547.305(b)</a>	Diversion of Shipment Under f.o.b. Destination Contracts	WR				WR		
C	<a href="#">552.249-70</a>	<a href="#">549.502(a)</a>	Termination for Convenience of the Government (Fixed Price) (Short Form)	WR				WR		
C	<a href="#">552.249-71</a>	<a href="#">549.502(b)</a>	Submission of Termination Liability Schedule	WR				WR		
P	<a href="#">552.252-5</a>	<a href="#">552.107-70(a)</a>	Authorized Deviations in Provisions	WR	WR	WR	WR	WR	WR	
C	<a href="#">552.252-6</a>	<a href="#">552.107-70(b)</a>	Authorized Deviations in Clauses	WR	WR	WR	WR	WR	WR	
P	<a href="#">552.270-1</a>	<a href="#">570.602</a>	Instructions to Offerors—Acquisition of Leasehold Interests in Real Property							R
P	<a href="#">552.270-2</a>	<a href="#">570.602</a>	Historic Preference							R
P	<a href="#">552.270-3</a>	<a href="#">570.602</a>	Parties to Execute Lease							R
C	<a href="#">552.270-4</a>	<a href="#">570.603</a>	Definitions							R*
C	<a href="#">552.270-5</a>	<a href="#">570.603</a>	Subletting and Assignment							R

P/C	Number	Reference.	Title	Sup	Serv	Const	A-E	SAT	Util	Leas
C	<a href="#">552.270-6</a>	<a href="#">570.603</a>	Maintenance of Building and Premises—Right of Entry							R
C	<a href="#">552.270-7</a>	<a href="#">570.603</a>	Fire and Casualty Damage							R
C	<a href="#">552.270-8</a>	<a href="#">570.603</a>	Compliance with Applicable Law							R
C	<a href="#">552.270-9</a>	<a href="#">570.603</a>	Inspection—Right of Entry							R
C	<a href="#">552.270-10</a>	<a href="#">570.603</a>	Failure in Performance							R
C	<a href="#">552.270-11</a>	<a href="#">570.603</a>	Successors Bound							R
C	<a href="#">552.270-12</a>	<a href="#">570.603</a>	Alterations							R
C	<a href="#">552.270-13</a>	<a href="#">570.603</a>	Proposals for Adjustment							R
C	<a href="#">552.270-14</a>	<a href="#">570.603</a>	Changes							R
C	<a href="#">552.270-15</a>	<a href="#">570.603</a>	Liquidated Damages							R
C	<a href="#">552.270-16</a>	<a href="#">570.603</a>	Adjustment for Vacant Premises							R
C	<a href="#">552.270-17</a>	<a href="#">570.603</a>	Delivery and Condition							R
C	<a href="#">552.270-18</a>	<a href="#">570.603</a>	Default in Delivery—Time Extensions							R
C	<a href="#">552.270-19</a>	<a href="#">570.603</a>	Progressive Occupancy							R
C	<a href="#">552.270-20</a>	<a href="#">570.603</a>	Payment							R
C	<a href="#">552.270-21</a>	<a href="#">570.603</a>	Effect of Acceptance and Occupancy							R
C	<a href="#">552.270-22</a>	<a href="#">570.603</a>	Default by Lessor During the Term							R
C	<a href="#">552.270-23</a>	<a href="#">570.603</a>	Subordination, Nondisturbance and Attornment							R
C	<a href="#">552.270-24</a>	<a href="#">570.603</a>	Statement of Lease							R
C	<a href="#">552.270-25</a>	<a href="#">570.603</a>	Substitution of Tenant Agency							R
C	<a href="#">552.270-26</a>	<a href="#">570.603</a>	No Waiver							R
C	<a href="#">552.270-27</a>	<a href="#">570.603</a>	Integrated Agreement							R
C	<a href="#">552.270-28</a>	<a href="#">570.603</a>	Mutuality of Obligation							R
C	<a href="#">552.270-29</a>	<a href="#">570.603</a>	Acceptance of Space							R
P	52.203-2	<a href="#">570.601(e)</a>	Certificate of Independent Price Determination							WR
C	52.203-7	<a href="#">570.601(e)</a>	Anti-Kickback Procedures							WR
P	52.203-11	<a href="#">570.601(d)</a>	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions							WR
P	52.204-3	<a href="#">570.601(a)</a>	Taxpayer Identification							WR
P	52.209-5	<a href="#">570.601(e)</a>	Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters							WR
C	52.209-6	<a href="#">570.601(c)</a>	Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment							WR
C	52.215-2	<a href="#">570.601(e)</a>	Audit and Records—Negotiation							WR
P	52.215-5	<a href="#">570.601(j)</a>	Facsimile Proposals							WR
C	52.215-10	<a href="#">570.601(i)</a>	Price Reduction for Defective Cost or Pricing Data							WR
C	52.215-12	<a href="#">570.601(i)</a>	Subcontractor Cost or Pricing Data							WR
P	52.219-1	<a href="#">570.601(a)</a>	Small Business Program Representations							WR
C	52.219-8	<a href="#">570.601(e)</a>	Utilization of Small Business Concerns							WR
C	52.219-9	<a href="#">570.601(f)</a>	Small Business Subcontracting Plan,							WR
C	52.219-16	<a href="#">570.601(f)</a>	Liquidated Damages—Subcontracting Plan							WR
P	52.219-24	<a href="#">570.601(g)</a>	Small Disadvantaged Business Participation Program—Targets							WR
C	52.219-25	<a href="#">570.601(g)</a>	Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting							WR
C	52.219-26	<a href="#">570.601(k)</a>	Small Disadvantaged Business Participation Program—Incentive Subcontracting							WR
P	52.222-21	<a href="#">570.601(b)</a>	Prohibition of Segregated Facilities							WR

P/C	Number	Reference.	Title	Sup	Serv	Const	A-E	SAT	Util	Leas
P	52.222-22	<a href="#">570.601(b)</a>	Previous Contracts and Compliance Reports							WR
P	52.222-24	<a href="#">570.601(h)</a>	Preaward On-site Equal Opportunity Compliance Review							WR
P	52.222-25	<a href="#">570.601(b)</a>	Affirmative Action Compliance							WR
C	52.222-26	<a href="#">570.601(b)</a>	Equal Opportunity							WR
C	52.222-35	<a href="#">570.601(b)</a>	Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era							WR
C	52.222-36	<a href="#">570.601(a)</a>	Affirmative Action for Workers with Disabilities							WR
C	52.222-37	<a href="#">570.601(b)</a>	Employment Reports on Disabled Veterans and Veterans of the Vietnam Era							WR
C	52.223-6	<a href="#">570.601(e)</a>	Drug-Free Workplace							WR
C	52.232-23	<a href="#">570.601(a)</a>	Assignment of Claims							WR
C	52.233-1	<a href="#">570.601(a)</a>	Disputes							WR
P	52.233-2	<a href="#">570.601(e)</a>	Service of Protest							WR

\* Clauses prescribed in GSAR [570.603](#) are optional for acquisitions that do not exceed the simplified lease acquisition threshold.

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## PART 553—FORMS

*Sec.*

<b>Subpart 553.1—General</b>		
553.101	Requirements for use of forms.	553.370-1720 GSA Form 1720, Request for Release of Classified Information to U.S. Industry.
553.102	Current editions.	553.370-1766 GSA Form 1766, Structured Approach Profit/Fee Objective.
553.170	Establishing and revising GSA Forms.	553.370-2689 GSA Form 2689, Procurement Not Set Aside.
<b>Subpart 553.3—Illustrations of Forms</b>		
553.300	Scope of subpart.	553.370-2728 GSA Form 2728, Procurement Contract Register.
553.300-70	Forms not illustrated.	553.370-3186 GSA Form 3186, Order for Supplies or Services.
553.370-300-I	Instructions for using the GSA Form 300, Order for Supplies and Services.	553.370-3186B GSA Form 3186B, Order for Supplies or Services (EDI).
553.370-618D	[Removed]	553.370-3410 GSA Form 3410, Request for Appointment.
553.370-1378	GSA Form 1378, Record of, and Receipt for, Bids and Responses.	553.370-3471 GSA Form 3471, Abstract of Offers.
553.370-1458	GSA Form 1458, Motor Vehicle Shop Work Order, Repair and Purchase Order.	553.370-3521 Blanket Purchase Agreement.
553.370-1535A	GSA Form 1535A, Recommendation for Award(s) (Continuation).	553.370-3577 GSA Form 3577, Notice to Unsuccessful Offeror of Contract Award.
553.370-1602	GSA Form 1602, Notice Concerning Solicitation.	553.370-3611 GSA Form 3611, Cover Page Source Selection Information.
553.370-1678	GSA Form 1678, Status Report of Orders and Shipments.	553.370-8002A GSA Form 8002A, Motor Vehicle Requisition Status.
		553.370-8002B GSA Form 8002B, Motor Vehicle Delivery Order.

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**PART 553—FORMS**

**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) If two or more GSA Services or Offices use a GSA form, the Office of Acquisition Policy maintains the form.

(b) 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.

(c) 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—Illustrations of Forms**

**553.300 Scope of subpart.**

This subpart illustrates standard and GSA forms prescribed or referenced in Parts 501–551 and 570. Instructions on completing a form, if included, are identified by the suffix “I” after the GSAR section number.

**553.300-70 Forms not illustrated.**

This subpart does not illustrate either:

(a) Standard forms illustrated in the FAR.

(b) Forms available on-line. You can access the forms listed below at the location indicated.

<b>Reference</b>	<b>Form No.</b>	<b>Title</b>	<b>On-line Location</b>
<a href="#">570.701</a>	Standard Form 2	U.S. Government Lease for Real Property	<a href="http://www.gsa.gov/pbs/pe/stancla/stancla.htm">http://www.gsa.gov/pbs/pe/stancla/stancla.htm</a>
<a href="#">552.238-74</a>	GSA Form 72A	Contractor’s Report of Sales	<a href="http://vsc.gsa.gov">http://vsc.gsa.gov</a>
<a href="#">570.702(b)</a>	GSA Form 276	Supplemental Lease Agreement	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">513.302-70(b)</a>	GSA Form 300	Order for Supplies and Services	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">513.302-70(b)(2)</a>	GSA Form 300A	Order for Supplies and Services (Continuation)	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">509.105-1(a)</a>	GSA Form 527	Contractor’s Qualifications and Financial Information	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">532.905-71(a)</a>	GSA Form 1142	Release of Claims	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">570.702(c)</a>	GSA Form 1364	Proposal to Lease Space	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
514.407-72	GSA Form 1535	Recommendation for Award(s)	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
513.106(c)(2)	GSA Form 2010	Small Purchase Tabulation Source List/Abstract	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">532.905-70</a>	GSA Form 2419	Certification of Progress Payments Under Fixed-Price Construction Contracts	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">501.603-3(e)(1)</a>	GSA Form 3409	Personal Qualifications Statement for Appointment as Contracting Officer	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">504.803(b)</a>	GSA Form 3420	Contract/Modification File Checklist File Format (Award)	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">503.104-5</a>	GSA Form 3617	Record of Authorization of Access to Proprietary or Source Selection Information	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">570.702(a)</a>	GSA Form 3626	U.S. Government Lease for Real Property (Short Form)	<a href="http://www.gsa.gov/pbs/pe/stancla/stancla.htm">http://www.gsa.gov/pbs/pe/stancla/stancla.htm</a>

**553.370-300-I Instructions for using the GSA Form 300, Order for Supplies and Services.**

(a) *Completing the form.*

*Block 1, Date of Order.* Enter the date the order is signed by the contracting/ordering officer.

*Block 2, Order Number.* If an order is being placed against an established contract, assign an order number in accordance with the procedures in GSAR [504.7001-3](#). This block does not apply to open market purchases/contracts.

*Block 3, Contract Number.* If an order is being placed against an established contract, insert the contract number of the contract that the order is being placed against. If an open market purchase/contract is involved, assign a contract number in accordance with the procedures in GSAR [504.7001-2](#).

*Block 4, ACT Number.* Assign an Accounting Control Transaction (ACT) number in accordance with NEAR system procedures. If the purchase is charged to the General Supply Fund (255X), contemplates periodic billing or is for an amount that exceeds \$2,500, place the ACT number label on copy 1, the “paying office” copy. The ACT number label will be placed on the invoice for other purchases. NOTE: In some organizations, the “paying office” copy is forwarded to a Budget or Executive Office within the service or staff office where the ACT number label is affixed to the copy and forwarded to the appropriate Finance Division.

*Block 5, Accounting Classification.* Enter the accounting information in accordance with the procedures contained in the Accounting Classification Handbook (COM P 4240.1). The following blocks are mandatory and must be completed for each order: “FUND,” “ORG CODE,” “B/A CODE,” “O/C CODE,” “FUNC CODE,” and “C/E CODE.” The accounting information on modifications must be the same as the original order, unless the accounting information is being modified.

*Block 6, Finance Division.* To be completed by the Finance Division.

*Block 7, To: Contractor.* Enter the contractor's name and address, including zip code.

*Block 8, Type of Order.* Check “block A” when making an open market purchase/contract and refer to the date of the contractor's oral or written quotation in the space “REFERENCE YOUR.” Check “block B” when placing orders against established contracts. Check “block C” when using a GSA Form 300 to modify another GSA Form 300; enter the modification number and the authority for issuing the change, i.e., “changes” clause or other authority for issuing. Assign modification numbers in accordance with GSAR [504.7001-4](#).

*Block 9, Taxpayer's Identification Number (TIN).* This block is mandatory when making open market purchases of services from firms or individuals that are not incorporated (partnerships or sole proprietors). This requirement does not apply to supply purchases/contracts. Obtain the firm's or individual's TIN and enter it in “block A.” The Finance Division will return purchase orders if block 9A is incomplete. If the contractor refuses to provide a TIN, check “block B” to reduce payment by twenty percent. NOTE: The contractor must be informed before checking “block B” that failure to provide the TIN will result in twenty percent of the payment being withheld.

*Block 10, Classification.* Check the block in 10A that indicates the classification of the contractor. Definitions of “Small Business,” “Disadvantaged Business,” and “Women-owned Business” can be found at FAR 19.001 and 52.219-3. Check the block in 10B that indicates the type of business organization of the contractor. This block is mandatory when making open market purchases of services.

*Block 11, Issuing Office.* Enter the name, address, including zip code, and telephone number of the office making the purchase/contract.

*Block 12, Remittance Address.* Ask the contractor for the address that it would like the payment for the supplies or services to be mailed. The Finance Division can only make payments to the address indicated on the order. Therefore, in order for payments to be processed in a timely manner, the contracting officer must ask the contractor for a remittance address and enter it in “block 12.” If the contractor's invoice requests payment to be made to a different address than the one in block 12, the Finance Division will request the contracting officer to modify the order within 5 days to provide the proper “remit to” address. If the Finance Division does not receive a modification within 5 days, the invoice will be considered improper and will be returned to the contractor.

*Block 13, Ship to.* Enter the consignee address, including zip code, and telephone number.

*Block 14, Place of Inspection and Acceptance.* Enter the location where inspection and acceptance will occur.

*Block 15, Requisition Office.* Enter the name, correspondence symbol and telephone number of the office that requested the supplies or services be purchased.

*Block 16, F.O.B. Point.* Enter the appropriate f.o.b. point. See FAR 47.302 and 47.303 and GSAR [547.300](#).

*Block 17, Government B/L No.* When supplies are shipped using a Government Bill of Lading (GBL), enter the GBL number.



**Block 18, Delivery f.o.b. point on or before.** Enter the date when supplies or services are to be delivered. Terms such as “ASAP” are unacceptable.

**Block 19, Payment/Discount Terms.** Enter the prompt payment discount terms provided for in the contract when placing an order against an established contract or the discount terms offered if purchasing on the open market.

**Block 20, Schedule.** Enter a complete description of the supplies or services being procured, including quantity, unit price, total price and any periodic billing requirements. In addition, the estimated freight charges must be included when f.o.b. origin terms are used and a Government Bill of Lading (GBL) is not issued.

Periods for inspection and acceptance of contract deliverables or completed work that are different from the 5 days cited in the Prompt Payment clause on the reverse of the GSA Form 300, must be included in this block.

When a GSA Form 300 is used to modify another GSA Form 300, block 20 must describe in detail what is being modified, e.g., number of units from \_\_\_ to \_\_\_, delivery date from \_\_\_ to \_\_\_, etc. Indicate the impact of the modification on the total price, e.g., total price is increased from \$\_\_\_\_\_ to \$\_\_\_\_\_, total price is decreased from \$\_\_\_\_\_ to \$\_\_\_\_\_, or the price of the original order is unchanged.

**Block 21, Receiving Office.** Enter the name, correspondence symbol and telephone number of the office responsible for completing the receiving report.

**Block 22, Shipping Point.** When the Government is paying the transportation cost or reimbursing the contractor for transportation cost, enter the shipping point for the supplies being purchased. This information should be obtained from the seller.

**Block 23, Gross Shipping Weight.** When the Government is paying the transportation cost or reimbursing the contractor for transportation cost, enter the shipping weight for the supplies being purchased. This information can usually be obtained from the seller.

**Block 24, Mail Invoice to.** Enter the address of the issuing office (same as block 11) or other designated program office within the service or region for purchases which do not exceed \$2,500 except for procurements charged to the General Supply Fund (255X) and procurements that anticipate periodic billings, e.g., utility contracts, recurring building service contracts, equipment rentals, etc. For all other purchases, enter the address of the appropriate Finance Division. Enter the “Fund” in designated area.

**Block 25.** If block 24 provides for the invoice to be submitted directly to the appropriate Finance Division, enter the Chief, Accounts Payable Branch in block A and his/her telephone number, including area code, in block B. If block 24 provides for the invoice to be submitted to the issuing office or other designated program office within the service or region, enter the name and telephone number, including area code, of an individual in that office.

**Block 26.** Enter the name of the contracting/ordering officer in block A and his/her telephone number, including area code, in block B. The name of the contracting/ordering officer typed in block A must correspond with the signature in block C. Obligating documents cannot be signed for a contracting/ordering officer.

(b) *Distribution.* (1) The distribution for orders (GSA Form 300) that do not exceed \$2,500, except those orders charged to the General Supply Fund (255X) or those which anticipate periodic billing, will be as follows:

- Copy 1 Paying Office (Original)—Retain in the contract file or send to the program office within the service or region responsible for preparing the receiving report (Copy 6). DO NOT send to the paying office until the invoice is received and approved for payment.
- Copy 2 Contractor's original
- Copy 3 Purchase File (Contracting/Ordering Officer)
- Copy 4 Purchase Office (Distribution as necessary)
- Copy 5 Consignee
- Copy 6 Receiving Report (Paying Office)
- Copy 7 Memorandum (Distribution as necessary)

(2) The distribution for orders (GSA Form 300) that exceed \$2,500, is charged to the General Supply Fund (255X), or that anticipates periodic billing will be as follows:

- Copy 1 Paying Office (Original)
- Copy 2 Contractor's Original
- Copy 3 Purchase File (Contracting/Ordering Officer)
- Copy 4 Purchase Office (Distribution as necessary)
- Copy 5 Consignee
- Copy 6 Receiving Report (Paying Office)—Not applicable to State A.I.D. overseas orders.
- Copy 7 Memorandum (Distribution as necessary)

(c) *Certifying receipt and processing payments for procurements requiring a written purchase order (GSA Form 300).* (1) When supplies or services are received, the contracting/ordering office or designated program office will certify receipt and acceptance and indicate the amount approved for payment on copy 6, Receiving Report, of the GSA Form 300 or 300-1. When multiple deliveries/payments

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are required, additional copies of the receiving report (copy 6) may be reproduced or the GSA Form 3025 or 3025A, Receiving Report, used to certify receipt and acceptance. Photocopied signatures will not be accepted on the receiving report.

**NOTE:** It is important that the date of receipt and the date of acceptance entered in the certification on the receiving report be accurate. Those dates are used to calculate the due date for payments, and interest on overdue payments. The contracting/ordering officer or a designated representative should certify receipt and authorize payment by signing the certification on the receiving report.

(2) Invoices received by issuing offices or other designated program offices must be time stamped to indicate the date of receipt, checked to verify the accuracy of the invoiced amount, and forwarded within 5 workdays (after receipt of the invoice or acceptance of the supplies and/or services,

whichever is later), to the appropriate Finance Division for payment. Copy 1 of the GSA Form 300/300-1 and a receiving report (Copy 6 of the GSA Form 300/300-1 or GSA Form 3025/3025A, Receiving Report) should be forwarded with the invoice to finance.

(3) When invoices are submitted directly to the Finance Division, contracting/ordering offices or other designated program offices will certify receipt and acceptance and authorize payment for supplies or services by completing copy 6 of GSA Form 300/300-1 or the GSA Form 3025/3025A, Receiving Report, in accordance with paragraph [\(a\)\(1\)](#) above and sending it to the appropriate Finance Division within 5 workdays after supplies or services are received and accepted.