

GSA ORDER

Subject: General Services Administration Acquisition Manual; GSAR-TA-2020-01,
Technical Amendment for URL Corrections

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM) to correct several outdated website addresses (i.e., URLs) and, if applicable, make corresponding editorial changes as well.
2. Background. As part of GSA's regulatory reform efforts, GSA has been performing a comprehensive review of the requirements in the GSAM. GSA identified several instances where a URL needed to be updated. As a result of updating these URLs, it was determined corresponding editorial changes were needed as well.
3. Effective date. Date of signature.
4. Explanation of changes. This amendment includes both regulatory and non-regulatory changes. For full text changes of the regulatory amendment see Tab A GSAR Text Line-In/Line-Out. For full text changes of the non-regulatory amendment see Tab AA GSAM Text Line-In/Line-Out.

This amendment revises the regulatory language of each of the below GSAR subparts in order to update URLs and, if applicable, make corresponding editorial changes as well.

- Subpart 504.11
- Subpart 522.8
- Subpart 552.2
- Subpart 570.1
- Subpart 570.3

This amendment revises the non-regulatory language of each of the below GSAM subparts in order to update URLs and, if applicable, make corresponding editorial changes as well.

- Subpart 501.6
- Subpart 502.1
- Subpart 504.4
- Subpart 504.6
- Subpart 504.13
- Subpart 505.3
- Subpart 507.1

- Subpart 507.70
- Subpart 511.1
- Subpart 512.2
- Subpart 515.2
- Subpart 516.5
- Subpart 519.7
- Subpart 519.8
- Subpart 523.1
- Subpart 533.2
- Subpart 534.2
- Subpart 537.6
- Subpart 539.1
- Subpart 541.2
- Subpart 553.3
- Subpart 570.1

5. Cancellations. Not applicable.

6. Point of contact. For clarification of content, contact the GSA Acquisition Policy Division at gsarpolicy@gsa.gov.

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Senior Procurement Executive
Office of Acquisition Policy
Office of Government-wide Policy

TAB AA – GSAM Text, Line-In/Line-Out

GSAM Baseline: Change 108 effective 04/30/2020

- Additions to baseline made by rule are indicated by **[bold text in brackets]**
- Deletions to baseline made by rule are indicated by ~~strikethroughs~~
- Five asterisks (*** * * * ***) indicate that there are no revisions between the preceding and following sections
- Three asterisks (*** * ***) indicate that there are no revisions between the material shown within a subsection

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PART 501— GENERAL SERVICES ADMINISTRATION ACQUISITION REGULATION SYSTEM

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Subpart 501.6 - Career Development, Contracting Authority, and Responsibilities

501.601 General.

(a) * * *

“Category Manager” means the individual(s) and/or agency(ies) responsible for areas of Governmentwide spend as described in OMB Memorandum Transforming the Marketplace: Simplifying Federal Procurement to Improve Performance, Drive Innovation, and Increase Savings dated December 4, 2014 which can be found at ~~<https://www.whitehouse.gov/sites/default/files/omb/procurement/memo/simplifying-federal-procurement-to-improve-performance-drive-innovation-increase-savings.pdf>~~ [<https://www.whitehouse.gov/omb/management/office-federal-procurement-policy>].

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(e) *Maintaining FAC and contracting officer warrants.* All FAC certified members of the GSA acquisition workforce and those appointed as contracting officers are required to earn Continuous Learning Points (CLPs) every two years from the date of issuance of the certification and/or warrant. The requirements for CLP achievement can be found ~~under~~**[on]** the ~~Career Management tab~~ of GSA’s Acquisition Portal (~~<https://insite.gsa.gov/portal/category/534186>~~)**[at** <https://insite.gsa.gov/acquisitionportal>].

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501.603 Selection, appointment, and termination of appointment for contracting officers.

501.603-1 General.

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(b) *Federal Acquisition Certification in Contracting (FAC-C)*. All employees in the GS-1102 series must be certified (FAC-C) at the appropriate level (Level I, II or III) in order to be considered for a contracting officer warrant. Effective October 1, 2014, contracting officers, regardless of their series, and other contracting professionals in the GS-1102 series must be certified at an appropriate level as of October 1, 2014. Any contracting professional issued a senior level warrant after October 1, 2014, must be Level III certified. ~~(Refer to the Acquisition Workforce Community of Practice accessible through GSA's Acquisition Portal (<https://insite.gsa.gov/portal/category/534186>)).~~**[See GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>].**

(1) FAC-C Application Process:

(i) Applicants are responsible for preparing and submitting their FAC-C certification request in FAITAS for supervisor approval. The electronic application must include all supporting documentation such as transcripts, training certificates, resume, and any other supporting documents. ~~(Refer to the Acquisition Workforce Community of Practice accessible through GSA's Acquisition Portal (<https://insite.gsa.gov/portal/category/534186>)).~~

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501.603-2 Selection.

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(c) *Evaluation of candidates for contracting officer warrants.*

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(2) Training requirements.

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(iii) ~~Refer to the Acquisition Workforce Community of Practice accessible through GSA's Acquisition Portal (<https://insite.gsa.gov/portal/category/534186>).~~**[GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>]** for the minimum training requirements for warrants.

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501.603-3 Appointment.

(a) *Certificate of Appointment.*

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(3) Suggested language for the Certificate of Appointment may be found on the ~~Acquisition Workforce Community of Practice accessible through GSA's Acquisition Portal at <https://insite.gsa.gov/topics/acquisition-purchases-and-payments/acquisition-portal/acquisition-career-management/gsa-warrant-program/contracting-officer-warrant-program?term=suggested+language+for+certificate+of+appointment>~~ **GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal/>.**

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(d) *Authority to make purchases for domestic and national security emergencies.*

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(2) The Office of the Chief Acquisition Officer (OCAO) or HCA may grant higher contracting authority during emergencies for Basic, Simplified and Intermediate warrants (~~See Office of Federal Procurement Policy Memorandum, Emergency Acquisition Guide, dated January 14, 2011~~ http://www.whitehouse.gov/sites/default/files/omb/assets/procurement_guides/emergency_acquisitions_guide.pdf).

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501.603-70 Fulfillment of required FAC-C training.

~~Information on fulfillment and equivalencies for required FAC-C training can be found at <https://insite.gsa.gov/portal/category/534186>.~~

501.604 Contracting Officer's Representative (COR).

The FAC-COR's role is to develop proper requirements and ensure during contract administration the contractors meet the commitments of their contracts, including the timeliness and delivery of quality goods and services as required by the contract. Information on the FAC-COR certification requirements can be found **[is available]** at <http://fai.gov/drupal/certification/fac> **[<https://www.fai.gov/>]**.

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(c) *Reciprocity of certifications.* As described in OMB memorandum, "Revisions to the Federal Acquisition Certification for Contracting Officers' Representatives," of September 6, 2011, (~~<http://www.fai.gov>~~), individuals certified as Federal Acquisition Certification in Contracting (FAC-C) Levels I or II or Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) Mid-Level/Journeyman are considered to

have met the FAC-COR requirements for Level II. Individuals certified as FAC-C Level III or FAC-P/PM Senior/Expert are considered to have met the FAC-COR requirements for Level III. These individuals must submit their FAC certificates and continuous learning documents to their BCMs for FAC-COR certification in accordance with the procedures shown **[process that can be found on]** in the Acquisition Workforce Community of Practice accessible through GSA's Acquisition Portal (<https://insite.gsa.gov/portal/category/534186>)**[GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>].**

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PART 502—DEFINITIONS OF WORDS AND TERMS

Subpart 502.1—Definitions

502.101 Definitions

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“Debaring official” or “suspending official” means **[the individual designated as]** GSA’s Suspension & Debarment Official at <https://insite.gsa.gov/portal/category/534198>.

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“Head of the contracting activity” means the Senior Procurement Executive (SPE); the Commissioners and Deputy Commissioners of the Federal Acquisition Service (FAS) and the Public Buildings Service (PBS); or their re-delegates. The Chief Administrative Services Officer serves as the HCA for the Internal Acquisition Division within the Office of Administrative Services. These officials serve within the limits of their delegated authority. The **[Information on]** HCA delegations may be found on **GSA’s Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>** **GSA’s Acquisition Portal (<https://insite.gsa.gov/portal/content/638514>).**

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PART 504—ADMINISTRATIVE MATTERS

Subpart 504.4—Safeguarding Classified Information Within Industry

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504.475 Return of classified information.

(a) Contracting officers must recover classified information, unless it has been destroyed as provided in Section 7 of Chapter 5 of the National Industrial Security Program Operating Manual (NISPOM). Information on NISPOM can be found at <http://www.fas.org/sgp/library/nispom.htm> [<https://fas.org/sgp/index.html>].

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Subpart 504.6—Contract Reporting

504.604 Responsibilities.

In accordance with FAR 4.604, the Senior Procurement Executive (SPE) has implemented the following policies to monitor and ensure the accurate and timely input of data into FPDS. Additional guidance is available on the GSA[’s] Acquisition Portal [at <https://insite.gsa.gov/acquisitionportal>] (<https://insite.gsa.gov/fpds/vandv>).

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504.605 Procedures.

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(iii) The remaining characters are determined by each service organization, and can be found at <https://insite.gsa.gov/aac> [on GSA’s Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>].

(2) Central Service Point (CSP) individuals are responsible for establishing and updating AAC assignments in the Department of Defense Activity Address Directory (DoDAAD). Additional guidance on AAC assignments and updates can be found at <https://insite.gsa.gov/aac> [on GSA’s Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>].

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504.606 Reporting Data.

(a) *Reporting requirements.* Detailed specification of FPDS data reporting requirements is contained in the FPDS-NG FAQs document (available at https://www.fpds.gov/wiki/index2.php/FPDS-NG_FAQ) [<https://www.fpds.gov/>]. Reporting offices are encouraged to use automated information systems for FPDS data reporting, provided that the systems contain all required FPDS data elements via the

machine-to-machine process and the automated acquisition system has received the proper certification from the FPDS system manager.

(b) The GSA FPDS Sustainability Coding Guidelines at <http://insite.gsa.gov/sustainableacquisition> **[found on GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>]** must be followed when selecting codes for the following sustainability data elements:

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Subpart 504.13—Personal Identity Verification of Contractor Personnel

504.1370 Credentials and Access Management.

(a) Procedures.

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(3) The CIO P 2181.1 - GSA HSPD-12 Personal Identity Verification and Credentialing Handbook, as well as additional resources for implementing the credentials and access management requirements, can be found on the **[GSA's]** Acquisition Portal at: <https://insite.gsa.gov/hspd12inprocurement> **[<https://insite.gsa.gov/acquisitionportal>]**.

(b) Delegating Responsibilities. Contracting officers must ensure any contracting officer's representative delegation letter includes language for credentials and access management responsibilities. Standard delegation language can be found on the **[GSA's]** Acquisition Portal at: <https://insite.gsa.gov/hspd12inprocurement> **[<https://insite.gsa.gov/acquisitionportal>]**.

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PART 505—PUBLICIZING CONTRACT ACTIONS

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Subpart 505.3 - Synopses of Contract Awards

505.303-70 Notification of proposed substantial awards and awards involving congressional interest.

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(c) *Contents of notice.*

(1) Provide the information in accordance with the format at <http://www.gsa.gov/forms> [<https://www.gsa.gov/reference/forms>].

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PART 507—ACQUISITION PLANNING

Subpart 507.1 - Acquisition Plans

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507.104 General procedures.

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(6) Coordinate with the GSA Chief Information Officer (CIO) if the action involves GSA information technology and ensure acquisition plans are approved by the GSA CIO. Guidance for identifying the applicable GSA CIO point of contact is located **[can be found]** on the **[GSA's]** Acquisition Portal at <https://insite.gsa.gov/itprocurement> [<https://insite.gsa.gov/acquisitionportal>]. For interagency acquisitions involving information technology, see subpart 517.5.

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(d) The planner is encouraged to use the ~~Acquisition Planning Wizard (APW)~~ (found at <http://apw.gsa.gov>) **[Acquisition Planning Module (APM) at <https://gsa.appiancloud.com/suite/tempo/>]**, or any successor system, for all acquisitions exceeding the SAT. Not later than 7 calendar days after the acquisition plan is approved, if not completed in ~~APW~~ **[APM]**, an electronic copy shall be sent to acquisitionplans@gsa.gov.

507.105 Contents of acquisition plans.

(a) *Written.* (1) The ~~APW~~ **[APM]** contains the format prescribed in FAR 7.105 and shall be used in the preparation of acquisition plans.

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(3) For leasehold interests in real property, a modified version of the contents of acquisition plans for leases is provided in the ~~APW~~ **[APM]**.

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507.107 Additional requirements for acquisitions involving consolidation, bundling or substantial bundling.

507.107-1 General.

[Guidance on consolidation, bundling or substantial bundling can be found on GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>.]

(a) *Applicability.* (1) The contracting officer must determine if the requirement is considered consolidation, bundling or substantial bundling per the definitions in FAR 2.101(b) and 7.107-4. ~~Additional guidance on the definitions is available on the GSA Acquisition Portal (<http://insite.gsa.gov/consolidationbundling>).~~

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(b) *Thresholds for Written Determination.*

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(c) *Approvals for Written Determination.*

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~~(3) Review and approval guidance can be found on the GSA Acquisition Portal (<http://insite.gsa.gov/consolidationbundling/approvals>).~~

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(d) *Contents of Written Determination for Consolidation.*

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~~(2) Additional consolidation and bundling guidance is available on the GSA Acquisition Portal (<http://insite.gsa.gov/consolidationbundling>).~~

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(g) *Substantial Benefits Reporting.*

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~~(3) Reporting guidance is available on the GSA Acquisition Portal (<http://insite.gsa.gov/consolidationbundling>).~~

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507.107-5 Notifications.

(a) *Notification to public of rationale for consolidated, bundled or substantially bundled requirement.*

(1) A summary notification of a determination that a consolidated, bundled or substantially bundled requirement is necessary and justified will be published by the SPE on the GSA public website at <http://www.insite.gsa.gov/consolidationbundling> [<https://www.gsa.gov/consolidationbundling>]. The notice will be posted within 7 days of the SPE approved determination. * * *

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Subpart 507.70—Additional Requirements for Purchases in Support of National Security Systems involving Weapons Systems

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507.7001 Policy.

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(b) Contracting Officers shall ensure that all requiring agency regulations and the policies and directives of The Committee on National Security Systems at www.cnss.gov [<https://www.cnss.gov/cnss/>] are incorporated during the acquisition planning stage and are met before acquiring information technology supplies, services and systems in support of a weapon system as part of a national security system.

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PART 511—DESCRIBING AGENCY NEEDS

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Subpart 511.1 - Selecting and Developing Requirements Documents

511.170 Information Technology Coordination and Standards.

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(b) *CIO Coordination.* Requirements for GSA information technology must be coordinated with the GSA Chief Information Officer (CIO) in accordance with the Federal Information and Technology Acquisition Reform Act (FITARA) (Pub L. No. 113-291). Guidance for identifying the applicable GSA CIO point of contact [**can be found**] is located on the [**GSA's**] Acquisition Portal at

~~<https://insite.gsa.gov/itprocurement>~~**<https://insite.gsa.gov/acquisitionportal>**. For interagency acquisitions involving information technology, see subpart 517.5.

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(d) *Internet Protocol Version 6 (IPv6).*
(1) *Developing Requirements.*

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(ii) Sample statement of work language to require IPv6 compliance can be found on the ~~the~~**[GSA's]** Acquisition Portal at ~~<https://insite.gsa.gov/itprocurement>~~**<https://insite.gsa.gov/acquisitionportal>**.

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(2) *Waivers.*

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(iii) A sample waiver request is ~~located~~ **[can be found]** on the ~~the~~**[GSA's]** Acquisition Portal at ~~<https://insite.gsa.gov/itprocurement>~~**<https://insite.gsa.gov/acquisitionportal>**.

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(e) *Software Code Development.*

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(1) Software that the Government already owns. For software that will be used by GSA, this requires review of the GSA IT Standards List within the GSA Enterprise Architecture Analytics & Reporting Database that can be ~~accessed from~~ **[found on]** the **[GSA's]** Acquisition Portal at ~~<https://insite.gsa.gov/itprocurement>~~**<https://insite.gsa.gov/acquisitionportal>**. The GSA IT Standards List shows software that has been approved for use within GSA by the Chief Technology Officer.

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(f) *Custom-Developed Software Code.*
(1) *Developing Requirements.*

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(ii) *Sufficient data rights language in the statement of work.* GSA Standard Open Source Code Statement of Work language can be found on the **[GSA's]** Acquisition Portal at <https://insite.gsa.gov/itprocurement> **[https://insite.gsa.gov/acquisitionportal]**.

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(2) *Waivers.*

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(iii) A sample waiver form is located **[can be found]** on the **[GSA's]** Acquisition Portal at <https://insite.gsa.gov/itprocurement> **[https://insite.gsa.gov/acquisitionportal]**.

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PART 512—ACQUISITION OF COMMERCIAL ITEMS

Subpart 512.2—Special Requirements for the Acquisition of Commercial Items

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512.203 Procedures for solicitation, evaluation, and award.

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(4) Construction contracts in excess of \$2,000 must include an applicable Construction Wage Rate Requirements statute wage determination found at [http\[s\]://www.wdol.gov](http[s]://www.wdol.gov). If the construction contract is greater than \$30,000, then the SF 1442 should be used in lieu of the SF 1449 and the bonds or alternate payment protection provisions of FAR 28.102-1, 28.102-2 and 28.102-3 apply.

(5) Construction contracts awarded as commercial item acquisitions should not exceed the prospectus threshold. The prospectus threshold as referenced in section 102-73.35 of the Federal Management Regulation (FMR) is posted at [http\[s\]://www.gsa.gov/annualprospectusthreshold](http[s]://www.gsa.gov/annualprospectusthreshold).

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PART 515—CONTRACTING BY NEGOTIATION

Subpart 515.2—Solicitation and Receipt of Proposals and Information

515.201 Exchanges with industry before receipt of proposals.

(a) The contracting officer must communicate and collaborate with industry prior to receipt of proposal to the maximum extent practicable. Vendor engagement is key in providing sound solutions in support of the GSA mission and the missions of the customers served by GSA while promoting opportunities for small business. Communication and collaboration tools can be found in the Vendor Communication Plan (<http://www.gsa.gov/portal/content/105199>)[at <https://www.gsa.gov/forbusiness>].

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PART 516—TYPES OF CONTRACTS

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Subpart 516.5—Indefinite-Delivery Contracts

516.505 Task-order and delivery-order ombudsman.

(a) In accordance with FAR subpart 16.5, the GSA Task-Order and Delivery-Order Ombudsman can be found at [http\[s\]://www.gsa.gov/ombudsman](http[s]://www.gsa.gov/ombudsman).

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PART 519—SMALL BUSINESS PROGRAMS

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Subpart 519.7 - The Small Business Subcontracting Program

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519.705-4 Reviewing the subcontracting plan.

(a) The contracting officer should provide offerors a model subcontracting plan when determined appropriate, e.g., when it may facilitate evaluation or negotiation. The contracting officer may use the model plan developed by the Office of Small Business Utilization (E) as found[**available on OSBU's website**] at <https://insite.gsa.gov/subcontracting>[**<https://insite.gsa.gov/organizations/staff-offices/office-of-small-business-utilization-osbu>**]. Include the following notice on the transmittal, if providing a model in response to a single request, or in the solicitation, if including it as an attachment:

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(c) The contracting officer shall use the Subcontracting Plan Evaluation Checklist found **[available on OSBU's website]** at <https://insite.gsa.gov/subcontracting> **[https://insite.gsa.gov/organizations/staff-offices/office-of-small-business-utilization-osbu]** and GSAM **[subpart]** 519.7 to evaluate an offeror's subcontracting plan.

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(g)

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(1) Local SBA offices. These can provide an offeror assistance in accessing the System for Award Management (SAM) (www.sam.gov **[https://www.sam.gov]**) database to conduct market research and confirm the eligibility for SBA's procurement preference programs.

(2) Department of Commerce, Minority Business Development Agencies (MBDAs) at <http://www.mbda.gov> **[https://www.mbda.gov/]**.

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(5) Small, minority, women-owned, and veteran business associations at www.gsa.gov/smallbusiness **[https://www.gsa.gov/small-business]**.

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(8) Department of Veterans Affairs for assistance in identifying Service Disabled Veteran-Owned Small Businesses (SDVOSBs) and Veteran-Owned Small Businesses (VOSBs) at www.vetbiz.gov **[https://www.va.gov/osdbu/]**.

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519.705-5 Awards involving subcontracting plans.

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(c) Notification letter for individual subcontracting plans.

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(2) The contracting officer shall send the letter electronically with the award package or as soon as practicable after award.

FORMAT A

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You must submit subcontracting reports through the Electronic Subcontracting Reporting System [at] (~~www.esrs.gov~~<https://www.esrs.gov/>) using the Individual Summary Report (semi-annually) and the Summary Subcontract Report (annually).

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FORMAT B

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If at any time during contract performance you are unable to identify capable small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small and service-disabled veteran-owned small business concerns, please contact your local Small Business Technical Advisor ~~your local Small Business Technical Advisor found at <https://insite.gsa.gov/esbucontacts> or the Office of Small Business Utilization by telephone at (202) 501-1021.~~

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Subpart 519.8—Contracting With the Small Business Administration (The 8(a) Program)

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519.870-1 Authority and applicability.

(a) In accordance with FAR 19.800(f), GSA obtained a delegation from SBA permitting direct 8(a) contracting as documented through GSA's Partnership Agreement. The current Partnership Agreement is ~~located on the GSA internal website at <https://insite.gsa.gov/portal/category/529822>~~ **can be found on GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>**. ~~The Partnership Agreement includes the current terms and conditions.~~

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PART 523—ENVIRONMENT, ENERGY AND WATER EFFICIENCY, RENEWABLE ENERGY TECHNOLOGIES, OCCUPATIONAL SAFETY, AND DRUG-FREE WORKPLACE

Subpart 523.1 - Sustainable Acquisition Policy

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523.102 Definitions.

~~[Reserved] means a public website that identifies Federal sustainable acquisition requirements and provides other guidance for the purchase of sustainable products and services. A link to this website can be found at <http://insite.gsa.gov/sustainableacquisition>.~~

~~means a free, interactive website that helps the public identify and implement cost-effective green building and procurement strategies. A link to this website can be found at <http://insite.gsa.gov/sustainableacquisition>.~~

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523.104 Procedures.

(a) *Pre-Award Procedures.*

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(2) *Statement of Work/Solicitation.*

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(ii) When developing the statement of work or specification, consider including procedures for verifying compliance with sustainable requirements. Review the Verification Guide for Purchasers of Sustainable Products at ~~<http://insite.gsa.gov/sustainableacquisition>~~ for additional information [\[https://sftool.gov/\]](https://sftool.gov/).

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(b) *Award Procedures.* Review GSAM 504.606(b) for instructions on GSA FPDS sustainability coding. The GSA FPDS Sustainability Code Guidelines provides instructions on reporting sustainability data for individual procurements in FPDS and can be found **[on GSA's Acquisition Portal]** at [\[https://insite.gsa.gov/acquisitionportal\]](https://insite.gsa.gov/acquisitionportal) ~~<http://insite.gsa.gov/sustainableacquisition>~~.

(c) *Post-Award Procedures.*

(1) *Receipt of Sustainable Products and Services.*

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(ii) The contracting officer must note any discrepancies with sustainable acquisition requirements in the contract and take the appropriate corrective action. For best practices in verifying evidence of compliance, review the Verification Guide for Purchasers of Sustainable Products at <http://insite.gsa.gov/sustainableacquisition> [\[https://sftool.gov/\]](https://sftool.gov/).

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523.105 Sustainability Exceptions.

(a) *Allowable Exceptions.*

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(ii) For more information on conducting a life cycle cost analysis (LCCA), review the **[guidance]**~~FEMP LCCA Guidance~~ at <http://insite.gsa.gov/sustainableacquisition> **[<https://sftool.gov/>]**.

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523.106 Compliance Monitoring and Reporting.

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(b) *Determining Compliance.* See the GSA Sustainable Acquisition Review Criteria document **[available on GSA's Acquisition Portal]** at <http://insite.gsa.gov/sustainableacquisition> **[<https://insite.gsa.gov/acquisitionportal>]** for the specific criteria that will be used to determine compliance with sustainable acquisition reviews.

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PART 533—PROTESTS, DISPUTES, AND APPEALS

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Subpart 533.2 - Disputes and Appeals

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533.212 Contracting officer's duties when an appeal is filed.

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533.212-2 Procedures when an appeal is filed.

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(b) *CBCA Appeal File.*

(1) When an appeal is filed before the CBCA, the contracting officer shall prepare the file of documentary exhibits required in the Board's Rules of Procedure at <http://www.cbca.gsa.gov> **[<https://www.cbca.gov/>]**, in accordance with the Board's rules governing the Appeal File.

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PART 534—MAJOR SYSTEM ACQUISITION

Subpart 534.2—Earned Value Management Systems.

534.201 Policy.

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(d) ~~Industry~~ **[Resources and] Guides**. Earned Value Management **[EVMS]** is based upon the application of an international standard, ANSI/EIA-748-A (June 2007). ~~Specific EVMS resources and guides~~ **[are available at <http://www.ndia.org/divisions/ipmd/division-guides-and-resources>** approved for use by industry and U.S. Government for implementation of various aspects of ANSI/EIA-748-A are maintained by the National Defense Industrial Association (NDIA). These **[resources and] G[g]uides** include:

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(e) ~~The Guides can be found at <http://www.ndia.org/evm>.~~

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PART 537—SERVICE CONTRACTING

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Subpart 537.6—Performance-based Acquisition

537.601 General.

~~GSA Contracting Activities~~ **[Contracting officers]** are encouraged to use the ~~Seven Steps to Performance-Based Acquisition (PBA) Guide~~. This guide may be accessed at http://www.acquisition.gov/comp/seven_steps/home.html **[Steps to Performance-Based Acquisition (SPBA) available at <https://pba.app.cloud.gov/app/#/pba>**.

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PART 539—ACQUISITION OF INFORMATION TECHNOLOGY

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Subpart 539.1 - General

539.101 Policy.

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(d) *Internet Protocol Version 6 (IPv6)*.

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(2)

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(i) *The Supplier's Declaration of Conformity (SDOC)*. The template for the SDOC can be found on the National Institute of Standards and Technology (NIST) Information Technology Lab website [available] that is included on the Acquisition Portal at [\[https://www.nist.gov/programs-projects/usgv6-program\]](https://www.nist.gov/programs-projects/usgv6-program)<https://insite.gsa.gov/itprocurement>;

(ii) *Laboratory Certification*. The product being acquired has been tested and shown to be IPv6 compliant by an accredited laboratory. A listing of tested/certified products can be found on the NIST Information Technology Lab website [available] that is included on the Acquisition Portal at <https://insite.gsa.gov/itprocurement>[\[https://www.nist.gov/programs-projects/usgv6-program\]](https://www.nist.gov/programs-projects/usgv6-program); or

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PART 541—ACQUISITION OF UTILITY SERVICES

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Subpart 541.2 - Acquiring Utility Services

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541.202 Procedures.

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(h) Utility accounts and invoices must be monitored in accordance with the GSA Utility Program Standard Operating Procedures at <https://insite.gsa.gov/utilityacquisition> [which can be found on GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>].

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PART 553—FORMS

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Subpart 553.3 - Illustrations of Forms

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553.300-70 Forms not illustrated

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(b) Forms available on-line. You can access the forms listed below at ~~the location indicated~~ **[GSA Forms Library at <https://www.gsa.gov/forms>]**.

PART 570—ACQUIRING LEASEHOLD INTERESTS IN REAL PROPERTY

Subpart 570.1 - General

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570.117 Sustainable requirements for lease acquisition.

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(a) Pre-Award Procedures. The contracting officer must ensure that the sustainable requirements within the lease templates are included in the awarded lease as specified by the PBS Leasing Desk Guide. Review Chapter 18 of the PBS Leasing Desk Guide **[that can be found on GSA's Acquisition Portal]** at ~~<http://insite.gsa.gov/sustainableacquisition>~~ **[<https://insite.gsa.gov/acquisitionportal>]** for guidance on ensuring sustainable requirements are included in leases.

(b) *Post-Award, Pre-Occupancy Procedures.*

(1) Sustainability Procedures. For specific post-award sustainability procedures, review Chapter 18 of the PBS Leasing Desk Guide at ~~<http://insite.gsa.gov/sustainableacquisition>~~.

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(iii) When choosing what documents to review during sustainability compliance reviews, random sampling techniques can be utilized to limit the number of documents/evidence being reviewed. Staff/Service Offices may prioritize which products and/or services to focus on in their compliance reviews. For specific best practices in verifying evidence of compliance, review the Verification Guide for Purchasers of Sustainable Products at ~~<http://insite.gsa.gov/sustainableacquisition>~~ **[<https://sftool.gov/>]**.

(c) *Post-Occupancy Procedures.* The contracting officer must take reasonable steps to validate the lessor complies with all post-occupancy sustainable requirements in the lease. Review the Lease Management Desk Guide **[that can be found on GSA's Acquisition Portal]** at ~~<http://insite.gsa.gov/sustainableacquisition>~~ **[<https://insite.gsa.gov/acquisitionportal>]**

for guidance on monitoring and documenting lessor compliance with all post-occupancy sustainable requirements.

(d) *Sustainability Exceptions*. If at any point during a real property lease acquisition the contracting officer determines that one of the mandatory sustainable requirements should not be included in the lease due to an allowable exception, the contracting officer must follow any applicable procedures as stated within the PBS Leasing Desk Guide at <http://insite.gsa.gov/sustainableacquisition>.

(e) *Compliance Monitoring and Reporting*.

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(2) *Determining Compliance*. See the GSA Sustainable Acquisition Review Criteria document **[that can be found on GSA's Acquisition Portal]** at <http://insite.gsa.gov/sustainableacquisition>**[https://insite.gsa.gov/acquisitionportal]** for the specific criteria ~~that will be used to determine compliance with sustainable acquisition reviews~~**[requirements]**.

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