

General Services Administration  
Washington, DC 20405

APD 2800.12B, Change 78  
October 11, 2016

### GSA ORDER

**Subject:** General Services Administration Acquisition Manual; GSAM Case 2016-G504, Consolidation and Bundling of Contract Requirements, Update Websites.

1. **Purpose.** This order transmits a revision to the General Services Administration Acquisition Manual (GSAM) to update website links referenced within the subject case.
2. **Background.** On September 30, 2016, GSA Order Change 77 was signed by the Senior Procurement Executive to implement GSAM Case 2016-G504, Consolidation and Bundling of Contract Requirements. The website links were used in the case to direct the acquisition workforce to additional tools and resources.
3. **Effective date.** This change is effective on October 11, 2016.
4. **Explanation of changes.** All references to <http://insite.gsa.gov/consolidation-bundling>, <http://insite.gsa.gov/consolidation-bundling/approvals> and <http://www.gsa.gov/consolidation-bundling>, have been removed from the GSAM and replaced with the updated website links <http://insite.gsa.gov/consolidationbundling> and <http://www.gsa.gov/consolidationbundling>.
5. **Cancellations and Rescissions:** None



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**GSAM Case 2016-G504**  
**Consolidation and Bundling of Contract Requirements**  
**Tab A - GSAM Text, Line-In/Line-Out**

**GSAM Baseline: Change 73 effective 7/6/2016**

- Additions to baseline are indicated by **[bold text in brackets]**
- Deletions to baseline are indicated by ~~strikethroughs~~

**Part 507 - Acquisition Planning**

**Subpart 507.1 - Acquisition Plans**

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

**507.107-1 General.**

- (a) *Applicability.* 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> ~~http://insite.gsa.gov/consolidation-bundling~~).
- (b) *Thresholds for Written Determination.* Notwithstanding exceptions per FAR 7.107-1(b), a written determination is required for-
- (1) Consolidation requirements above \$2 million; and
  - (2) Bundling requirements at any dollar value.
- (c) *Approvals for Written Determination.*
- (1) The contracting officer shall obtain approvals as required by the Service prior to the Associate Administrator, Office of Small Business Utilization (AA OSBU) and the Senior Procurement Executive (SPE).
  - (2) The contracting officer shall coordinate with the GSA Office of Small Business Utilization (OSBU) for AA OSBU's approval prior to the SPE's approval.
  - (3) Review and approval guidance can be found on the GSA Acquisition Portal (<http://insite.gsa.gov/consolidationbundling> ~~http://insite.gsa.gov/consolidation-bundling/approvals~~).
- (d) *Contents of Written Determination for Consolidation.*
- (1) The contracting officer must provide the following information, which includes the requirements at FAR 7.107-2:

- (i) Brief description of the acquisition history.
- (ii) Description of the market research conducted.
- (iii) Identification of any alternative contracting approaches that involve a lesser degree of consolidation of contract requirements.
- (iv) Identification of the contracting approach selected.
- (v) Identification of any negative impacts to small business concerns.
- (vi) Description of steps taken to include small business concerns in the acquisition strategy.
- (vii) Explanation of the substantial benefits.
- (viii) Statement that the consolidation and/or bundling is necessary and justified.

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

*(e) Additional Contents of Written Determination for Bundling.*

- (1) The contracting officer must provide the information required by paragraph (e)(2) of this subsection in addition to paragraph (d) of this subsection when the requirement is considered bundling (see FAR 2.101). The additional information listed in this paragraph includes the requirements at FAR 7.107-3.
- (2) The contracting officer must use market research to determine prices the Government could have been or could be charged by a small business for the work previously performed by other than small business(es) (see FAR 7.107-3(g)).

*(f) Additional Contents of Written Determination for Substantial Bundling.*

- (1) The contracting officer must provide the information required by paragraph (f)(2) of this subsection in addition to paragraphs (d) and (e) of this subsection when the requirement is considered substantial bundling (see FAR 7.107-4).
- (2) The contracting officer must provide the following information, which includes the requirements at FAR 7.107-4(b):
  - (i) Explain the rationale for not selecting each alternative contracting approach with a lesser degree of consolidation.
  - (ii) Identify the specific impediments to participation by small business concerns as contractors, including any relevant socioeconomic subcategories.

- (iii) Explain any actions designed to maximize small business participation through teaming.
- (iv) Explain any actions designed to maximize small business participation through subcontracting, including suppliers.

(g) *Substantial Benefits Reporting.*

- (1) The contracting officer must monitor and measure actual savings throughout the acquisition life cycle, and report realized substantial benefits to the SPE.
- (2) Realized substantial benefits shall be reported:
  - (i) Within 14 calendar days after award of the contract.
  - (ii) Within 30 calendar days after completion of the contract.
  - (iii) During contract performance as requested by the SPE on a case by case basis.
- (3) Reporting guidance is available on the GSA Acquisition Portal (<http://insite.gsa.gov/consolidationbundling> ~~http://insite.gsa.gov/consolidation-bundling~~).

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.gsa.gov/consolidationbundling> ~~http://www.gsa.gov/consolidation-bundling~~. The notice will be posted within 7 days of the SPE approved determination.
  - (2) Any solicitation related to the consolidation, bundled or substantially bundled requirement can only be published after the summary notice from subparagraph (a)(1) of this section has been published for at least 7 days.
  - (3) The contracting officer is encouraged to provide the summary notification from subparagraph (a)(1) of this section to the Governmentwide Point of Entry (GPE) before issuance of the solicitation.
  - (4) The contracting officer shall publish the SPE approved determination with the publication of the solicitation, redacted as necessary.

(5) For bundled or substantially bundled requirements, in addition to the requirements of this subsection, the contracting officer must verify compliance with the notification requirements of FAR 7.107-5(b).

(b) Notification to SBA of follow-on consolidated or bundled requirements.

(1) The contracting officer shall coordinate with the designated SBTA (see 519.4) to provide follow-on notification to the SBA PCR in accordance with FAR 7.107-5(c). The designated SBTA will provide notification to the AA OSBU.

(2) The SBTA will submit the notification to SBA PCR within 5 business days of receiving the notification from the contracting officer or request an extension from the contracting officer.

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