

AMS CHANGE REQUEST COVER SHEET

Change Request Number: 11-23

Date Received: 2/8/11

Title: Update to Procurement Forms Template

Initiator Name: Tim Eckert

Organization Name and Routing Symbol: Procurement Policy Team, AJA-A11

Telephone: (202)267-7527

Policy OR Guidance: Guidance

Affected Section/Text Location: Procurement Toolbox, Procurement Forms

Summary of Change: Update to AMS Forms – forms either modified, deleted, or added. numbers of other forms corrected in AMS.

Reason for Change: Update to reflect current AMS guidance and/or acquisition practice

Development, Review, and Concurrence: Acquisition policy

Target Audience: FAA Acquisition Workforce

Potential Links in FAST for the Change: None

Attachments: redlines and final documents

Briefing Planned: No.

ASAG Responsibilities: None.

Links for New/Modified Forms: <http://fast.faa.gov/docs/forms/form.html>

1. Affidavit of Individual Surety SF-28– revised form attached
2. Award/Contract SF-26– revised form attached
3. Checklists – all but one of the six modified – revised forms attached for “Contract Organization and File Content List”, “Purchase Order/GSA/FSS Order File Checklist”, “Contract Organization and File Content – Modifications”, “Interagency Agreement File”, and “Blanket Purchase Agreement File”. “Contract Closeout Checklist” does not change.
4. Confirmatory Instrument – revised form attached
5. Contract Pricing Proposal Cover Sheet-SF-1411– delete
6. Contract Pricing Summary –form number in AMS forms listing should be DOT F4220.344 rather than DOT 4220.44
7. Contractor’s Release - DOT Form F 4220.4– revised form attached
8. Order for Supplies or Services OF-347– revised form attached – also change title in forms list from “Order for Supplies and Services”
9. Proposal Cover Sheet –SF-1448– delete
10. Randolph Sheppard Vending Facilities – revised form attached
11. Reinsurance Agreement for a Miller Act Performance Bond- form number in AMS forms listing should be SF-273
12. Reinsurance Agreement for a Miller Act Payment Bond – form number in AMS forms listing should be SF-274
13. Resource Conservation and Recovery Act –revised form attached
14. Schedule of Accounting Information – SF-1439 – added form attached
15. Semi-annual Labor Compliance – revised form attached
16. Statement and Acknowledgment – revised form attached
17. Subcontracting Report for Individual Contracts-SF-294– delete
18. Summary Subcontract Report –SF-295- delete

All other forms not listed above are unchanged.