

Procurement Guidance - (4/2017)

T1.13 - Metrics and Performance Management Revised 2/2006

A Metrics and Performance Management

1 General Revised 7/2014

2 Earned Value Management System Revised 7/2014

B Clauses

C Forms

T1.15 - Legal Coordination Guidance

A Legal Coordination Guidance

1 Introduction

2 Applicability

3 Definitions

4 Coordination Guidance Revised 10/2005

5 Representation

6 Exceptions and Waivers

B Clauses

C Forms

T3.1.3 Fundamental Principles

A Fundamental Principles

1 Standards of Conduct for FAA Employees Revised 10/2005

B Clauses

C Forms

T3.1.4 Delegations Revised 7/2009

A Authority, Delegation, and Unauthorized Commitments Revised 1/2017

1 Delegated Authority Revised 1/2017

2 COCO Responsibilities Revised 1/2017

3 1102 Series Certification Revised 1/2017

4 Contracting Officer Certificates of Appointment/Warrants (1102 Series) Revised 1/2017

5 Procurement Authority Delegated to Other Qualified Individuals Revised 1/2017

6 Ratification of Unauthorized Commitments Revised 1/2012

B Clauses Revised 7/2010

C Forms Revised 7/2010

D Appendix Added 1/2011

1 1102 Series Warrant Standards Revised 1/2017

T3.1.5 Conflict of Interest Revised 8/2009

A Conflict of Interest

1 Requirement for an Agreement Regarding Conflict-of-Interest Revised 1/2017

2 Processing a Conflict of Interest Revised 1/2007

3 Single-Source/Non-Competitive Acquisitions Revised 1/2017

B Clauses

C Forms Revised 1/2011

T3.1.6 Non-Disclosure of Information Revised 8/2009

A Disclosure of Information

1 General Revised 1/2007

2 Requirement for an Agreement Regarding Non-Disclosure of Information Revised 1/2017

- 3 [Processing a Violation of the Agreement Regarding Non-Disclosure of Information](#) Revised 1/2011
 - 4 [Processing a Freedom of Information \(FOIA\) Request](#) Revised 1/2017
 - 5 [Single-Source/Non-Competitive Acquisitions](#) Added 7/2012
 - [B Clauses](#)
 - [C Forms](#)
- T3.1.7 [Organizational Conflict of Interest](#) Revised 4/2006
 - [A Organizational Conflict of Interest](#)
 - 1 [Responsibilities Related to Organizational Conflict of Interest](#)
 - 2 [Potential OCI Situations](#) Revised 4/2006
 - 3 [Disclosure by Offerors or Contractors Participating in FAA Acquisitions](#)
 - 4 [Remedies for Nondisclosure](#)
 - 5 [Contractor Participation in Preparing Specifications or Statements of Work](#)
 - 6 [Procedures](#)
 - 7 [SIR Provisions](#)
 - [B Clauses](#)
 - [C Forms](#)
- T3.1.8 [Procurement Integrity Act](#) Revised 7/2006
 - [A Procurement Integrity Act](#)
 - 1 [Applicability](#) Revised 10/2014
 - 2 [FAA-Specific Definitions](#) Revised 10/2014
 - 3 [Full Text of Procurement Integrity Act 41 U.S.C §§ 2101-2107](#) Revised 10/2014
 - [B Clauses](#)
 - [C Forms](#) Revised 10/2010
 - [D Appendix](#) Added 10/2010
 - 1 [Administrator's Approval of FAA Procurement Integrity Act Definitions](#) Added 10/2010
- T3.1.9 [Electronic Commerce](#) Added 7/2007
 - [A Electronic Commerce and Signature in Contracting](#) Added 7/2007
 - 1 [Authority for Electronic Commerce](#) Revised 7/2013
 - 2 [Considerations for Technology and Systems](#) Revised 7/2013
 - 3 [Electronic Signature](#) Revised 7/2013
 - 4 [Electronic Contract Files](#) Added 1/2014
 - [B Clauses](#) Added 7/2007
 - [C Forms](#) Added 7/2007
- T3.2.1 - [Procurement Planning](#) Revised 4/2009
 - [A Procurement Request \(PR\)](#) Revised 7/2007
 - 1 [Purpose of a Procurement Request Package](#) Revised 7/2007
 - 2 [Content of PR Package](#) Revised 4/2013
 - 3 [Review by Chief Information Officer](#) Revised 4/2017
 - 4 [Acquisition Review by Aeronautical Center Acquisition Services](#) Revised 1/2017
 - 5 [PRISM-Generated Requisition](#) Revised 7/2007
 - 6 [Funds Certification](#) Revised 10/2012
 - 7 [Requisition Approval Levels](#) Revised 10/2014
 - 8 [Describing Requirements](#) Revised 7/2007
 - 9 [Independent Government Cost Estimate](#) Revised 10/2016
 - 10 [PR Package Clearances, Justifications and Other Documentation](#) Revised

4/2017

[11 Simplified Purchases](#) Revised 7/2007

[12 Lease or Rental Space](#) Revised 7/2007

[13 Logistics Center Supply Support](#) Revised 7/2007

[14 Real Property](#) Revised 4/2009

[15 Public Utilities](#) Revised 7/2007

[16 Liquidated Damages](#) Added 10/2014

[17 Returning a Deficient PR Package](#) Revised 10/2014

[B Clauses](#)

[C Forms](#) Revised 7/2007

[T3.2.1.2 - Market Analysis](#) Added 10/2006

[A Market Research and Analysis](#) Added 10/2006

[1 Market Research and Analysis](#) Revised 4/2013

[B Clauses](#) Added 10/2006

[C Forms](#) Added 10/2006

[T3.2.1.3 - Implementing OMB Circular No. A-76](#) Revised 1/2009

[A Guidance for Implementing for OMB Circular No. A-76](#)

[1 OMB Circular A-76, Performance of Commercial Activities](#)

[2 Applicability of AMS](#)

[3 Responsibilities](#) Revised 1/2009

[4 Primary Phases for A-76 Competitions](#)

[5 Preliminary Planning](#)

[6 Public Announcement \(Official Start Date\)](#)

[7 Competition Procedures](#) Revised 1/2009

[8 Post Competition Accountability](#)

[9 Adversely Affected Employees](#)

[10 The Agency Tender](#)

[B Clauses](#)

[C Forms](#)

[T3.2.1.4 - Chief Financial Officer Requirements](#) Revised 1/2008

[A Chief Financial Officer Approvals and Other Requirements](#) Revised 1/2006

[1 Authorization for Procurement Request](#) Revised 4/2016

[2 Capitalization of Assets](#) Revised 7/2010

[B Clauses](#) Revised 10/2007

[C Forms](#) Revised 1/2006

[T3.2.1.5 - Disaster or Emergency Preparedness and Response](#) Revised 1/2009

[A Disaster or Emergency Contracting](#) Added 10/2006

[1 Local Area Set-Asides for Disaster or Emergency](#) Added 10/2006

[2 Continuity of Mission Critical Contracts](#) Revised 4/2012

[B Clauses](#) Added 10/2006

[C Forms](#) Added 10/2006

[D Appendix](#) Added 7/2007

[1 Appendix - Emergency Procurement Guide](#) Revised 7/2012

[T3.2.2 - Source Selection](#) Revised 7/2009

[A Source Selection](#)

[1 Source Selection Guide](#) Revised 7/2010

[2 Public Announcement and Announcement of Competing Offerors](#) Revised 1/2016

[3 Past Performance](#) Revised 1/2016

4	Cancelling a Screening Information Request	Revised 10/2010
5	Section 508 of Rehabilitation Act	Revised 1/2016
6	Spare Parts	Revised 1/2016
7	Source Selection Team Responsibilities	Revised 1/2016
8	Supplier Process Capability Evaluation and Appraisal	Revised 1/2016
9	Tiered Evaluation	Revised 1/2016
B Clauses		
C Forms		
1	Section 508 Checklist	Added 7/2007
D Appendix		
1	Source Selection Guide	Revised 1/2016
2	Past Performance Samples	Revised 1/2016
2.1	Sample 1 - Past Performance Instructions	
2.2	Sample 2 - Past Performance Evaluation Factors	Revised 10/2010
2.3	Sample 3B - Past Performance Questionnaire	Revised 1/2016
2.4	Sample 3C - Business Management Past Performance Summary	Revised 1/2016
2.5	Sample 4 Survey Form	Revised 1/2016
T3.2.2.3 - Complex and Noncommercial Source Selection		
A Establishment of a Qualified Vendors List (QVL)		
1	General	Revised 1/2016
2	Public Announcement	Revised 1/2016
3	Screening and Evaluation	Revised 1/2016
4	Evaluating Prospective Vendors	Revised 1/2016
5	Notifying Vendors Excluded from a QVL	Revised 1/2016
6	Competing Requirements Among Vendors on QVL	Revised 1/2016
7	Updating a QVL	Revised 1/2016
8	Cancelling a QVL	Revised 1/2016
9	Availability of Information	
10	QVL for Products	Revised 1/2016
B Clauses		
C Forms		
T3.2.2.4 - Single Source Added 10/2006		
A Single Source Contracting Added 10/2006		
1	Basis for Single Source	Revised 1/2017
2	Market Analysis Supporting Single Source	Revised 1/2017
3	Award of Single Source	Revised 1/2017
B Clauses Added 10/2006		
C Forms Added 10/2006		
D Appendix Revised 1/2017		
T3.2.2.5 – Commercial and/or Simplified Purchase Method Revised 1/2016		
A Simplified Purchasing		
1	Simplified Purchasing	Revised 4/2017
2	Purchase Orders	Revised 7/2012
3	Blanket Purchase Agreement (BPA)	Revised 4/2017
4	Prohibited and Restricted Purchases	Revised 1/2017
5	FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops	Revised 1/2017
B Clauses		

- [C Forms](#)
- [T3.2.2.6 - Unsolicited Proposals](#) Revised 10/2008
 - [A Unsolicited Proposals](#)
 - [1 Responsibilities](#) Revised 10/2012
 - [2 Content of UP](#)
 - [3 Receipt of UP](#) Revised 10/2012
 - [4 Procedures](#) Revised 10/2012
 - [5 Evaluation](#) Revised 10/2012
 - [6 Notifying the Offeror](#) Revised 10/2012
 - [7 Prohibitions](#)
 - [B Clauses](#)
 - [C Forms](#)
- [T3.2.2.7 - Contractor Qualifications](#) Revised 1/2009
 - [A Contractor Qualifications](#)
 - [1 Responsibility Determination of Prospective Contractors](#) Revised 7/2012
 - [2 Team Arrangements](#) Revised 1/2009
 - [3 Debarment and Suspension](#) Revised 4/2013
 - [4 Notices to GSA and SAM](#) Revised 7/2012
 - [5 Prohibition Against Contracting with Inverted Domestic Corporations](#) Revised 10/2015
 - [B Clauses](#)
 - [C Forms](#)
 - [D Appendix 1 - Definitions](#) Revised 10/2015
- [T3.2.2.8 - Describing FAA Needs](#) Revised 10/2006
 - [A Describing Needs](#)
 - [1 Product Description](#) Revised 10/2006
 - [2 Types of Specification](#) Revised 10/2006
 - [3 Standards](#) Revised 10/2006
 - [4 Commercial Descriptions](#) Revised 10/2006
 - [5 Brand Name](#) Added 10/2006
 - [6 Statement of Work](#) Revised 10/2006
 - [7 Statement of Objective](#) Added 10/2006
 - [B Clauses](#)
 - [C Forms](#)
- [T3.2.3 - Cost and Price Methodology](#) Revised 10/2007
 - [A Cost and Price Methodology](#)
 - [1 Proposal Analysis](#) Revised 1/2017
 - [2 Independent Government Cost Estimate](#) Revised 4/2016
 - [3 Cost Accounting Standards](#) Revised 3/2016
 - [4 Financial Administrative Contracting Officer \(FACO\)](#) Added 4/2014
 - [B Clauses](#)
 - [C Forms](#)
 - [D Appendix](#) Revised 10/2007
 - [1 Appendix - Instructions for Submitting Cost/Price Proposals](#) Revised 1/2017
 - [2 Appendix – Developing A Detailed Independent Government Cost Estimate](#) Revised 1/2017
 - [3 Appendix - Template for Detailed Independent Government Cost Estimate](#) Revised 3/2016
- [T3.2.4 - Types of Contracts](#) Revised 7/2009

- [A Types of Contracts](#) Revised 7/2007
 - [1 General Considerations](#) Added 7/2007
 - [2 Fixed-Price](#) Revised 7/2007
 - [3 Cost-Reimbursement](#) Revised 1/2010
 - [4 Incentive Contracts](#) Revised 7/2009
 - [5 Indefinite Delivery](#) Revised 1/2012
 - [6 Time-and-Materials / Labor-Hour](#) Revised 1/2015
 - [7 Letter and Ceiling Priced Contracts](#) Revised 7/2007
 - [8 Multi-year Contracting](#) Revised 7/2007
 - [9 Options](#) Added 7/2007
 - [10 Basic Agreement](#) Revised 7/2007
 - [11 Basic Ordering Agreement](#) Revised 7/2007
- [B Clauses](#)
- [C Forms](#)
- [D Appendices](#) Revised 7/2008
 - [1 Appendix - Sample Letter Contract](#) Revised 4/2012
 - [2 Appendix - Award Fee](#) Revised 7/2012
 - [3 Appendix - Sample Award Fee Performance Evaluation Plan](#) Revised 7/2012
 - [4 Appendix - Incentive Contracts Guide](#) Added 4/2010
- [T3.2.5 - Contractor Ethical Guidelines](#) Revised 4/2008
 - [A Contractor Ethical Guidelines](#)
 - [1 Officials Not to Benefit](#)
 - [2 Contractor's Gratuities to FAA Personnel](#) Revised 4/2008
 - [3 Contingent Fees](#) Revised 4/2008
 - [4 Limitation on the Payment of Funds to Influence Federal Transactions](#) Revised 4/2008
 - [5 Subcontractor Kickbacks](#) Revised 10/2014
 - [6 Unreasonable Restrictions on Subcontractor Sales](#) Revised 4/2008
 - [7 Contracts with Federal Employees/Business Owned by Federal Employees](#)
 - [8 Voiding and Rescinding Contracts](#) Revised 4/2008
 - [9 Whistleblower Protection for Contractor Employees](#) Revised 10/2010
 - [10 Contractor Code of Business Ethics and Conduct](#) Added 4/2008
 - [11 Definitions](#) Revised 4/2008
 - [B Clauses](#)
 - [C Forms](#)
- [T3.2.6 - Purchase Card Program](#) Revised 4/2016
 - [A Purchase Card Program](#) Added 1/2009
 - [1 Purchase Card](#) Revised 4/2017
 - [2 Convenience Checks](#) Revised 4/2016
 - [B Clauses](#) Added 1/2009
 - [C Forms](#) Added 1/2009
- [T3.2.7 - Anti-Counterfeit Management](#) Added 4/2012
 - [A Anti-Counterfeit Management](#) Added 4/2012
 - [1 Objective](#) Added 4/2012
 - [2 Statement of Issue](#) Added 4/2012
 - [3 Requirement](#) Revised 10/2015
 - [4 Program Description](#) Added 4/2012
 - [5 Applicability](#) Added 4/2012
 - [6 Definition - Suspected Counterfeit Part](#) Revised 10/2015

- [7 Counterfeit Parts Control](#) Revised 10/2015
- [8 Suspected Counterfeit Parts Database](#) Revised 10/2015
- [9 Documentation](#) Added 4/2012
- [10 Higher-Level Contract Quality Requirements](#) Added 10/2015
- [11 Suspected Counterfeit Parts Training](#) Revised 10/2015
- [12 Aviation Community Guidance](#) Revised 10/2015
- [B Clauses](#) Added 4/2012
- [C Forms](#) Added 4/2012
- [T3.3.1 - Contract Funding, Financing & Payment](#) Revised 8/2009
 - [A Contract Funding, Financing & Payment](#)
 - [1 Contract Funding](#) Revised 7/2013
 - [2 Continuing Resolution](#) Revised 10/2007
 - [3 Electronic Funds Transfer](#) Revised 1/2012
 - [4 System for Award Management \(SAM\)](#) Revised 7/2012
 - [5 Types of Payment](#) Revised 10/2007
 - [6 Single and Partial Payments](#) Revised 10/2007
 - [7 Progress Payments](#) Revised 10/2007
 - [8 Recurring, Provisional, and Advance Payments](#) Revised 10/2007
 - [9 Performance-based Payments](#) Revised 4/2017
 - [10 Financing Payment](#) Revised 10/2010
 - [11 Withholding Payment](#) Added 10/2007
 - [12 Prompt Payment](#) Revised 7/2013
 - [13 Fast Payment](#) Added 10/2007
 - [14 Invoices](#) Revised 4/2012
 - [15 Debt Collection](#) Added 10/2007
 - [16 Assignment of Claims](#) Added 10/2007
 - [17 Automatic Deobligation](#) Revised 10/2016
 - [18 Incremental Funding for Fixed-Price Contracts](#) Added 10/2011
 - [B Clauses](#)
 - [C Forms](#) Revised 4/2006
 - [D Appendix](#) Added 10/2007
 - [1 Appendix - Sample Notice of Assignment](#) Added 10/2007
- [T3.3.2 - Contract Cost Principles](#) Revised 10/2007
 - [A Contract Cost Principles](#)
 - [1 Applicability](#) Revised 4/2017
 - [2 Contracts with Commercial Organizations](#) Revised 10/2014
 - [3 Contracts with Educational Institutions](#) Revised 4/2017
 - [4 Contracts with State, Local, and Federally Recognized Indian Tribal Governments](#) Revised 4/2017
 - [5 Contracts with Nonprofit Organizations](#) Revised 4/2017
 - [B Clauses](#)
 - [C Forms](#)
 - [D Appendix](#) Added 7/2007
 - [1 Appendix - Summary of Selected Costs](#) Revised 1/2012
 - [2 Appendix - Selected Costs](#) Revised 10/2014
 - [3 Appendix - Definitions](#) Added 7/2007
- [T3.4.1 - Bonds and Insurance](#) Revised 7/2008
 - [A Bonds and Insurance](#)
 - [1 General Requirements](#)

	2 Proposal Guarantees	Revised 7/2008
	3 Bonds	Revised 10/2010
	4 Insurance	
	5 Definitions	
	B Clauses	
	C Forms	
T3.4.2 - Taxes	A Taxes	
	1 General	
	2 Federal Excise Taxes	
	3 General Exemptions	
	4 State and Local Taxes	
	5 State and Local Tax Exemptions	
	B Clauses	
	C Forms	
T3.5 Intellectual Property		Revised 1/2009
	A Patents, Copyrights, and Rights in Data	Revised 1/2009
	1 General	Revised 1/2009
	2 Patents and Copyrights	Revised 1/2009
	3 Patent Rights under Government Contracts	Revised 7/2012
	4 Rights in Data and Copyrights	Revised 1/2009
	5 Foreign License and Technical Assistance Agreements	Revised 1/2009
	B Clauses	
	C Forms	Revised 1/2009
T3.6.1 - Small Business Development Program		Revised 4/2009
	A Small Business Development	Revised 7/2005
	1 Procurement Team Responsibilities in Support of the Small Business Development Program	Revised 4/2016
	2 The FAA Small Business Development Program Office (SBDO) and Liaison Representative Involvement	Revised 1/2017
	3 Prime Contracting with Small Business	Revised 1/2017
	4 Subcontracting with Small Business	Revised 1/2017
	5 Bonding Assistance and the DOT Lending Program	Revised 4/2009
	6 Size Standard Verification	Revised 1/2017
	7 Contract Bundling	Revised 1/2017
	8 Mentor-Protégé	Revised 4/2016
	9 Joint Ventures	Revised 4/2016
	10 Tiered Evaluations	Added 7/2016
	B Clauses	Revised 10/2006
	C Forms	
T3.6.2 - Labor Laws		Revised 4/2009
	A Labor-Related Laws	
	1 General	Revised 7/2007
	2 Labor Disputes Causing Strikes or Delays	Revised 7/2007
	3 Overtime	Added 7/2007
	4 Contract Work Hours and Safety Standards Act	Revised 1/2012
	5 Construction Contracts/Davis-Bacon Act	Revised 4/2017
	6 Procedures for Construction Contracts	Revised 7/2012
	7 Walsh-Healey Public Contracts Act	Revised 10/2014

- [8 Fair Labor Standards Act](#)
- [9 Service Contracts/Service Contract Act](#) Revised 4/2017
- [10 Procedures for Service Contracts](#) Revised 4/2017
- [11 Professional Employee Compensation](#) Revised 7/2007
- [12 Dismantling, Demolition, or Removal of Improvements](#)
- [13 Convict Labor](#)
- [14 Equal Employment Opportunity](#) Revised 7/2007
- [15 Equal Opportunity for Veterans](#) Revised 1/2011
- [16 Employment of the Disabled](#) Revised 7/2007
- [17 Forced or Indentured Child Labor](#) Added 7/2007
- [18 Trafficking in Persons](#) Revised 10/2015
- [19 Nondisplacement of Qualified Workers](#) Added 4/2009
- [20 Project Labor Agreements](#) Revised 7/2012

[B Clauses](#)

[C Forms](#)

[D Attachment](#)

[T3.6.3 Environment, Conservation, Occupational Safety, and Drug Free Workplace](#) Revised 4/2009

[A Environment, Conservation, Occupational Safety, and Drug Free Workplace](#) Revised 4/2009

- [1 Contracting for Sustainable Products and Services](#) Revised 4/2017
- [2 Responsibilities](#) Revised 10/2016
- [3 Hazardous Material Identification and Safety Data](#) Revised 10/2016
- [4 Notice of Radioactive Material](#) Revised 10/2016
- [5 Alternatives to Ozone Depleting Substances and High Global Warming Potential Hydrofluorocarbons](#) Revised 4/2017
- [6 Chemicals Management](#) Revised 4/2017
- [7 Energy Conservation and Efficiency](#) Revised 4/2017
- [8 Renewable Energy Certificates](#) Revised 4/2017
- [9 Water Conservation and Efficiency](#) Revised 4/2017
- [10 BioPreferred and Biobased Designated Products](#) Revised 4/2017
- [11 Preference for Recycled-Content Products](#) Revised 4/2017
- [12 Fuel Efficient Products and Services](#) Revised 4/2017
- [13 Waste Management and Pollution Prevention](#) Revised 4/2017
- [14 Energy Savings Performance Contracts](#) Revised 4/2017
- [15 Utility Energy Service Contracts](#) Revised 4/2017
- [16 Drug Free Workplace](#) Revised 10/2016

[B Clauses](#)

[C Forms](#)

[D Appendix](#)

- [1 Appendix – Definitions](#) Revised 10/2016
- [2 Appendix – Rationale for not Complying with the Sustainable Acquisition Requirements](#) Revised 10/2016

[T3.6.4 Foreign Acquisition](#) Revised 10/2007

[A Foreign Acquisition](#)

- [1 Applicability of Buy American](#) Added 10/2014
- [2 Buy American Act - Supplies](#) Revised 10/2012
- [3 Buy American Act - Construction Materials](#) Revised 10/2012
- [4 FAA Buy American - Steel and Manufactured Products](#) Revised 10/2012

- [5 Balance of Payments Program](#)
- [6 Payment in Local Foreign Currency](#)
- [7 Trade Agreements](#) Revised 4/2013
- [8 Restrictions on Certain Foreign Purchases](#) Revised 7/2006
- [9 Prohibition on Contracting with Entities that Engage in Certain Activities or Transactions Relating to Iran](#) Revised 4/2013
- [10 Customs and Duties](#)
- [11 International Agreements and Coordination](#) Revised 1/2007
- [12 Examination of Records by Comptroller General](#)
- [13 Inconsistency Between English Version and Translation of Contract](#)
- [14 Export Control](#) Added 4/2014
- [15 Definitions](#) Revised 4/2014
- [B Clauses](#)
- [C Forms](#)
- [T3.6.5 Indian Incentive Program](#)
 - [A Indian Incentive Program](#)
 - [1 Requirements](#) Revised 10/2012
 - [2 Definitions](#) Revised 10/2012
 - [B Clauses](#)
 - [C Forms](#)
- [T3.7 Privacy and Freedom of Information](#)
 - [A Protection of Individual Privacy](#)
 - [1 General](#) Revised 10/2016
 - [2 Implementing Rules](#)
 - [B Clauses](#)
 - [C Forms](#)
- [T3.8.1 Agreements, Cooperative Agreements, Gifts & Bequests](#) Revised 10/2007
 - [A Agreements, Cooperative Agreements, Gifts and Bequests](#)
 - [1 Agreements](#) Revised 7/2014
 - [2 Section 106 Cooperative Agreements](#) Revised 4/2017
 - [3 Gifts and Bequests](#) Revised 7/2006
 - [4 Interagency Procurement](#) Revised 10/2010
 - [5 Reimbursable Agreements and Other Transaction Reimbursable Agreements](#) Revised 7/2014
 - [B Clauses](#)
 - [C Forms](#)
 - [D Appendix](#)
 - [1 Attachment 1 - Parallel Authorities](#)
 - [2 Attachment 2 - Sample Interagency Agreement](#) Revised 10/2007
 - [3 Attachment 3 - Sample Intra-agency Agreement](#) Revised 10/2007
 - [4 Attachment 4 - Sample Other Transaction - MOA with State, Municipality or Private Entity](#) Revised 10/2007
 - [5 Attachment 5 - Sample Other Transaction - Memorandum of Understanding \(MOU\)](#) Revised 10/2007
 - [6 Attachment 6 - Sample Section 106 Cooperative Agreement](#) Revised 4/2013
 - [7 Attachment 7 - Intellectual Property - Section 106 Cooperative Agreements](#)
- [T3.8.2 Service Contracting](#) Revised 10/2008
 - [A Service Contracting](#)
 - [1 General Requirements](#) Revised 4/2006

- [2 Contractor Versus Government Performance](#) Revised 4/2006
- [3 Inherently Governmental and Critical Functions](#) Revised 4/2013
- [4 Support Services Contracting](#) Revised 10/2015
- [5 Personal Services](#) Revised 9/2006
- [6 Advisory and Assistance Services](#) Revised 4/2006
- [7 Temporary Services](#) Revised 4/2006
- [8 Concession Contracts](#) Added 4/2006
- [9 Cafeteria/Vending Services](#) Added 4/2006
- [10 Child Care Services](#) Added 4/2006
- [11 Nonpersonal Health Care Services](#) Added 4/2006
- [12 Guard Services](#) Revised 4/2011
- [13 Contractor-Assisted Maintenance of the NAS](#) Revised 10/2008
- [14 Other Requirements for Service Contracting](#) Added 4/2006
- [15 Uncompensated Overtime](#) Added 4/2006
- [16 Performance-Based Acquisition](#) Added 4/2006
- [17 Services Crossing Fiscal Years](#) Added 4/2006
- [18 Architect-Engineer Services](#) Revised 7/2013
- [19 Cloud Computing Services](#) Added 10/2016
- [B Clauses](#)
- [C Forms](#) Revised 4/2006
- [T3.8.3 Federal Supply Schedules](#) Revised 1/2009
 - [A Federal Supply Schedules](#)
 - [1 General](#) Revised 10/2007
 - [2 GSA Advantage and e-Buy](#) Revised 10/2007
 - [3 GSA Global Supply](#) Revised 10/2007
 - [4 Use of Federal Supply Schedules](#) Revised 1/2009
 - [B Clauses](#)
 - [C Forms](#)
- [T3.8.4 Government Sources of Products/Services](#) Revised 1/2010
 - [A Use of Government Sources](#) Revised 7/2007
 - [1 Mandatory Sources](#) Revised 1/2016
 - [2 Excess Inventory](#) Revised 7/2007
 - [3 Acquisition Procedures for Purchases from Federal Prison Industries](#) Revised 1/2016
 - [4 Randolph-Sheppard Act](#) Added 7/2007
 - [5 Javits-Wagner-O'Day Act \(JWOD\)](#) Revised 1/2016
 - [6 Other Government Sources](#) Revised 1/2016
 - [7 Use of Government Sources by Contractors](#) Revised 1/2016
 - [8 National Wireless Program](#) Revised 1/2016
 - [B Clauses](#)
 - [C Forms](#)
 - [D Appendix](#)
 - [1 Contractor Authorization Letter for Use of FSS Contracts](#) Revised 1/2016
 - [2 FAA Procedures for Vending Facility Operations Under Randolph-Sheppard](#) Revised 1/2016
- [T3.8.5 Leases](#) Added 1/2006
 - [A General](#) Added 1/2006
 - [1 Evaluation of Lease to Determine Accounting Treatment](#) Added 1/2006
 - [B Clauses](#) Added 1/2006

- [C Forms](#) Added 1/2006
 - [D Appendix](#) Added 1/2006
- [T3.8.6 Strategic Sourcing](#) Added 1/2007
 - [A Strategic Sourcing](#) Added 1/2007
 - [1 General](#) Revised 1/2012
 - [2 Strategic Sourcing for the Acquisition of Various Equipment and Supplies \(SAVES\) Program](#) Revised 1/2016
 - [3 SAVES Website](#) Added 1/2007
 - [4 SAVES Ordering for Office Supplies, Office Equipment, and IT Hardware](#) Revised 10/2012
 - [B Clauses](#) Added 1/2007
 - [C Forms](#) Added 1/2007
- [T3.8.7 Construction Contracting](#) Revised 8/2009
 - [A Construction Contracting](#) Added 7/2007
 - [1 General](#) Added 7/2007
 - [2 Dismantling, Demolition and Removal of Improvements](#) Revised 4/2017
 - [3 Salvageable Property](#) Added 7/2007
 - [4 Laws, Regulations and Standards](#) Revised 4/2017
 - [5 Design-Build](#) Revised 1/2016
 - [6 Reserved](#) Revised 10/2014
 - [7 Planning and Pre-Solicitation](#) Revised 7/2016
 - [8 Pre-Award](#) Revised 1/2016
 - [9 Post-Award](#) Revised 4/2017
 - [10 Contract Acceptance Inspection \(CAI\)](#) Revised 4/2012
 - [11 Contract Completion/Closeout](#) Revised 8/2009
 - [B Clauses](#) Added 7/2007
 - [C Forms](#) Added 7/2007
- [T3.10.1 Contract Administration](#) Revised 1/2009
 - [A Contract Administration](#)
 - [1 Contract Management](#) Revised 7/2012
 - [2 Basic Responsibility for Contract Administration](#) Revised 7/2012
 - [3 Assignment of Contracting Officer's Representative](#) Revised 10/2014
 - [4 Communications with Vendors](#) Revised 4/2007
 - [5 Use of Government Excess Equipment](#) Revised 4/2007
 - [6 Contract Modifications](#) Revised 10/2012
 - [7 Suspension and Stop-Work Orders](#) Revised 7/2011
 - [8 Novations and Change-of-Name Agreements](#) Revised 10/2014
 - [9 Conversion of FAR Contracts to AMS](#) Revised 4/2007
 - [10 Contract Files](#) Revised 7/2011
 - [11 Contract Closeout](#) Revised 7/2016
 - [12 Final Indirect Cost Rates](#) Revised 4/2017
 - [13 Contract Audit](#) Revised 7/2012
 - [14 Bankruptcy](#) Revised 7/2012
 - [15 Reporting Executive Compensation and First-Tier Subcontract Awards](#) Revised 10/2012
 - [16 Contractor Performance Documentation and Maintenance](#) Added 4/2013
 - [B Clauses](#)
 - [C Forms](#)
 - [D Appendices](#)

- [1 Appendix – Reserved](#) Revised 7/2014
- [2 Appendix - Reserved](#) Revised 7/2014
- [3 Appendix - When Should a COR be Appointed](#) Revised 4/2012
- [4 Appendix - Stop-Work Order](#) Revised 4/2011
- [5 Appendix - Novation Agreement](#) Revised 4/2011
- [6 Appendix - Change of Name Agreement](#) Revised 4/2011
- [7 Appendix - Guide for Creating and Maintaining Contract Administration Files](#) Revised 7/2012
- [8 Appendix - Contract File Completion Statement](#) Revised 4/2011
- [9 Appendix – Reserved](#) Revised 7/2014
- [10 Appendix - Common Authorities for Modifications](#) Revised 7/2016
- [11 FAA CPARS Guide](#) Revised 10/2014

T3.10.2 Subcontracting Policies

A Subcontracting

- [1 Consent for Subcontract](#) Revised 4/2011
- [2 Contractors Purchasing Systems Reviews](#) Revised 4/2011
- [3 Definitions](#) Revised 4/2011

B Clauses

C Forms

T3.10.3 Government Property Revised 10/2009

A Government Property

- [1 Applicability](#)
- [2 Responsibilities](#) Revised 7/2013
- [3 Contractor's Property Control System](#)
- [4 Audit of Property Control System](#)
- [5 Official FAA Property Records](#)
- [6 Types of Property Provided to Contractors](#) Revised 10/2009
- [7 Contractor Use and Rental of Government Property](#)
- [8 Relief from Responsibility](#)
- [9 Contractors' Liability](#)
- [10 Reporting, Redistribution, and Disposal of Contractor Inventory](#)
- [11 Inventory Schedules](#)
- [12 Scrap](#)
- [13 Recovering Precious Metals](#)
- [14 Screening of Contractor Inventory](#)
- [15 Report of Excess Personal Property](#)
- [16 Donations](#)
- [17 Sale of Surplus Contractor Inventory](#)
- [18 Exemptions from Sale by GSA](#)
- [19 Destruction or Abandonment](#)
- [20 Removal and Storage](#)
- [21 Special Storage at the FAA's Expense](#)
- [22 Subcontractor Inventory](#)
- [23 Accounting for Contractor Inventory](#)
- [24 Definitions](#) Revised 4/2012

B Clauses

C Forms

D Appendix

- [1 Appendix - Sample Delegation Memo](#)

	2 Appendix - Sample Designation Letter	
T3.10.4 Quality Assurance	Revised 7/2007	
A Quality Assurance		
1 Objectives	Revised 7/2007	
2 Responsibilities	Revised 10/2010	
3 Levels of Quality Requirements and Standards	Revised 10/2014	
4 Acceptance	Revised 7/2007	
5 Warranties	Revised 7/2007	
6 Government-Industry Data Exchange Program	Revised 7/2007	
7 Considerations for Use of Clauses	Revised 7/2007	
8 Construction Nonconforming Parts	Revised 7/2007	
B Clauses	Revised 7/2007	
C Forms		
D Appendix	Revised 7/2007	
T3.10.5 Product Improvement/Technology Enhancement		
A Product Improvement/Technology Enhancement		
1 General	Revised 7/2013	
B Clauses		
C Forms		
T3.10.6 Termination of Contracts		
A Termination		
1 General Guidance		
2 Termination for Convenience of the FAA		
3 Termination for Default		
4 Definitions		
B Clauses		
C Forms		
T3.10.7 Extraordinary Contractual Actions		
A Extraordinary Contractual Actions		
1 Authority		
2 Guidance		
B Clauses		
C Forms		
T3.10.9 First Article Approval and Testing		
A First Article		
1 General		
2 Minimizing Risk	Revised 10/2010	
3 Testing and Approval	Revised 10/2010	
4 Waiving First Article	Revised 10/2010	
5 Coordination		
6 Changes		
B Clauses		
C Forms		
T3.13.1 Other Administrative Procedures	Revised 1/2009	
A Administrative Matters		
1 Numbering System for Procurement Instruments	Revised 4/2017	
2 Contract Format		
3 Congressional Affairs Notification	Revised 10/2016	
4 Press Release and Public Announcement of Award	Revised 7/2010	

- [5 Federal Procurement Data System \(FPDS\) and FPDS Data Quality](#) Revised 7/2012
- [6 Record Requirements](#) Revised 1/2012
- [7 Records Retention](#) Revised 1/2012
- [8 Annual Procurement Forecast](#) Revised 1/2007
- [9 Reports](#) Revised 10/2016
- [10 Contractor Attendance at FAA-Sponsored and Other Government Training](#) Revised 4/2017
- [11 Plain Language](#) Added 7/2006
- [12 Approval of Multiple-Award Procurement Programs](#) Revised 10/2010
- [B Clauses](#)
- [C Forms](#)
- [D Appendix](#) Revised 1/2009
- [T3.14.1 Security](#) Revised 1/2009
 - [A Security](#)
 - [1 Facility/Security](#)
 - [2 Information and Systems Security](#) Revised 10/2016
 - [3 Personnel Security](#) Revised 10/2016
 - [4 Foreign Nationals](#)
 - [5 Related Security Guidance and Tools](#)
 - [6 Sensitive Unclassified Information](#) Revised 10/2016
 - [B Clauses](#) Revised 1/2009
 - [C Forms](#) Revised 1/2009
- [T3.15.1 Systems and Parts Obsolescence Management](#)
 - [A Systems and Parts Obsolescence Management](#)
 - [1 Objective](#)
 - [2 Statement of Issue](#)
 - [3 Planning](#)
 - [4 Logistics Center](#)
 - [5 Requirements Organization's Role And Responsibility](#)
 - [6 Contracting Organization's Role And Responsibility](#)
 - [7 Logistics Integrator\(s\) Role And Responsibility](#)
 - [8 GIDEP Coordinator's Role And Responsibility](#)
 - [B Clauses](#)
 - [C Forms](#)
 - [D Appendix](#)
- [T3.16 Commercial Licensing Agreement](#) Added 4/2006
 - [A Commercial Licensing Agreement](#) Revised 1/2016
 - [B Clauses](#) Added 4/2006
 - [C Forms](#) Added 4/2006
 - [D Appendix](#) Revised 1/2016
- [T3.17 American Recovery and Reinvestment Act](#) Revised 5/2009
 - [A Implementation of Recovery and Reinvestment Act for Contracts](#) Added 4/2009
 - [1 General Requirements](#) Added 4/2009
 - [2 Public Announcement](#) Added 4/2009
 - [3 Solicitation and Award](#) Revised 1/2010
 - [4 Reporting](#) Revised 1/2010
 - [5 FPDS and Special Notice Requirements](#) Revised 7/2010
 - [6 Whistleblower Protections under the American Recovery and Investment](#)

[Act](#) Added 4/2009
[7 Federally Registered Lobbyists](#) Added 5/2009
[B Clauses](#) Added 4/2009
[C Forms](#) Revised 1/2010
