

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 20-53

Date Received: 5/19/20

Title: SSJ Approval-Guidance T3.8.3 & T3.8.6

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Policy and Guidance: (check all that apply)

- Policy
- Procurement Guidance
- Real Estate Guidance
- Other Guidance
- Non-AMS Changes

Summary of Change:

Changing the CO's role to a concur for SSJs. This change is consistent with AMS Policy. Also, adding language allowing for a purchase card holder's concurrence on SSJs when applicable.

Reason for Change:

To ensure consistency with AMS Policy 3.2.2.4 and allowing purchase card holder concurrence on SSJs when applicable.

Development, Review, and Concurrence:

AAP-30, AAP-110

Target Audience:

FAA Acquisition Workforce, Purchase Card Holders, and Contracting Personnel

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location:

Procurement Guidance Sections T3.8.3, T3.8.6

The redline version must be a comparison with the current published FAST version.

I confirm I used the latest published version to create this change / redline

or

This is new content

Links:

https://fast.faa.gov/docs/procurementGuidance/guidanceT3.8.6.pdf#nameddest=guidanceT3_8_6_A_4

https://fast.faa.gov/docs/procurementGuidance/guidanceT3.8.3.pdf#nameddest=guidanceT3_8_3_A_4

Attachments:

Redline and final documents.

Other Files:

N/A.

Redline(s):

Section Revised:

3.8.3 A 4 – Use of Federal Supply Schedules

Procurement Guidance - (~~4/2020~~ 7/2020)

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 ~~4/2009~~ 7/2020

B Clauses

C Forms

T3.8.3 Federal Supply Schedules Revised 1/2009

A Federal Supply Schedules

1 General Revised 10/2007

a. Definitions.

(1) *Multiple Award Schedule (MAS)*: Contracts awarded by General Services Administration (GSA) or Department of Veterans Affairs (VA) for similar or comparable supplies, or services, established with more than one supplier, at varying prices; and

(2) *Special Item Number (SIN)*: A group of generically similar (but not identical) supplies or services that are intended to serve the same general purpose or function.

b. The Federal Supply Schedule (FSS) program is directed and managed by GSA and provides Federal agencies with a simplified process for obtaining commercial supplies and services associated with volume buying. Indefinite delivery contracts are awarded to provide supplies and services at stated prices for given periods of time.

c. The terms and conditions of an order placed against a FSS contract are governed by the terms of the FSS basic contract, and the FSS basic contract is governed by applicable clauses of the Federal Acquisition Regulations (FAR).

d. GSA may establish special ordering procedures for a particular schedule. In this case, that schedule will specify the special ordering procedures.

e. GSA schedule contracts require all schedule contractors to publish an "Authorized Federal Supply Schedule Pricelist." The pricelist contains all supplies and services offered by a schedule contractor. In addition, each pricelist contains the pricing and terms and conditions pertaining to each Special Item Number (SIN) that is on schedule. The schedule contractor is required to provide one copy of its pricelist upon request. Pricelists may also be obtained by:

(1) Submitting a written e-mail request to schedules.infocenter@gsa.gov; or

(2) Telephone at 1-800-488-3111.

f. GSA issues FSS publications that give an overview of the FSS program and address pertinent topics. Copies can be ordered by:

(1) Requesting copies through the GSA website;

(2) Submitting a written e-mail request to CMLS@gsa.gov; or

(3) Completing GSA Form 457, FSS Publications Mailing List Application, and mailing it to the GSA Centralized Mailing List Service (7SM), P.O. Box 6477, Fort Worth, TX 76115.

2 GSA Advantage and e-Buy Revised 10/2007

- a. GSA offers an on-line shopping service called "GSA Advantage" through which a Contracting Officer (CO) or purchase card holder may place orders against Schedules. See the GSA Advantage website. FAA personnel may search the site using specific information (national stock number, part number, common name), review delivery options, place orders directly with Schedule contractors, and pay for orders using a purchase card.
- b. FAA may also use GSA Advantage to place orders through GSA's Global Supply System (formerly known as "GSA Stock" or "Customer Supply Center").
- c. Complementing GSA Advantage is "e-Buy," GSA's electronic Request for Quotation (RFQ) system. E-Buy allows COs to post requirements, obtain quotes, and issue orders electronically. The system can be found on the E-Buy website.

3 GSA Global Supply Revised 10/2007

a. GSA, through its Stock Program, purchases a wide variety of common-use items and makes them available to Federal agencies via a network of distribution centers. The GSA Global Supply Catalog contains an alphabetical index of stock items, descriptions, National Stock Numbers (NSN), and prices. GSA also operates regional Customer Supply Centers, which are retail outlets for small quantity, immediate supply items, i.e. office supplies. The FAA may purchase Government stock items when in the FAA's best interest. Methods for ordering GSA stock items include:

- (1) GSA Global Supply online site: Orders can be placed online, by registered users;
- (2) Telephone/Fax: Orders can be placed by calling (800) 525-8027 or by fax to (800) 856-7057; and
- (3) FEDSTRIP (Federal Standard Requisitioning and Issue Procedure): Orders utilizing FEDSTRIP can be placed by:
 - (a) Using the FEDSTRIP feature on the GSA Global Supply website;
 - (b) Mail, using a Standard Form (SF) 344, to GSA Global Supply, Room 6A06, 819 Taylor Street, Fort Worth, TX 76102; or
 - (c) FEDSTRIP requisitions can be submitted through GSA Advantage website.

b. Additional information. Additional information regarding GSA Global Supply can be found at the GSA Global Supply website or by calling (800) 525-8027.

c. Registered Users. Users registered with GSA Advantage gain access to the GSA Global Supply website with the same user ID and password.

4 Use of Federal Supply Schedules Revised ~~1/2009~~ 7/2020

a. General.

(1) Although GSA has already determined that prices are fair and reasonable, with the exception of prices of certain orders for services (see below), FAA must select the FSS product or service which represents the best value for FAA. FAA should consider, as appropriate, factors such as delivery, features, capabilities, trade-in terms, probable life, warranties, maintenance availability, past performance, environmental factors, and energy efficiency.

(2) FAA is exempt from mandatory use of FSS contracts that GSA or the FAR designates as mandatory.

(3) Before procuring supplies through an FSS, the CO must confirm that the items are not covered by FAA mandatory sources, including the Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program.

(4) FAA's requirements should be performance-based to the maximum extent practicable. Program officials must not "over-scope" requirements to the point that it hinders competition. If an FAA requirement is for a specific "brand name" product available from only one manufacturer, and no other equal product will be satisfactory, the program official must document the rational basis for requiring the brand name product.

(5) The CO must request pricing from three or more vendors when using an FSS to obtain supplies or services. To ensure FAA receives the full benefit of competition, the CO is encouraged to seek pricing from as many vendors as reasonably possible (but at least three).

(6) Single source procurements using FSS contracts, or procurements involving schedules that only have one vendor, must be justified, documented, reviewed and approved as single source actions. (Refer to AMS Policy 3.2.2.4)

(7) For support services on a time and materials or labor hour basis, the CO and program official must review resumes of proposed contractor personnel. (Refer to AMS Procurement Guidance T3.8.2).

(8) For services that require a statement of work, the program official is responsible for evaluating the level of effort and mix of labor proposed to perform the specific task being ordered.

(9) The evaluation criteria and the basis on which the selection will be made must be plainly stated and strictly adhered to.

(10) For administrative convenience, the CO may add items not available through FSS (also referred to as open market items) to a FSS blanket purchase agreement or FSS individual task or delivery order only if:

(a) All applicable acquisition rules pertaining to the purchase of the items not on the FSS have been followed;

(b) The CO has determined the price for the items not on the FSS is fair and reasonable;

(c) The items are clearly labeled on the order as items not on the FSS; and

(d) All clauses applicable to items not on the FSS are included in the order.

(11) Supplies offered on a Schedule are listed at fixed prices, and services are priced either at hourly rates or at a fixed price for performance of a specific task.

(12) Orders placed under an established FSS are exempt from public announcement requirements (as stated in AMS Policy 3.2.1.3.12).

b. *Ordering supplies or services without a SOW.* When ordering supplies or service listed in a FSS and a statement of work (SOW) is not required, COs must place orders with the schedule contractor that can provide the supply or service that represents the best value to FAA.

(1) Before placing an order, COs must consider reasonably available information about the supply or service offered under MAS contracts by surveying three or more schedule contractors through the GSA Advantage Online shopping service or by requesting pricing from three or more schedule contractors.

(2) If the use of a single source is required or only one vendor is present on an applicable schedule and the total dollar value is \$10,000 or less, no single-source justification is required.

(3) If the use of a single source is required and the total dollar value is above \$10,000, a single-source justification is required and must be:

(a) Compliant with the requirements in AMS Policy 3.2.2.4;

(b) Developed and approved by the servicing service organization;

(c) Reviewed by legal counsel; and

(d) ~~Approved~~ Concurred with by the CO.

(4) In addition to those items detailed in AMS Procurement Guidance T3.10.1, the CO must document the Schedule contracts considered, noting the contractor from which the supply or service was ordered.

c. Ordering Procedures for Service Requiring a Statement of Work.

(1) *SOW*. All SOWs must include the work to be performed, location of work, period of performance, deliverable schedule, applicable performance standards, and any special requirements.

(2) *Request for Quotation (RFQ) Procedures*. The CO must provide the RFQ, which includes the SOW and evaluation criteria, to at least three schedule contractors that offer services that will meet FAA's needs, and may post it to e-Buy.

(a) If the use of a single source is required or only one vendor is present on an applicable schedule and the total dollar value is \$10,000 or less, no single-source justification is required.

(b) If the use of a single source is required and the total dollar value is above \$10,000, a single-source justification is required and must be:

(i) Compliant with the requirements in AMS Policy 3.2.2.4;

(ii) Developed and approved by the service~~ing~~ organization;

(iii) Reviewed by legal counsel; and

(iv) ~~Approved by~~ Concurred with by the CO.

(3) In addition to those items detailed in AMS Procurement Guidance T3.10.1, the CO must document:

(a) The Schedule contracts considered, noting the contractor from which the supply or service was ordered;

(b) Description of the services purchased;

(c) The evaluation methodology used in selecting the contractor;

(d) The rationale for any tradeoffs;

(e) The price reasonableness determination; and

(f) The rationale for not using a firm-fixed price or performance-based order.

d. There may be circumstances when the quantity of the order has a potential to reduce price. FSS contracts contain a "level," or maximum order threshold, at which customers must request price decreases from the contractor before placing an order. FSS contractors are authorized to offer price reductions in accordance with commercial practices, and the FSS contractors are not required to extend the same price reductions to all ordering activities that they gave to an individual ordering activity for a specific order. Despite the presence of the maximum order threshold, the customer may request a price reduction on any order.

e. COs may establish blanket purchase agreements (BPAs) with FSS contractors. COs may use BPAs to establish accounts with FSS contractors to fill recurring requirements. All FSS contracts contain BPA provisions. If using a BPA is in FAA's best interest, COs should refer to the applicable FSS contract for BPA requirements. As detailed in AMS Procurement Guidance T3.2.2.5, a BPA with a vendor does not justify purchasing from only one source, as the initial BPA and future orders awarded are subject to competition requirements. Other FAA requirements detailed in AMS Procurement Guidance T3.2.2.5 include the need to publicly announce BPAs anticipated having a total value over \$100,000, only a warranted CO may place orders exceeding \$100,000, and reviews to include legal counsel and the Chief Information Officer apply.

f. *Termination.*

(1) *Termination for Default.* A CO may terminate individual orders for default, and may include charging the contractor with excess costs resulting from repurchase. The schedule contracting office must be notified of all instances where an order has been terminated for default, and refer to GSA for specific termination procedures.

(2) *Termination for Convenience.* A CO may terminate individual orders for convenience, and the contracting officer must endeavor to enter into a "no cost" settlement agreement with the contractor.

g. *Disputes.*

(1) Under the Disputes clause of a schedule contract, the CO may:

(a) Issue decisions on disputes arising from performance of an order and notify the schedule contracting officer of the decision; or

(b) Refer the dispute to the schedule CO.

(2) Disputes pertaining to the terms and conditions of schedule contracts must be referred to the schedule contracting officer for resolution.

B Clauses

[view contract clauses](#)

C Forms

[view procurement forms](#)

Section Revised:

3.8.6 A 4 – SAVES Ordering for Office Supplies, Office Equipment, and IT Hardware

Procurement Guidance - (~~4/2020~~ 7/2020)

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~~ 7/2020

B Clauses Added 1/2007

C Forms Added 1/2007

T3.8.6 Strategic Sourcing Added 1/2007

A Strategic Sourcing Added 1/2007

1 General Revised 1/2012

- a. Strategic sourcing is implemented through the Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) program, and other FAA-wide initiatives, such as the National Wireless Program and Software Enterprise License Agreements.
- b. Any organization creating a strategic sourcing vehicle must establish and publish procedures for use including procedures for exceptions, waivers, and integration with existing strategic sourcing contracts.

2 Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program Revised 1/2016

- a. SAVES contracts provide the FAA with a simplified process for obtaining commonly used products and services at prices associated with volume buying, while maintaining or improving the quality of purchases and vendors' service levels. These products include non-NAS information technology (IT) hardware (enterprise servers and peripherals), commercial-off-the-shelf (COTS) software, video teleconferencing equipment and support, general office supplies, office equipment (printers, copiers and multifunctional devices), courier services (overnight mail), and express and ground delivery services. In addition, this process helps agencies optimize performance, minimize price, increase achievement of socio-economic acquisition goals, evaluate total life cycle management cost, improve vendor access to business opportunities, and otherwise increase the value of each dollar spent.
- b. Under SAVES, FAA entered into indefinite delivery contracts or blanket purchase agreements (BPAs) with commercial vendors providing products and services at pre-negotiated pricing or discounts. The SAVES contracts and agreements are continuously being monitored to ensure that FAA is obtaining quality products and services at competitive prices. Notify the SAVES Program Office if you encounter any performance issues. Quarterly reviews will be conducted and, if necessary, the contract terms will be renegotiated before an option year is exercised on an existing contract. Ordering offices place orders directly with SAVES contractors using their Government purchase card or through a CO using a purchase order.
- c. Purchases of products or services available through a SAVES contract from other sources must only be considered if there would be a significant adverse impact to air traffic control operations or in the case of a bonafide emergency. If an item available through SAVES is purchased from another source due to an adverse impact to air traffic control operations or a bona fide emergency, the basis must be recorded with the order and/or purchase card documentation.
- d. Unless a purchase meets one of the two conditions discussed in subparagraph 2.(c), purchases must not be made outside of the SAVES contracts unless the purchasing organization submits and

receives approval of a waiver from the SAVES Program Office using the SAVES Waiver Request Form. The waiver justification for the purchase of products and services, which are available through the SAVES contract, must include rationale in addition to pricing, (e.g., availability, quality of product or service, etc.)

e. *SAVES Waiver Threshold.* Waivers with a total value of \$50 or less do not require approval from the SAVES Program Offices, but must be documented in the purchase file.

f. Use of SAVES Office Supply and Office Equipment contracts by organizations and facilities located outside the continental United States, including Alaska, Hawaii, U.S. Territories, and foreign countries is optional. Product availability and shipping costs to these locations often make the purchase of these items locally a better value for the FAA.

3 SAVES Website Added 1/2007

Information about the SAVES Program and links to the SAVES contract information, purchasing processes and instructions, pricing, contact information, vendor web portal instructions, etc. for each [SAVES](#) contract is located on the FAA employee website (FAA only).

4 SAVES Ordering for Office Supplies, Office Equipment, and IT Hardware Revised ~~10/2012~~ 7/2020

a. SAVES contracts have been competed, comply with laws prescribing mandatory sources (such as AbilityOne vendors) for certain products, conform to environmentally friendly and energy efficient purchasing, and include prices determined to be fair and reasonable.

b. As requirements become known, ordering offices may place orders against existing SAVES contracts. Ordering offices do not need separate justification to use a SAVES contract, nor should they publicly announce or compete a planned order. Ordering details for each SAVES contract are located on the FAA employee website.

c. The terms and conditions of a SAVES basic contract governs individual orders. Additional terms and conditions are not required and should not be included in individual orders.

d. *Brand Name-Mandatory Products.*

(1) *Orders by 1102 Series Contracting Officers.* For brand name-mandatory acquisitions with a total value of \$150,000 or less procured through the use of SAVES, a rational basis for the brand-name mandatory determination must be documented by the service organization. The justification must be approved by the Service Organization Official, and concurred with by Contracts ~~documented by the program official~~ using the single source justification template in AMS Procurement Guidance T3.2.2.4 Appendix 1, ~~and approved by the CO.~~ For brand name-mandatory acquisitions with a total value over \$150,000 procured through the use of SAVES, a rational basis for the brand-name mandatory determination must be documented ~~documented~~ and approved by the ~~program official~~ Service Organization Official using the single source

justification template in AMS Procurement Guidance T3.2.2.4 Appendix 1, and ~~approved reviewed~~ by ~~L-legal counsel~~ for sufficiency and ~~the concurred with by the CO~~ Contracts. (see AMS Procurement Guidance T3.2.2.8A(5)).

(2) *Orders by Purchase Cardholders or Personnel with Delegations of Procurement Authority (DPA)*. For brand-name mandatory acquisitions, with a total value of \$10,000 or more, a rational basis for the brand-name mandatory determination must be documented by the service organization. The justification must be reviewed by Legal for sufficiency, approved by the the Service Organization Official and the SAVES Contracting Officer's Representative (COR), and concurred with by Contracts-the Purchase Cardholder or DPA using the single source justification template in AMS Procurement Guidance T3.2.2.4 Appendix 1.

~~the ordering office must document the rational basis for the brand-name mandatory determination, and for acquisitions over \$10,000 must obtain approval by legal counsel and the SAVES Contracting Officer's Representative (COR) using the single source justification template in AMS Procurement Guidance T3.2.2.4 Appendix 1.~~

e. Ordering offices may order on-line, by telephone or fax. Payment must be made with either Government purchase card or purchase order. Purchase orders must be signed by a CO. Purchasing from the SAVES contracts does not change the existing policy and guidance for purchase card or purchase order purchasing processes. All purchasing provisions and restrictions in the purchase card and purchase order policies are applicable when purchasing from the SAVES contracts. Purchases through the SAVES contracts do not change existing policy and guidance to the FAA personal property order.

f. SAVES contractors are to deliver products as expeditiously as possible. Acceptable levels of service delivery are specified in SAVES contracts. FAA users can order standard delivery or one of several expedited delivery alternatives. Products or services delivered faster than the standard delivery will incur increased delivery charges, as specified in SAVES contracts.

B Clauses Added 1/2007

[view contract clauses](#)

C Forms Added 1/2007

[view procurement forms](#)