

## 17.503 Ordering procedures.

(a) Before placing an order for *supplies* or services with another Government agency, the *requesting agency shall* follow the procedures in [17.502-1](#) and, if under the Economy Act, also [17.502-2](#).

(b) The order *may* be placed on any form or document that is acceptable to both agencies. The order *should* include-

- (1) A description of the *supplies* or services required;
- (2) Delivery requirements;
- (3) A funds citation;
- (4) A payment provision (see [17.502-2\(d\)](#) for Economy Act orders); and
- (5) *Acquisition* authority as *may* be appropriate (see [17.503\(d\)](#)).

(c) The requesting and *servicing agencies should* agree to procedures for the resolution of disagreements that *may* arise under *interagency acquisitions*, including, in appropriate circumstances, the use of a third-party forum. If a third party is proposed, consent of the third party *should* be obtained *in writing*.

(d) When an *interagency acquisition* requires the *servicing agency* to award a contract, the following procedures also apply:

(1) If a justification and approval or a D&F (other than the *requesting agency's* D&F required in [17.502-2\(c\)](#)) is required by law or regulation, the *servicing agency shall* execute and issue the justification and approval or D&F. The *requesting agency shall* furnish the *servicing agency* any information needed to make the justification and approval or D&F.

(2) The *requesting agency shall* also be responsible for furnishing other assistance that *may* be necessary, such as providing information or special contract terms needed to comply with any condition or limitation applicable to the funds of the *requesting agency*.

(3) The *servicing agency* is responsible for compliance with all other legal or regulatory requirements applicable to the contract, including-

- (i) Having adequate statutory authority for the contractual action; and
- (ii) Complying fully with the competition requirements of [part 6](#) (see [6.002](#)). However, if the *servicing agency* is not subject to the Federal *Acquisition* Regulation, the *requesting agency shall* verify that contracts utilized to meet its requirements contain provisions protecting the Government from inappropriate charges (for example, provisions mandated for FAR agencies by [part 31](#)), and that adequate contract administration will be provided.

(e) Nonsponsoring *Federal agencies may* use a Federally Funded Research and Development Center (FFRDC) only if the terms of the FFRDC's sponsoring agreement permit work from other than a sponsoring agency. Work placed with the FFRDC is subject to the acceptance by the sponsor and *must* fall within the purpose, mission, general scope of effort, or *special competency* of the FFRDC. (See [35.017](#); see also [6.302](#) for procedures to follow where using other than *full and open*

*competition.*) The nonsponsoring agency *shall* provide to the sponsoring agency necessary documentation that the requested work would not place the FFRDC in direct competition with domestic private industry.

**Parent topic:** Subpart 17.5 - Interagency Acquisitions