

GSA ORDER

Subject: General Services Administration Acquisition Manual;
GSAM Case 2022-G511, Update GSA Order Citations

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM) to remove unnecessary identification details for GSA Orders referenced throughout GSAM.
2. Background. The GSAM currently includes references to GSA Orders. Several of these references include serialized alphanumerics at the end of the Order's number to identify the version being used. For example, in GSAM the clause at 528.203-7 the Order is referenced as "GSA Order ADM 5000.4A." However, these Orders are updated regularly, causing the serialized alphanumerics used throughout the GSAM to become outdated. Therefore, GSA is revising the text of the GSAM to no longer use alphanumerics when referencing GSA Orders.

Further, many of these Orders have been canceled, causing current references in the GSAM to not be accurate or valid. This order removes mentions of the GSA Orders that are invalid, and replaces them with the current applicable policy.

Finally, when citing to GSA Orders, the GSAM currently uses various structures. Specifically, the Order references vary in style and sequence. To ensure consistency throughout the GSAM, this order edits every reference of a GSA Order in the GSAM to be written in the same format.

3. Effective date. December 7, 2022
4. Explanation of changes. This amendment includes non-regulatory changes. For full text changes of the amendment see Attachment A, GSAM Text Line-In/Line-Out.

In summary, this amendment makes the following changes throughout the GSAM: removes alphanumerics from the end of GSA Order numbers, replaces outdated GSA Orders with the current applicable policy, and

changes the format of GSA Order references to “GSA Order [order number], [title].”

This amendment revises the GSA Order citation language in the following GSAM subparts:

- 501.6 (General Services Administration Acquisition Regulation System – Career Development, Contracting Authority, and Responsibilities)
- 504.1 (Administrative Matters – Contract Execution)
- 511 (Describing Agency Needs)
- 511.1 (Describing Agency Needs – Selecting and Developing Requirements Documents)
- 515.4 (Contracting by Negotiation – Contract Pricing)
- 517.2 (Special Contracting Methods – Options)
- 524.1 (Protection of Privacy and Freedom of Information – Protection of Individual Privacy)
- 528.2 (Bonds and Insurance – Sureties and Other Security for Bonds)
- 532.72 (Contract Financing – Payments Under Contracts Subject to Audit)
- 533.1 (Protests, Disputes, and Appeals – Protests)
- 533.2 (Protests, Disputes, and Appeals – Disputes and Appeals)
- 537.1 (Service Contracting – Service Contracts - General)
- 542.1 (Contract Administration and Audit Services – Contract Audit Services)
- 548.1 (Value Engineering – Policies and Procedures)
- 553.1 (Forms – General)

5. Point of contact. For clarification of content, contact Taylor McDaniels or Bryon Boyer, GSA Acquisition Policy Division, at gsarpolicy@gsa.gov.

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Attachment A

GSAM Text Line-In/Line-Out

GSAM Case 2022-G511

GSAM Baseline: Change Order 155 effective 08/30/2022

- Additions to baseline made by rule are indicated by **[bold text in brackets]**
- Deletions to baseline made by rule are indicated by ~~strikethroughs~~
- Five asterisks (* * * * *) indicate that there are no revisions between the preceding and following sections
- Three asterisks (* * *) indicate that there are no revisions between the material shown within a subsection

Part 501 - General Services Administration Acquisition Regulation System

Subpart 501.6 – Career Development, Contracting Authority, and Responsibilities

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501.603 Selection, appointment, and termination of appointment for contracting officers.

501.603–1 General.

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(c) * * *

(5) Warrant Levels * * *

(iv) Warrant level thresholds

Warrant Level	Threshold
Basic	\$25,000
Simplified	SAT (SLAT for Leasing)
Intermediate	\$10,000,000
Senior	Unlimited

Note: GSA use of the Government purchase card for micro-purchases shall follow the instructions under GSA Order **[OAS] 4200.1A**, **Use of the GSA Purchase Card** GPO.

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501.603–3 Appointment

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(e) Record maintenance and disposal * * *

(4) In accordance with GSA Order-OAS-P **[CIO] 1820.4[2]**, GSA Records Management Program, dispose of expired contracting officer files and warrants by placing the contracting officer records in an inactive file following reassignment, termination of employment or revocation of designation. The inactive file cutoff date is the end of the fiscal year. The files are to be destroyed two years after the cutoff.

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Part 504 - Administrative Matters

Subpart 504.1 - Contract Execution

504.101 Contracting officer's signature.

Contract, contract modifications, blanket purchase agreements, and task and/or delivery orders may be executed manually or electronically using a digital signature. In the absence of the original contracting officer, another contracting officer with appropriate warrant authority may sign. Always type or stamp the name and title of the contracting officer signing the contract on the document, unless it is electronically signed. An electronic contract which includes the name of the contracting officer satisfies the typed, stamped or printed requirement found in FAR 4.101. GSA Order CIO 2162.2[,] (GSA Digital Signature Policy)[,] is the guidance for the use of digital signatures as the preferred means of providing signatures for GSA documents, forms, correspondence, and emails.

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Part 511 – Describing Agency Needs

511.002 Policy

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(b) FAR 11.002(b) and GSA Order ADM 8000.1D, GSA Metric Program, establish policy for using the metric system in procurements. The GSA Construction Metrication Ombudsman, located in the PBS Office of Acquisition Management, can be found at <http://www.gsa.gov/ombudsman>.

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Subpart 511.1 - Selecting and Developing Requirements Documents

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511.170 Information Technology Coordination and Standards.

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(d) GSA IT Standards Profile. GSA information technology must also be approved for use pursuant to the GSA Order CIO 2160.1[,] GSA **[Information Technology (IT)]** Standards Profile. More details about the formal GSA IT Standards Profile approval process can be found on the GSA IT Standards webpage at the following link: <https://insite.gsa.gov/portal/content/500499>.

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Part 515 – Contracting by Negotiation

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Subpart 515.4 – Contract Pricing

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515.404-2 Information to support proposal analysis.

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(b) Follow the procedures in GSA Order, **[ADM 2030.2, Internal Audit Follow-up Handbook,]** ~~Audit resolution and follow-up system, Ch. 3 (ADM P 2030.2C)~~ for handling contract audit reports.

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Part 517 – Special Contracting Methods

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Subpart 517.2 – Options

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517.204 Contracts.

(a) Telecommunication contracts may not exceed 10 years per GSA Order ADM P 5450.39D, GSA Delegations of Authority Manual.

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Part 524 – Protection of Privacy and Freedom of Information

Subpart 524.1 – Protection of Individual Privacy

524.103 Procedures.

(a) See 41 CFR 105-64, GSA Order [CIO 2201.1], Privacy Act Program (CPO 1878.1), and Privacy Act Program information available on Insite, when contracting for the design, development, or operation of a system of records on individuals.

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Part 528 – Bonds and Insurance

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Subpart 528.2 – Sureties and Other Security for Bonds

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528.203-7 Exclusion of individual sureties.

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(c) In accordance with GSA Order ADM 5000.4A, **[Office of General Counsel Legal Review]** ~~Legal Services~~, legal review shall be obtained for the proposed exclusion.

528.204 Alternatives in lieu of corporate or individual sureties

Security deposited instead of corporate or individual sureties on bonds must be safeguarded immediately after they are received, as provided in procedures issued by the Office of the Chief Financial Officer (see GSA Order **[CFO 4253.1]**, ~~Accounts Receivable Policy Handbook~~ **[Accounts Receivable and Debt Collection Policy Manual]** ~~(CFO P 4253.1)~~). United States bonds or notes received in the District of Columbia must be deposited with the Treasurer of the United States, as provided in FAR 28.204-1.

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Part 532 – Contract Financing

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Subpart 532.72 - Payments Under Contracts Subject to Audit

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532.7203 Action upon receipt of an audit report.

Audit reports will be furnished to the contracting officer with a copy to the appropriate contract finance office. Upon receipt of an audit report, pursuant to contract terms, the contracting officer is responsible for determining the allowability of all costs covered by audit. While the auditor's recommendations should be given full consideration, the contracting officer must make an independent business judgment before taking any action based on the audit report. If there is doubt or question about the auditor's recommendations, the

contracting officer is required to follow the audit resolution procedures in GSA Order ADM P 2030.2D, Internal Audit Follow-up Handbook, Chapter 4.

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Part 533 – Protests, Disputes, and Appeals

Subpart 533.1 – Protests

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533.103-2 Deciding a protest.

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(d) The deciding official must obtain legal review of all draft protest decisions as required by GSA Order **[ADM 5000.4, Office of General Counsel Legal Review]** ~~Legal Services (ADM 5000.4A).~~

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Subpart 533.2 – Disputes and Appeals

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533.214 Alternative dispute resolution (ADR).

It is GSA's policy to use ADR to effect the prompt, efficient and just resolution of disputes. The contracting officer should refer to GSA Order CSL P 5050.1A, Using Alternative Dispute Resolution Techniques, and consult with designated litigation counsel on the use of ADR.

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Part 537 – Service Contracting

Subpart 537.1 – Service Contracts–General

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537.104 Personal Service Contracts.

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(b) Exceptions * * *

(2) A contracting officer may enter into a personal services contract for GSA use only after obtaining the written concurrence of the Office of Legal Counsel and of the Contracting Director. See FAR 37.104(e) and GSA Order ADM 5000.4B [**Office of General Counsel Legal Review**] ~~November 14, 2014.~~

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Part 542 – Contract Administration and Audit Services

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Subpart 542.1 – Contract Audit Services

542.102 Assignment of contract audit services.

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(b) The contracting officer must follow the procedures set out in GSA Order **[ADM 2030.2, Internal Audit Follow-up Handbook]**, ~~Audit Resolution and Follow-Up System (ADM P-2030.2C)~~, for handling contract audit reports.

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Part 548 – Value Engineering

Subpart 548.1 – Policies and Procedures

548.101 General.

GSA Order **[PBS 8050.1]**, Public Buildings Service Value Engineering Program~~[s] (PBS 8050.1C)~~ provides guidance on using value engineering.

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Part 553 - Forms

Subpart 553.1 - General

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553.170 Establishing and revising GSA Forms.

(a) GSA Order OGP P 1824.1[, **GSA Forms Management Program Handbook,**] outlines requirements, responsibilities, standards, policies, and procedures for the GSA Forms Management Program, including the instruction that.

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