

GSA ORDER

Subject: General Services Administration Acquisition Manual; GSAM Case 2021-G507, Unsolicited Proposal Review Process

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM).
2. Background. FAR subpart 15.6 provides guidance on the submission, receipt, evaluation, and acceptance or rejection of unsolicited proposals. It also directs agencies to establish procedures to receive and respond to unsolicited proposals. Currently, GSAM 515.6 provides GSA's guidance on this topic. The purpose of this policy change is to clarify which entities may review and respond to unsolicited proposals.
3. Effective date. April 8, 2021.
4. Explanation of changes. This amendment includes only non-regulatory changes to the GSAM. For full text changes of the amendment see Attachment A, GSAM Text Line-In/Line-Out.

This amendment revises the language of the GSAM, as summarized below:

GSAM 515.6 (Contracting by Negotiation—Unsolicited Proposals):

- 515.601 - Removing section on definitions because we address these in the new language.
- 515.604 – Adding this section to clarify where offerors should submit unsolicited proposals and in what situations the Office of Acquisition Policy (OAP) may respond to unsolicited proposals.
- 515.606 - Removing the introductory language instructing coordinating offices to determine points of contact and establish procedures for handling unsolicited proposals.
- 515.606-1 - Adding subsection to direct the HCA or OAP to handle the initial review of proposals in accordance with the FAR and recommending that the HCA should consult with OAP in cases where an unsolicited proposal has been submitted before.

- 515.606-2 – Revising this section in its entirety to include language instructing the HCA or OAP to evaluate proposals in accordance with the FAR. Includes revised timeframes for review.

5. Cancellation. None.

6. Point of contact. For clarification of content, contact Saroja Koneru or Vernita Misidor, GSA Acquisition Policy Division, at gsarpolicy@gsa.gov.

Jeffrey Koses
Senior Procurement Executive
Office of Acquisition Policy
Office of Government-wide Policy

GSAM Text, Line-In/Line-Out

GSAM Baseline: Change 123 effective 3/15/2021

- 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 515—Contracting by Negotiation

Subpart 515.6 – Unsolicited Proposals

~~515.601 Definitions.~~

~~“Coordinating office,” as used in this subpart, means:~~

- ~~—(a) The Senior Procurement Executive for all Central Office activities.~~
- ~~—(b) The office designated in writing by the Regional Administrator in the Regions.~~

[515.604 – Agency points of contact.

(a) All unsolicited proposals that meet the criteria at FAR 15.605 and FAR 15.606-1(a) shall be submitted following the format posted at www.gsa.gov/unsolicitedproposal.

(b) The Office of Acquisition Policy will forward the proposal to the appropriate HCA, except as stated in paragraph (c). HCAs are responsible for review and response to forwarded unsolicited proposals.

(c) Unsolicited proposals that may apply to agency-wide programs will remain with the Office of Acquisition Policy for review and response.]

515.606 Agency procedures.

~~Coordinating offices serve as agency points of contact and establish procedures for controlling the receipt, evaluation, and timely disposition of proposals consistent with FAR subpart 15.6.~~

[515.606-1 – Receipt and initial review.

(a) Before initiating a comprehensive evaluation, the agency point of contact, identified in 515.604, shall determine if the proposal meets the requirements of FAR 15.606-1(a).

(b) If the proposal qualifies, the HCA or the Office of Acquisition Policy shall inform the offeror of receipt and process the proposal in accordance with FAR 15.606-1(b) and 515.606-2.

(c) If the proposal does not qualify, the HCA or the Office of Acquisition Policy shall inform the offeror of why the proposal was rejected in accordance with FAR 15.606-1(c).

(d) Sample responses can be found on the Acquisition Portal at <https://insite.gsa.gov/unsolicitedproposal>.]

515.606-2 - Evaluation.

[(a) The HCA or the Office of Acquisition Policy should complete] Complete the evaluation as soon as practicable, normally within 45 [14 calendar days for initial review or 90] calendar days [for comprehensive evaluation.

(b) The HCA or the Office of Acquisition Policy shall complete a comprehensive evaluation in accordance with the factors listed in FAR 15.606-2 and any other factors deemed appropriate.

(c) Once complete, the HCA or Office of Acquisition Policy should c]Communicate the results of the evaluation to the offeror.

~~515.609 Limited use of data.~~

~~When releasing an unsolicited proposal for evaluation, use the “Conflict of Interest Acknowledgment and Nondisclosure Agreement” in Figure 1.~~

~~* * * * *~~