

Part 508 - Required Sources of Supplies And Services

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Parent topic: General Services Administration Acquisition Manual

Subpart 508.4 - Federal Supply Schedules

508.403 Applicability

This section establishes special ordering procedures when considering use of LPTA.

(a) *Evaluation of FSS contract price.* GSA performs a technical evaluation in products and services prior to awarding the item on the FSS contract. This evaluation ensures orders placed against FSS contracts satisfy the requirements of Section 880 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232, 41 U.S.C. 3701).

(b) *Evaluation of order/BPA price.* The contracting officer may base their award determination on the level of effort and price as described in FAR [8.405-2\(d\)](#) when purchasing services. If the contracting officer is purchasing supplies, price can still be the dominant factor. When purchasing more complex services or supplies, the contracting officer should engage in a best value tradeoff when evaluating the factors.

(1) Personal Protective Equipment (PPE) from a medical context, such as gloves and masks, may be purchased using LPTA. PPE from a law enforcement context, such as body armor, should not be procured through LPTA.

(2) Information technology services should not be procured through LPTA.

(3) Professional services should not be procured on an LPTA basis.

(4) Cyber-security services should not be procured on an LPTA basis.

(c) *Documentation.* Ordering activities may use LPTA when evaluating quotes for FSS orders or BPAs without further justification other than documenting the evaluation methodology per FAR [8.405-2\(f\)\(4\)](#). As used in this subpart, issuing an FSS order or BPA does not require the file documentation for LPTA described in GSAM [515.101-2](#) or GSAM 4 [516.505](#), however the Contracting Officer should appropriately document their award decision as described in FAR [8.405-1\(g\)\(5\)](#) and FAR [8.405-2\(d\)](#).

508.404 Use of Federal Supply Schedules.

(a) Although FAR 19 (except for the requirement at FAR 19.202-1(e)(1)(iii)) does not apply to BPAs or orders placed against Federal Supply Schedule (FSS) contracts, they are not exempt from [part 519](#).

(b) Requests for quotes under FSS contracts that are not set-aside for small business should consider inclusion of a small business participation evaluation factor as described in section 515.304.

508.405 Ordering procedures for Federal Supply Schedules.

(a) For a D&F for a single award Blanket Purchase Agreement (BPA) with an estimated value exceeding \$100 million, the D&F must be approved by the HCA

(b) COs shall follow the INFORM procedures in [515.370](#) for all applicable orders and BPAs.

Subpart 508.6 - Acquisition from Federal Prison Industries, Inc.

508.604 Ordering procedures.

508.604-70 Delinquent delivery orders.

- (a) Establish delivery schedules based on the lead time required by Federal Prison Industries (FPI).
- (b) You may use delinquent orders as the reason for requesting clearance to procure from other sources until FPI can make deliveries.

508.605 Clearances.

Cite FPI clearance numbers in solicitations and award documents.

Subpart 508.7 - Acquisition from Nonprofit Agencies Employing People Who Are Blind or Severely Disabled

508.705 Procedures.

508.705-4 Compliance with orders.

- (a) Until all deliveries are made on a delinquent order, take one of the following actions:
 - (1) For an excusable delay, extend the contract delivery schedule without obtaining consideration.
 - (2) For an inexcusable delay, review and adjust contract prices following normal procedures.
- (b) If the central non-profit agency (CNA) delays acting on a request for, or refuses to grant, a purchase exception, refer the matter to the contracting director for resolution.

508.705-70 Adding items to the Procurement List.

- (a) If a CNA expresses interest in adding an item to the Procurement List, provide the CNA with both:
 - (1) The most recent solicitations issued for the commodity or service.
 - (2) The award price(s) for the commodity or service.
- (b) The Committee for Purchase from People Who Are Blind or Severely Disabled (the Committee), at the CNA's request may assign the supply or service to the CNA for development by a workshop.
- (c) Before issuing a solicitation, ask the CNA about the status of any item in which the Committee has expressed interest.
- (d) The Committee may request that a procurement be delayed pending Committee action. The contracting activity must consult with the Office of Small Business Utilization (E) before rejecting such a request.

508.705-71 Central non-profit agency performance capability.

(a) Include on the purchase document both the annual requirement and the estimated monthly requirement.

(b) With the permission of the Committee, you may verify the workshop's ability to satisfy the Government's estimated monthly requirement by requesting a preaward survey. If the CNA cannot satisfy the Government's requirement, you may request a purchase exception only for those quantities the CNA cannot provide in a timely manner.

508.706 Purchase exceptions.

Cite CNA purchase exception numbers in solicitations and award documents.

Subpart 508.8 - Acquisition of Printing and Related Supplies

508.802 Policy.

The Director of the Reproduction and Visual Arts Division in the Office of Communications (X) is both GSA's:

(a) Central printing authority.

(b) Liaison with the Joint Committee on Printing and the Public Printer on all matters related to printing.