

General Services Administration  
Washington, DC 20405

ADM 2800.12B, Change 193  
December 6, 2024

## **GSA ORDER**

**Subject:** General Services Administration Acquisition Manual; GSAM Case 2023-G501, Remove Outdated GSA Forms

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM) to remove outdated GSA Forms from the GSAM and remove other outdated forms from the GSA Forms Library.
2. Background. As part of continuous improvement efforts, GSA has identified acquisition-related forms that are either outdated, or no longer used, or both, and thus are being removed from both the GSAM and the GSA Forms Library.
3. Effective date. December 6, 2024
4. Explanation of changes. This amendment includes non-regulatory changes. For full text changes of the amendment see Attachment A, GSAM Case 2023-G501 Text Line-In/Line-Out. For a list of GSA Forms removed from the GSA Forms Library (and which were not previously referenced in the GSAM), see Attachment B, GSA Forms Deletion List.

This amendment revises the language in the following GSAM subparts as summarized below:

### 503.1 Safeguards

- Revised 503.104-4(b) to remove references to GSA Form 3611.

### 505.4 Release of Information

- Revised 505.403 to update capitalization in the title to conform to GSAM conventions and remove references to GSA Form 3611.

### 514.2 Solicitation of Bids

- Removed 514.201-70 completely, removing references to GSA Form 1602.
- 514.4 Opening of Bids and Award of Contract
- Revised 515.401(a)(4) to remove references to GSA Form 1378.
- 515.2 Solicitation and Receipt of Proposals and Information
- Removed 515.210 and 515.210-70 completely, removing references to GSA Form 1602.
- 553.3
- Revised table at 553.300(c) to remove references to GSA Forms: 1602, 1378, and 3611.

5. Cancellations. None.

6. Point of contact. For clarification of content, contact the GSA Acquisition Policy Division at [gsarpolicy@gsa.gov](mailto:gsarpolicy@gsa.gov).

Jeffrey Koses  
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### **Attachments**

Attachment A, GSAM Text Line-In/Line-Out  
Attachment B, GSA Forms Deletion List

**Attachment A**  
**GSAM Case 2023-G501**  
**GSAM Text, Line-In/Line-Out**

**GSAM Baseline: Change 192 effective 10/28/2024**

- 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 503—Improper Business Practices and Personal Conflicts of Interest**

**Subpart 503.1 - Safeguards**

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**503.104-4 Disclosure, protection, and marking of contractor bid or proposal information and source selection information.**

- (a) \*\*\*
- (b) \*\*\*

(1) Mark documents as prescribed in FAR 3.104-4(c). ~~Contracting officers may use GSA Form 3611, Cover Page Source Selection Information as the cover page for a document that contains source selection information. In addition, e~~**[E]**~~ach page of the document~~**[s]** must be marked in accordance with FAR 3.104.

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**Part 505—Publicizing Contract Actions**

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**Subpart 505.4 - Release of Information**

**505.403 Requests from M[m]embers of Congress.**

- (a) \*\*\*
- (b) ~~If the response involves proprietary or source selection information, the contracting officer shall use the GSA Form 3611 for clarity and visibility.~~
- (e)~~[(b)]~~ Refer the proposed response to the HCA and inform the OCIA of the action taken.

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**Part 514—Sealed Bidding**

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## **Subpart 514.2 - Solicitation of Bids**

### **~~514.201-70 GSA Form 1602.~~**

The contracting officer may use GSA Form 1602, Notice Concerning Solicitation, to do any of the following:

~~(a) Describe the type of contract, the duration of the contract, and the type of supplies or services being procured.~~

~~(b) Direct the attention of prospective bidders to review and carefully consider the information at FAR 14.404-2 that may result in rejection of the bid. In addition, cite any special requirements which, if overlooked, may result in rejection of the bid.~~

~~(c) Highlight significant changes from previous solicitations covering the same supplies or services.~~

~~(d) Include other special notices, as appropriate~~

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## **Subpart 514.4 - Opening of Bids and Award of Contract**

### **514.401 Receipt and safeguarding of bids.**

(a) \* \* \*

(4) For each invitation, the bid custodian prepares a bidders' list using GSA Form 1378, Record of, and Receipt for, Bids and Responses, or the appropriate bid abstract form. The list **[shall ]**includes the name and address of all responses, including any bid modifications, received before bid opening time. The list also indicates withdrawn bids.

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## **Part 515—Contracting by Negotiation**

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## **Subpart 515.2 - Solicitation and Receipt of Proposals and Information**

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### **515.210 Forms.**

#### **~~515.210-70 GSA Form 1602.~~**

~~(a) The contracting officer may use GSA Form 1602, Notice Concerning Solicitation, to do any of the following:~~

~~(1) Describe the type of contract, the duration of the contract, and the type of supplies or services being procured.~~

~~(2) Direct the attention of prospective offerors to special requirements which, if overlooked, may result in rejection of the offer.~~

~~(3) Highlight significant changes from previous solicitations covering the same supplies or services.~~

~~(4) Include other special notices as appropriate.~~

~~(b) If GSA Form 1602 is not used, the contracting officer shall place notices and mandated paragraphs in Section L of the solicitation.~~

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**Part 553 - Forms Used in Acquisition**

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**Subpart 553.3 - Forms Used in Acquisitions**

**553.300 Listing of Standard, Optional, and Agency forms.**

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(c) \* \* \*

Form No.	Title	Reference(s)
* * *		
GSA Form 1602	Notice Concerning Solicitation	514.201-70, 515.210-70
* * *		
GSA Form 1378	Record of, and Receipt For, Bids and Responses	514.401(a)(4)
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GSA Form 3611	Source Selection Information Cover Page	503.104(b)(1), 505.403
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## Attachment B GSA Forms Deletion List

NUMBER	NAME
GSA27A	Purchaser's Receipt and Authority to Release Property
GSA50A	Supplemental Requisition for Reproduction Services
GSA66	Request for Valuation Service
GSA66A	Request for Valuation Service - Acquisition
GSA276	Supplemental Lease Agreement
GSA387	<a href="#">Analysis of Values Statement (Leased Space)</a>
GSA1160	<a href="#">Guide for Assembling Specifications, Specification Drawings, and Bid Forms</a>
GSA1226	<a href="#">Contract to Sell Real Property</a>
GSA1228	<a href="#">Monthly Report of Real Property Appraisal Contracts Awarded</a>
GSA1241	<a href="#">Contract for Appraisal Report</a>
GSA1241A	<a href="#">Specifications for the GSA Analytical Narrative Appraisal Report</a>
GSA1241B	<a href="#">Outline for In-Lease Appraisal Report</a>
GSA1241D	<a href="#">Definition of Terms (Contract for Appraisal Report)</a>
GSA1241E	<a href="#">In-Lease Appraisal</a>
GSA1364A	<a href="#">Simplified Lease Proposal</a>
GSA1364A-1	<a href="#">Simplified Lease Proposal Data</a>
GSA1378	Record of, and Receipt For, Bids and Responses
GSA1433	<a href="#">Specifications for GSA Site Investigation Report</a>
GSA1520	<a href="#">Proposal Record</a>
GSA1533	<a href="#">Utilities Contract</a>
GSA1584	<a href="#">Contract Summary</a>
GSA1584A	<a href="#">Contract Summary - Continuation</a>
GSA1602	Notice Concerning Solicitation
GSA1639	<a href="#">Contract Item Data File Maintenance</a>
GSA1667	<a href="#">Register of Purchases (Retail Operations)</a>
GSA1679	<a href="#">Contract Administration</a>
GSA1683	<a href="#">Negotiated Electric Utility Contract</a>
GSA1686	<a href="#">Real Property Disposal Activities Control</a>
GSA1686A	<a href="#">Real Property Disposal Activities Control - Continuation Sheet</a>
GSA1735	<a href="#">Information Regarding Buy American Act</a>

GSA1741	<a href="#">Instructions to Bidders - Sealed Bid (Government Real and Related Personal Property)</a>
GSA1741A	<a href="#">Instructions to Bidders - Auction (Government Real and Related Personal Property)</a>
GSA1742	<a href="#">General Terms of Sale (Government Real and Related Personal Property)</a>
GSA1760	<a href="#">For Lease - Government Real Property</a>
GSA1904	<a href="#">Quality Evaluation</a>
GSA2041	<a href="#">General Terms Applicable to Negotiated Sales - Surplus Real Property</a>
GSA2206	<a href="#">DO Priority Rating Register</a>
GSA2451	<a href="#">Bid Card</a>
GSA2522	<a href="#">Quality Review</a>
GSA2727	<a href="#">Request to Add Item(s) to GSA Retail Stock</a>
GSA2728	<a href="#">Procurement Contract Register</a>
GSA2912	<a href="#">Bidder Registration</a>
GSA2912A	<a href="#">Bidder Registration Auction Set A</a>
GSA2912B	<a href="#">Bidder Registration Auction Set B</a>
GSA2912C	<a href="#">Bidder Registration Auction Set C</a>
GSA2912D	<a href="#">Bidder Registration Auction Set D</a>
GSA2957	<a href="#">Reimbursable Work Authorization</a>
GSA2981	<a href="#">Extension of Acceptance Time for Bid</a>
GSA2997	<a href="#">Annual Report on Relocation and Real Property Acquisition Activities</a>
GSA3024	<a href="#">Contract Information Multiple Award Federal Supply Schedule</a>
GSA3410	<a href="#">Request for Appointment</a>
GSA3420	<a href="#">Contract/Modification File Checklist File Format (Award)</a>
GSA3474	<a href="#">Project Cost Comparison Summary</a>
GSA3486	<a href="#">U.S. Government Lease of Real Property</a>
GSA3517A	<a href="#">General Clauses (Short Form)</a>
GSA3517B	<a href="#">General Clauses (Acquisition of Leasehold Interests in Real Property)</a>
GSA3517D	<a href="#">General Clauses (Acquisition of Leasehold Interests in Real Property - Emergency or Disaster Leases)</a>
GSA3518	Representations and Certifications (Acquisition of Leasehold Interests in Real Property)
GSA3518A	Representations and Certifications (Short Form)
GSA3525	<a href="#">Application for Customer Supply Center Services and Address Change</a>
GSA3542	<a href="#">Customer Supply Center Order</a>
GSA3559B	<a href="#">Follow-up Status Report for Facility Safety, Health or Fire Protection Survey</a>
GSA3572	<a href="#">Customer Supply Center Stock Adjustment</a>



GSA3608	<a href="#">Procurement Integrity Certification of Departing GSA Procurement Official</a>
GSA3611	Source Selection Information Cover Page
GSA3628	<a href="#">Lease Action Summary</a>
GSA3636	<a href="#">GSA Record of Purchase Card Orders</a>
GSA3671	<a href="#">Individual Contract Report for Contracts Exceeding \$182,000 for the Purchase of Supplies and Equipment Non-Appropriated Funds</a>
GSA3672	<a href="#">Federal Procurement Data System (FPDS) Contracting Office Code Report</a>
GSA3681	<a href="#">Lease File Checklist</a>
GSA3681A	Guidance for Lease File Checklist
GSA12000	<a href="#">Prelease Fire Protection and Life Safety Evaluation for an Office Building</a>