

Other Government Sources of Supply Guideline - 5.10.G (09/30/04)

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This guideline was extensively revised to address administrative changes throughout the document.

Definitions

A Federal Supply Schedule (FSS) or Authorized ADP Schedule (ADP) is a contract between a commercial entity and the government. A copy of the contract is generally published by the commercial Contractor. These copies will include the:

- published pricing, or

- a discount schedule from a published price list.

Note: FSS and ADP contracts are indefinite quantity contracts that the commercial Contractor has negotiated with the General Services Administration (GSA). Terms and Conditions (Ts&Cs) for FSS or ADP orders are those which have been negotiated in the contract between GSA and the commercial Contractor.

Solicitations - 5.10.G.1

Solicitations for items or services when the services are under an FSS or ADP, or when there is market competition and some suppliers might offer FSS or ADP scheduled items or services, may be issued under Sandia contract, Commercial Items (CI), or Fixed-Price (FP) Ts&Cs. If applicable, and advantageous to Sandia, the award may be made under an FSS or ADP schedule Ts&Cs.

When items or services are covered under an FSS or ADP schedule, sending a solicitation is a matter of Sandia Contracting Representative (SCR) judgment. SCRs should solicit offers if:

- Purchase Order (PO)/contract total/line item amount exceeds the maximum order quantity on the schedule,
- total PO/contract amount is relatively large, i.e., exceeds dollar limitation,
- Statement of Work (SOW) calls for items and/or services not listed in the schedule,
- SCR believes that market competition may be beneficial to Sandia, or
- SCR needs to incorporate additional Ts&Cs for the transaction.

Procurements of any value placed under a Lockheed Martin Corporation (LMC) operating unit GSA schedule require prior Organizational Conflicts of Interest (OCI) determination from Department of Energy/National Nuclear Security Administration/Sandia Site Office (DOE/NNSA/SSO) (see Guideline 5.13 – Organizational Conflicts of Interest) as well as DOE/NNSA approvals in accordance with Guideline 10.4 – Procurement Action Summaries. Orders placed against an FSS or ADP schedule are subject to the sole-source requirements of Guideline 1.3 – Competitive vs. Noncompetitive Purchases.

Required Clauses for FSS/ADP Schedule Orders - 5.10.G.2

When all items to be ordered are covered by the ADP or FSS schedule, inclusion of SC 115-KFS is mandatory. This clause incorporates the applicable FSS or ADP schedule number and date.

If all items are not under an FSS or ADP schedule, the order shall differentiate the FSS or ADP schedule items from those subject to Sandia contract, CI, or FP Ts&Cs by using SC 116-KFT. This clause should follow the SOW. This clause incorporates the applicable FSS or ADP schedule number and date, and the order item number(s) subject to Ts&Cs of the schedule contract.

If the FSS or ADP schedule order covers services, there is a possibility that the succeeding FSS or ADP schedule will contain modified rates. When the services on an expiring FSS or ADP schedule contract will continue on a succeeding schedule, the SCR may choose to:

- provide for contingency funding, using SC 217-FFA in order to provide sufficient funding for rate changes and avoid processing a revision, or
 - incorporate SC 118-FH.
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Price Reasonableness - 5.10.G.3

Orders against Federal Supply Schedules (FSS) do not require further price justification since:

- GSA has already determined the price to be fair and reasonable, and
- these schedules are awarded using competitive procedures.

Each GSA schedule has a Maximum Order Limit (MOL). This limit represents the point where it is advantageous to seek a price reduction. SCRs can place orders that exceed the MOL; however, they must attempt to negotiate a reduction on the prices offered in the GSA schedule.

Conflicting Ts&Cs - 5.10.G.4

When required contractual provisions conflict with or modify GSA provisions or it is advantageous to Sandia, a competitive procurement shall be negotiated in lieu of ordering under FSS or ADP. Sandia Ts&Cs not in conflict with GSA contract provisions may be incorporated in FSS or ADP orders, as appropriate.

Sources of Supply, Other - 5.10.G.5

Procurements from Federal Penal or Correctional Institutions, such as Unicolor, Inc., and items in the Schedule of Blind-Made Products, are made in accordance with GSA published price schedules. The description of product or services required shall be preceded by SC 101-KF5, Federal Agency Order Preamble.

Orders for GSA Stores Stock are sent to GSA Supply Depots on GSA Standard Form 344, Multiline Standard Requisitioning/Issue System Document. Instructions for completing the form are in the Fedstrip Operating Guide, GSA Handbook, FPMR 101-26.2, available at URL https://www.afadvantage.gov/images/muffin/fedstrip_guide.pdf.

For internal purposes (coding, data input, receiving, payment, etc.), an order format document shall be completed and distributed. The legend: "GSA Order Serial # _____ Internal Distribution Only" shall precede the description of items ordered. A copy of the GSA Form 344 shall be attached to the numerical copy.

Applicable Clauses - 5.10.G.6

- SC 101-KF5 - Federal Agency Order Preamble
 - SC 115-KFS - Order Against ADP or Federal Supply Schedule Contract - Total
 - SC 116-KFT - Order Against ADP or Federal Supply Schedule Contract - Partial
 - SC 118-FH - Succeeding Federal Supply Schedule/ADP Schedule Contract
 - SC217-FFA – Funds Available Fixed-Price Contracts
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References - 5.10.G.7

- Guideline 1.3 - Competitive vs. Noncompetitive Purchases
 - Guideline 5.13 – Organizational Conflicts of Interest
 - Guideline 10.4 – Procurement Action Summaries
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Send feedback on ideas and information on this page to the Process Expert, Bertie Denman.



Bertie Denman



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