

## 5.207 Preparation and transmittal of synopses.

(a) *Content*. Each synopsis transmitted to the GPE *must* address the following data elements, as applicable:

- (1) Action Code.
- (2) Date.
- (3) Year.
- (4) *Contracting Office* ZIP Code.
- (5) Product or Service Code.
- (6) *Contracting Office* Address.
- (7) Subject.
- (8) Proposed *Solicitation* Number.
- (9) Closing Response Date.
- (10) Contact Point or *Contracting Officer*.
- (11) Contract Award and *Solicitation* Number.
- (12) Contract Award Dollar Amount.
- (13) *Line Item Number*.
- (14) Contract Award Date.
- (15) Contractor.
- (16) Description.
- (17) Place of Contract Performance.
- (18) Set-aside Status.

(b) *Transmittal*. Transmissions to the GPE *must* be in accordance with the interface description available via the Internet at <https://www.sam.gov>.

(c) *General format for "Description."* Prepare a clear and concise description of the *supplies* or services that is not unnecessarily restrictive of competition and will allow a prospective *offeror* to make an informed business judgment as to whether a copy of the *solicitation should* be requested including the following, as appropriate:

- (1) National Stock Number (NSN) if assigned.

- (2) Specification and whether an *offeror*, its product, or service *must* meet a *qualification requirement* in order to be eligible for award, and identification of the office from which additional information about the *qualification requirement* may be obtained (see [subpart 9.2](#)).
- (3) Manufacturer, including part number, drawing number, etc.
- (4) Size, dimensions, or other form, fit or functional description.
- (5) Predominant material of manufacture.
- (6) Quantity, including any *options* for additional quantities.
- (7) Unit of issue.
- (8) Destination information.
- (9) Delivery schedule.
- (10) Duration of the contract period.
- (11) *Sustainable acquisition* requirements (or a description of high-performance sustainable building practices required, if for design, *construction*, renovation, repair, or deconstruction) (see parts [23](#) or [36](#)).
- (12) For a proposed *contract action* in an amount estimated to be greater than \$25,000 but not greater than the *simplified acquisition threshold*, enter-
  - (i) A description of the procedures to be used in awarding the contract (*e.g.*, request for oral or written quotation or *solicitation*); and
  - (ii) The anticipated award date.
- (13) For Architect-Engineer projects and other projects for which the product or service codes are insufficient, provide brief details with respect to: location, scope of services required, cost range and limitations, type of contract, estimated starting and completion dates, and any significant evaluation factors.
- (14)
  - (i) If the *solicitation* will include the FAR clause at [52.225-3](#), Buy American-Free Trade Agreements-Israeli Trade Act, or an equivalent agency clause, insert the following notice in the synopsis: "One or more of the items under this *acquisition* is subject to Free Trade Agreements."
  - (ii) If the *solicitation* will include the FAR clause at [52.225-5](#), Trade Agreements, or an equivalent agency clause, insert the following notice in the synopsis: "One or more of the items under this *acquisition* is subject to the World Trade Organization Government *Procurement* Agreement and Free Trade Agreements."
  - (iii) If the *solicitation* will include the FAR clause at [52.225-11](#), Buy American-*Construction* Materials under Trade Agreements, [52.225-23](#), Required Use of American Iron, Steel, and Manufactured Goods-Buy American Statute-*Construction* Materials under Trade Agreements, or an equivalent agency clause, insert the following notice in the synopsis: "One or more of the items under this *acquisition* is subject to the World Trade Organization Government *Procurement* Agreement and

Free Trade Agreements."

(15) In the case of noncompetitive *contract actions* (including those that do not exceed the *simplified acquisition threshold*), identify the intended source and insert a statement of the reason justifying the lack of competition.

(16)

(i) Except when using the sole source authority at [6.302-1](#), insert a statement that all responsible sources *may* submit a bid, proposal, or quotation which *shall* be considered by the agency.

(ii) When using the sole source authority at [6.302-1](#), insert a statement that all responsible sources *may* submit a capability statement, proposal, or quotation, which *shall* be considered by the agency.

(17) If *solicitations* synopsisized through the GPE will not be made available through the GPE, provide information on how to obtain the *solicitation*.

(18) If the *solicitation* will be made available to interested parties through *electronic data interchange*, provide any information necessary to obtain and respond to the *solicitation* electronically.

(19) If the *technical data* required to respond to the *solicitation* will not be furnished as part of such *solicitation*, identify the source in the Government, such as <https://www.sam.gov>, from which the *technical data* may be obtained.

(d) *Set-asides*. When the proposed *acquisition* provides for a total or partial small business program set-aside, or when the proposed *acquisition* provides for a local area set-aside (see [subpart 26.2](#)), the *contracting officer shall* identify the type of set-aside in the synopsis and in the *solicitation*.

(e) *Codes to be used in Synopses to identify services or supplies*. *Contracting officers must* use one of the classification codes identified at <https://www.sam.gov> to identify services or *supplies* in synopses.

(f) *Notice of solicitation cancellation*. *Contracting officers may* publish notices of *solicitation* cancellations (or indefinite *suspensions*) of proposed *contract actions* in the GPE.

**Parent topic:** [Subpart 5.2 - Synopses of Proposed Contract Actions](#)