

# DFARS Procedures, Guidance, and Information

## PGI 239—Acquisition of Information Technology

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*(Revised May 12, 2006)*

### PGI 239.74—TELECOMMUNICATIONS SERVICES

#### PGI 239.7407 Type of contract.

When using a basic agreement in conjunction with a communication service authorization—

(1) Use DD Form 428, Communication Service Authorization (CSA), or an electronic data processing substitute to award, modify, cancel, or terminate telecommunications services. The CSA shall—

- (i) Refer to the basic agreement;
- (ii) Specify the types and quantities and equipment to be provided as well as the tariff (or other price if a tariff is not available) of those services and equipment;
- (iii) Specify the premises involved;
- (iv) Cite the address for billing;
- (v) Identify the disbursing office;
- (vi) Provide funding information; and
- (vii) Include an expiration date.

(2) Before awarding a CSA, comply with the requirements in FAR and DFARS, e.g., for competition, reviews, approvals, and determinations and findings.