

GSA ORDER

Subject: General Services Administration Acquisition Manual; GSAM/R Case 2020-G530, Update of GSA Forms References.

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM) to update any references made to a GSA form to reflect current practice.
2. Background. The General Services Administration (GSA) is issuing a final rule amending the General Services Administration Acquisition Regulation (GSAR) at Part 501, General Services Administration Acquisition Regulation System; Part 504, Administrative Matters; Part 532, Contract Financing; Part 553, Forms; and 570, Acquiring Leasehold Interests in Real Property. These amendments update the GSAR with the current forms used and remove references to forms no longer used.
3. Effective date. October 19, 2020.
4. Explanation of changes. This amendment includes regulatory and non-regulatory changes. For full text changes of the amendment see Attachment AA, GSAM/GSAR Text Line-In/Line-Out.
 - A. This amendment revises the regulatory language of the following GSAR subparts, changes summarized below:
 - i. 501.106 OMB Approval under the Paperwork Reduction Act.
Removes reference to GSA Forms 72A and 618D, as well as their corresponding OMB Control Number. Adds reference to GSA Form 1217 and corresponding OMB Control Number.
 - ii. 570.802 GSA Forms.
Removes subsection referencing GSA Form 276, which is no longer in use.
 - B. This amendment revises the non-regulatory language of the following GSAM subparts, changes summarized below:
 - i. 501.603-1 General.
Removes reference to Standard Form 145.
 - ii. 504.904 Taxpayer Identification Number Information.
Removes reference to GSA Form R-620.
 - iii. 532.7204 Payments Under Contracts Subject to Audit.

Updates reference from GSA Form 533 to GSA Form 533-1.

iv. 553.170 Establishing and revising GSA Forms.

Provides a new subsection to direct users to the GSA Forms library for the process to establish a new form, request changes, or cancel an existing form.

v. 553.300 Scope of subpart.

Changes current scope of the subpart to reference entire GSAM/R.

vi. 553.300-70 Forms not illustrated.

Removes direct links within chart to GSA Forms and instead provides a general link to the GSA Forms library prior to the chart. Further, removes any references to obsolete forms or other forms not found within the GSAM/R and adds references to GSA Forms not already included in the chart that are referenced within the GSAM/R.

5. Point of contact. For clarification of content, please contact Mr. Liam Skinner, GSA Acquisition Policy Division, at gsarpolicy@gsa.gov.

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TAB AA – GSAM/GSAR Text, Line-In/Line-Out

GSAM Baseline: Change 110 effective 06/24/2020

- 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 501 - General Services Administration Acquisition Regulation System

Subpart 501.1 - Purpose, Authority, Issuance

501.106 OMB Approval under the Paperwork Reduction Act.

GSAR Reference	OMB Control No.	GSAR Reference	OMB Control No.
<u>509.105-1(a)</u>	3090-0007	<u>552.237-71</u>	3090-0006
<u>511.204(b)</u>	3090-0246	<u>552.238-73</u>	3090-0250
<u>514.201-1</u>	3090-0163	<u>552.238-78</u>	3090-0262

<u>515.408</u>	3090-0235	<u>552.238-80</u>	3090-0121 3090-0306
<u>516.203-4(a)(1)</u>	3090-0243	<u>552.238-82</u>	3090-0302
<u>516.506</u>	3090-0248	<u>552.238-84</u>	3090-0303
<u>522.406-6</u>	1215-0149	<u>552.238-85</u>	3090-0121, and 3090- 0306
<u>523.370</u>	3090-0205	<u>552.238-87</u>	3090-0303
<u>532.905-70</u>	3090-0080	<u>552.238-95</u>	3090-0303
<u>537.110(a)</u>	3090-0197	<u>552.238-96</u>	3090-0303

<u>537.110(b)</u>	3090-0006	<u>552.238-97</u>	3090-0303
<u>538.273</u>	3090-0250, 3090-0262, 3090-0121, and 3090-0303	<u>552.238-99</u>	3090-0303
<u>542.1107</u>	3090-0027	<u>552.238-111</u>	3090-0303
<u>546.302-70</u>	3090-0027	<u>552.239-71</u>	3090-0294
<u>546.302-71</u>	3090-0027	<u>552.242-70</u>	3090-0027
<u>552.211-13(a)</u>	9000-0026	<u>552.246-70</u>	3090-0027
<u>552.211-70(b)</u>	9000-0058	<u>552.246-71</u>	3090-0027
<u>552.211-77</u>	3090-0246	<u>GSA 72-A</u>	3090-0121

<u>552.215-73</u>	3090-0163	GSA-527	3090-0007
<u>552.216-70</u>	3090-0243	GSA-618D	1215-0149
<u>552.216-72</u>	3090-0248	GSA-1142	3090-0080
		[GSA 1217]	[3090-0086]
<u>552.216-73</u>	3090-0248	GSA-1364	3090-0086
<u>552.216-75</u>	3090-0306	GSA-1678	3090-0027
<u>552.223-70</u>	3090-0205	GSA-2419	9000-0102
<u>552.232-5</u>	3090-0080, 9000-0070, and 9000-0102	<u>570.802(c)</u>	3090-0086

<u>552.232-72</u>	3090-0080	<u>570.802(c)</u>	3090-0086
<u>552.236-15</u>	9000-0058	<u>570.802(d)</u>	3090-0086
<u>552.236-72</u>	3090-0308		
<u>552.236-79</u>	3090-0320		
<u>552.236-80</u>	9000-0034		

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Subpart 501.6 - Career Development, Contracting Authority, and Responsibilities

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501.603 Selection, appointment, and termination of appointment for contracting officers.

501.603-1 General.

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~~(xi) Submit a Standard Form 145, Telephone Service Request (TSR), to the FAS.~~

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Part 504 - Administrative Matters

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Subpart 504.9 - Taxpayer Identification Number Information

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504.904 Reporting contract information to the IRS.

(a) The Office of Financial Policy and Operations reports to IRS on payments made to certain contractors for services performed and to lessors for providing space in buildings. This is required by 26 U.S.C. 6041 and 6041A and implemented in 26 CFR. To assist the Office of Financial Policy and Operations in reporting to the IRS, contracting officers must indicate on obligating documents sent to Finance (e.g., purchase, delivery, or task orders; contracts; ~~the GSA Form R-620 for leases~~; or certified invoices) the contractor's organizational structure (e.g., corporation, **[or]** partnership) and taxpayer identification number (TIN)[.]

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Part 532 - Contract Financing

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Subpart 532.72 - Payments Under Contracts Subject to Audit

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532.7204 Suspension and disapproval of amounts claimed.

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(b) The contracting officer's notice forms the basis for the contract finance office to issue GSA Form ~~533~~**[533-1]**, Administrative Difference Statement. Finance will attach a copy of GSA Form ~~533~~**[533-1]** to each copy of the invoice or voucher from which the deduction has been made, and will include an explanation of the deduction.

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Part 553 - Forms

Subpart 553.1 - General

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553.170 Establishing and revising GSA Forms.

[(a) GSA Order OGP P 1824.1 outlines requirements, responsibilities, standards, policies, and procedures for the GSA Forms Management Program, including the instruction that:

(a[(i)]) If two or more GSA Services or Offices use a[n acquisition related] GSA form, the Office of Acquisition Policy maintains the form, or

(b[(ii)]) If only one GSA Service or Office uses a GSA form or if the form is used for a contract type unique to one Service or Office (e.g., construction contracts), that Service or Office is responsible for maintaining the form.

[(b) To establish a new GSA Form, request changes to an existing form, or cancel an existing form, please reference the FAQs found at the GSA Forms library at <https://www.gsa.gov/reference/forms>.]

(e[i]) Any proposed new or revised GSA acquisition related form must be submitted to the Office of Acquisition Policy for review and concurrence.

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Subpart 553.3 - Illustrations of Forms

553.300 Scope of subpart.

This subpart illustrates standard and GSA forms prescribed or referenced in Parts 501–551 and ~~570~~**[571]**. Instructions on completing a form, if included, are identified by the suffix “I” after the GSAR section number.

553.300-70 Forms not illustrated.

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(b) Forms available on-line. You can access the forms listed below at the ~~location indicated~~**[GSA Forms Library at <https://www.gsa.gov/forms>].**

Form[]No.	Title	Reference	On-line Location

Standard Form 2	U.S. Government Lease for Real Property	<u>570.801</u>	https://gsa.gov/portal/forms/download/116150
[Standard Form 33]	[Solicitation, Offer, and Award]	[514.201-2]	
GSA Form 72A	Contractor's Report of Sales	<u>552.238-80</u>	http://vsc.gsa.gov
GSA Form 276	Supplemental Lease Agreement	<u>570.802(b)</u>	https://gsa.gov/portal/forms/download/114618
GSA Form [] 300	Order for Supplies and Services	<u>513.302-70(b)[, 505.503, 570.502-2]</u>	https://gsa.gov/portal/forms/download/114682
GSA Form [] 300A	Order for Supplies and Services (Continuation)	<u>513.302-70(a)(3)</u>	https://gsa.gov/portal/forms/download/114686

[GSA Form 308]	[Notice of Inspection]	[552.246-71]	
GSA Form 527	Contractor's Qualifications and Financial Information	<u>509.105-1(a)</u>	https://gsa.gov/portal/forms/download/115238
[GSA Form 533-1]	[Administrative Difference Statement for Temporary Duty Travel]	[532.7204]	
GSA Form [] 1142	Release of Claims	<u>532.905-70(b)[, 552.232-5, 552.232-72]</u>	https://gsa.gov/portal/forms/download/114470
[GSA Form 1217]	[Lessor's Annual Cost Statement]	[570.802(d)]	
GSA Form 1364	Proposal to Lease Space	<u>570.802(c)</u>	https://gsa.gov/portal/forms/download/113998

GSA Form 1217	Lessor's Annual Cost Statement	<u>570.802(d)</u>	https://www.gsa.gov/portal/forms/download/114506
GSA Form 1378	Record of, and Receipt For, Bids and Responses	<u>514.401(a)(4)</u>	https://gsa.gov/portal/forms/download/114006
[Standard Form 1402]	[Certificate of Appointment]	[501.603-3]	
[Standard Form 1409]	[Abstract of Offers]	[514.403]	

[Standard Form 1447]	[Solicitation/Contract]	[514.201-2]	
[Standard Form 1449]	[Solicitation/Contract/ Order for Commercial Items]	[514.201-2]	
GSA Form 1458	Motor Vehicle Maintenance, Repair and Service Purchase Order	<u>513.302-70(c)</u>	<u>https://gsa.gov/portal/forms/download/114046</u>
[GSA Form 1535]	[Recommendation for Award]	[514.404-2, 514.408-70]	
[GSA Form 1535-A]	[Recommendation for Award(s) Continuation]	[514.408-70]	

GSA Form 1602	Notice Concerning Solicitation	<u>514.201-70</u> , <u>515.210-70</u>	https://gsa.gov/portal/forms/download/114114
[GSA Form 1611]	[552.238-107]	[552.238-107]	
[GSA Form 1649]	[Notification of Federal Supply Schedule Improvement]	[538.273; 538.7201]	
GSA Form 1678	Status Report of Orders and Shipments	<u>552.242-70(a)</u> [, 552.242-70]	https://gsa.gov/portal/forms/download/114154
GSA Form 1766	Structured Approach Profit/Fee Objective	<u>515.404-70(e)</u>	https://www.gsa.gov/portal/forms/download/114218
GSA Form 2010	Small Purchase Tabulation Source List/Abstract	<u>513.106-3</u>	https://gsa.gov/portal/forms/download/114266

GSA Form 2419	Certification of Progress Payments Under Fixed-Price Construction Contracts	<u>532.111</u> [552.232-5]	https://gsa.gov/portal/forms/download/114386
GSA Form 2689	Small Business Analysis Record	[519.202-1,] <u>519.502-70</u>	https://gsa.gov/portal/forms/download/114598
GSA Form 3186	Order for Supplies or Services	<u>513.302-70(d)</u> [(c)]	https://gsa.gov/portal/forms/download/252423
[GSA Form 3186B]	[Order for Supplies or Services (EDI)]	[513.302-70(c)]	
GSA Form [] 3409	Personal Qualifications Statement for Appointment as Contracting Officer	<u>501.603-2(e)(1)</u>	https://gsa.gov/portal/forms/download/114850
GSA Form 3410	Request for Appointment	<u>501.603-2</u>	https://gsa.gov/portal/forms/download/114854

GSA Form 3471	Abstract of Offers	<u>514.403(c)</u>	https://gsa.gov/portal/forms/download/114898
[GSA Form 3521]	[Blanket Purchase Agreement]	[513.303-3]	
GSA Form 3611	Source Selection Information Cover Page	<u>503.104(b)(1)[,</u> 505.403]	https://gsa.gov/portal/forms/download/116730
GSA Form 3626	U.S. Government Lease for Real Property (Short Form)	[570.801,] <u>570.802(a)</u>	https://gsa.gov/portal/forms/download/115078
GSA Form 3695	Mentor Protégé Program Application	519.7009(a)	https://gsa.gov/portal/forms/download/117254
GSA Form 8002A	Motor Vehicle Requisition Status	<u>513.302-70(d)</u>	https://gsa.gov/portal/forms/download/119718

[GSA Form 8002B]	[Motor Vehicle Delivery Order (Incomplete)]	[513.302-70(d)]	
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Part 570 - Acquiring Leasehold Interests in Real Property

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Subpart 570.8 - Forms

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570.802 GSA forms.

(a) The contracting officer may use GSA Form 3626, U.S. Government Lease for Real Property (Short Form) , to award leases if using the simplified leasing procedures in Subpart 570.2 or if the contracting officer determines it advantageous to use the form.

~~(b) The contracting officer may use GSA Form 276, Supplemental Lease Agreement, for actions requiring the agreement of both parties. This includes actions such as amending an existing lease to acquire additional space, obtaining partial release of space, revising the terms of a lease, settling restoration claims, and acquiring alterations.~~

~~(c)~~**(b)** The contracting officer may use GSA Form 1364, Proposal To Lease Space, to obtain offers from prospective offerors.

~~(d)~~ **(c)** The contracting officer may use GSA Form 1217, Lessor's Annual Cost Statement, to obtain pricing information regarding offered services and lease commissions.

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