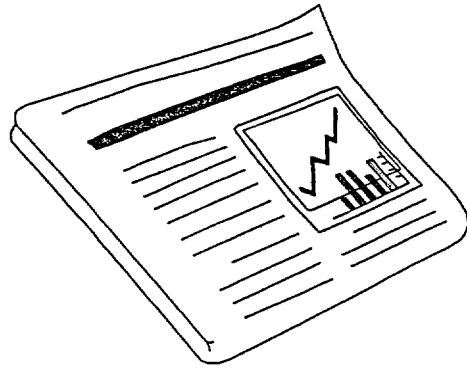


# EXTRA



## EXPEDITED TIPS ON REFORMING ACQUISITIONS

VOL. 15

April 7, 2000

**SUBJECT: Incidental Add-Ons to GSA Schedule Orders**

This ExTRA provides guidance to assist procurement staff in placing orders for incidental items under the GSA schedules.

GSA's procedures for the Federal Supply Schedules Program satisfy the requirements of CICA, since Federal Supply Schedule contract prices have been competitively awarded based upon price negotiations and evaluations prior to contract award. However, GSA has not negotiated or evaluated prices for products and services that are not listed in Federal Supply Schedule contracts. Therefore, prior to the purchase of any "incidental" open market (non-contract) item in conjunction with a Federal Supply Schedule contract purchase, Contract Specialists must comply with applicable acquisition regulations governing purchases of those non-FSS items. Hence, for any item that exceeds the micro-purchase threshold (up to \$100K), Contract Specialists must comply with the competition requirements specified in FAR 13.104 (See also DCPM Instruction 96-06 dated April 26, 1999, for further guidance). All open market items must be clearly labeled as such on the order.

GSA indicates that

<http://pub.fss.gsa.gov/schedules/HotTopics.cfm#GovernmentwidePurchaseCard> will be updated to provide further guidance regarding the purchase of incidental items in the near future. Please check this site periodically.

## Hot Topics

- Governmentwide Purchase Card for Schedule Buys
- Incidental Items

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### Governmentwide Purchase Card for Schedule Buys

Want to use your Governmentwide Purchase Card for a Schedule buy? You Can!! Federal Supply Schedule contractors are **REQUIRED** to accept the purchase card for purchases up to the micro-purchase threshold. Contractors are encouraged to accept the purchase card as payment for orders up to the customer agency's limit.

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## **Incidental Items**

GSA's procedures for the Federal Supply Schedules Program satisfy the requirements of CICA, since Federal Supply Schedule contract prices have been competitively awarded based upon price negotiations and evaluations prior to contract award. However, GSA has not negotiated or evaluated prices for products and services that are not listed in Federal Supply Schedule contracts. Therefore, in order for customers to purchase "incidental" open market (non-contract) items in conjunction with a Federal Supply Schedule contract purchase, they must use appropriate competitive procedures. Only after a customer complies with the requirements for full and open competition, by following all applicable acquisition regulations and determining price reasonableness, may an incidental item be added to a Federal Supply Schedule BPA or an individual task/delivery order for administrative convenience. All open market items must be clearly labeled as such on the order.

In view of the decisions regarding incidental items rendered by the U.S. Court of Federal Claims in the ATA Defense Industries case, and by the Comptroller General in the Pyxis Corporation case, further guidelines regarding the purchase of incidental items will be provided in the near future. Please continue to check this Federal Supply Schedules Program web site.