

Acquisition Flash



Latest changes and updates from Procurement Operations Division

May 11, 2020

Guide to Preparing Solicitations and Contracts for Commercial Items

Flash No.: 2020-2

Any questions/clarifications concerning the Acquisition Flash should be sent to the POD's Procurement Analysts at Procurement.Operations@usda.gov. Flashes are saved at <https://www.dm.usda.gov/oppm/pod/index.htm>.

OVERVIEW:

1. To assist Procurement Operations Division contracting officials in preparing solicitations and contracts for the acquisition of commercial items using FAR Part 12 procedures, a Guide to Preparing Solicitations and Contracts for Commercial Items and corresponding Baseline tool are available for use on POD's SharePoint site, at the location identified in Attachment 1.
2. The Guide includes instructions and a list of clauses and provisions, and prescriptions for use. The corresponding Baseline tool document contains clauses and provisions listed in the Guide by reference or full text, as prescribed by FAR. The clauses and provisions are organized in the format for solicitations and contracts for the acquisition of commercial items in accordance with FAR 12.303.
3. The Baseline tool is for use in commercial solicitations and contracts, including orders against GSA Schedules or other Government-wide Acquisition Contracts; *however*, users are cautioned to review GSA/GWAC schedule specific ordering procedures to ensure clauses and provisions added to the solicitations or orders are not redundant and do not conflict with the GSA/GWAC Schedule contract terms and conditions.
4. Users of the Guide and Baseline tool are advised against printing it out or saving it and using as a desk reference, as it will be continuously updated in response to changes to the FAR or AGAR that affect the acquisition of commercial items.

Current location of the the Guide and Baseline tool is shown in the screen capture below. Please note that as POD's SharePoint site becomes more defined, this may change.

