

## GSA Directive

ADM 4800.2F Eligibility to Use GSA Sources of Supply and Services

Date:

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GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

ADM 4800.2F  
September 17, 2009

### GSA ORDER

SUBJECT: Eligibility to Use GSA Sources of Supply and Services

1. Purpose. This Order provides definitions and listings of agencies and organizations authorized to use GSA sources of supply and services. It also provides definitive guidelines concerning eligibility requirements.
2. Cancellation. ADM 4800.2E is canceled.
3. Background. 40 U.S.C. §§ 501 - 502 authorize the Administrator of General Services (Administrator) to procure and supply personal property and non-personal services for executive agencies and other Federal agencies, mixed-ownership Government corporations as identified in 31 U.S.C. § 9101, the District of Columbia, qualified nonprofit agencies for the blind or other severely handicapped for use in making or providing an approved commodity or service to the Government, and state and local governments for certain Federal supply schedule purchases, including use for disaster recovery purchasing. Other organizations are eligible pursuant to other statutes under which GSA operates (such as 40 U.S.C. § 602, which governs eligibility

to obtain GSA Fleet motor vehicles and related services) or by reason of enabling statutory authority.

4. Nature of revision. To reflect statutory changes and to update the listings of organizations determined eligible to use GSA sources of supply and services.
5. Definition. GSA sources of supply and services are defined as those support programs administered by GSA and prescribed in the Federal Property Management Regulations (FPMR), 41 CFR Parts 101-26--Procurement Sources and Programs, 101-39--Interagency Fleet Management Systems (GSA Fleet), Federal Management Regulation (FMR) 102-117--Transportation Management, FPMR 101-42, FMR 102-35 through 102-42 --Utilization and Disposal Programs, and in the Federal Travel Regulation, 41 CFR Part 301-73, Travel Programs.
6. Authority to use GSA sources of supply and services. The authority to use GSA sources of supply and services is established by statute or regulation (see paragraph 7).
7. Eligible activities. Organizations are eligible to use GSA sources of supply and services pursuant to 40 U.S.C. §§ 501 - 502 or other statutory authority. Please note that although an organization may be eligible to use GSA sources of supply, particular sources may not be accessible. In some cases, as resources or assets may not be available (especially in the case of the GSA Fleet), it may not be practical for GSA to make certain sources of supply available, or the contract(s) for the requested commodity or service may not permit participation by certain otherwise eligible organizations. Also, some organizations may be eligible to use only specific GSA sources of supply or services.

a. Executive agencies. 40 U.S.C. § 501, Services for executive agencies, authorizes the Administrator to procure and supply personal property and non-personal services for executive agencies to use in the proper discharge of their responsibilities, and perform functions related to procurement and supply including contracting, inspection, storage, issue, property identification and classification, transportation and traffic management, management of public utility services, and repairing and converting. Executive agencies include:

- (1) Executive departments. Cabinet departments are defined in 5 U.S.C. § 101 and are listed in Appendix A.
- (2) Wholly owned Government corporations. Corporations wholly owned by the Government are defined in 31 U.S.C. § 9101(3) and are listed in Appendix A.
- (3) Independent establishments in the executive branch of the Government. Executive branch establishments are generally defined by 5 U.S.C. § 104. However, it is often necessary to consult specific statutes, legislative histories, and other references to determine whether a particular establishment is within the executive branch. To the extent that GSA has made such determinations, the organizations

qualifying under this authority are listed in Appendix A.

b. Other Federal agencies, mixed-ownership Government corporations, the District of Columbia, qualified nonprofit agencies for the blind or other severely handicapped for use in making or providing an approved commodity or service to the Government, and state and local governments for certain Federal supply schedule purchases, including use for disaster recovery purchasing. 40 U.S.C. § 502, Services for other entities, authorizes the Administrator to provide access to GSA sources of supply (or limited authorizations in some cases) to these organizations upon request. 40 U.S.C § 602 authorizes the Administrator to furnish GSA Fleet motor vehicles and related services to Federal agencies, mixed-ownership Government corporations, or the District of Columbia.

(1) Other Federal agencies. These are Federal agencies defined in 40 U.S.C. § 102(5) that are not in the executive branch of the Government, i.e., any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction). To the extent that GSA has made such determinations, the organizations qualifying under this authority are listed in Appendix B.

(2) Mixed-ownership Government corporations. These are identified in 31 U.S.C. § 9101(2) and are listed in Appendix B.

(3) District of Columbia. The Government of the District of Columbia is eligible to use GSA sources of supply and services pursuant to 40 U.S.C. § 502(a)(3) and 40 U.S.C. § 602(c), the latter pertaining to GSA Fleet motor vehicles and related services. The Government of the District of Columbia and those parts thereof that have been determined eligible to use GSA sources of supply and services are listed in Appendix B.

c. The Senate, the House of Representatives, and activities under the direction of the Architect of the Capitol. These organizations are eligible to use GSA sources of supply and services under 40 U.S.C. § 113(d) upon request. To the extent that GSA has made such determinations, the organizations qualifying under this authority are listed in Appendix B.

d. Other organizations authorized under the authority of 40 U.S.C. §§ 501 - 502. GSA has determined that certain organizations, other than those described above, are eligible to use its sources of supply and services under the authority provided to the Administrator by 40 U.S.C. §§ 501 - 502.

(1) Cost-reimbursement contractors (and subcontractors) as properly authorized. Under 40 U.S.C. § 501, the Administrator determined that in order to promote greater economy and efficiency in Government procurement programs, contractors performing cost-reimbursement type contracts or other types of negotiated contracts, when the agency determines that a substantial dollar portion is of a cost-

reimbursement nature, may be authorized to use GSA sources of supply. This authorization is reflected in Part 51 of the Federal Acquisition Regulation (FAR), which provides that agencies may authorize certain contractors (generally cost-reimbursement contractors) to use GSA sources of supply. In each case, the written authorization must conform to the requirements of FAR Part 51, Use of Government Sources by Contractors. Contractors are **not** eligible to obtain GSA city-pair contract airfares.

(2) Cost-reimbursement or fixed price contractors' use of GSA Fleet motor vehicles and related services. Subpart 51.2 of the FAR states that, if it is in the Government's interest, a contracting officer may authorize a cost-reimbursement contractor to obtain, for official purposes only, GSA Fleet motor vehicles and related services. The FAR also states that Government contractors shall not be authorized to use GSA Fleet motor vehicles and related services for use in performance of any contract other than a cost-reimbursement contract, except as otherwise specifically approved by the Administrator. Accordingly, any request for use of GSA Fleet vehicles and related services by other than a cost-reimbursement contractor must be requested by the agency contracting officer and approved by GSA.

(3) Fixed-price contractors (and subcontractors) purchasing security equipment. Under 40 U.S.C. § 501, the Administrator has determined that fixed-price contractors and lower-tier subcontractors who are required to maintain custody of security classified records and information may purchase security equipment from GSA. Procedures for such acquisitions are set forth in 41 CFR 101-26.507.

(4) Non-Federal firefighting organizations cooperating with the U.S. Department of Agriculture, Forest Service. Pursuant to 40 U.S.C. § 501 and 16 U.S.C. § 580a, it has been determined that certain non-Federal firefighting organizations may purchase wildfire suppression equipment and supplies from the Federal Acquisition Service (FAS). This determination is reflected in an interagency agreement between GSA and the USDA, Forest Service. (FAS No. FM-IA-06-002, December 27, 2006).

(5) Tribes and Tribal Organizations. As provided in section 102(13) of Pub. L. 103-413 (the Indian Self-Determination Act Amendments of 1994), a tribal organization, when carrying out a contract, grant or cooperative agreement under the Indian Self-Determination and Education Assistance Act, is deemed an executive agency for purposes of 40 U.S.C. § 501. (See 25 U.S.C. § 450j(k).) Additionally, if the self-determination contract contains a provision authorizing interagency motorpool vehicles and related services, as provided in Section 103 of the Indian Self-Determination Act Amendments of 1994, the tribe or tribal organization is eligible to use GSA Fleet motor vehicles and related services, if available (See 25 U.S.C. § 450l.) (Authorization to use GSA sources of supply under the authority cited in this paragraph does not include purchases for resale unless the contract, grant, cooperative agreement, or funding agreement authorizes such activity. Information on the authority for resale must be provided to GSA, and based on that information, GSA must concur.)

(6) Use of Certain Federal supply schedules by state and local Governments. State and local governments have limited access to GSA sources of supply, as detailed below. State or local government, defined at 40 U.S.C. § 502(c)(3), includes any state, local, regional, or tribal government, or any instrumentality thereof (including any local educational agency or institution of higher education). In any case of the use by a state or local government of a Federal supply schedule, participation by a firm that sells to the Federal Government through its Federal supply schedule contract shall be voluntary with respect to a sale to the state or local government under that contract.

(a) Cooperative Purchasing. Pursuant to 40 U.S.C. 502(c), the Administrator may provide for the use by state or local governments of Schedule 70 and Schedule 84 for supplies and services available under those Federal supply schedules.

(b) Disaster Recovery. As provided in 40 U.S.C. § 502(d), the Administrator may provide for the use of Federal supply schedules by state and local governments for the purchase of products and services to be used to facilitate recovery from major disasters declared by the president under the Robert T. Stafford Disaster Relief and Emergency Assistance Act or to facilitate recovery from terrorism or nuclear, biological, chemical, or radiological attack.

(c) 1122 Program. 10 U.S.C. § 381 allows for the purchase of equipment suitable for counter-drug, homeland security, and emergency response activities through the Department of Defense. GSA maintains the catalog of available products under this program.

(d) Public Health Emergencies. State, local, territorial, and tribal governments may access Federal supply schedules as authorized users for goods and services when expending Federal grant funds in response to Public Health Emergencies (PHE) declared by the Secretary of Health and Human Services under section 319 of the Public Health Services Act, codified at 42 U.S.C. § 247d.

e. Other statutes. Other statutes authorize specific organizations to use GSA sources of supply and services. The organizations that have had eligibility reviews conducted and that have been determined eligible to use GSA sources of supply are listed in Appendix B or Appendix C, as appropriate. The major categories of such organizations include:

(1) Certain institutions. The following activities are eligible to use GSA sources of supply and services and are listed in Appendix B:

(a) Howard University (20 U.S.C. § 130)

- (b) Gallaudet University (20 U.S.C. § 4362)
- (c) National Technical Institute for the Deaf, (20 U.S.C. § 4362) and
- (d) American Printing House for the Blind (20 U.S.C. § 106).

(2) Governments authorized under 48 U.S.C. § 1469e. As provided in 48 U.S.C. 1469e, the governments of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands are eligible to use GSA sources of supply and services. These governments are listed in Appendix B.

(3) Entities authorized under the Foreign Assistance Act (FAA). Section 607 of the Foreign Assistance Act of 1961, as amended, 22 U.S.C. § 2357, provides that the President may authorize friendly countries, international organizations, the American Red Cross, and voluntary nonprofit relief agencies to use GSA sources of supply and services when determined consistent with and in furtherance of the international development goals of the FAA. The President delegated his authority to make Section 607 determinations under the FAA to the U.S. Agency for International Development (USAID). Entities determined eligible under this authority are listed in Appendix C. Purchases are limited to those for civilian use only.

(4) Non-appropriated fund activities. FPMR 101-26.000 provides that military commissaries and non-appropriated fund activities may use GSA sources of supply and services for their own use, not for resale, unless otherwise authorized by the individual Federal agency and GSA has concurred.

8. Ineligible activities. Except for the acquisition of excess personal property through sponsoring agencies, which is governed by FMR 102-36.185 – 102-36.205 and not this GSA Order, or in accordance with paragraph 7.d(6)(d) above regarding state and local governments expending Federal grant funds in response to Public Health Emergencies, Federal grantees are ineligible to use GSA sources of supply and services. In addition, a cost-reimbursement contractor cannot transfer procurement authorization to a third party.

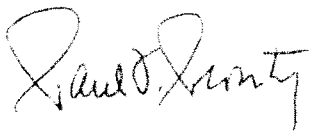
9. Travel and transportation.

a. Persons. Organizations seeking to use GSA sources of supply and services for travel related services and transportation of persons must obtain a separate determination for the requested service(s). This is necessary to determine whether the requesting entity is eligible under the language of the specific contract(s); e.g., travel management services, travel charge card services, and air passenger transportation.

b. Goods. An organization seeking to use GSA sources of supply for transportation of goods pursuant to a contract entered into under the FAR may do so if the requesting entity is eligible under the language of the specific contract(s); e.g., express small package delivery, express heavyweight delivery services. As a general matter, transportation under GSA's tenders of service entered into under 49 U.S.C. § 13712 or similar statutes governing common carriage are limited to transportation for the Federal Government. Thus, an entity that is not part of the Federal Government may not use these tenders of service.

10. Excess, surplus, and forfeited property. The eligibility of organizations to obtain supplies and services through GSA's personal property utilization and disposal programs is not governed by this GSA Order.

11. Determination of eligibility. Organizations other than those covered in the appendices to this GSA Order may be eligible to use GSA sources of supply and services. Organizations requesting an eligibility determination should submit a request to the Office of Governmentwide Policy, Attention: Office of Acquisition Policy (MV), 1800 F Street, Washington, DC 20405, or phone 202-501-1224. Include in the request the name and contact number of the entity or organization with applicable supporting documentation and any separate statutory authority that may exist, for GSA's analysis and determination. Additional organizations, upon an affirmative determination of eligibility, will be posted to the appropriate appendix of the GSA Order on GSA's website at [www.gsa.gov/eligibility-gsasource](http://www.gsa.gov/eligibility-gsasource).



PAUL F. PROUTY  
Acting Administrator

## **Appendix A Executive Agencies**

The following have been determined to be "executive agencies," or parts thereof, for the purpose of using GSA sources of supply and services. This list is not all-inclusive; other agencies may be eligible, and GSA will make an eligibility determination on a case-by-case basis in response to requests received. (See paragraph 11.) Listed here are major executive agencies and their components for which inquiries have been received.

Advisory Council on Historic Preservation  
Agency for International Development  
Agriculture, Department of  
Air Force, Department of  
American Battle Monuments Commission  
Armed Forces Retirement Home  
Army Corp of Engineers  
Army, Department of  
Bonneville Power Administration  
Bureau of Land Management  
Central Intelligence Agency  
Christopher Columbus Fellowship Foundation  
Commerce, Department of  
Commission on Civil Rights  
Commission on Fine Arts  
Commodity Credit Corporation  
Commodity Futures Trading Commission  
Consumer Products Safety Commission  
Corporation for National and Community Service  
Defense, Department of  
Defense agencies and Joint Service Schools  
Defense Nuclear Facilities Safety Board  
Education, Department of  
Energy, Department of  
Environmental Protection Agency  
Equal Employment Opportunity Commission  
Executive Office of the President  
Export-Import Bank of U.S.  
Farm Credit Administration  
Federal Communications Commission  
Federal Election Commission  
Federal Emergency Management Agency  
Federal Labor Relations Authority  
Federal Maritime Commission  
Federal Trade Commission  
Forest Service, U.S.  
General Services Administration



Government National Mortgage Association  
Harry S. Truman Scholarship Foundation  
Health and Human Services, Department of  
Homeland Security, Department of  
Housing and Urban Development, Department of  
Interagency Council on the Homelessness  
Inter-American Foundation  
Interior, Department of the  
International Boundary and Water Commission, United States Section  
Justice, Department of  
John F. Kennedy Center for the Performing Arts  
Labor, Department of  
Madison, James, Memorial Fellowship Foundation  
Merit Systems Protection Board  
Morris K. Udall Scholarship and Excellence in National Environment Policy Foundation  
National Aeronautics and Space Administration  
National Archives and Records Administration  
National Credit Union Administration (not individual credit unions)  
National Council on the Handicapped  
National Endowment for the Arts  
National Endowment for the Humanities  
National Labor Relations Board  
National Science Foundation  
National Transportation Safety Board  
Navy, Department of  
Nuclear Regulatory Commission  
Nuclear Waste Technical Review Board  
Occupational Safety and Health Review Commission  
Office of Personnel Management  
Office of Special Counsel  
Peace Corps  
Pension Benefit Guaranty Corporation  
Postal Regulatory Commission  
Presidio Trust, the  
Railroad Retirement Board  
St. Elizabeth's Hospital  
Securities and Exchange Commission  
Selective Service System  
Small Business Administration  
Smithsonian Institution  
Social Security Administration  
State, Department of  
Tennessee Valley Authority  
Trade and Development Agency  
Transportation, Department of  
Transportation Security Administration

Treasury, Department of  
U.S. Arms Control and Disarmament Agency  
U.S. Secret Service  
U.S. International Trade Commission  
U.S. Navy Medical Research Unit  
U.S. Postal Service  
Veterans Affairs, Department of

## **Appendix B Other Eligible Users**

The following have been determined to be eligible to use GSA sources of supply and services, in addition to the organizations listed in appendixes A and C. This list is not all-inclusive; other organizations may be eligible to use GSA sources of supply and services. GSA will make an eligibility determination on a case-by-case basis in response to requests received. (See paragraph 11.)

Administrative Office of the U.S. Courts  
American Printing House for the Blind  
American Samoa, Government of  
Architect of the Capitol  
Army/Air Force Exchange Service  
Chemical Safety and Hazard Investigation Board  
Civil Air Patrol  
Coast Guard Auxiliary (through the U.S. Coast Guard)  
CoBank, ACB  
Committee for Purchase from People Who are Blind or Severely Disabled  
Contractors and subcontractors - cost reimbursement (as authorized by the applicable agency's contracting official)  
Contractors and subcontractors - fixed price (security equipment only when so authorized by the applicable agency's contracting official)  
Courts, District of Columbia  
Courts, Federal (not court reporters)  
Delaware River Basin Commission  
Denali Commission  
District of Columbia, Government of  
District of Columbia, Public Schools  
District of Columbia, Pretrial Services Agency/Public Defenders  
Eisenhower Exchange Fellowship  
Election Assistance Commission  
Farm Credit Banks (AgriBank FCB, Farm Credit Bank of Texas, U.S. AgBank FCB, and AgFirst FCB)  
Federal Coordinator for the Alaska Natural Gas Transportation Project  
Federal Deposit Insurance Corporation  
Federal Financial Institutions Examination Council  
Federal Home Loan Banks  
Federal Reserve Board of Governors  
Firefighters, Non-Federal (as authorized by the Forest Service, U.S. Department of Agriculture)  
Gallaudet University

Government Printing Office  
Guam, Government of  
House of Representatives, U.S.  
Howard University (including hospital)  
Japan-United States Friendship Commission  
Land Grant Institutions (as cost-reimbursement contractors)  
Legal Services Corporation (not its grantees)  
Library of Congress  
Marine Mammal Commission  
Medicare Payment Advisory Commission  
Millennium Challenge Corporation  
National Capital Planning Commission  
National Gallery of Art  
National Guard Activities (only through U.S. Property and Fiscal Officers)  
National Railroad Passenger Corporation (AMTRAK)  
National Technical Institute for the Deaf  
Navajo and Hopi Indian Relocation, Office of  
Neighborhood Reinvestment Corporation  
Non-appropriated fund activities (not for resale)  
Northern Mariana Islands, Government of the Commonwealth of the  
Overseas Private Investment Corporation  
Public Interest Declassification Board  
Regional Fishery Management Councils  
Senate, U.S.  
South Atlantic Fishery Management Council  
John C. Stennis Center for Public Service  
Susquehanna River Basin Commission  
U.S. Arctic Research Commission  
United States Access Board  
U.S. China Economic Security Review Commission  
U.S. Institute of Peace  
U.S. Tax Court  
Vietnam Education Foundation  
Virgin Islands, government of (including Virgin Islands Port Authority)  
Washington Metropolitan Area Transit Authority (METRO)

**Appendix C**  
**International Organizations and Others Determined Eligible under Section 607 of**  
**the Foreign Assistance Act**

The following have been determined to be eligible to use GSA sources of supply and services, in addition to the organizations listed in appendixes A and B. This list is not all-inclusive; others may also be eligible to use GSA sources of supply and services. GSA will make an eligibility determination on a case-by-case basis rule upon the eligibility of activities on a case-by-case basis in response to requests received. (See paragraph 11.) NOTE: Organizations included in this Appendix C have a limited authorization to access GSA sources of supply, namely for purchases consistent with and in furtherance of the international development goals of the Foreign Assistance Act. (See paragraph 7.e.(3).)

African Development Fund  
American Red Cross  
Asian Development Bank  
Counterpart Foundation, Inc.  
Customs Cooperation Council  
European Space Research Organization  
Food and Agriculture Organization of the United Nations  
Great Lakes Fishery Commission  
Inter-American Defense Board  
Inter-American Development Bank  
Inter-American Institute of Agriculture Sciences  
Inter-American Investment Corporation  
Inter-American Statistical Institute  
Inter-American Tropical Tuna Commission  
Intergovernmental Maritime Consultative Organization  
Intergovernmental Committee for European Migration  
International Atomic Energy Agency  
International Bank of Reconstruction and Development (WORLD BANK)  
International Boundary Commission-United States and Canada  
International Boundary and Water Commission-United States and Mexico  
International Center for Settlement of Investment Disputes  
International Civil Aviation Organization  
International Coffee Organization  
International Cotton Advisory Committee  
International Development Association  
International Fertilizer Development Center  
International Finance Corporation  
International Hydrographic Bureau  
International Institute for Cotton

International Joint Commission-United States and Canada  
International Labor Organization  
International Maritime Satellite Organization  
International Monetary Fund  
International Pacific Halibut Commission  
International Pacific Salmon Fisheries Commission-Canada  
International Secretariat for Volunteer Services  
International Telecommunications Satellite Organization  
International Telecommunications Union  
International Wheat Council  
Iraqi Ministry of Housing and Construction  
Lake Ontario Claims Tribunal  
Multinational Force and Observers  
Multinational Investment Guarantee Agency (MIGA)  
North Atlantic Treaty Organization (NATO)  
Organization of African Unity  
Organization of American States  
Organization for Economic Cooperation and Development  
Pan American Health Organization  
Radio Technical Commission for Aeronautics  
South Pacific Commission  
United International Bureau for the Protection of Intellectual Property  
United Nations  
United Nations Educational, Scientific, and Cultural Organization  
Universal Postal Union  
World Health Organization  
World Intellectual Property Organization  
World Meteorological Organization  
World Tourism Organization