

**SECTION 7: ACQUISITION PROCEDURES**

**SUBJECT: GENERAL SERVICES ADMINISTRATION (GSA) SCHEDULES**

**PROCEDURE 7.3.18**

**POLICY:**The University of Washington may make certain purchases directly from Federal Supply Schedules 70 and 84 (Schedule 70 and Schedule 84, respectively) without seeking competition. However, unless the purchase is under the direct buy limit, such purchases are only authorized without competition where the purchase is made directly from an established contract under the appropriate schedule; an offer to extend GSA pricing is a mere proposal, and will not satisfy the requirement under RCW 28B.10.029 to seek competition prior to making a purchase. Therefore, any purchases made from a GSA schedule contract must include the schedule number (70 or 84), the type of product or service being purchased, and reference to the GSA contract number.

The General Services Administration (GSA) is an agency of the United States Federal Government. The GSA is responsible for, among other tasks, the procurement of supplies and services for use by agencies of the Federal Government. In general, contracts established by the GSA are not available for use by non-Federal entities.

However, state and local governments are permitted to use contracts under GSA Schedules 70 and 84 under the GSA's Cooperative Purchasing program. The University of Washington, as an instrumentality of the State of Washington<sup>1</sup> is permitted to make purchases of automated data processing equipment (including firmware), software, supplies, support equipment, and services<sup>2</sup> from Schedule 70 under the authority granted to GSA to permit state and local governments to make purchases from Schedule 70 in §211 of the E-Government Act of 2002<sup>3</sup>, and alarm and signal systems, facility management systems, firefighting and rescue equipment, law enforcement and security equipment, marine craft and related equipment, special purpose clothing, and related services<sup>4</sup> from Schedule 84 under the Local Preparedness Acquisition Act<sup>5</sup> of 2008.

**PROCEDURE:**

To make a purchase directly from GSA Schedule 70 or 84, three requirements must be met:

1. The purchase must be made against an existing GSA contract, not merely an offer to extend GSA pricing to the University of Washington;
2. The purchase must be of a type of product that the University of Washington is permitted to purchase under 40 U.S.C. 502; and
3. The purchase must be adequately documented to ensure audit compliance.

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<sup>1</sup>See 40 U.S.C. § 502(c)(3)

<sup>2</sup> 40 U.S.C. § 502(c)(1)(A)

<sup>3</sup> Public Law 107-347

<sup>4</sup> 40 U.S.C. § 502(c)(1)(B)

<sup>5</sup> Public Law 110-248

1. To ensure that the purchase is made against an existing GSA contract, the contractor must provide a current GSA contract number. Contractors may offer “GSA pricing” or claim that their offer is based on a GSA contract, however, unless the purchase is made against the GSA contract, rather than based on the pricing that the contractor negotiated with GSA, it will not satisfy the competition requirement under RCW 28B.10.029, unless the purchase is under the direct buy limit. Where possible, a copy of the contract should be obtained for review.
2. The purchase must be of a type that the University of Washington is permitted to make under 40 U.S.C. §502. In general, the University of Washington is not permitted to make purchases using GSA contracts. However, as addressed above, the University of Washington can make purchases of certain products against contracts under GSA Schedules 70 and 84.

Under GSA Schedule 70, the University of Washington is authorized to make purchases of automated data processing equipment (including firmware), software, supplies, support equipment, and services.

Under GSA Schedule 84, the University of Washington is authorized to make purchases of alarm and signal systems, facility management systems, firefighting and rescue equipment, law enforcement and security equipment, marine craft and related equipment, special purpose clothing, and related services.

Where the University of Washington will make purchases against a contract under GSA Schedule 70 or 84, the University must ensure that such purchases are permissible.

3. All purchases made against GSA schedule contracts must be adequately documented to ensure audit compliance. Prior to making a purchase, the University of Washington must document the GSA schedule under which the purchase will be made (70 or 84), the type of product or service being purchased (which must be one of the specifically enumerated products or services under 40 U.S.C. §502, listed above), and the GSA contract number against which the purchase is made. This documentation establishes that the purchase was of a product or services that the University of Washington was authorized to purchase, and that the purchase was appropriately made against a pre-existing contract, satisfying the competition requirement.