## 501.304 Agency control and compliance procedures.

- (a) *Federal Register publication*. Federal Register publication is required for any acquisition policy, procedure, solicitation provision, contract clause, or form, that has a significant effect beyond the internal operating procedures of GSA or a significant cost or administrative impact on GSA contractors or offerors, including any significant revisions (see FAR 1.501-1 and 501.501(a)).
- (1) SPE approval is required for all Federal Register publications covered by paragraph (a) of this section.
- (2) The Office of Acquisition Policy will coordinate with the HCA or authorized designee to adjudicate any comments received in response to a Federal Register publication.
- (b) *Business case*. When publication in the Federal Register or a change to the GSAM is identified by a contracting activity, the HCA shall develop and submit a business case to the SPE for review and approval. The business case shall include, at a minimum, the following information—
- (1) The name of the Service (*e.g.*, PBS) and, if applicable, the contracting activity requesting the change;
- (2) The rationale supporting the need, including a-
- (i) Description of the problem or matter to be addressed; and
- (ii) Discussion of the benefit to the agency and/or organization.
- (3) A discussion of the effect, if any, on GSA's internal operating procedures, including an analysis of any impact on the following-
- (i) The acquisition workforce;
- (ii) Another office within GSA (e.g., FAS, PBS, OSDBU, OIG); or
- (iii) Automated systems (i.e., financial and procurement).
- (4) A discussion of the effect on contractors or offerors, if any, including an analysis of the following-
- (i) The contracts and contractors affected (e.g. number, dollar value, and business size);
- (ii) The estimated annual costs and benefits associated with the proposed change; and
- (iii) The burden of new information collection requirements (see <u>44 U.S.C. 3501</u>, *et seq.*), if any, associated with the proposed change (see 5 CFR 1320.8).
- (5) An analysis of alternatives, risks, and risk mitigation;
- (6) A discussion of the approach to be used to implement and monitor success;
- (7) The proposed amendments to the FAR or the GSAM in line-in line-out format;

- (8) A listing of the organization(s), if any, that have been briefed or involved in drafting the proposed amendments (e.g., Office of Federal Procurement Policy, Category Management Leadership Council); and
- (9) A statement of legal sufficiency from the requestor's legal counsel.
- (c) *Compliance*. HCAs are responsible for ensuring compliance with this section. At a minimum, HCAs should consider establishing a structure for reviewing new policies issued at a higher level (*e.g.*, FAR and GSAM) and how this will facilitate the timely updating of any internal acquisition policy, procedure or guidance issued by the HCA consistent with their delegated authorities.

Parent topic: Subpart 501.3 - Agency Acquisition Regulations