

Ordering Guide: Federal Acquisition Regulation (FAR) Part 51 Deviation

6.0 Authorization Template

A. This FAR 51 deviation authorization is for orders:

- ❖ Placed on a time-and-materials (T&M) basis; the overall order may be fixed price, but the items to be procured using the FAR Part 51 deviation must be T&M/LH.
- ❖ For supplies/services that are incidental or in support of the overall order;
- ❖ Issued in accordance with the procedures in FAR 8.405-1, Ordering Procedures for supplies, and services not requiring a statement of work;
- ❖ For new contracts and orders. Authorizations under the FAR 51 authority cannot be issued on existing contracts or orders.
- ❖ Placed by the Federal Government. The authorization is not available to state and local governments.

This authorization is limited to the following dates: The period from _____ to _____.

This authorization is limited to the following specific dollar amount: _____ per period _____.

This authorization is limited to the following Federal Supply Schedule(s): All

Limited to only the following Schedule(s):

This authorization is limited to the following Global Supply Program product(s): All

Limited to only the following product(s):

The property acquired under this authority will:

Automatically vest in title to: Government Contractor

Additional limitations or conditions for use of this authority:

B. As a user of this authority under the Federal Supply Schedule Program, you must comply with the following:

- ❖ Follow any applicable FSS ordering procedures in addition to procedures outlined in FAR 8.405-1. FAR 51, agency supplements, any other applicable statutes and regulations.
- ❖ In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the terms and conditions of your Federal Supply Schedule contract will govern.
- ❖ Pass through supplies and/or services at the Schedule contract price (or lower) with no fee/surcharge/markup. If supplies and/or services are provided by the selling contractor at lower than the contract price, the savings must be passed on to the government by charging the ordering activity accordingly.
- ❖ Ensure that the products and/or services procured under FAR 51 procedures are incidental to the overall project/order.
- ❖ Provide a copy of the written authorization from the ordering activity with each applicable order.
- ❖ Ensure that the Schedule contract number is on each order.
- ❖ Remit full payment to the selling contractor prior to invoicing the ordering activity.
- ❖ Ensure that the selling contractor includes on each invoice, "in care of '[name of government agency]' under written authorization from _____ dated _____".

C. As a user of this authority under the GSA Global Supply Program, you must comply with the following:

- ❖ Follow any applicable GSA Global Supply Program ordering procedures.
- ❖ Ensure that the products and/or services procured under FAR 51 procedures are incidental to the overall project/order.
- ❖ Provide evidence of proper authorization to GSA or DoD at time of request for AAC/DoDAAC.
- ❖ Ensure that the National Stock Number (NSN) or part number is on each order.

Contractors placing orders for Government Supply shall—

- (1) Comply with the requirements of the contracting officer's authorization, using FEDSTRIP or MILSTRIP procedures, as appropriate;
- (2) Use only the Government activity address code obtained by the contracting officer in accordance with [51.102\(e\)](#) along with the contractor's assigned time limited expiration date, when ordering from GSA Global Supply. Time limited expiration dates should be reviewed at periodic intervals and extended/cancelled based on the Government's need.
- (3) Order only those items required in the performance of their contracts.

The contractor is hereby authorized to use the following supply source(s):

GSA Global Supply (Requisitioning with FEDSTRIP or MILSTRIP): Yes No

Note: When requisitioning from GSA or DoD, the contractor shall use FEDSTRIP or MILSTRIP, as appropriate, and include the activity address code assigned by GSA or DoD. This authority should be time limited with expiration dates and accounts monitored. When requisitioning from the VA, the contractor should use FEDSTRIP or MILSTRIP, as appropriate, [Optional Form 347](#), Order for Supplies or Services (see 53.302-347), or an agency-approved form. When placing orders for helium with the Bureau of Land Management, the contractor shall reference the Federal contract number on the purchase order;