



GSA Federal Acquisition Service

October 21, 2011

FAS INSTRUCTIONAL LETTER 2012-02

MEMORANDUM FOR ALL FAS ACQUISITION ACTIVITIES

FROM: HOUSTON W. TAYLOR 
ASSISTANT COMMISSIONER
OFFICE OF ACQUISITION MANAGEMENT (QV)

SUBJECT: CLARIFICATION OF GSAM 504.803(b)(25), THE
USE OF GSA FORM 1535, IN FSS CONTRACT
AWARDS

1. Purpose: The purpose of this IL is to provide clarification regarding GSAM 504.803(b)(25); because the information that Form 1535 requires is now incorporated in the eOffer process, Form 1535 is no longer required for Federal Supply Schedule (FSS) contract awards.
2. Background: GSAM 504.803(b)(25) requires the inclusion of GSA Form 1535, Recommendation of Award, as applicable, in FSS contract files for awards. As the eOffer process now mandates the submission of this information as part of the electronic contract package, submission of the form is no longer necessary for FSS contract awards.
3. Effective Date: Date of signature.
4. Termination Date: This IL remains effective until it is cancelled.
5. Applicability: This supplement applies to all GSA/FAS acquisition activities participating in eOffer.
6. Reference Regulations. [GSAM 504.803\(b\)\(25\)](#).
7. Instructions/Procedures. For FSS contract awards, the use of Form 1535 is no longer required; follow eOffer procedures as required for award.

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