

**SCP-FSS-007 SPECIAL PROPOSAL INSTRUCTIONS FOR  
ORDER-LEVEL MATERIALS SPECIAL ITEM NUMBER (JUN  
2018)**

- (a) This Schedule is authorized to allow for order-level materials (OLMs) in accordance with GSAR 538.7201. A listing of all OLM-authorized Schedules is available at [www.gsa.gov/olm](http://www.gsa.gov/olm).
- (b) Clauses 552.212-4 *Contract Terms and Conditions - Alternate I* and 552.238-82 *Special Ordering Procedures for the Acquisition of Order-Level Materials* provide additional information on inclusion of OLMs in task and delivery orders placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA).
- (c) OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price.
- (d) Offerors proposing the Order-Level Materials Special Item Number (SIN) are not required to propose items or pricing at the contract level, since by definition OLMs are *unknown* at the time of FSS contract award. The ordering activity contracting officer is responsible for defining OLMs and determining proposed OLM pricing fair and reasonable for a particular order.
- (e) OLMs are purchased under the authority of the FSS Program and are not “open market items.”
- (f) Items awarded under ancillary supplies/services and other direct cost (ODC) SINs are not OLMs. These SINs are reserved for items that can be defined and priced *up-front* at the FSS contract level.
- (g) The Order-Level Materials SIN cannot be the only SIN awarded on a contract. The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN.
- (h) The Order-Level Materials SIN is exempt from CSP-1 *Commercial Sales Practices* disclosure requirements.
- (i) The Order-Level Materials SIN is exempt from the following clauses:
- 552.216-70 *Economic Price Adjustment - FSS Multiple Award Schedule Contracts*
  - I-FSS-969 *Economic Price Adjustment - FSS Multiple Award Schedule*
  - 552.238-71 *Submission and Distribution of Authorized FSS Schedule Pricelists*
  - 552.238-75 *Price Reductions*
- (j) Terms and conditions that otherwise apply to the FSS contract also apply to the Order-Level Materials SIN. Examples include but are not limited to:
- Trade Agreements Act (TAA)
  - Sales reporting and Industrial Funding Fee (IFF) remittance
  - Environmental Attributes clauses
  - AbilityOne Program Essentially the Same (ETS) compliance
- (k) Prices for items provided under the Order-Level Materials SIN must be inclusive of the IFF. The value of order-level materials in a task or delivery order [or the cumulative value of order-level materials in orders against an FSS BPA] awarded under an FSS contract, shall not exceed 33.33% .
- (l) There are no administrative, technical, or price proposal requirements for the Order-Level Materials SIN (i.e., Section I - Administrative/Contract Data, Section II - Technical Proposal, and Section III - Price Proposal). The Order-Level Materials SIN will be awarded when proposed by an offeror, provided that (1) the Schedule is authorized for inclusion of OLMs, and (2) the Order-Level Materials

SIN will not be the only awarded SIN under the contract.