



Acquisition Management Support Services Under SIN 541611: Training for Government Personnel Managing Acquisition Support Services Task Orders

Multiple Award Schedule - Professional Services Category

It is important that agency personnel who will be awarding and participating in the administration of an acquisition support services task order receive appropriate training. This is necessary to ensure that procurement integrity is maintained throughout the duration of the task order, especially regarding critical issues such as Organizational Conflicts of Interest and Inherently Governmental work.

GSA recommends that all personnel who will be acting as Contracting Officer's Representatives (COR) or Contracting Officer's Technical Representatives (COTR) receive appropriate training on their roles and responsibilities. Training is available through a variety of sources and methods, such as the Federal Acquisition Institute/Defense Acquisition University and non-Government educational institutions or companies. The GSA Multiple Award Schedule (MAS) [SIN 611TRAINAW](#) also contains a list of contractors who provide FAI/DAU certified courses.

FAI and DAU have structured programs for COTRs and other individuals performing COTR functions. You can access information on these programs at www.fai.gov.

Contracting Officers and Contract Specialists awarding and administering acquisition support services task orders should likewise comply with required acquisition training requirements. The Contracting Officer should provide the CORs and/or COTRs on the task order written appointments and delegations of authority and ensure that personnel appointed in those positions understand their roles and responsibilities, in accordance with federal acquisition regulations and agency specific guidance.

GSA has provided additional guidance to government personnel seeking contractor assistance for acquisition support services. Please see the references posted on www.gsa.gov/schedules under the Professional Services Category, Business Administrative Services Subcategory.