

Biobased Quick Reference for Contracting Officers

Solicitation Stage:

- 1) Read the requirement package to determine if Biobased is included in the solicitation.
If yes, continue with the following steps.
- 2) Include Biobased language (*Exhibits 1 and 2*) in the solicitation, where appropriate.
- 3) Include the Biobased provision **52.223-2** and/or clause **52.223-1** in the solicitation, as prescribed in the Federal Acquisition Regulation (FAR).
- 4) Include the Biobased Report as a deliverable in the Deliverables Schedule in the solicitation.
An example is illustrated in Figure 1.

Deliverable	Objective	Due	Deliver -To
Weekly Status Report	Report documenting tasks & issues weekly. Ref. Task 5.1	Weekly, every Friday, by 3:00 pm (EDST) until the contract expires	Contracting Officer Representative (COR)
Biobased Report (copy)	Report purchases of Biobased products in the System for Award Management (SAM)	By Oct 30 for prior fiscal year (Oct. 1 - Sep. 30) ending the performance period of the contract base period and for each option year, if exercised	Contracting Officer (CO)

Figure 1

- 5) In Federal Business Opportunities (FBO), incorporate the statement below in the Notice:

“This procurement requires the use of Biobased products to the extent that such products are reasonably available, meet agency or relevant industry performance standards, and are reasonably priced. The products should first be acquired from the USDA designated products categories.”
- 6) In Integrated Acquisition System (IAS), under the Additional Info tab, enter “**YES**” in the field “**Are any Biobased Included?**” (effective in IAS Contracts Module in July 2015)
- 7) In IAS, under the Additional Info tab, enter “**YES**” in the field “**Are FAR Biobased Clauses 52.223-1 or 52.223-2 included?**”
- 8) Release the solicitation after completing all other pertinent data, terms and conditions in the solicitation.

Contract Stage:

- 1) Include Biobased language (*Exhibits 1 and 2*) in the contract, where appropriate.
- 2) Include the Biobased provision **52.223-2** in the contract, as prescribed in FAR.
- 3) Include the Biobased Report as a deliverable in the Deliverables Schedule of the solicitation. See an example in *Figure 2*.

Deliverable	Objective	Due	Deliver -To
<i>Weekly Status Report</i>	<i>Report documenting tasks & issues weekly. Ref. Task 5.1</i>	<i>Weekly, every Friday, by 3:00 pm (EDST) until the contract expires</i>	<i>Contracting Officer Representative (COR)</i>
<i>Biobased Report (copy)</i>	<i>Report purchases of Biobased products in the System for Award Management (SAM) Ref. 52.223-2</i>	<i>By Oct 30 for prior fiscal year (Oct. 1 - Sep. 30) ending the performance period of the contract base period and for each option year, if exercised</i>	<i>Contracting Officer (CO) and SAM</i>

Figure 2

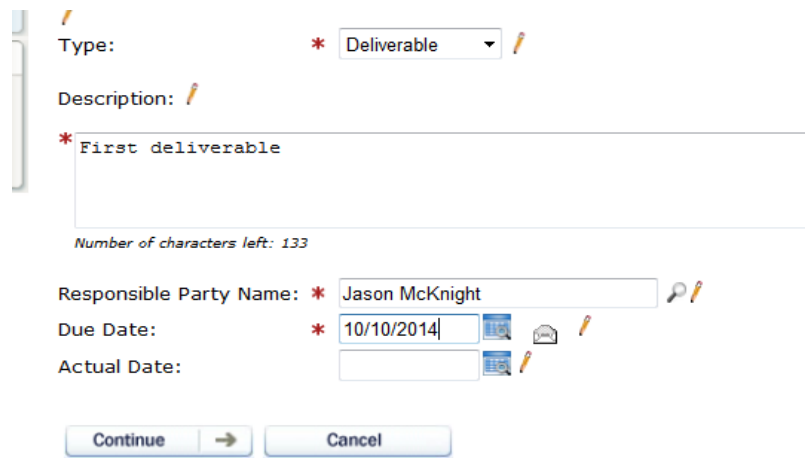
- 4) In IAS under *Additional Info* tab, enter the appropriate code as shown below in the “**8 L - Recovered Materials/Sustainability**” field. The data will populate from IAS to Federal Procurement Data System (FPDS).

Recovered Materials/Sustainability	
Code*	Description
E	52.223-2 (bio-based)
H	FAR 52.223-4 (recovered material) ; 52.223-2 (bio-based)
J	FAR 52.223-4 (recovered material) ; 52.223-2 (bio-based); 52.233-15 (energy efficient)
K	FAR 52.223-4 (recovered material) ; 52.223-2 (bio-based); Environmentally Preferable
L	FAR 52.223-4 (recovered material) ; 52.223-2 (bio-based); 52.233-15 (energy efficient); Environmentally Preferable

**The code selected applies to all the items listed in the description*

- 5) In IAS under *Additional Info* tab, enter “**YES**” in the field “**Are any Biobased Included?** (effective in IAS/PRISM Contracts Module in July 2015)
- 6) In IAS under *Additional Info* tab, enter “**YES**” in the field “**Are FAR Biobased Clauses 52.223-1 or 52.223-2 included?**”

- 7) In IAS under the *Tasks/Deliverables* tab on the line item, the CO may use this field to receive a “*Task Notification*” in IAS that the Biobased Report is due. A standard notification statement may be added in IAS to send to the contractor. See Tab example Figure 3.



The screenshot shows a web form for entering a deliverable. It includes a 'Type' dropdown menu set to 'Deliverable', a 'Description' field with the text '* First deliverable' and a character count of 133, a 'Responsible Party Name' field with 'Jason McKnight', a 'Due Date' field with '10/10/2014', and an empty 'Actual Date' field. At the bottom are 'Continue' and 'Cancel' buttons.

Figure 3

- 8) On the FPDS record ensure the code in the **8 L - Recovered Material/Sustainability** field is the same as shown in IAS before finalizing the record.
- 9) Release the contract after completing all other pertinent data, terms and conditions in the contract.
- 10) Place all Biobased reports in the contract file. If CO did not receive the Biobased report, send an email to remind the Contractor of the Biobased reporting requirements.
- 11) In Contractor Performance Assessment Reporting System (CPARS), if applicable, include a narrative of the contractor’s performance relating to the Biobased reporting requirements in *Other Area* tab.

Purchase Card Orders: For Biobased products where the purchase card is used in IAS contracts module follow the guidance listed above.