



GSA Procedures

The Department of Administrative Services/Procurement Division (“DAS”), through CGS 4a-66(b), can approve agency use of certain federal government contracts including General Service Administration (“GSA”) contracts. In making such requests to DAS, the agency must provide written details about the federal or GSA contract they are interested in utilizing (i.e., contract number, description of services/goods desired, supplier, costs, etc), the justification and benefits of utilizing the contract, the rationale for not utilizing a DAS contract (if one exists) or for not soliciting separately, and any savings that would be achieved.

All requests to use federal or GSA contracts should be submitted through Core-CT via an ePro requisition, DAS-BID, with attachments/documentation supporting the request. The purchasing authority CGS 4a-66(b) can be selected on the line details page for ePro requisitions and Purchase Orders. The contract number should be input into the line comments. DAS will respond in writing to the agency with rejection or approval of the request and provide next steps in the process.

May 2, 2024