



The Administrator

MEMORANDUM FOR GSA ACQUISITION WORKFORCE
GSA LEASING WORKFORCE
ALL HEADS OF SERVICE AND STAFF OFFICES (HSSOs)

FROM: STEPHEN EHIKIAN
ACTING ADMINISTRATOR *Stephen EhiKian*
AND DEPUTY ADMINISTRATOR

DATE: January 24, 2025

SUBJECT: Acquisition Pause

Effective immediately, and until further notice, all contracting officers and lease contracting officers (1102s and 1170s) are instructed to suspend the execution of any new GSA-funded obligations, including new awards, task and delivery orders, modifications, and options except as noted below. Exceptions:

- Actions to support the President, Vice-President and the Secret Service in ensuring security any dollar level
- Actions in support of FEMA at any dollar level
- Emergency and urgent obligations below \$50,000 (e.g. in response to a declared disaster, or to protect life and property)
- Assisted Acquisitions other than those for advisory and assistance services
- Reimbursable Work Authorizations below \$50,000
- New awards for offers, modifications and options under the Federal Supply Schedule other than in support of Diversity, Equity and Inclusion
- Vehicles for the federal fleet other than zero emission vehicles
- Contract actions in support of GSA Global Supply and client support centers
- All options, bridges, and extensions (to include AbilityOne follow-on contracts as these are considered extensions of service) for services keeping buildings operational e.g, maintenance, custodial and landscaping/snow services.

This short-term pause will permit the new leadership to understand key acquisition actions, commitments, and approaches and help direct any needed course corrections. All other obligations and/or award actions will require review and approval of the Acting Administrator or designee before the acquisition action can be awarded.

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To ensure an expeditious review process:

- Review requests from the Federal Acquisition Service should be sent to the Office of Policy and Compliance at documentreview-fasqv@gsa.gov for review and routing to the Acting Administrator or designee.
- Review requests from the Public Buildings Service should be sent to the Office of Acquisition Management (pbsoampolicy@gsa.gov) for review and routing to the Acting Administrator or designee. For leases, review requests should be sent to the National Office of Leasing using Leasing@gsa.gov mailbox
- Review requests from the Office of Administrative Services should be sent to the SPE.Request@GSA.Gov box within the Office of Government-wide Policy for review and routing to the Acting Administrator or designee.

Heads of Contracting Activity shall confirm receipt of this memorandum to the Office of Policy and Compliance or the Office of Acquisition Management. The Office of Administrative Services shall confirm receipt to the Senior Procurement Executive. These three offices will consolidate the responses and confirm completion to the Acting Administrator.

If you have any questions, please contact your supervisor.

Thank you for your prompt attention and cooperation in this matter.