



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health  
Bethesda, Maryland 20892

[www.nih.gov](http://www.nih.gov)

Date: August 19, 2015

To: Acquisition Management Committee  
GS-1102-ListServe


From: Head of the Contracting Activity and  
Director, Office of Acquisition and Logistics  
Management (OALM)

Subject: OAMP Policy Letter 2015-1, Use of Document Generation System

**Background:** Over 30 years ago, the Workforms were established to use in the development of NIH solicitation and contract documents. Over time, the Workforms evolved into the Document Generation System (DGS) which is now owned by the OALM Office of Acquisition Management and Policy (OAMP) for use throughout NIH. The DGS provides a uniform, easy-to-follow system which consolidates FAR, HHSAR, and NIH-specific language for use in various types of solicitations and contracts. Updates to the DGS are distributed to the Acquisition Community via the 1102 ListServe.

**Policy:** All solicitations and contracts over the simplified acquisition threshold using the Uniform Contract Format must be prepared using the language in the most recent version of DGS. Contracting Officers with requirements using procedures prescribed by FAR Part 12, Acquisition of Commercial Items, are encouraged to use DGS for applicable solicitation and contract language including the Commercial Item Provisions and Clauses on the [DGS website](#). This Policy applies to all NIH Offices of Acquisition.

**Effective Date:** Immediately

  
Diane J. Frasier