

## 52.102 Incorporating provisions and clauses.

(a) Provisions and clauses *should* be incorporated by reference to the maximum practical extent, rather than being incorporated in full text, even if they-

- (1) Are used with one or more *alternates* or on an optional basis;
- (2) Are prescribed on a "*substantially as follows*" or "substantially the same as" basis, provided they are used verbatim;
- (3) Require modification or the insertion by the Government of fill-in material (see [52.104](#)); or
- (4) Require completion by the *offeror* or prospective contractor. This instruction also applies to provisions completed as annual representations and certifications.

(b) Except for provisions and clauses prescribed in [52.107](#), any provision or clause that can be accessed electronically by the *offeror* or prospective contractor *may* be incorporated by reference in *solicitations* and/or contracts. However, the *contracting officer*, upon request, *shall* provide the full text of any provision or clause incorporated by reference.

(c) Agency approved provisions and clauses prescribed in agency *acquisition* regulations, and provisions and clauses not authorized by [subpart 52.3](#) to be incorporated by reference, need not be incorporated in full text, provided the *contracting officer* includes in the *solicitation* and contract a statement that-

- (1) Identifies all provisions and clauses that require completion by the *offeror* or prospective contractor;
- (2) Specifies that the provisions and clauses *must* be completed by the *offeror* or prospective contractor and *must* be submitted with the quotation or *offer*; and
- (3) Identifies to the *offeror* or prospective contractor at least one electronic address where the full text *may* be accessed.

(d) An agency *may* develop a group listing of provisions and clauses that apply to a specific category of contracts. An agency group listing *may* be incorporated by reference in *solicitations* and/or contracts in lieu of citing the provisions and clauses individually, provided the group listing is made available electronically to *offerors* and prospective contractors.

(e) A provision or clause that is not available electronically to *offerors* and prospective contractors *shall* be incorporated in *solicitations* and/or contracts in full text if it is-

- (1) A FAR provision or clause that otherwise is not authorized to be incorporated by reference (see [sub part 52.3](#)); or
- (2) A provision or clause prescribed for use in an agency *acquisition* regulation.

(f) Provisions or clauses *may* not be incorporated by reference by being listed in the-

- (1) Provision at [52.252-3](#), Alterations in *Solicitations*; or
- (2) Clause at [52.252-4](#), Alterations in Contract.

**Parent topic:** [Subpart 52.1 - Instructions for Using Provisions and Clauses](#)