Federal Supply Schedule

GSA 69

Training Aids & Devices

Instructor-Led Training, Course Development and Test Administration

August 15, 2001

FSC Class: 6910
6930

GSA
Federal Supply Service

Multiple Award
Variable Contract Periods

www.fss.gsa.gov

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ORDERING INFORMATION

SERVICES

Refer to the Ordering Procedures for Services section covering executive, administrative and/or professional services. Ancillary (product-related) services priced at hourly rates or other types of fixed pricing should be purchased using the ordering guidelines of FAR 8.404.

PRODUCTS

Orders under $2500

Place order directly with contractor for the item that best meets your needs.

Orders over $2500

To ensure a "Best Value" determination is made, as required by FAR 8.404:

Review GSA's electronic ordering system, GSA *Advantage!™ at:*

www.fss.gsa.gov

- or -

Review 3 schedule price lists.

Orders over the Maximum Order Threshold:

Each schedule contract has a maximum order threshold. In addition to following the ordering procedures for orders above $2500, customers shall —

- ❑ Review price information on GSA *Advantage!*™ or review additional schedule contractors' price lists.
- ❑ Request price reductions from schedule contractor(s) appearing to provide a best value.
- ❑ Place the order with the schedule contractor providing the best value.

You can now access Federal Supply Schedule contract award information on line at:

www.fss.gsa.gov

Click on the "FSS Schedules" button, then click on the "Schedules E-Library" button.

When determining what is a "best value," you may consider the following:

- ❑ Special features of the product/services that are being offered but not provided by a comparable product/service
- ❑ Trade-in considerations
- ❑ Probable life of the item selected compared to that of a comparable item
- ❑ Warranty considerations
- ❑ Maintenance availability
- ❑ Past performance
- ❑ Environmental and energy efficiency considerations

DOCUMENTATION

Minimum documentation is generally all that is required (e.g., contractor's name, item purchased and price paid). Additional documentation is necessary when the requirement is defined to a particular brand name and only for orders exceeding the micro-purchase threshold (see FAR 8.404(b)(7)).

GSA *ADVANTAGE!™* www.fss.gsa.gov

This on-line electronic ordering system allows customers to search for products, review delivery options and place orders.

HOW TO ACCESS GSA ADVANTAGE!™

- ❑ You must be able to connect to the Internet.
- ❑ You must have access to a web browser (i.e., Netscape, Internet Explorer).
- ❑ Use your web browser to connect to the GSA Home Page at:

www.fss.gsa.gov

Select **GSA *Advantage!*™** — On-Line Shopping Service.

If you need more information or assistance contact the GSA Advantage e-mail address or our voice mail hotline:

GSA.Advantage@gsa.gov
(703) 305-7359

If you are not able to connect to the Internet, contact your GSA Customer Service Director for assistance refer to the Customer Service Director listing included in the Points of Contact section of this document.

FOR FURTHER ASSISTANCE

Mary Ann DeFeo, Contracting Officer
Spring Wells, Contract Specialist
Yvonne Scott Shider, Contract Specialist
General Services Administration
Federal Supply Service
General Procurement Division, Rm. 19-116
26 Federal Plaza
New York, NY 10278

(212)264-2306, 3553, 0527
(212)264-4920
Yvonne.scottshider@gsa.gov

NEED MORE SCHEDULES?

FOR COPIES OF SCHEDULES

Customers requesting copies of schedules should contact:

General Services Administration
Centralized Mailing List Service
4900 Hemphill St
PO Box 6477
Ft Worth, TX 76115

(817) 334-5215
(817) 334-5227
cmls.gsa@gsa.gov

All others requesting copies of schedules, including vendors, must contact the FSS Schedule Information Center at the following address:

General Services Administration
FSS Schedule Information Center (FMLI)
Washington, DC 20406

(703) 305-6477
DSN: 327-1022

Federal Supply Schedules will no longer include the List of Contractors. This information is now available on the Internet or by other means, if you don't have access to the Internet see Contractor Award Information paragraph in this document for other means to obtain this information.

You can now access Federal Supply Schedule contract award information on-line:

www.fss.gsa.gov

Click on the "FSS Schedules" button then click on "Schedules E-Library."

CUSTOMER SERVICE DIRECTOR LISTING

http://pub.fss.gsa.gov/c-assist/csd.html

AK	Anchorage	(253) 931-7516
AZ	Phoenix	(602) 379-6619
CA	Bell	(213) 526-7500
CA	San Diego	(619) 235-4706
CA	San Francisco	(415) 552-2785/86
CO	Denver	(303)236-7543/46
DC	Washington	(202) 619-8920
FL	Kennedy Space Center	(407) 867-2833
GA	Atlanta	(404) 331-3026
IL	Chicago	(312) 353-7549
MA	Boston	(617) 565-7302
MD	Baltimore	(410) 962-4422
MO	Kansas City	(816) 926-5786 or (816) 926-6485
NY	New York	(212) 264-3592/93
PA	Oakdale	(412) 644-4854
PA	Philadelphia	(215) 656-3868
TX	Ft Worth	(817) 978-2892
TX	San Antonio	(210) 472-6119
VA	Chesapeake	(757) 441-3115
WA	Auburn	(253) 931-7516

OVERSEAS

Europe, Northern Africa, and the Middle East
Frankfurt, Germany:

DSN 330-6085/7985
International Direct Dial
011-49-69-699-7985/6085

Pacific, Far East and Honolulu, Hawaii:

(808) 541-1776
DSN 438-4960

CONTRACTOR AWARD INFORMATION

pub.fss.gsa.gov/sched

For a listing of the very latest contract award information you can click on the above website and then click on "Schedules E-Library".

You can search the E-Library by SIN, Contractor, Contract Number, Schedule Number or by a key word.

When you get to the Schedule you want, you'll see the list of SIN's and the Contractors listed below each SIN.

When the Contractor's Internet address is available, it will be shown and you can use it to link to their website.

The E-mail address, if available, will enable you to E-mail the Contractor for price lists or any other contract information. The Internet address and E-mail address will only be available if those contractors are on **GSA *Advantage!*™.**

If you don't have access to the Internet, you can get a list of the current contractors by completing the form at the back of this publication and faxing it to:

(703) 308-4168

or by contacting the FSS Information Center at:

(703) 305-6477

In the future, a fax back service will be available for obtaining this information.

Consult the contractor's catalog/price list for more detailed ordering information, such as:

- Contract items awarded.
- Maximum order provisions.
- Geographic coverage (delivery area).
- Contract price or discount.
- Quantity discounts.
- Prompt payment terms.
- Government purchase card terms.
- Commercial delivery terms.
- Expedited Delivery.
- Ordering address(es).
- Payment address(es).
- Warranty provision.
- Export packing charges.
- Applicable terms and conditions of rental, maintenance, installation and repair.
- Environmental and energy efficiency

PUBLICIZING CONTRACT ACTIONS

The Federal Supply Schedules have been synopsized in the Commerce Business Daily and satisfy the requirements of the Competition in Contracting Act (Pub. Law 98-369) and FAR Part 5, Publicizing Contract Action.

SMALL BUSINESS PARTICIPATION

The General Services Administration and the Small Business Administration strongly support the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA policy requires agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. See the following address for guidance on goal setting and goal submittal via the Internet:

www.sba.gov/gc/goaling/

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule contractors or to consider reasonably available information by using the GSA *Advantage!*™ on-line shopping service at

www.fss.gsa.gov

The catalogs/price lists, GSA Advantage!™ and the Federal Supply Service Home Page listed above contain information on a broad array of products and services offered by small business contractors.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

JWOD (NIB/NISH) PRODUCTS

The Javits-Wagner-O'Day (JWOD) Program (NIB/NISH) provides many products to Federal customers under its mandatory source authority. Before making any open market purchase from a schedule contractor, ordering agencies should determine if there is a comparable JWOD (NIB/NISH) product.

Please call or e-mail a JWOD representative at the following numbers to check if there is an appropriate product manufactured by people who are blind or have other severe disabilities.

(703) 603-7743 (ext. 112) **or**
(703) 603-7750 (ext. 118)
info@jwod.gov

UNICOR PRODUCTS

UNICOR (Federal Prison Industries, Inc.) provides items that may be similar to some of the items in this schedule. Prior to making a purchase from the schedule, ordering agencies should check with UNICOR to see if UNICOR's product meets their specific need. For your convenience, this check can be made quickly by calling the UNICOR Customer Service Group at the following number:

✆ (800) 827-3168.

CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer's requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

REFER TO THE CONTRACTOR TEAM ARRANGEMENT INFORMATION PROVIDED IN THIS DOCUMENT, FOR MORE DETAILS.

MAXIMUM ORDER

If the "best value" selection places your order over the Maximum Order identified in the contractor's catalog or price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the contractor to ask for a better discount price.

The contractor may:

1) offer a new lower price for this requirement
2) offer the lowest price available under the contract
3) decline the order

A delivery order that exceeds the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order may be placed under the Schedule contract.

PRICE REDUCTIONS

There may be circumstances when a customer finds it advantageous to request a price reduction, such as where the quantity of an individual order clearly indicates the potential for obtaining a reduced price. Customers that obtain a further price reduction may still place these orders against the Schedule contract. MAS contractors will not be required to pass on to all schedule users a price reduction extended only to an individual customer for a specific order.

BLANKET PURCHASE AGREEMENTS (BPA)

Federal Supply Schedule contracts contain BPA provisions to maximize your purchasing and administrative savings. This feature permits schedule customers and contractors to set up "accounts" to fill a "recurring requirement". These accounts establish a period for the BPA and generally address issues, such as frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times.

Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under the BPA.

Finally, contractors may be open to a progressive type discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be especially useful with the new Maximum Order feature. A suggested format for customers is included in this document to consider when using this purchasing tool.

YEAR 2000 WARRANTY

When an agency purchases a product that is identified as being Year 2000 Compliant, the agency should test the item after acceptance to assure its compliance. The warranty includes repair or replacement of any listed product whose non-compliance is discovered and made known to the contractor in writing within 90 days after acceptance (installation is considered acceptance). The contractor may offer an extended warranty.

INCIDENTAL ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule BPA or the individual task/delivery order if the items are clearly labeled as such on the order, all applicable acquisition regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market items.

VARIABLE CONTRACT PERIODS

Generally, Federal Supply Schedules will no longer have a prescribed beginning and ending date. The schedule periods will be continuous, and will contain contracts with contract periods that commence on the Date of Award (DOA) and expire in 5 years (exclusive of any options) from the DOA.

LEASING

Only equipment offered on a Federal Supply Schedule may be leased. Some guidelines for leasing are as follows:

- Once you have selected the equipment, then you need to determine whether it is more advantageous to lease or purchase it. The contracting officer should compare the leasing terms offered from the third-party leasing companies in the Schedule as well as those offered by the Schedule equipment sellers. For example, most IT leases, other than Lease to Ownership (LTOP), require the ordering agency and the leasing contractor to determine as part of the initial lease agreement, the market value of the equipment at the end of the lease term; i.e., its residual value.

- Once the best leasing terms have been selected, the contracting officer can compare the advantages of leasing to those of direct purchase. OMB Circular A-94, par. 13 describes the economic analysis that is to be used in determining the economic impact of leasing vs. purchasing. You can access this information on the internet at the below address.

http://www.whitehouse.gov/WH/EOP/OMB/html/circular-top.html

- Leasing requires a commitment on the agency's part for all the terms and conditions of the lease for the full term of the lease. If an agency has annual appropriations requiring issuance of supplemental funding documents, the agency's procurement and accounting systems must be capable of timely generation of the requirement documents.

Customers must also be mindful of submitting "renewal delivery orders" in a timely manner to assure that their lease does not expire.

Cancellation of a lease for lack of funds should only be done when the organization is no longer funded. Court decisions have held that termination for convenience should only be employed when the agency no longer has a requirement for the equipment.

Example: An employee has retired and the position will not be filled, so now there is a piece of equipment that is not needed. In other words, a desire for something different, newer, or better is not a justification for the premature cancellation of a lease.

AUTHORIZED USERS

The agencies and activities named below may use contracts established under this Federal Supply Schedule.

- All federal agencies and activities in the executive, legislative and judicial branches.
- Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1.
- Mixed-ownership Government corporations (as defined in the Government Corporation Control Act).
- The Government of the District of Columbia.
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

Questions regarding activities authorized to use this schedule should be directed to Customer/Vendor Relations contact point identified in this document.

GEOGRAPHIC COVERAGE

All Federal Supply Schedules provide contractors the opportunity to offer worldwide coverage. Schedule contractors have three categories of geographic coverage to offer:

1) **Domestic:** covers delivery to the 48 contiguous states; Washington, DC; Alaska; Hawaii and Puerto Rico.
2) **Worldwide:** covers delivery domestically AND overseas
3) **Overseas Only:** covers delivery to overseas destinations other than Alaska, Hawaii and Puerto Rico

PURCHASE CARD

Agencies may make payments for oral or written delivery orders by using the Government purchase card.

Payments made using the Government SmartPay purchase card ARE NOT eligible for any negotiated prompt payment discount.

"Government purchase card" means a uniquely numbered GSA SmartPay credit card issued to named individual Government employees or entities, to pay for official Government purchases.

Effective March 20, 1998, GSA began requiring Federal Supply Schedule contractors to accept the GSA SmartPay purchase card as a method of payment for acquisitions up to the micro-purchase threshold, currently $2,500. This requirement is being phased in and by January 1, 1999, all Federal Supply Schedule contracts must include this requirement. The card may be used for payment in excess of this threshold if the using agency and contractor agree.

Information about the GSA Fleet, Travel and Purchase Payment System is available within your agency's written internal operating procedures and on the internet at the address listed below.

http://pub.fss.gsa.gov/services/gsa-smartpay/

The contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

TRADE-INS

Trade-ins will be considered against the purchase of new equipment and will be used in determining that your purchase represents the "best value" and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) (see FAR 8.404). If equipment was traded in as part of the purchase arrangement, the file should show the type, brand and value of the equipment exchanged. Trade-ins should comply with provisions of the Federal Property Management Regulations (FPMR) 101-46.

SUPPLIES AND/OR SERVICES

COMMODITY LISTING INFORMATION

- Special Item Numbers.
- Descriptions.

FSC CLASS 6910
OPERATIONAL TRAINING DEVICES

27-100
TEACHING MACHINES/DEVICES

MEDICAL MODELS & SIMULATORS
CPR and Lifelike Manikins, Heart and Breath Simulators, Casualty Simulation Kits, etc.

HANDS-ON TRAINING DEVICES
Driving and Military Simulators, Infantry and Armor Range and Target Systems, Indoor/Outdoor Shooting Range Equipment, etc.

COMPUTER BASED SOFTWARE TRAINING
Various Systems. Software Training for Machine, Electronics, Engineering, Diesel & Automotive Technologies, Computerized Marksmanship Training, Knowledge Management Solutions Software Products.

FSC CLASS 6930
PROGRAMMED LEARNING MATERIALS

27-200

PREPARED PRINTED INSTRUCTION
Books, calendars, manuals, pamphlets, posters etc.

GENERAL EDUCATION
Family Life & Issues, Social Awareness, Personal Improvement, Parenting, Sex Education, Military Life & Issues, Adolescence, Getting Work/Keeping A Job, Metric Learning Package…

COMPUTER
Excel, Netscape, PowerPoint, Windows, Word, WordPerfect…

VOCATIONAL/TRADE
Career Skills, Electrical, Mechanical, Maintenance…

HEALTH/SAFETY
Safety Awareness, Substance Use & Abuse, Domestic Violence, Alcohol Use & Abuse, Nutrition & Fitness, Health & Wellness, AIDS Education, Patient Education, etc.

BUSINESS
Diversity, Sexual Harassment, Problem Solving, Customer Service, Communications, Human Resources Development Programs, Facilities/Plant Management, Safety, Infection Control, Design of Organization Strategy & Career Development Systems, Competency Identification, Performance Management Systems, Basic Office Skills, Hospitality Training Videos.

27-300
PREPARED AUDIO & VISUAL INSTRUCTIONAL MATERIAL, MULTI-MEDIA PROGRAM KITS

GENERAL EDUCATION
Effective Communication, EEO Discrimination and Sexual Harassment Prevention, Encyclopedia of Physical Science & Technology, Firearms Simulation Systems, Continuing Education for Engineers, Scientists & Technicians, Stress Relaxation…

COMPUTER
Basic PC Skills, Microsoft (e.g. Excel, Netscape, PowerPoint, Windows, Word), Novell, WordPerfect…

VOCATIONAL/TRADE
Truck Driver Training – Simulation Aided Training & Testing, Employee Skills Enhancement Programs, Electrical, Mechanical, Maintenance, Automotive, Hazardous Cleanups…

HEALTH/SAFETY
Drug/Alcohol Abuse, Stress, Self-Esteem, Fire, Chemical, Gas, Asbestos, Scaffolding, Driving Safety, Office Safety, and Diagnostic Procedures – e.g. Mammography, Medical/Legal Issues…

BUSINESS
Telephone Courtesy/Customer Service, Management Training, Accounting, Financial, Taxation, Resume Writing, Interviewing, Team Building, Conflict Management, Communications, Motivation & Creativity, Management & Supervision Legal Issues, Meetings & Facilitation, Quality & Continuous Improvements, Job search Video Package, Time Mastering, Team Leading, Selling, Reaching Performance Targets

27-400
INSTRUCTOR LED TRAINING

Offerings of a wide array of subject areas including but not limited to: Automated External Defibrillator Training and Accessories, Foreign Language, Communication, Asbestos Management, OSHA Compliance, Marine Engineering, Nautical Science, Intermodal Transportation, Maritime Security, Admiralty, Environmental & Transportation Law, Medical Emergency, Fire Fighting & Prevention, Stress Management, Customer Service, General, Financial, and Project Management, Grants & Assistance, Acquisition & Contracting, Transportation, Community Development Funding/Lending Institution Training. Excluding procurement training courses developed by FAI (Federal Acquisition Institute) and DAU (Defense Acquisition University) for GS-1102 job series-these are offered on a Separate Multiple Award Task Order Contracts.

27-500
COURSE DEVELOPMENT AND TEST ADMINISTRATION

Offerings of a wide array of subject areas including but not limited to: Integrated Learning Program Design/Development, Web-Based Courseware Development/Conversion, Web Page Design/Database Application Development, Finance, Management, and Engineering.

ORDERING PROCEDURES FOR SERVICES (EXECUTIVE, ADMINISTRATIVE AND/OR PROFESSIONAL)

PROCEDURES FOR SERVICES PRICED ON GSA SCHEDULES AT HOURLY RATES.

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

GSA has determined that the rates for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request for Quotes:

(i) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

(2) Transmit the Request for Quotes to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

(ii) The request for quotes should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for proposal should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Quotes and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

(1) Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

(e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

CONTRACTOR TEAM ARRANGEMENTS

AND

FEDERAL SUPPLY SCHEDULES

In the spirit of the acquisition reform, all Federal agencies have been encouraged to facilitate innovative contracting/acquisition approaches. FAR Part 1.102 provides Guiding Principles on the Federal Acquisition System, outlining what the System will achieve as follows:

- Satisfy the customer (cost, quality and timeliness of delivery)
- Maximize use of commercial products and services
- Consider contractor's past performance
- Promoting competition
- Minimize administrative costs
- Conduct business with integrity, fairness and openness
- Fulfill public policy objectives

The Federal Supply Schedule program is a source customers may use to achieve what the System has outlined for acquisition teams to follow.

Each member of the "acquisition team" is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that deliver the best value product or service to meet the customers needs. FAR 1.102-4 further empowers Government team members to make acquisition decisions within their areas of responsibility including selection, negotiation and administration. The contracting officer has the authority to the maximum extent practical, to determine the application of rules, regulations, and policies.

In light of these changes, Federal Supply Schedule customers may refer to FAR 9.6 - Contractors Team Arrangements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. Customers are encouraged to review this section and should note this is permissible after contract award.

TEAM ARRANGEMENTS COMBINED WITH THE FEDERAL SUPPLY SCHEDULE PROGRAM PROVIDE FEDERAL CUSTOMERS A POWERFUL COMMERCIAL ACQUISITION STRATEGY

BASIC GUIDELINES

FOR USING

CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These team arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a team arrangement are subject to terms and conditions of the Federal Supply Schedule contract.

Participation in a team arrangement is limited to Federal Supply Schedule contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

HERE IS A GENERAL OUTLINE ON HOW IT WORKS:

- The customer identifies their requirements.
- Federal Supply Schedule contractors may individually meet the customers needs, or
- Federal Supply Schedule contractors may submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

FOR MORE INFORMATION CONTACT:

schedules.fcoc@gsa.gov

(703) 305-6594

(703) 305-6566

SUGGESTED FORMAT

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the acquisition reform ___(Agency)___ and ___(Contractor)___ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Service Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of bids and offers. Teaming Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Part 9.6.

This BPA will further decrease costs, reduce paperwork and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for a **Government that works better and costs less.**

Signatures:

AGENCY	**DATE**	**CONTRACTOR**	**DATE**

BPA NUMBER

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply contract number(s)_____, Blanket Purchase Agreements, the contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of contractor;
(b) Contract number;
(c) BPA number;
(d) Model number or National Stock Number (NSN);
(e) Purchase order number;
(f) Date of purchase;
(g) Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
(h) Date of shipment.

(9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the contractor's invoice, the provisions of this BPA will take precedence.

***IMPORTANT**
A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Teaming Arrangements are permitted with Federal Supply contractors in accordance with FAR Part 9.6.

Revised 9/96

REQUEST FOR CONTRACT AWARD INFORMATION

Customers requesting contract award information (i.e., List of Contractors) should fill in the following information.

Fax the request to:

(703) 308-4168

Customer Name _____

Fax Number/Mailing Address _____

_____

_____

_____

_____

Contract Award Information Requested For

Schedule Number: _____

or

Special Item Number: _____

GENERAL SERVICES ADMINISTRATION
Centralized Mailing List Service (7CPNL)
501 Felix St
PO Box 6477
Ft. Worth, TX 76115

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