



Smarter Solutions



U.S. General Services Administration

Human Resources & Equal Employment Opportunity Services

Schedule 738 X



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One of GSA's most popular Schedules provides a wealth of valuable solutions: Human Resources & Equal Employment Opportunity Services Schedule 738 X. It features two major, all-encompassing Special Item Numbers (SINs) to handle all of your HR and EEO needs.

From security screening and background investigations, to recruitment and internal placement, the Human Resources & Equal Employment Opportunity Services Schedule offers services from top-of-the-line, pre-qualified vendors, covering the entire HR and EEO spectrum. In addition to a wide range of HR-specific services, including planning, training and employee relations, services to assist with EEO issues range from Investigation of Discrimination Complaints and Preparation of Reports of Investigation, to EEO Training and Consulting, as well as alternative dispute resolution.

In addition to all of the many services offered, it is on this Schedule where you also find access to related critical reference materials — in any media — such as desk guides, pamphlets, booklets, leaflets, posters, and other reference material as determined by the agency.

This Schedule truly is a valuable resource and perfect avenue to satisfy your HR and EEO needs. Read on to find out more about the services offered under this Schedule, and other related information about GSA and its many programs and solutions.



Benefits of the Human Resources & Equal Employment Opportunity Services Schedule 738 X

Substantial Time & Cost Savings

- Drastically reduces procurement lead times and administrative costs
- Frees up internal resources to concentrate on your agency's mission
- Pre-negotiated prices are fair and reasonable
- Aggregated purchasing power obtains goods and services at the best value and makes these savings available to you
- Ability to seek price reductions
- Easy ordering procedures

Variety & Flexibility

- Contractors on Schedule offer a wide variety of products and services
- Off-the-shelf and tailored solutions to meet a variety of needs
- Varying contract end dates to ensure coverage

Peace of Mind

- Buying off of Schedule ensures compliance with all applicable regulations and competition requirements, including the Competition in Contracting Act (CICA) and the Federal Acquisition Regulation (FAR) Part 6, whenever easy-to-use ordering procedures are followed
- All contractors are determined to be responsible and technically qualified

Acquisition Control

- Provides a direct relationship between the ordering agency and the vendor
- Allows requirements to be tailored within the scope of the contract



Summary of Products and Services

Human Resources General Support Services

Special Item Number (SIN) 595 21

Under this Human Resource Services SIN there are a myriad of specialized offerings to meet your specific HR needs. They include, but are not limited to, such professional support services as:

Planning – Systematic approaches to forecasting the future demand for and supply of employees. Services include but are not limited to: computer and online modeling and analysis of needs and future trends, human resource audits, and forecasting techniques through the use of experts, trend projection and other forecasting methods.

Recruitment and Internal Placement – Provides extensive support in the field of recruitment and internal placement. Recruitment and Internal Placement services include but are not limited to:

- Outside recruitment using printed and electronic media, trade schools, job fairs and college visits, paying special attention to reaching all segments of the population
- Comprehensive internal recruitment and placement programs which include merit promotion, transfer of function (TOF), reassignment, temporary promotion, detail, realignment, change to lower grade, upward mobility, rotational training assignments, reduction-in-force (RIF), etc.
- Qualifications analysis
- Special recruitment programs such as Senior Executive Service (SES), Outstanding Scholar, Veteran's Readjustment, Disabled, and Student Aid Programs
- Assessment centers for selection purposes
- Preparation of job vacancy announcements
- Supply of employment information as appropriate regarding employment opportunities with the federal government in general and with agency supported activities specifically.

Pre-Employment Screening – Covers pre-employment background investigations for persons seeking federal government employment that includes, but is not limited to: background investigations (background checks) for potential or existing employees in accordance with

applicable federal, state and local regulations. This covers verification of previous employers, salary histories, criminal records checks, education verification, reference checks, professional license verification, residence verification, family and neighbor verification, and credit history checks.

- **National Agency Check with Local Agency Checks and Credit Checks (NACLCC)** - Done as part of a personal security investigation consisting of a search of records of appropriate national agencies, to include at a minimum an FBI-Headquarters check, an FBI-CJIS Fingerprint check, a review of the OPM Security/Suitability Investigation Index (OPM SII), and a review of the DOD Defense Clearance Investigations Index (DCII). May also include a check of CIA, INS, State Department, Military Personnel Records Center, Treasury, etc., as appropriate.
- **Local Agency Check (LAC)** – Review of the appropriate criminal history records at the local law enforcement agencies (e.g., Police Department, Sheriff's Office, etc.) with jurisdiction over the areas where the subject has resided, gone to school, or worked. Also included are reviews of local law enforcement agencies covering the area(s) where the Subject has resided, worked, and/or attended school during the last five years, plus credit checks covering the area(s) in which the Subject has resided, worked, and/or attended school during the last (7) seven years.
- **Single-Scope Background Investigations (SSBI)** – Personnel security investigation for critical sensitive positions and for access to SCI or for a collateral TS clearance.
- **SSBI Periodic Reinvestigation (SSBI-PR)** – An investigation conducted to update a previously completed background investigation (SSBI or PR) on persons occupying positions with access to sensitive and/or classified DOD information (Top Secret, Top Secret SAP, and SCI).
- **Misconduct Investigations (SSBI-MI)** - Investigations of misconduct by agency employees, which may include violations of policy, rules and

regulations, or law that the government has determined to not warrant criminal prosecution but could result in discipline, disqualification, or disbarment from government employment, contracts, entitlements or benefits. These investigations may also include, but are not limited to: absence without leave and attendance irregularities; conducting personal business during the duty hours; fighting, threatening, harassing, or abusing co-workers, supervisors, or the public; refusal or failure to follow lawful instructions or procedures; insubordination or neglect of duty; misuse of government vehicles, facilities, personnel, or equipment; falsification of employment applications or other government documents; alcohol or drug abuse; violations of employee ethical conduct standards.

Position Classification – Offers services in a range of classification functions for a variety of occupations and grades in the General Schedule, the Federal Wage System, or other Federal classification systems, in accordance with Title 5, United States Code (USC) or other appropriate authorities. Examples of Classification support include but are not limited to: review position descriptions for adequacy; implement classification standards; prepare evaluation statements; conduct audits; counsel employees who wish to submit classification appeals; provide advice on position management, organization structure, supervisor/worker ratio and impact of mission/workload changes; and assist in the preparation of position descriptions

Personnel Actions – Services in processing a range of federal personnel actions that include, but are not limited to: process manually or electronically the Standard Form 50 and related forms and documents to effect the full range of personnel actions for SES, General Schedule, Federal Wage System, and other employee pay systems; maintain online data in HR information systems (HRIS) and any automated personnel subsystems to include, if needed, electronic interface with finance and OPM systems; provide advice and assistance on technical matters related to employee records; prepare reports; electronic processing of resumes; provide for custody and maintenance of Official Personnel Files (OPFs); maintain OPFs in a secured area, protected from unauthorized access in accordance with regulatory requirements; forward OPFs to National Records Center; and provide required employment verification.

Training – This includes a full range of services in HR-specific training support. Examples include but are not limited to: advice, guidance and assistance to supervisors

and employees as well as HR/personnel staff in managing self-improvement training resources; assistance in identifying training needs and requirements; coordination of the availability of various training programs, developmental career programs, executive leadership programs, and tuition assistance programs; motivation for participation and accountability from management and employees in the training program(s); counseling management and employees to determine the best and most cost-effective methods of meeting organizational and career developmental needs; recommending, designing and/or conducting programs in areas related to human resources

Employee Assistance – Offers a full range of Employee Assistance Program (EAP) services. Support includes but is not limited to: advice, training and counseling in self-improvement, health and wellness training, stress management, family situations, substance abuse and legal consultation. Services may be short or long term, bundled or unbundled.

Employee Relations – Services covering a range of employee relations services including, but are not limited to: comprehensive support in disciplinary actions as they relate to complaints, grievances, and appeals; leave administration, recognition and awards, performance management and appraisal, insurance benefits, Thrift Savings Plan, and retirements; guidance and assistance in completing necessary processes and documentation; guidance and assistance to monitor and assess the value of or to operate complaint receipt systems such as an agency complaint hotline; case management; review of proposed correspondence for regulatory compliance; and interfacing with legal staff, union representatives, Department of Labor (DOL), Office of Personnel Management (OPM), other appropriate outside agencies, and the appropriate internal agency activities as required.

Outplacement – Personnel outplacement services that include, but are not limited to: comprehensive outplacement/career transition services in response to downsizing and reorganizing including moving personnel to new positions inside or outside of the organization and retirement assistance; training, counseling and guidance in areas such as self-assessment; knowledge, skills, and abilities (KSA) assessment; job aptitude/interest inventories; group and individual counseling; career and job workshops; resume writing; job search methods; interview and negotiation techniques; stress management; personal financial management and job training; and retirement assistance.



Review and Integration Services

- *Function Review:* A review of the human resources department and other offices relating to the implementation function outsourced.
- *Integrator:* Contractors act as program manager to connect/integrate the various functions performed by multiple Contractors.

Workers' Compensation – Support management of claims processing under the Federal Employees' Compensation Act (FECA) pursuant to the Department of

Labor, Office of Workers' Compensation Program (OWCP). Examples of Workers Compensation support include but are not limited to: complete case management for employees with the aim to reduce lost work hours and workers' compensation costs for the federal client, including technical and managerial assistance; monitor hearing and appeal responses; counsel claimants in filing injury reports and establishing the essential elements of the claim; develop training programs for employees and management; develop return-to-work strategies; and claims revalidation assessments and administrative inquiries to confirm or refute suspicions or allegations of invalid claim status.

Equal Employment Opportunity Services

Special Item Number (SIN) 595 25

EEO Services include a vast array of solutions that include but are not limited to the following:

Investigation of Discrimination Complaints and Preparation of Reports of Investigation – Includes reports of investigation (drafts and final) in conformance with the standards established by the EEOC. Investigations are performed to identify and obtain evidence from all relevant sources and gather sufficient information relevant to the issues in the complaint to ascertain the validity of the allegation. If the ordering agency determines a violation occurred, the report of investigation will provide the agency with a sufficient factual basis from which to fashion an appropriate remedy.

Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination Complaints – An analysis and recommended final agency decision (FAD) that is legally sufficient for complainants who believe they have been discriminated against.

Inquiry, Resolution Attempt, and Preparation of an Analysis and Recommended Final Agency Decision (FAD) on Allegations of Noncompliance With Settlement Agreements or Final Decisions – Includes inquires, attempts at resolution, and preparation of an analysis and FAD for allegations of noncompliance with settlement agreements and final decisions entered into on discrimination complaints.

Resolution Attempt and Report of Inquiry Regarding Notices of Intent to Sue under Age Discrimination in Employment Act of 1967, as Amended – Includes inquires, attempts at resolution, and preparation of inquiry report regarding aggrieved employees or applicants for employment who believe they have been discriminated against on the basis of age and have chosen to bypass the

administrative complaint processing system within an agency.

Alternative Dispute Resolution – Trained Alternative Dispute Resolution (ADR) professionals attempt resolution of allegations of discrimination and other human resource matters. The ADR process does not replace already existing formal procedures, e.g. the administrative grievance procedure and the EEO administrative complaint procedure, but will supplement them in an effort to resolve problems before and after formal procedures are invoked.

Reference Materials – A variety of reference materials are available, relating to equal opportunity programs to ensure employees, supervisors, and managers are aware of the policy of the government to provide equal opportunity in employment for all persons and promote the full realization of equal employment opportunity. Agencies may order reference materials in any media, and they include, but are not limited to desk guides, pamphlets, booklets, leaflets, posters, and other reference material as determined by the agency.

EEO Training and Consulting – Consulting services and customized or off-the-shelf training for the instruction and development of Equal Employment Opportunity (EEO) training courses for employees, supervisors, managers, team leaders, and others on the policy of the Government to provide equal opportunity in employment for all persons, prohibit discrimination in employment, and promote the full realization of equal employment opportunity.

EEO Counseling – Individual and Class Complaint – EEO counseling services for aggrieved employees or applicants for employment who believe they have been discriminated against. The goal of counseling is to informally resolve the pre-complaint and to advise aggrieved persons, in writing, of their rights and responsibilities.

Using GSA Schedules Is Simple

The Multiple Award Schedule

A Multiple Award Schedule (MAS), also known as a GSA Schedule, is one of the most powerful procurement tools available to you. Essentially, a MAS is a listing of awarded contractors that can be used by all federal entities to achieve their missions. GSA awards contracts to responsible companies that offer commercial items falling within the general descriptions of the Schedules. We have determined that prices are fair and reasonable by comparing the prices or discounts that a company offers the government with the prices or discounts that the company offers its best commercial customers. This negotiation objective is commonly known as “most favored customer” pricing. Ordering agencies simply follow the streamlined ordering procedures contained in Federal Acquisition Regulation Subpart 8.4.

It's That Easy

The MAS program mirrors commercial buying practices more than any other procurement process in the federal government. GSA provides customers access to products and services at volume discount pricing on a direct delivery basis. This means you'll experience shorter procurement lead times, lower administrative costs, and reduced internal staff hours devoted to obtaining these products.

The MAS program was designed with federal customers in mind, and it provides a vast array of commercial items and services that can be purchased quickly and easily. Not only does your agency receive fast, direct access to industry leaders, but you can also obtain many other products and services through other Schedules as well.

Cutting the Red Tape

When placing orders under a Multiple Award Schedule, you do not need to synopsise your requirements, formally “set aside” for small business, or make a separate determination of fair and reasonable pricing. GSA has already complied with these requirements and determined that prices are fair and reasonable. By utilizing the Schedules, you can avoid the stress and work normally associated with conducting your own procurement.

It Never Hurts to Ask for Extra Savings

The price reduction clause allows contractors to offer you a price reduction on any product at any time. The reduction can be based on an individual circumstance such as ordering a large volume of services. Agencies may

negotiate price reductions, and Schedule contractors are free to offer spot discount pricing.

Additionally, FAR 8.405 requires ordering activities to seek price reductions when the order value is expected to exceed the established Maximum Order (MO) Threshold. When ordering at or above the Maximum Order Threshold, federal buyers should inquire about further Schedule price discounts. The contractor may then do one of the following:

- Offer a new lower price for this purchase
- Offer the lowest price available under the contract, or
- Decline the order within five days

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.

Flexible Purchasing Options with Blanket Purchase Agreements

If you are dealing with repetitive buys, Blanket Purchase Agreements (BPAs) are for you. A BPA is a simplified method of filling recurring needs for services and products, while leveraging your buying power by taking advantage of quantity discounts, thereby saving administrative time and reducing paperwork. A BPA can be thought of as an “account” established by you (the customer) with a Schedule contractor. By setting up a BPA, you save time and resources. Simplify your ordering by processing a BPA once and then use it as your agency's needs occur.

With a MAS BPA, you can order as little as you want, as much as you want, and as often as you want. You are not restricted by any dollar limitations when placing orders under a MAS BPA. Also, a BPA can be set up for your field offices across the nation to use, allowing them to participate in your BPA and place orders directly with Schedule contractors. In doing so, your entire agency reaps the benefits of additional discounts negotiated into your own BPA.

For further guidance on establishing a BPA, visit our GSA Center for Acquisition Excellence Campus at www.gsa.gov/centerforacquisitionexcellence.



Total Solutions through Contractor Teaming Arrangements

For complex tasks, Contractor Teaming Arrangements may be desirable from both government and industry perspectives. A Contractor Teaming Arrangement allows two or more GSA Schedule contractors to work together to meet agency requirements, allowing them to compete for orders for which they may not qualify independently. Contractors on the same Schedule, or across multiple Schedules, can team up.

By using Contractor Teaming Arrangements, contractors can complement each other's unique capabilities while offering government agencies the best turnkey solutions, based on a combination of performance, cost and delivery of acquired services. You can benefit from using Contractor Teaming Arrangements by buying a total solution, rather than making separate buys from various contractors. Visit www.gsa.gov/schedules for more information.

Small Business Means Big Business

The GSA and the Small Business Administration (SBA) strongly support the participation of small business concerns in the Multiple Award 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 Multiple Award Schedules, and to report accomplishments against these goals. For more details, please visit www.sba.gov.

The GSA Schedules eLibrary Web site contains information on business size and socioeconomic status. This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. While utilizing the information found on this Web site, you are also encouraged to consider small, 8(a), small disadvantaged, veteran-owned, service-disabled veteran-owned, HUBZone and women-owned small businesses when making a "best value" determination. To visit GSA Schedules eLibrary, log on to www.gsa.gov/elibrary.

Variable Contract Periods

Generally, Multiple Award Schedules 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 five years (exclusive of any options) from the DOA.

Authorized Users

The agencies and activities named below may use contracts established under GSA Schedules:

- 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; and
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

Note: The GSA Order, Eligibility to Use GSA Sources of Supply and Services, provides further information regarding agencies and activities authorized to use GSA Schedules.

Disaster Recovery Purchasing (Section 833) DISAST RECOV

Disaster Recovery Purchasing makes all GSA Multiple Award Schedules available to all state and local governments to enable them to respond and assist in the recovery from a disaster.

State and local governmental entities may use GSA Schedule contracts to purchase products and services in advance of a major disaster declared by the president, as well as in the aftermath of an emergency event. State and local governmental entities are responsible for ensuring that the products or services purchased are to be used to facilitate recovery.

This is a voluntary program for Schedule contract holders and state and local governments.

All GSA Multiple Award Schedule contracts are open to state and local government agencies for the specific purpose of disaster recovery only.

For more information visit: www.gsa.gov/disasterrecovery.

Geographic Coverage

All GSA Schedules provide contractors the opportunity to offer worldwide coverage. Schedule contractors may offer any of the following three categories of geographic coverage:

- Domestic, which will cover delivery to the 48 contiguous states; Washington, DC; Alaska, Hawaii, and Puerto Rico; and U.S. territories;

- Worldwide, which will cover delivery domestically and overseas; and
- Overseas Only, which will cover delivery to overseas destinations.

Ordering Procedures for Supplies, and Services Not Requiring a Statement of Work (SOW)

Ordering activities shall use the procedures in Federal Acquisition Regulation (FAR) 8.405-1 when ordering Schedule contract supplies and fixed-price services for a specific task, where a Statement of Work (SOW) is not required — e.g., installation, maintenance, and repair. **(Note:** Ordering activities shall use the procedures in FAR 8.405-2, Ordering Procedures for Services Requiring a Statement of Work (SOW), when ordering Schedule contract services priced at hourly rates.)

When ordering services exceeding \$100,000 using Department of Defense (DoD) funds, ordering activities shall follow the Defense Federal Acquisition Regulation Supplement (DFARS), which has been amended to implement Section 803 of the National Defense Authorization Act for Fiscal Year 2002 (Public Law 107-107). DoD offices and non-DoD activities placing orders on behalf of DoD should refer to DFARS 208.404-70 for additional information regarding ordering procedures and documentation requirements.

Orders At, Or Below, The Micro-Purchase Threshold

The ordering activity may place orders with any GSA Schedule contractor that can meet the agency's needs. The ordering activity should attempt to distribute orders among Schedule contractors.

Orders Exceeding The Micro-Purchase Threshold, But Not Exceeding The Maximum Order Threshold

Note: Each Schedule contract has a maximum order threshold, which will vary by special item number. The maximum order threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction.

To ensure a **best value** determination is made, as required by FAR 8.404(d), the ordering activity shall:

- Survey at least three Schedule contractors through the GSA **Advantage!**® online shopping service or review the catalogs or pricelists of at least three Schedule contractors, and seek additional price reductions where appropriate;
- Select the **best value**; and
- Place the order directly with the Schedule contractor.





When determining “best value,” the ordering activity may consider, among other factors, the following:

- Price, including any additional price reductions offered;
- Past performance;
- Special features of the supply or service required for effective program performance;
- Trade-in considerations;
- Probable life of the item selected compared with that of a comparable item;
- Warranty considerations;
- Maintenance availability;
- Environmental and energy efficiency considerations;
- Delivery terms; and
- Socioeconomic status.

Ordering activities may consider socioeconomic status when identifying contractors for consideration or competition for award of an order or a Blanket Purchase Agreement (BPA). At a minimum, ordering activities should consider, if available, at least one small business, veteran-owned small business, service disabled veteran-owned small business, HUBZone small business, women-owned small business, or small disadvantaged business Schedule contractor. GSA **Advantage!**[®] and Schedules eLibrary contain information on small business representations of Schedule contractors.

Orders Exceeding The Maximum Order Threshold Or When Establishing A BPA

In addition to following the ordering procedures, above, for orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold, the ordering activity shall:

- Review the pricelists of additional Schedule contractors (the **Advantage!**[®] online shopping service can be used to facilitate this review);
- Based upon the initial evaluation, seek price reductions from the Schedule contractors considered to offer the best value; and
- Place the order, or establish the BPA, with the Schedule contractor that provides the best value. If further price reductions are not offered, an order may still be placed.

Documentation

At a minimum, the ordering activity shall document:

- The Schedule contracts considered, noting the contractor from which the supply or service was purchased;
- A description of the supply or service purchased;
- The amount paid; and
- If applicable, the circumstances and rationale for restricting consideration of Schedule contractors to fewer than required in these ordering procedures

(see FAR 8.405-6).

GSA Advantage![®]

GSA's online shopping site makes your federal buying process safe, fast and easy! Online convenience enables you to research millions of products and services right from your chair. This direct purchasing tool provides the comprehensive and flexible procurement process you've been looking for! Now, Special Categories are also available to streamline specific searches for your important buys – Disaster Relief, Security Related Items, etc. www.gsaadvantage.gov

eBuy

Designed to improve the quote and comparison part of your acquisition process. This reliable (and free!) resource enables you to make a single Request for Quote (RFQ) online and receive quotes from vendors who specialize in the service you require. A component of GSA **Advantage!**[®], eBuy is one of GSA's many innovations focused on providing “best value” products and services. Power up today with e-acquisition in action! www.gsa.gov/ebuy

eLibrary

eLibrary is your online source for complete Multiple Award Schedules and GWAC information, and it's only a click away. This fast and easy way to make federal acquisitions gives you access to a wealth of powerful tools, including comprehensive searches, improved contractor-find features, and new category listings. View contract clauses online! www.gsa.gov/elibrary

Resources for Additional Information

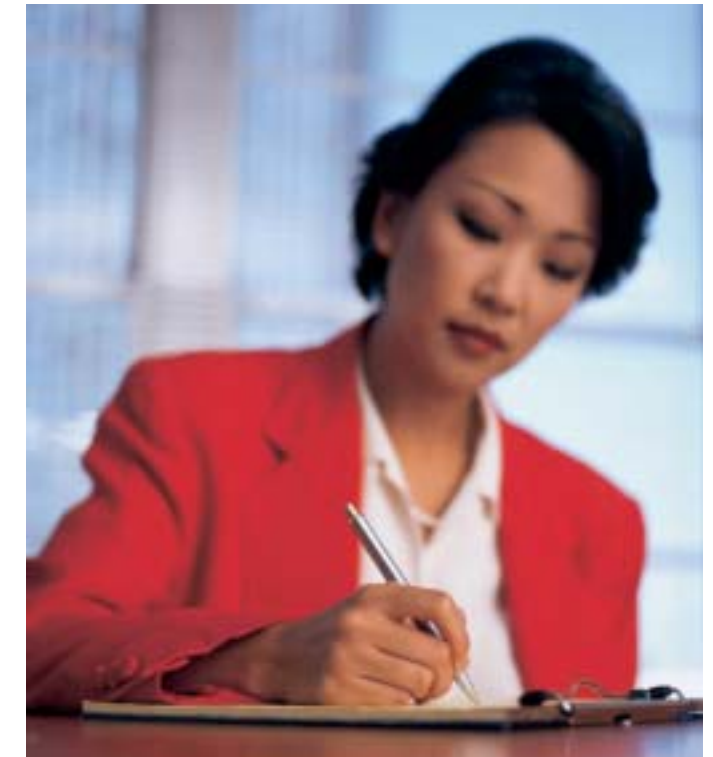
For questions concerning ordering procedures and/or products and services on the Human Resources & Equal Employment Opportunity Services Schedule Schedule 738 X contact the SmartShop customer service team at:

Phone: (212) 264-0868

E-mail: smartshop@gsa.gov

For questions concerning the solicitation or contracting inquiries, contact the contracting team at:

Phone: (212) 264-3548



Need More Schedules?

For copies of Schedules and other GSA publications, visit the Centralized Mailing List Service at www.gsa.gov/cmls. For additional information or for customer assistance, please call the CMLS call center at (817) 334-5215 or send an email to cmls@gsa.gov.



Multiple Award Schedule

Ordering and Best Value Determination Guidelines

It is important to follow the ordering procedures set forth in FAR 8.4. They require that you make a best value determination before placing Multiple Award Schedule orders above the micro-purchase threshold (currently \$3,000). Here is a quick checklist to ensure you've gone through a best value determination process when following the ordering procedures for services on Schedule buys.

Did you prepare a request for quote, including a statement of work, that:

- Outlined the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria and any special requirements
- Requested contractors to submit either a firm-fixed price or a ceiling price to provide services outlined in the statement of work
- Requested a project plan or past performance/experience information, if necessary and appropriate
- Stated the basis to be used for selecting the contractor to receive the order

Did you provide the request to at least three sources under the Multiple Award Schedule?

Please list the names of the contractors to whom the request was provided:

Was the requirement in excess of the Schedule's maximum order? If yes, did you provide the request to additional sources under the Multiple Award Schedule AND ask for a price reduction? Please list the names of the contractors to whom the request was provided:

Did you evaluate responses against the factors identified in the request for quote and select the contractor that represents the best value? Indicate which of the non-price factors below were considered in your best value decision:

- Past performance (e.g., experience)
- Special features of the service
- Warranty considerations
- Technical qualifications
- Training
- Service availability
- Other: _____

Have you documented your Schedule buy? If yes, did you:

- Identify the service purchased
- Identify the Schedule contractor from which the services were purchased
- Identify the amount paid
- Document the evaluation of Schedule contractors' quotes that formed the basis for selecting the contractor that received the order and the rationale for any trade-offs used in making the selection (if above the micro-purchase threshold)
- Include the basis for the determination to use a labor-hour or time-and-materials order (if other than a firm-fixed price order)

Suggested Format

Best Value Blanket Purchase Agreement Multiple Award Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act _____ (Agency) _____ and _____ (Contractor) _____ enter into a cooperative blanket purchase agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Multiple Award Schedule Contract(s) _____.

Multiple Award Schedule contract BPAs eliminate contracting and open market costs such as: the search for sources; the development of technical documents and solicitations; and the evaluation of bids and offers. Contractor Team Arrangements are permitted with Multiple Award Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Subpart 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 the government that works better and costs less.

Signatures:

Agency Date

Contractor Date

BPA Number _____

(Customer Name)

Blanket Purchase Agreement

Pursuant to GSA Multiple Award Schedule 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 services/products 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:

ITEM (Special Item Number or Type of Service)

Special BPA Discount/Price

(2) Delivery:

Destination

Delivery Schedules/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, paper, or oral communications.

(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) Task/Delivery 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 Multiple Award Schedule contract. Invoices will be submitted to the address specified within the task/delivery 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 — The Multiple Award Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Contractor Team Arrangements are permitted with Multiple Award Schedule contractors in accordance with FAR Subpart 9.6.*

