



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**CONTRACT NUMBER:**

47QRAA20D0055

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The address to GSA Advantage! is <http://www.gsadvantage.gov/>

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)

General Services Administration  
Federal Supply Service  
Multiple Award Schedule  
Federal Supply Group: Professional Services

**PRICING VALID THROUGH:**

March 17, 2025

**PERIOD COVERED BY CONTRACT:**

March 18, 2020 through March 17, 2025

Professional and Scientific Associates, Inc. (PSA)  
1880 Campus Commons Drive, Suite 250  
Reston, Virginia 20191  
<http://www.explorepsa.com>  
[info@explorepsa.com](mailto:info@explorepsa.com)  
(703) 234-1760  
(703) 234-1701, fax

[www.explorepsa.com](http://www.explorepsa.com)

**Contact for Contract Administration:**

Ashley Golden  
(503) 473-9148  
[agolden@explorepsa.com](mailto:agolden@explorepsa.com)  
[b&P@explorepsa.com](mailto:b&P@explorepsa.com)

**Business Size:** Small

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**Customer Information**

**1a. Special Item Numbers**

SIN	Description	Large Category	Subcategory
541810ODC	Other Direct Costs for Marketing and Public Relations Services	Professional Services	Marketing and Public Relations
541430	Graphic Design Services	Professional Services	Marketing and Public Relations
561920	Conference, Meeting, Event and Trade Show Planning Services	Professional Services	Marketing and Public Relations
OLM	Order-Level Materials	Professional Services	Marketing and Public Relations

**1b. Price List and Rates**

See pages 8-10.

**1c. Labor Category Descriptions and Qualifications**

See pages 11-13.

**2. Maximum Order:**

\$1,000,000.00

**3. Minimum Order:**

\$100.00

**4. Geographic coverage (delivery area):**

Worldwide

**5. Point(s) of production:**

Reston, VA

**6. Discount from List Price:**

All prices herein are net.

**7. Quantity Discounts: None.**

Discounts may be negotiated at the task order level.

**8. Prompt Payment Terms:**

0% net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**9a. Government Purchase Card accepted below the micro purchase threshold?:**

Yes

- 9b. Government Purchase Card accepted above the micro purchase threshold?:**  
Yes
- 10. Foreign Items:**  
Not Applicable
- 11a. Time of delivery:**  
To be negotiated with ordering agency.
- 11b. Expedited delivery:**  
To be negotiated with ordering agency.
- 11c. Overnight and 2-day delivery:**  
To be negotiated with ordering agency.
- 11d. Urgent Requirements:**  
Contact Contractor
- 12. F.O.B. Point(s):**  
Destination
- 13a. Ordering Address:**  
PSA  
Attn: Business Development  
1880 Campus Commons Drive, Suite 250  
Reston, VA 20191  
Phone: (503) 473-9148  
Fax: (703) 234-1701  
Email: [info@exploreprsa.com](mailto:info@exploreprsa.com)  
<http://www.exploreprsa.com>
- 13b. Ordering Procedures:**  
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment Address:**  
PSA  
Attn: Accounts Receivable  
1880 Campus Commons Drive, Suite 250  
Reston, VA 20191  
Phone: (703) 234-1760  
Fax: (703) 234-1701  
Email: [ap@exploreprsa.com](mailto:ap@exploreprsa.com)
- 15. Warranty provision:**  
Not Applicable
- 16. Export packing charges:**

Not Applicable

17. **Terms and conditions of Government purchase card acceptance:**  
PSA accepts government purchase cards in accordance with government purchase card program guidelines. Contact Contractor's Representative for credit card acceptance of orders above the micro-purchase threshold.
18. **Terms and conditions of rental, maintenance, and repair:**  
Not Applicable
19. **Terms and conditions of installation:**  
Not Applicable
20. **Terms and conditions of repair parts indicating dates of parts price lists and any discounts from list prices:**  
Not Applicable
21. **List of service and distribution points:**  
Not Applicable
22. **List of participating dealers:**  
Not Applicable
23. **Preventive Maintenance:**  
Not Applicable
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**  
Not Applicable
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services**  
Not Applicable
25. **Data Universal Number System (DUNS) number:**  
627717424
26. **Notification regarding registration in the System for Award Management (SAM):**  
Active

### **No Cost Contracting Procedures**

No cost contracting procedures are hereby incorporated into this contract. A Contractor may choose to provide all services as required by a task order at no cost to the Government. A Contractor is entitled to all of the registration, exhibition, sponsorship and/or other fees collected as payment for performance under a task order if there is no cost to the Government. In this case, the Contractor is liable for all costs related to the performance of the task order as defined in the task order and the governments' liability for payment of services under this task is "zero



## Description of Services

### About PSA

Founded in 1986, PSA (Professional and Scientific Associates) was the brainchild of an NIH biomedical researcher, the late Dr. George T. Brooks. Dr. Brooks envisioned a professional services firm that would support the mission of the Nation's Federal agencies. In 1989, Lily Fernandez-Kessel assumed the role of CEO and has since guided the company to great success. What started as a small group of talented professionals has now grown into a worldwide, industry-leading event management company with operational expertise in over 90 countries and staff situated around the world. PSA is still a small business at heart and in actuality, providing the personal and dedicated support a customer might expect from a startup business while leveraging the resources of an international corporation.

Since its inception, PSA has established a reputation as the undisputed leader in providing conference and event planning logistics services. PSA now stands as one of the most prominent woman and minority-owned small businesses serving the federal sector. We have experienced managing a range of meeting requirements, from small 15-person advisory board meetings to events exceeding 15,000 attendees. We have planned, managed, and executed a corporate volume of over 4,000 events annually for several concurrent years. We travel several thousand attendees worldwide each year and have executed events in over 90 countries. Our services are scalable to the customer's needs and we aggressively seek out and employ cost-effective solutions that also ensure we are able to achieve our customer's vision. Though we frequently achieve significant cost savings for our customers, we never compromise on quality and are always on the lookout for ways to best meet our customer's needs.

### Services

#### **NAICS 56120 Conference Events and Tradeshow Planning Services**

PSA Services include making all necessary arrangements for online and in-person conferences, events, seminars and trade shows. Event marketing services may include:

- Project management
- Virtual Events
- Face-to-Face Events
- Interpretation and Translation
- Transcription
- Coordination and implementation of third-party participation
- Collection management of third-party payment for participation
- Liaison support with venue
- Audiovisual and information technology support
- Topic and speaker identification
- Site location research
- Reservation of facilities
- On-site meeting and registration support
- Editorial services

- Automation and telecommunications support
- Design and editing productions
- Mailing and other communication with attendees including pre/post meeting mailings, travel support and computer database creation.

Any Federal agency can purchase supplies and services from PSA by using the streamlined GSA procedures.

**For More information about our services please contact:**

Ashley Golden – B&P@exploreprsa.com  
P.503.473.9148  
F. 703.234.1701

**NAICS 541430 Graphic Design Services**

Services include: Commercial art, graphic design, and special effects that educate the consumer market about a product or service. Typical tasks include:

- Developing conceptual design and layouts
- Providing copywriting and technical writing services
- Developing publication designs and/or typographic layout
- Furnishing custom or stock artwork (including electronic artwork)

Any Federal agency can purchase supplies and services from PSA by using the streamlined GSA procedures.

**For More information about our services please contact:**

Ashley Golden – B&P@exploreprsa.com  
P.503.473.9148  
F. 703.234.1701

### NAICS 541810 Other Direct Costs for Marketing and Public Relations Services

The following types of ODCs have been approved and will be burdened with a flat fee of 18%, and .75% Industrial Funding Fee (IFF).

SIN(s) AWARDED	SUPPORT PRODUCT/ LABOR (ODCs)	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	Contractor or Customer Facility or Both	Domestic or Overseas	CEILING PRICE/RATE AWARDED TO GSA (including IFF)
541810ODC	Audio Visual	Task	Both	Worldwide	\$ 493,697.73
541810ODC	Catering	Task	Both	Worldwide	\$ 601,004.78
541810ODC	Conference Advertising Services	Task	Both	Worldwide	\$ 13,850.88
541810ODC	Conference Supplies	Task	Both	Worldwide	\$ 177,367.38
541810ODC	Consultants - ASL Interpretation	hourly	Both	Worldwide	\$ 124.84
541810ODC	Consultants - Copyediting	hourly	Both	Worldwide	\$ 95.11
541810ODC	Consultants -Medical Technician	Task	Both	Worldwide	\$ 1,426.70
541810ODC	Consultants - Facilitator	Task	Both	Worldwide	\$ 2,972.29
541810ODC	Consultants - Foreign Language Interpretation	Task	Both	Worldwide	\$ 33,051.89
541810ODC	Consultants - Notetaker	Hourly	Both	Worldwide	\$ 107.00
541810ODC	Consultants - Photographer	per shoot	Both	Worldwide	\$ 2,080.60
541810ODC	Consultants - Temp Support	Task	Both	Worldwide	\$ 12,129.33
541810ODC	Consultants - Transcription	Task	Both	Worldwide	\$ 5,825.69
541810ODC	Consultants - Translation	Per word	Both	Worldwide	\$ 0.21
541810ODC	Co-Sponsorship Payments	Task	Both	Worldwide	\$ 601,107.53
541810ODC	Duplication	Task	Both	Worldwide	\$ 26,756.02
541810ODC	Equipment Rental	Task	Both	Worldwide	\$ 68,797.86
541810ODC	Honoraria and Speakers Fees	Task	Both	Worldwide	\$ 199,405.14
541810ODC	Hotel or Venue Expenses	Task	Both	Worldwide	\$ 869,532.67
541810ODC	Mobile App	Task	Both	Worldwide	\$ 8,025.19
541810ODC	Passkey	Task	Both	Worldwide	\$ 26,750.63
541810ODC	Postage/Courier/FedEx	Task	Both	Worldwide	\$ 11,130.38
541810ODC	Printing and Binding	Task	Both	Worldwide	\$ 83,643.64
541810ODC	RFID Service	Task	Both	Worldwide	\$ 99,645.58
541810ODC	Security Services	Task	Both	Worldwide	\$ 14,186.16
541810ODC	Shuttle Services	Task	Both	Worldwide	\$ 80,994.96
541810ODC	Telephone	per minute	Both	Worldwide	\$ 0.09
541810ODC	Video Production Services	Task	Both	Worldwide	\$ 8,750.43
541810ODC	Webcasting Services	Task	Both	Worldwide	\$ 23,130.38
541810ODC	Website	Task	Both	Worldwide	\$ 41,575.83

Awarded other direct costs (ODCs) are comprised of the descriptions above and are directly applicable to the services provided. Agency orders may alter the type, quality, and timing of each component and thus result in a higher/lower price for specific requirements. PSA is advised that based on the specific task identified at the task order level, Clause 552.238-75 Price Reductions may be used to provide a proposed fixed price to the agency to more accurately reflect the actual work required. Orders may not exceed the awarded ODCs as specified above without a modification to this contract.

ODCs are invoiced at a ceiling rate of cost plus 18% plus the IFF fee. No additional profit is incorporated herein. Other direct costs may not be increased without a modification to the contract.

### Labor Rates

SIN	Labor Category	Minimum Education	Minimum Years Education	Year 1, March 18, 2020 - March 17, 2021	Year 2, March 18, 2021 - March 17, 2022	Year 3, March 18, 2022 - March 17, 2023	Year 4, March 18, 2023 - March 17, 2024	Year 5 March 18, 2024 - March 17, 2025
				GSA PRICE + IFF Current	GSA PRICE + IFF	GSA PRICE + IFF	GSA PRICE + IFF	GSA PRICE + IFF
561920 and 541430	Administrative Assistant**	High School	2	\$48.92	\$49.90	\$50.65	\$51.41	\$52.18
561920	Audio-visual Equipment Specialist**	High School	5	\$57.56	\$58.71	\$59.59	\$60.49	\$61.39
561920 and 541430	Clerk**	High School	0	\$35.14	\$35.84	\$36.38	\$36.93	\$37.48
561920 and 541430	Creative Art Director	Bachelors	10	\$116.91	\$119.25	\$121.04	\$122.85	\$124.70
561920 and 541430	Desktop Publisher	Bachelors	4	\$58.61	\$59.79	\$60.68	\$61.59	\$62.52
561920 and 541430	Editor	Bachelors	1	\$66.26	\$67.58	\$68.60	\$69.63	\$70.67
561920	Financial Specialist	Bachelors	4	\$65.90	\$67.22	\$68.23	\$69.25	\$70.29
561920 and 541430	Graphics Artist I	Bachelors	2	\$78.43	\$80.00	\$81.20	\$82.42	\$83.65
561920 and 541430	Graphics Artist II	Bachelors	0	\$61.32	\$62.55	\$63.48	\$64.44	\$65.40
561920 and 541430	Information Systems Specialist**	Bachelors	8	\$99.02	\$101.00	\$102.52	\$104.05	\$105.61
561920	Meeting Coordinator I	High School	2	\$63.81	\$65.09	\$66.06	\$67.06	\$68.06
561920	Meeting Coordinator II	High School	1	\$56.18	\$57.30	\$58.16	\$59.04	\$59.92
561920	Program Specialist	High School	4	\$62.76	\$64.01	\$64.97	\$65.95	\$66.94
561920 and 541430	Project Director I	Bachelors	8	\$126.40	\$128.93	\$130.86	\$132.82	\$134.82
561920 and 541430	Project Director II	Bachelors	5	\$107.50	\$109.65	\$111.30	\$112.97	\$114.66
561920	Science Writer	Bachelors	8	\$102.14	\$104.19	\$105.75	\$107.33	\$108.94
561920	Senior Consultant/Meeting Planner	Bachelors	8	\$95.22	\$97.12	\$98.58	\$100.06	\$101.56
561920 and 541430	Senior Designer	Bachelors	5	\$79.32	\$80.91	\$82.12	\$83.35	\$84.60
561920	Senior Meeting Professional I	Bachelors	6	\$85.17	\$86.88	\$88.18	\$89.50	\$90.85
561920	Senior Meeting Professional II	Bachelors	4	\$76.87	\$78.41	\$79.58	\$80.78	\$81.99
561920 and 541430	Senior Technical Advisor	Bachelors	12	\$198.94	\$202.92	\$205.96	\$209.05	\$212.19
561920 and 541430	Technical Advisor	Bachelors	8	\$126.69	\$129.23	\$131.16	\$133.13	\$135.13
561920 and 541430	Writer / Editor	Bachelors	3	\$89.63	\$91.42	\$92.80	\$94.19	\$95.60

\*\*The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

Contract Clause I-FSS-969, “Economic Price Adjustment – FSS Multiple Award Schedule” is modified to provide for an annual escalation of 1.5% applied at the anniversary date.

### Labor Category Descriptions

SIN/SIN Proposed*	Labor Category	Description
561920 and 541430	Administrative Assistant	Collate and duplicate materials. Function as front-line customer service representative, managing telephones, faxes, and e-mails. Perform and/or verify data entry. Order supplies and services. Set up and maintain electronic and paper files. Photocopy records, reports, and copies of vendor and participant invoices.
561920	Audio-visual Equipment Specialist	Set up, maintain, and break down audio-visual equipment for onsite events. Provide troubleshooting services. Provide consultation services for equipment selection and placement.
561920 and 541430	Clerk	Provide General office support including answering phones, photocopying records, faxing documents, and entering data in computers.
561920 and 541430	Creative Art Director	Functions as the creative head of the design team. Responsible for development of graphic design, advertising, communications and industrial design publications. Establishes the conceptual and stylistic direction for the design staff and orchestrates work, as well as the work of other artists.
561920 and 541430	Desktop Publisher	Responsible for design, layout and format concepts for newsletters, press releases, brochures, direct mail pieces, print ads. Responsible for the production and layout of text and graphics through completion.
561920 and 541430	Editor	Enforce and ensure proper grammar, spelling, and style on outgoing documents. Support editing and proofreading of technical documents.
561920	Financial Specialist	Provide accounting and audit services for project. Assist in collecting, analyzing, and interpreting information that can impact marketing and advertising decision for clients.
561920 and 541430	Graphics Artist I	Assist in designing and developing graphics and illustrations for use in technical materials, manuals, and publications. Material may be presented either electronically, through paper publications, or both.
561920 and 541430	Graphics Artist II	Assist in designing and developing graphics and illustrations for use in technical materials, manuals, and publications. Material may be presented either electronically, through paper publications, or both.
561920 and 541430	Information Systems Specialist	Provide upper-level computer and telecommunications support, including server maintenance and repair, network installation and administration, technical troubleshooting, computer installation, and equipment management. Assist in managing large database operations. Maintain electronic information security measures.
561920	Meeting Coordinator I	Assist the Program Specialist with pre- planning, support, and follow-up. Arrange for travel and accommodations of speakers. Produce and send correspondence. Create and

SIN/SIN Proposed*	Labor Category	Description
		maintain a databases and mailing lists. Oversee production of meeting materials. Oversee plenary and breakout room setup.
561920	Meeting Coordinator II	Assist the Program Specialist with pre- planning, support, and follow-up. Arrange for travel and accommodations of speakers. Produce and send correspondence. Create and maintain a databases and mailing lists. Oversee production of meeting materials. Oversee plenary and breakout room setup.
561920	Program Specialist	Oversee overall conference pre-planning, support, and follow-up. Arrange for travel and accommodations of speakers. Produce and send correspondence. Oversee production of meeting materials
561920 and 541430	Project Director I	Utilize extensive experience to provide overarching direction and management for Federal contracts. Serve as day-to-day manager of projects. Responsible for all aspects of performance and the timely submission and quality of all deliverables. Manage all team members and consultants. Serve as primary liaison for client.
561920 and 541430	Project Director II	Provide overarching direction and management for Federal contracts. Serve as day-to-day manager of projects. Responsible for all aspects of performance and the timely submission and quality of all deliverables. Manage all team members and consultants. Serve as primary liaison for client.
561920	Science Writer	Conduct literature reviews. Compile and edit background documents. Attend and record notes of high-level technical meetings, including coordinating with speakers to ensure accurate reporting of the material.
561920	Senior Consultant/Meeting Planner	Provide consulting in specific functional areas of project and support the planning and management of all phases of complex conferences and meetings for Government agencies.
561920 and 541430	Senior Designer	Responsible for conceptualization and design solutions from concept to completion. May direct the work of one or more junior designers, who generate comps and create layouts and final art.
561920	Senior Meeting Professional I	Support the planning and management of all phases of complex and/or large-scale conferences and meetings for Government agencies.
561920	Senior Meeting Professional II	Support the planning and management of all phases of complex and/or large-scale conferences and meetings for Government agencies.
561920 and 541430	Senior Technical Advisor	Utilize senior management skills and experience, in concert with specific, relevant expertise in an area of core competency. The Senior Technical Advisor acts as the resident expert and advises the project team on technical and management issues.

<b>SIN/SIN Proposed*</b>	<b>Labor Category</b>	<b>Description</b>
561920 and 541430	Technical Advisor	Utilize management skills and experience, in concert with specific, relevant expertise in an area of core competency. The Technical Advisor acts as the advisor to the project team on technical and management issues and assists the Senior Technical Advisor in overseeing technical issues on the project.
561920 and 541430	Writer / Editor	Generate and/or edit documents to client's specifications. Attend and record notes at meetings. Produce literature and correspondence. Ensure style and quality on published documents.

### SCA Matrix Wage Determination

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code Title</b>	<b>WD Number</b>
Administrative Assistant	Administrative Assistant (01020)	2015-4282, Revision 15
Audio-visual Equipment Specialist	Peripheral Equipment Operator (14150)	2015-4282, Revision 15
Clerk	General Clerk III (01111)	2015-4282, Revision 15
Information Systems Specialist	System Support Specialist (14170)	2015-4282, Revision 15
Meeting Coordinator II	Travel Clerk I (01531)	2015-4282, Revision 15
Meeting Coordinator I	Travel Clerk II (01532)	2015-4282, Revision 15
Program Specialist	Travel Clerk III (01533)	2015-4282, Revision 15
Writer/Editor	Technical Writer II (30462)	2015-4282, Revision 15
Graphic Artist I	Graphic Artist (15080)	2015-4282, Revision 15
Graphic Artist II	Graphic Artist (15080)	2015-4282, Revision 15

## Ordering Event Management and Support Services from a GSA Schedule

Task Orders for event management and support services can now be executed within days rather than months! The Professional and Scientific Associates' GSA Schedule contract is available to all Federal agencies world-wide.

You can order our event management and support services directly from the Schedule. Submit a request to your contracting officer that includes the contract number **47QRAA20D0055**, a statement of work, and a request to include us in the review of Schedule contractors.

The maximum amount for any task order under this Schedule contract is \$1,000,000 (without additional GSA authorization).

This amount will be sufficient to cover most of your events without being forced to suffer through a lengthy source selection that includes synopses, solicitations, RFPs, paper-based responses, oral presentations, a Source Selection Board, debriefings, or protests.

For multiple events, we can sign a Blanket Purchase Agreement with you. Just ask us how. Tell your contracting officer that, because we are a small business, orders placed against our contract result in Small, Business credit towards agency SBA goals.

How is purchasing from the GSA Schedule better than purchasing on the open market?

1. **Streamlining.** Administrative time is greatly reduced. No synopsis or RFP is required.
2. **Confidence.** GSA has already determined the vendors to be technically competent.
3. **Best Value.** Schedule contractors offer Most Favored Customer hourly rates that GSA has pre-negotiated to be fair and reasonable.
4. **Simplicity.** Ordering is easy, and Government commercial credit cards are accepted in payment

### **REMEMBER:**

**NO** red tape

**NO** search for sources

**NO** synopsis

**NO** RFP

**NO** cost or pricing data

**NO** proposal audit

**NO** lengthy source selection

**NO** fair and reasonable price determination of vendor hourly rates

**NO** debriefings

**NO** protests

**YES:** Quality assurance

**YES:** Most Favored Customer prices

**YES:** Government Credit Cards accepted

**YES:** Schedule purchases apply to SBA agency goals

**It's as easy as 1-2-3:**

1. **Review** the price lists of three Schedule contractors and prepare a Request for Quotes that includes a Statement of Work and asks for a firm-fixed price quote (or a labor hour quote with a ceiling price).

2. **Receive** the three contractor quotes (oral presentations are encouraged), consider the level of effort and mix of labor proposed to perform the specific task being ordered, and select the Best Value offeror (including past performance).
3. **Place** the order directly.

If you are using the GSA Schedule for the first time, actual procedures for ordering services are immediately below. Please contact Ashley Golden on [info@exploreprsa.com](mailto:info@exploreprsa.com) or (503) 473-9148 for ordering and technical assistance.

**Ordering Procedures For Services (Requiring a Statement of Work)** - 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 require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices 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.

1. When ordering services, ordering offices shall-
  - a. Prepare a Request (Request for Quote or other communication tool):
    - i. A statement of work (a performance-based statement of work is preferred) 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. The request should include the statement of work and request 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 quote may be requested. The firm-fixed price shall be based on the prices 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 direct charges 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 may ask 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 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 qualification of responses.
  - b. Transmit the Request 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, pricing and other factors such as contractors' locations, as appropriate).
- ii. The request 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 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.
  - c. Evaluate Responses and Select the Contractor to Receive the Order:  
After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

**Blanket Purchase Orders:**

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 (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.

**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 should be awarded the BPA. (See FAR 8.404)

**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.

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. (See FAR 8.404)
3. 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.
4. 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 best value. (See FAR 8.404)
5. 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.