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**Shearer & Associates, Inc. MOBIS Contract GS-10F-0042N**

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## Schedule for Management, Organizational and Business Improvement Services (MOBIS)

[GSA.Advantage@gsa.gov](mailto:GSA.Advantage@gsa.gov).

### GENERAL SERVICES ADMINISTRATION

Welcome to the Shearer & Associates, Inc. in conjunction with the GSA *Advantage* on-line access to contract ordering information, terms and conditions, up-to-date pricing. There is also the option to create an electronic delivery order available through GSA *Advantage!*<sup>TM</sup>, a menu-driven database system.

**FSS Federal Supply Schedules:** Schedule products and services are delivered direct from the contractor and delivery times will vary. Federal Supply Schedule products/services are being added daily. Click on Schedules e-Library for the Schedules & Contractors currently available on GSA *Advantage!*

**For more information** regarding Advantage! vendors, please contact them toll free at 1-877-472-3777, or e-mail your questions/comments to [GSA.Advantage@gsa.gov](mailto:GSA.Advantage@gsa.gov).

**Federal Supply Group:** 874  
**Contract Number:** GS-10F-0042N

**Contract Period:** October 22, 2002 through October 21, 2007  
**Business Size:** Small Business

**Contractor:** **Shearer & Associates, Inc.**  
4970 Corporate Drive, Suite 125  
Huntsville, AL 35805

**Telephone:** 256-830-1031  
**FAX Number:** 256-830-9312  
**Website:** [www.shearerassociates.us](http://www.shearerassociates.us)

**Contract Administration:** Carol House  
**Telephone:** 256-830-1031  
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**GSA Contract Administration:** Geri Smith  
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## Customer Information

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:  
  
**874-1, Consulting Services; 874-2, Facilitation Services; 874-3, Survey Services; 874-4, Training Services; and 874-7, Program Integration and Project Management.**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded. This price is the Government price based on a unit of one, exclusive (**See number 6 below**)
2. Maximum Order: **\$1,000,000.00**
3. Minimum Order: **\$300.00**
4. Geographic Coverage (delivery Area): **Worldwide**
5. Point(s) of production (city, county, and state or foreign country): **Same as Contractor**
6. Discount from list prices or statement of net price: **Government net prices (discounts already deducted).**

## SCHEDULE OF ITEMS

**SIN 874-1: CONSULTING SERVICES** – Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies’ management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to:

▪ strategic, business and action planning	▪ high performance work	▪ process and productivity improvement
▪ systems alignment	▪ leadership systems	▪ organizational assessments
▪ cycle time	▪ performance measures and indicators	▪ program audits, and evaluations

**SIN 874-2: FACILITATION SERVICES** – Contractors shall provide facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and /or groups with common and divergent interests may require a neutral to assist them in:

▪ the use of problem solving techniques	▪ defining and refining the agenda	▪ debriefing and overall meeting planning
▪ Resolving disputes, disagreements, and divergent views	▪ Logistical meeting/conference support when performing technical facilitation	▪ Convening and leading large and small group briefings and discussions
▪ Providing a draft for the permanent record	▪ Recording discussion content and focusing decision-making	▪ Preparing draft and final reports for dissemination

**SIN 874-3: SURVEY SERVICES** – Contractors shall provide expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Contractors shall assist with, and/or perform all phases of the survey process to include, but not limited to:

▪ Planning survey design	▪ Sampling; survey development	▪ Pretest/pilot surveying
▪ defining and refining the agenda	▪ survey database administration	▪ assessing reliability and validity of data

<ul style="list-style-type: none"> <li>▪ Determining proper survey data collection methodology</li> </ul>	<ul style="list-style-type: none"> <li>▪ Administering surveys using various types of data collection methods</li> </ul>	<ul style="list-style-type: none"> <li>▪ assessing reliability and validity of data analyses of quantitative and qualitative survey data</li> </ul>
<ul style="list-style-type: none"> <li>▪ Production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-response; and briefings of results to include discussion of recommendations and potential follow-up actions.</li> </ul>		

## SCHEDULE

<b>SINs 874-1, Consulting Services, 874-2, Facilitation Services &amp; 874-3, Survey Services</b>	<b>Shearer Site</b>	<b>Furnished Site</b>
<b>SUBJECT MATTER EXPERT</b>		
LEVEL 1	\$153.40	\$147.92
<b>PROGRAM MANAGER</b>		
LEVEL 6	\$139.99	\$134.51
LEVEL 5	\$121.93	\$116.46
LEVEL 4	\$111.34	\$105.87
LEVEL 3	\$103.56	\$99.02
LEVEL 2	\$96.14	\$90.67
LEVEL 1	\$89.25	\$83.79
<b>ENGINEER</b>		
LEVEL 10	\$153.00	\$147.53
LEVEL 9	\$139.99	\$134.51
LEVEL 8	\$121.93	\$116.46
LEVEL 7	\$111.34	105.87
LEVEL 6	\$103.56	\$99.02
LEVEL 5	\$96.14	\$90.67
LEVEL 4	\$89.25	\$83.79
LEVEL 3	\$75.94	\$70.46
LEVEL 2	\$64.26	\$58.80
LEVEL 1	\$54.04	\$48.57
<b>TECHNICIAN</b>		
LEVEL 3	\$75.94	\$70.46
LEVEL 2	\$64.26	58.80
LEVEL 1	\$54.04	\$48.57
<b>TECHNICAL WRITER</b>		
LEVEL 3	\$75.94	\$70.46
LEVEL 2	\$60.33	\$57.12
LEVEL 1	\$54.04	\$48.57
<b>ADMIN ASST</b>		
LEVEL 1	\$40.26	\$37.05
<b>CAD OPERATOR/DRAFTER</b>		
LEVEL 3	75.94	70.46
LEVEL 2	60.33	57.12
LEVEL 1	54.04	48.57
<b>TECHNICAL ANALYST</b>		
LEVEL 5	\$110.06	\$105.87
LEVEL 4	\$104.48	\$99.02
LEVEL 3	\$89.25	\$83.79
LEVEL 2	\$75.94	\$70.46
LEVEL 1	\$64.26	\$58.80

**SIN 874-4: TRAINING SERVICES** – Contractors shall provide off-the-shelf, or customized off-the-shelf training package under this SIN to meet specific agency needs related to management, organizational and business improvement services, such as, but not limited to:

▪ customer service; team building	▪ ISO 9000 and ISO 14000	▪ process improvement
▪ performance measurement	▪ statistical process control	▪ performance problem-solving
▪ business process reengineering	▪ quality management	▪ change management
▪ strategic planning	▪ benchmarking	▪

Customization of off-the-shelf training may include but is not limited to:

▪ workbooks	▪ computer based training	▪ overhead transparencies
▪ training manuals	▪ videotapes	▪ advanced presentation media

SINs 874-4 Training Services	Shearer Site	Furnished Site
<b>SUBJECT MATTER EXPERT</b>		
LEVEL 1	\$153.40	\$147.92
<b>PROGRAM MANAGER</b>		
LEVEL 6	\$139.99	\$134.51
LEVEL 5	\$121.95	\$116.46
<b>ENGINEER</b>		
LEVEL 10	\$153.00	\$147.53
LEVEL 9	\$139.99	\$134.51
LEVEL 8	\$121.93	\$116.46
<b>TECHNICAL WRITER</b>		
LEVEL 3	\$75.94	\$70.46
LEVEL 2	\$60.33	\$57.12
LEVEL 1	\$54.04	\$48.57
<b>ADMIN ASST</b>		
LEVEL 1	\$40.26	\$37.05
<b>CAD OPERATOR/DRAFTER</b>		
LEVEL 3	\$75.94	\$70.46
LEVEL 2	\$60.33	\$57.12
<b>TRAINING COURSES</b>	<b>Min/Max Person</b>	<b>Cost per person</b>
Electronic Security	16-50	\$1,714.00
Energy Management	16-50	\$1,714.00

**SIN 874-7: PROGRAM INTEGRATION & PROJECT MANAGEMENT SERVICES** – Contractors shall provide services in the management, integration, and programs and projects. These services may include, but are not limited to:

▪ program management	▪ program oversight	▪ project management
▪ program integration (team leader)		

SINs 874-7 Program Integration & Project Management Services	Shearer Site	Furnished Site
<b>SUBJECT MATTER EXPERT</b>		
LEVEL 1	\$153.40	\$147.92
<b>PROGRAM MANAGER</b>		
LEVEL 6	\$139.99	\$134.51
LEVEL 5	\$121.93	\$116.46
LEVEL 4	\$111.34	\$105.87

LEVEL 3	\$103.56	\$99.02
LEVEL 2	\$96.14	\$90.67
LEVEL 1	\$89.25	\$83.79
<b>TECHNICAL WRITER</b>		
LEVEL 3	75.94	70.46
LEVEL 2	\$60.33	\$57.12
LEVEL 1	\$54.04	\$48.57
<b>ADMIN ASST</b>		
LEVEL 1	\$40.26	\$37.05
<b>CAD OPERATOR/DRAFTER</b>		
LEVEL 3	\$75.94	\$70.46
LEVEL 2	\$60.33	\$57.12
<b>TECHNICAL ANALYST</b>		
LEVEL 5	\$110.06	\$105.87
LEVEL 4	\$104.48	\$99.02
LEVEL 3	\$89.25	\$83.79
LEVEL 2	\$75.94	\$70.46
LEVEL 1	\$64.26	\$58.80

7. Quantity discounts: **None**
8. Prompt payment terms: **Net 30 days**
- 9a. Notification that Government purchase cards are accepted below the micro-purchase threshold: **Yes**
- 9b. Notification that Government commercial credit cards are accepted above the micro-purchase threshold: **Yes**
10. Foreign items (list items by country of origin): **None**
- 11a. Time of Delivery: **30 Days or as specified**
- 11b. Expedited Delivery: **Contact Contractor**
- 11c. Overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent Requirements: **Contact Contractor**
12. F.O.B Point(s): **Destination**
13. Ordering Address(es): **Same as Contractor's Address**
14. Payment address(es): **Same as Contractor's Address**
15. Warranty provision: **Contractor's standard commercial warranty applies**
16. Export Packing Charges: **N/A**

17. Terms and conditions of Government commercial credit card acceptance: **Will Accept over the Micro-purchase threshold.**
18. Terms and conditions of rental, maintenance, and repair: **N/A**
19. Terms and conditions of installation: **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: **N/A**
21. List of service and distribution points: **N/A**
22. List of participating dealers: **N/A**
23. Preventative maintenance: **N/A**
24. Year 2000 (Y2K) compliant: **Yes**
25. Environmental attributes, e.g. recycled content, energy efficiency, and/or reduced pollutants. **N/A**
26. Data Universal Number System (DUNS) number: **022/20010**
27. Notification regarding registration in Central Contractor Registration (CCR) database: **Yes**

Send mail to [chouse@shearerassociates.us](mailto:chouse@shearerassociates.us) with questions or comments about this web site.

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# USE OF FEDERAL SUPPLY SCHEDULE CONTRACTS

In accordance with FAR 8.404:

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

**a. Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

**b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

**c. Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

- (1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

**NOTE:** For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

**d. Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

**e. Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

**f. Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

**g. Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

## **ORDERING PROCEDURES FOR SERVICES**

The following ordering procedures were developed to assist our customer agencies in the purchase of services that are priced 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. The 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 specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

## **When ordering services, ordering offices shall –**

### **I. Prepare a Request for Quotes:**

A. 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.

B. 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 quote 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.

C. 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.

D. 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.

### **II. Transmit the Request for Quotes to Contractors:**

A. 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).

B. 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 quotes 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.

### **III. 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.

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 - 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.

A. **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.

B. **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 II.B 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.

#### **IV. 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.

V. 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.

VI. When the ordering office's requirement involves both products as well as 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.

VII. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, 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.

## **Team Arrangements**

### **CONTRACTOR TEAM ARRANGEMENTS AND FEDERAL SUPPLY SCHEDULES**

In the spirit of the Federal Acquisition Streamlining Act, 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 --

- ❖ 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 that 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 applications 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). BPA's 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:

- ❖ Customers identify their requirements.
- ❖ Federal Supply Schedule contractors may individually meet the customers needs,  
or -
- ❖ Federal Supply Schedule contracts may submit a Schedules “Team Solution” to meet the customer’s requirement.
- ❖ Customers make a best value selection.

**The next section contains a Blanket Purchase Agreement Form**

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE  
Shearer & Associates, Inc.**

In the spirit of the Federal Acquisition Streamlining Act \_\_\_\_\_ (Agency) \_\_\_\_\_  
and Shearer & Associates, Inc. enter into a cooperative agreement to further reduce the  
administrative costs of acquiring commercial items from the General Services Administration  
(GSA) Federal Supply Schedule Contract(s) GS-10F-0042N.

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

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS10F-0042N, 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:  
(Scope of Work)

(2) Delivery or CDRLs:

**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; **Shearer & Associates, Inc.**

(b) Contract Number; **GS-10F-042N**

(c) BPA Number:

(d) SIN Number:

(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 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.

<mailto:chouse@shearerassociates.us>