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Authorized Federal Supply Schedule Pricelist

ENVIRONMENTAL SERVICES

SRA International, Inc.

Contract Number: GS-10F-0221J

Contract Period: Sep. 1, 1999 – Aug. 31, 2019

FSC Code F999;

SIN 899-1, 899-1(RC): Environmental Consulting Services

SIN 899-3, 899-3(RC): Environmental Training Services

4300 Fair Lakes Court
Fairfax, Virginia 22033-4232

Phone: (703) 803-1500

Fax: (703) 803-1509

e-mail: schedules@sra.com

SRA Website: www.sra.com

Business size: Large



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 INTERNET address GSA Advantage! ® is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov. Prices Shown Herein are Net (discount deducted).

Pricelist Current Through Modification # PO-0021 dated 7/31/2014

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CUSTOMER INFORMATION

1a. *Awarded Special Item Numbers (SINs):

SIN 899-1: Environmental Consulting Services

SIN 899-3: Environmental Training Services

The following SINs are also incorporated to include Recovery Purchasing (for state and local governments to use GSA Schedules for disaster recovery):

SIN 899-1(RC): Environmental Consulting Services

SIN 899-3(RC): Environmental Training Services

**See Section 4, Labor Category Rates, for rate information*

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not applicable

1c. Description of job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services: See Sections 4 and 5 for hourly rates and labor category descriptions.

2. Maximum Order: There is no maximum task order for this contract. A maximum threshold value of \$1,000,000 for a task order was established for the contract. When task orders exceed this value, agencies should seek additional discounts from the contractor.

3. Minimum Order: \$100.00.

4. Geographic Coverage (delivery Area): Worldwide

5. Point(s) of Production: SRA International, Inc. (SRA) offices and at customer locations where required and appropriate.

6. Discount From List Prices or Statement of Net Price: None.

7. Quantity Discounts: None.

8. Prompt Payment Terms: Net 30 days.

9a. Acceptance of Government Credit Cards: Government credit cards **will** be accepted for orders at or below the micro-purchase threshold.

9b. Acceptance of Government Credit Cards: Government credit cards **will** be accepted for orders above the micro-purchase threshold.

- 10. Foreign Items (list items by country of origin):** None.
- 11a. Time of Delivery:** Specified on the task order.
- 11b. Expedited Delivery:** Agencies may contact SRA for rates for expedited delivery.
- 11c. Overnight and 2-day Delivery:** Agencies may contact SRA for rates for overnight and 2-day delivery.
- 11d. Urgent Requirements:** Customers may send an e-mail to schedules@sra.com to meet urgent requirements.
- 12. F.O.B. Points:** Destination.
- 13a. Ordering Address:**
SRA International, Inc.
Attention: Carla Jamison
4300 Fair Lakes Court
Fairfax, VA 22033-4232
Email: schedules@sra.com
Phone: (703) 502-1232
Fax: (703) 803-1509
- 13b. Ordering Procedures:** Ordering procedures and information on Blanket Purchase Agreements (BPA's) can be found at the end of this catalog or at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment Address:**
SRA International, Inc.
Attn: Accounts Receivable
P.O. Box 742213
Atlanta, GA 30374-2213
- 15. Warranty Provision:** SRA International, Inc. guarantees satisfaction for all of its products and services.
- 16. Export Packing Charges:** Not applicable.
- 17. Terms and conditions of Government purchase card acceptance:** None.
- 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 date of parts price lists and any discounts from list prices:** Not applicable
- 20a. Terms and conditions for any other services:** Not applicable

- 21. List of service and distribution points:** Not applicable
- 22. List of participating dealers:** Not applicable
- 23. Preventive maintenance:** Not applicable
- 24a. Special attributes:** Not applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services.**
- 25. Data Universal Number System (DUNS) number:**
Data Universal Number System (DUNS): 09-777-9698
Cage Code: 6R517
Tax Payer Identification Number (TIN): 54-1013306
SRA International, Inc.
Attn: Accounts Receivable
P.O. Box 742213
Atlanta, GA 30374-2213; 54-1013306
Parent: Sterling Parent, LLC; 45-2453394
- 26. Notification Regarding Registration in System for Award Management (SAM):**
SRA is registered in the System for Award Management (SAM) database.

1. Contract Overview

SRA International, Inc. provides environmental services primarily to government clients. Our staff of over 5,000 employees includes environmental professionals with experience supporting environmental planning and analysis, training, and information management for the Environmental Protection Agency (EPA), Department of Transportation (DOT), Department of Treasury, U.S. Army Corps of Engineers (USACE), and Federal Emergency Management Agency (FEMA), among other clients.

Disciplines Offered:

Air Quality Consulting; Archeology; Biology; Business Reengineering; Chemistry; Civil Engineering; Communications; Compliance; Audits; Economics; Environmental Engineering; Environmental Impact Statements and Assessments; Environmental Policy and Research; Environmental Program Management; Environmental and Occupational Training Facilitation; Geology; Hydrology; Hydrogeology; Information Management; Information System Development; Management Services; Natural, Cultural, and Historical Resource Management; Pollution Prevention; Regulatory Analysis; Remote Sensing; Risk Science; Soil Science; Sustainable Development; Telephone Services; Waste and Hazardous Materials Management

Federal Customers Supported:

U.S. Agency for International Development
U.S. Department of Commerce
U.S. Department of Defense
U.S. Department of Energy
U.S. Department of Justice
U.S. Department of Labor
U.S. Department of Transportation
U.S. Department of Treasury
U.S. Environmental Protection Agency
U.S. Federal Emergency Management Agency
U.S. Food and Drug Administration
U.S. General Services Administration
U.S. National Institute of Standards and Technology
U.S. Postal Service

2. Special Item Numbers (SINs)

Exhibit 1: Summary of Representative Services Offered and Knowledge and Experience with Federal and State Regulations and Reporting Requirements

The SRA Team possesses knowledge and experience with the following federal and state regulations and related reporting requirements associated with the services offered in each SIN area:

SIN	Services Offered	Federal and State Regulations*
<p>SIN 899-1, 899-1(RC) Environmental Consulting Services</p>	<p>Environmental impact statements and assessments under NEPA perform data identification, collection, development, and interpretation; national surveys; sampling and analysis; preparation of human health risk and environmental impact evaluations and reports; and expert testimony and material for attendance at public meetings and hearings</p> <p>Endangered species, wetlands, watersheds, and other natural resource management plans, studies, and consultations review existing technical reports and management plans; coordinate with U.S. Fish & Wildlife Service; contact appropriate state office for information; perform surveys; use the results of data collection to prepare reports and maps</p> <p>Archeological, historic, and other cultural resources management plans, studies, and consultations conduct resource surveys and studies; evaluate resource data; prepare appropriate nominations and reports; prepare management plans</p> <p>Economic, technical, and risk analyses in support of environmental needs conduct analyses of options under consideration for environmental actions, including data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses</p>	<p>AIRFA, ARPA, ASA, BEPA, CAA, CERCLA, CWA, CZMA, EPCRA, ESA, EsPA, FIFRA, FPPA, FQPA, FWCA, GPRA, MPRSA, NAGPRA, NCA, NEPA, NHPA, PPA, RCRA, RHA, SBREFA, SDWA, TSCA, WPFPA, WSRA</p>

	<p>Environmental compliance audits determine all applicable public laws and statutes, agency and command regulations and directives, and other federal, state, and local regulations; conduct audits; evaluate findings; prepare necessary documentation and reports; and conduct complete out-brief</p> <p>Compliance management planning develop management plans that will cover policy, planning, implementation, and operation; provide technical assistance and corrective action planning; and assist in management review</p> <p>Pollution prevention surveys conduct pollution prevention surveys; develop pollution prevention plans; establish inventories for hazardous materials; evaluate the economic and technical feasibility of process changes and recycling alternatives; and create databases to track progress in achieving pollution prevention goals</p> <p>Waste characterization studies</p> <p>Waste management alternatives evaluation</p> <p>Waste management planning</p> <p>Conduct analyses of options under consideration; perform data collection and development, analysis of comments, regulatory and economic analyses, feasibility analyses, hazard and exposure assessments, and risk analyses; develop waste characterization studies; recommend management strategy including identification of recycling options; and assess studies relating to collection and transfer of waste, source reduction, and evaluation of energy and fuel options</p> <p>Telephone system requirements assessment and setup</p> <p>Telephone system staffing</p> <p>Analysis and reporting of user profiles and requirements</p> <p>Provide telephone assistance with hazardous material spills, poisons, MSDSs, and other services</p>	
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<p>SIN 899-3, 899-3(RC) Environmental Training Services</p>	<p>Conventional course development and presentation Customized course development and presentation to meet specific needs Computer-aided interactive course development</p>	<p>CERCLA, EPCRA, GPRA, NEPA, OSHA, RCRA</p>
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Acronyms: Laws and Regulations

- AHERA:** Asbestos Hazard Emergency Response Act
- AIRFA:** American Indian Religious Freedom Act
- ARPA:** Archaeological Resources Protection Act
- ASA:** Abandoned Shipwreck Act
- BEPA:** Bald Eagle Protection Act
- CAA:** Clean Air Act
- CERCLA:** Comprehensive Environmental Response, Compensation & Liability Act
- CWA:** Clean Water Act
- CZMA:** Coastal Zone Management Act
- EPCRA:** Emergency Planning & Community Right-to-Know Act
- ESA:** Endangered Species Act
- EsPA:** Estuary Protection Act
- FFCA:** Federal Facility Compliance Act
- FIFRA:** Federal Insecticide, Fungicide, & Rodenticide Act
- FPPA:** Farmland Protection Policy Act
- FQPA:** Food Quality Protection Act
- FWCA:** Fish & Wildlife Coordination Act
- GPRA:** Government Performance & Results Act
- HMTA:** Hazardous Materials Transportation Act
- MPRSA:** Marine Protection, Research & Sanctuaries Act
- NAGPRA:** Native American Graves Protection & Repatriation Act
- NCA:** Noise Control Act
- NCP:** National Oil & Hazardous Substance Pollution Contingency Plan
- NEPA:** National Environmental Policy Act
- NHPA:** National Historic Preservation Act
- OSHA:** Occupational Safety & Health Act
- PPA:** Pollution Prevention Act
- RCRA:** Resource Conservation & Recovery Act
- RHA:** River & Harbor Act
- SBREFA:** Small Business Regulatory Enforcement Fairness Act
- SDWA:** Safe Drinking Water Act
- TSCA:** Toxic Substances Control Act
- WPFPA:** Watershed Protection & Flood Prevention Act
- WSRA:** Wild & Scenic Rivers Act

3. Labor Category Descriptions

Education and Experience Substitution

- Masters and Law degrees are equivalent to two (2) years experience.
- Ph.D. is equivalent to four (4) years experience.
- Years of experience can be traded one-for-one for degrees (e.g., Masters + 12 = Ph.D. + 10).

Title	Description	Education	Years Experience
Senior Executive Consultant	Nationally recognized expert in area of concentration	Ph.D.	12
Description	<p><i>Functional Responsibility:</i> Nationally recognized expert in area of concentration. Provides technical leadership in field of expertise, and develops solutions to complex problems. Expertise may include but not be limited to: environmental laws and regulations, energy, sustainability, or other skills required to support agency environmental programs.</p> <p><i>Education & Experience:</i> Ph.D. in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 12 years related experience required.</p>		
Executive Consultant	Provides top level technical input to complex projects	Ph.D.	10
Description	<p><i>Functional Responsibility:</i> Provides top level technical input in field of expertise to complex projects. Technical input may be provided in areas including but not limited to: environmental laws and regulations, energy, sustainability, or other skills required to support agency environmental programs.</p> <p><i>Education & Experience:</i> Ph.D. in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 10 years related experience required.</p>		

Team Leader	Manages multiple Task Orders in area of expertise	Masters	10
Description	<p><i>Functional Responsibility:</i> Manages multiple Task Orders in area of expertise, including but not limited to: environmental laws and regulations, energy, sustainability, and other functional skills required to support agency environmental programs. Plans, conducts, and supervises the completion of major tasks and supporting tasks. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.</p> <p><i>Education & Experience:</i> Master’s Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 10 years related experience required.</p>		
Project Manager	Leads projects under Team Leader supervision	Masters	8
Description	<p><i>Functional Responsibility:</i> Leads projects under Team Leader supervision, including planning, conducting and supervising the completion of major tasks and supporting tasks. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.</p> <p><i>Education & Experience:</i> Master’s Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 8 years related experience required.</p>		
Senior Analyst 1	Leads major tasks	Masters	6
Description	<p><i>Functional Responsibility:</i> Leads major tasks, including planning, conducting and supervising the completion of supporting tasks. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.</p> <p><i>Education & Experience:</i> Master’s Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 6 years related experience required.</p>		

Senior Analyst 2	Provides input to major tasks	Bachelors	6
Description	<p><i>Functional Responsibility:</i> Under limited supervision of senior staff, provides input to major tasks. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.</p> <p><i>Education & Experience:</i> Bachelor’s Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 6 years related experience required.</p>		
Analyst 1	Leads research and data interpretation activities	Bachelors	4
Description	<p><i>Functional Responsibility:</i> Under general supervision of senior staff, leads research and data interpretation activities. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.</p> <p><i>Education & Experience:</i> Bachelor’s Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 4 years related experience required.</p>		
Analyst 2	Conducts research and data interpretation activities	Bachelors	2
Description	<p><i>Functional Responsibility:</i> Works under supervision of senior or mid-level staff. Conducts research and data interpretation activities. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.</p> <p><i>Education & Experience:</i> Bachelor’s Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 2 years related experience required.</p>		

Junior Analyst 1	Conducts data compilation activities	Bachelors	1
Description	<p><i>Functional Responsibility:</i> Works under close supervision of senior or mid-level staff. Conducts data compilation activities. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.</p> <p><i>Education & Experience:</i> Bachelor’s Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. Minimum of 1 year related experience required.</p>		
Junior Analyst 2	Conducts data compilation activities	Bachelors	0
Description	<p><i>Functional Responsibility:</i> Works under close supervision of senior or mid-level staff. Conducts data compilation activities. Preferred experience includes knowledge of environmental laws and regulations, or other skills required to support agency environmental programs.</p> <p><i>Education & Experience:</i> Bachelor’s Degree in Business, Engineering, Computer Science, Information Systems, Public Policy, Engineering, Economics, Physical Science, Social Science, or other related analytical, scientific, or technical disciplines. No related experience required.</p>		
Technician	Trained in field services skill areas	High School Diploma	0
Description	<p><i>Functional Responsibility:</i> Trained in field service skill areas relevant to environmental laws and regulations or other skills required to support agency environmental programs. Typical duties may include all or some combination of the following: install or set up test equipment, record test data, or prepare simple charts or graphs.</p> <p><i>Education & Experience:</i> High School Diploma. No related experience required.</p>		
Administrative Assistant	Typically provides filing, data input and related support	High School Diploma	0
Description	<p><i>Functional Responsibility:</i> Provides filing, data collection, data input, and related administrative support for one or more projects. Typical duties may include all or some combination of the following: data entry, data collection or research (library or computer research), data maintenance, administrative support (typing, filing, copying, mailing), coordination of document production, or administering contracts.</p> <p><i>Education & Experience:</i> High School Diploma. No related experience required.</p>		

4. Labor Category Rates

Contractor Site

	Start Date	09/01/2014	09/01/2015	09/01/2016	09/01/2017	09/01/2018
	End Date	08/31/2015	08/31/2016	08/31/2017	08/31/2018	08/31/2019
#	Labor Categories - Contractor Site	Year 16	Year 17	Year 18	Year 19	Year 20
1	Senior Executive Consultant	\$187.50	\$190.88	\$194.32	\$197.82	\$201.38
2	Executive Consultant	\$107.48	\$109.41	\$111.38	\$113.38	\$115.42
3	Team Leader	\$141.77	\$144.32	\$146.92	\$149.56	\$152.25
4	Project Manager	\$123.47	\$125.69	\$127.95	\$130.25	\$132.59
5	Senior Analyst 1	\$102.13	\$103.97	\$105.84	\$107.75	\$109.69
6	Senior Analyst 2	\$77.60	\$79.00	\$80.42	\$81.87	\$83.34
7	Analyst 1	\$73.17	\$74.49	\$75.83	\$77.19	\$78.58
8	Analyst 2	\$60.97	\$62.07	\$63.19	\$64.33	\$65.49
9	Junior Analyst 1	\$56.41	\$57.43	\$58.46	\$59.51	\$60.58
10	Junior Analyst 2	\$45.74	\$46.56	\$47.40	\$48.25	\$49.12
11	Technician	\$53.43	\$54.39	\$55.37	\$56.37	\$57.38
12	Administrative Support	\$60.34	\$61.43	\$62.54	\$63.67	\$64.82

Government Site

	Start Date	09/01/2014	09/01/2015	09/01/2016	09/01/2017	09/01/2018
	End Date	08/31/2015	08/31/2016	08/31/2017	08/31/2018	08/31/2019
#	Labor Categories - Government Site	Year 16	Year 17	Year 18	Year 19	Year 20
1	Senior Executive Consultant	\$152.44	\$155.18	\$157.97	\$160.81	\$163.70
2	Executive Consultant	\$87.06	\$88.63	\$90.23	\$91.85	\$93.50
3	Team Leader	\$114.32	\$116.38	\$118.47	\$120.60	\$122.77
4	Project Manager	\$100.61	\$102.42	\$104.26	\$106.14	\$108.05
5	Senior Analyst 1	\$82.31	\$83.79	\$85.30	\$86.84	\$88.40
6	Senior Analyst 2	\$62.86	\$63.99	\$65.14	\$66.31	\$67.50
7	Analyst 1	\$59.45	\$60.52	\$61.61	\$62.72	\$63.85
8	Analyst 2	\$50.30	\$51.21	\$52.13	\$53.07	\$54.03
9	Junior Analyst 1	\$45.74	\$46.56	\$47.40	\$48.25	\$49.12
10	Junior Analyst 2	\$38.11	\$38.80	\$39.50	\$40.21	\$40.93
11	Technician	\$42.75	\$43.52	\$44.30	\$45.10	\$45.91
12	Administrative Support	\$49.03	\$49.91	\$50.81	\$51.72	\$52.65

*Rates include 0.75% IFF.

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Support	01020 - Administrative Assistant	2005-2103

5. Ordering Procedures

G-FSS-920 ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (MAY 2000) FSS A/L FC-98-6

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.

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 proposal 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)

6. Blanket Purchase Agreements

- (a) 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—
- (i) 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.
 - (1) **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)
 - (2) **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.
 - (ii) **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)
- (b) 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.
- (c) 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)
- (d) 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.

7. Special Provisions for Task Orders

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law. Contractors are strongly encouraged to price all items in the contract, to the maximum extent practicable.

8. 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. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information below regarding Contractor Team Arrangements.

Basic Guidelines for Using “Contractor Team Arrangements”

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

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

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements. General outline are as follows:

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

9. GSA Advantage!

GSA Advantage! is an online, interactive electronic information and ordering system that provides access to vendors’ schedule prices with ordering information. *GSA Advantage!* will allow the user to perform various searches across all contracts.

Agencies can browse *GSA Advantage!* by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape). The Internet address is <https://www.gsaadvantage.gov>.

10. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for Professional Engineering services. The ordering office on individual orders if appropriate may authorize progress payments. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

11. Payments

The Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for services rendered and accepted in accordance with GSAM 552.232-74, Invoice Payments (SEP 1999).