

GSA MAS Consolidation Price  
List - Updated 07/7/20



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*IT Infrastructure Products and Services*

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## **AUTHORIZED FEDERAL ACQUISITION SCHEDULE MAS CONSOLIDATION PRICELIST**

### **Solicitation 47QSMD20R0001 and AmdRefresh 0001**

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**Solicitation Number : 47QSMD20R0001**

**Refresh Number : 1**

**Contract Number : GS-35F-0593R Period Covered by Contract: 05/19/2020 – 05/19/2025**

General Services Administration/Federal Acquisition Service

Pricelist current through Contract EPA Modification eModId YWFPUR5L, dated 05/12/2020. Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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# INFORMATION FOR ORDERING ACTIVITIES

## SPECIAL NOTICE TO AGENCIES: Small Business Participation

### *FAR19.502-2*

*Acquisitions that have an anticipated dollar value exceeding \$3,000, but not over \$150,000 are automatically reserved for small businesses. This is required unless the contracting officer determines there is not a reasonable expectation of obtaining offers from two or more responsible small businesses. Acquisitions over \$150,000 are to be set-aside for small businesses when there is a reasonable expectation that offers will be obtained from at least two responsible small businesses.*

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>™</sup> on-line shopping service ([www.gsaaadvantage.gov](http://www.gsaaadvantage.gov)). The catalogs/pricelists, GSA Advantage!<sup>™</sup> and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) contain information on a broad array of products and services offered by small business concerns.

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

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

### **1. GEOGRAPHIC SCOPE OF CONTRACT:**

Domestic delivery is delivery within the 48 contiguous states and Alaska, Hawaii, and Puerto Rico and the District of Columbia. The Geographic Scope of Contract will be primarily domestic delivery with international delivery on an FOB origin case-by-case basis.

### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

(a) For all delivery orders, including computer-to-computer EDI orders, the following representative should be contacted regarding establishment of an EDI interface:

CHOICECOMM, LLC  
ATTN: ROBERT STORY  
2145 CABIN BRANCH COURT  
MOUNT AIRY, MD 21771  
Phone: (301)831-0063  
E-mail: [office@choicecomm.com](mailto:office@choicecomm.com)

(b) For orders by facsimile transmission, use the following number: Fax No.: (301) 560-5161

(c) For mailed orders, use the following mailing address:

CHOICECOMM, LLC  
ATTN: Sales Administration  
2145 CABIN BRANCH COURT  
MOUNT AIRY, MD 21771

(d) Payment Address: Payment should be forwarded to the following addresses:

Check Payment:  
CHOICECOMM, LLC  
ATTN: Accounts Receivable  
2145 CABIN BRANCH COURT  
MOUNT AIRY, MD 21771

Contractor will accept credit cards for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card).

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

301-831-0063

**3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

- Block 9: G. Order/Modification Under Federal Schedule Contract
- Block 16: Data Universal Numbering System (DUNS) Number: 101521263
- Block 30: Type of Contractor: B
- Block 31: Woman-Owned Small Business - NO
- Block 37: Contractor's Taxpayer Identification Number (TIN): 20-0238844
- Block 40: Veteran Owned Small Business (VOSB): NO
  - 4a. CAGE Code: 3DTF9
  - 4b. Contractor has registered with the SAM Database.

**5. FOB POINT**

Products will have FOB Terms of FOB Origin for items delivered to the 48 contiguous states and Alaska, Hawaii, and Puerto Rico and the district of Columbia. Contractor may ship FOB Destination if negotiated with the ordering activity. Freight cost will be prepaid and added to the invoice.

**6. DELIVERY SCHEDULE**

a. TIME OF DELIVERY: The Contractor shall deliver to the destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
33411, 811212	<u>30 Days</u>
54151ECOM	<u>30 Days</u>
OLM, 54151S and Ancillary	Per customer RFQ

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

c. **Expedited Delivery Times:**

For those items that can be delivered quicker than the normal delivery times offered by CHOICECOMM LLC, and where customers request expedited delivery, CHOICECOMM will provide expedited delivery of services and/or tasks as negotiated in and at the time of order.

d. **Overnight and 2-Day Delivery Times:**

Ordering activities may request overnight and 2-Day Delivery of items and documentation. If requested, the increased delivery costs (Federal Express or other shippers) will be reimbursed by the ordering activity, as negotiated in the order or at the time of request for overnight or 2-Day delivery.

7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.
  - a. Prompt Payment: None. Net thirty days from receipt of invoice.
  - b. Quantity: None.
  - c. Dollar Volume: None
  - d. Other Special Discounts (i.e. Government Education Discounts, etc.): None

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

Packaging of SIN materials for export, including documentation, is **not** available and will **not** be provided on international orders.

10. **Small Requirements:** The minimum dollar of orders to be issued is \$100.00

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order for the following Special Item Numbers (SINs) is as follows:

**SIN 33411 Purchasing of New Electronic Equipment: \$500,000**

**SIN 811212, Maintenance of Equipment, Repair Services and/or Repair/Spare Parts: \$500,000**

**SIN OLM Order-Level Materials (OLM): \$250,000**

**SIN 54151S, Information Technology Professional Services: \$500,000**

**SIN 54151ECOM, Electronic Commerce and Subscription Services: \$500,000**

**SIN Ancillary, Ancillary Supplies and/or Services: \$250,000**

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

**REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

14. **CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

## **15. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

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

## **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **19. CONTRACTOR TEAM ARRANGEMENTS**

**Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.**

## **20. SOFTWARE INTEROPERABILITY**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

## **SIN 33411/333411STLOC Purchasing of New Electronic Equipment**

33411 Includes desktop, laptop, tablet computers (including rugged), servers, storage equipment, hyperconverged integrated systems, supercomputers, routers, switches and other communications equipment, IT security equipment (hardware based firewalls), audio and video (AV) equipment, public address systems, monitors/displays, sensors and other Internet of Things (IOT) devices, printers and Multi-Function Device (MFD) equipment, broadcast band radio, two-way radio (LMR), microwave radio equipment, satellite communications equipment, radio transmitters/receivers (airborne), radio navigation equipment/antennas, optical/imaging systems, and associated peripherals required for operations (such as controllers, connectors, cables, drivers, adapters, etc.), ancillary installation of any equipment purchased.

NOTE: Subject to Cooperative Purchasing

Cooperative Purchasing: Yes

Set Aside: No

FSC/PSC Code : 7010

Maximum Order : \$500,000

NAICS

Number Description Business Size

334111 Electronic Computer Manufacturing 1250 employees

334112 Computer Storage Device Manufacturing 1250 employees

Instructions:

\*\*\*\*Best-in-Class (BIC) Designation\*\*\*\*

1. Specific Instructions for SIN 33411 - Purchase of new electronic equipment

N/A

## **SIN 811212/811212STLOC Computer and Office Machine Repair and Maintenance**

811212 Maintenance, Repair Service, and Repair Parts/Spare Parts for Government-Owned General Purpose Commercial Information Technology Equipment, Radio/Telephone Equipment. (After Expiration of Guarantee/Warranty Provisions and/or When Required Service Is Not Covered by Guarantee/Warranty Provisions) and for Leased Equipment

NOTE: Subject to Cooperative Purchasing

Cooperative Purchasing: Yes

Set Aside: No

FSC/PSC Code : J070

Maximum Order : \$500,000

NAICS

Number Description Business Size

811212 Computer and Office Machine Repair and Maintenance \$30 million

Instructions:

1. Specific Instructions for SIN 811212 - Computer and Office Machine Repair and Maintenance

a. Hardware maintenance and/or Service Repair is available, and allow for additional information to complete the "fill-in" to the terms and conditions.

- i. Repair Service Order Terms available at [www.gsa.gov/mascategoryrequirements](http://www.gsa.gov/mascategoryrequirements)
- ii. Maintenance Order Terms available at [www.gsa.gov/mascategoryrequirements](http://www.gsa.gov/mascategoryrequirements)
- a. The terms and conditions for each option type(s) offered shall be attached to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (OCT 2016)).

### **SIN 54151S/54151SSTLOC Information Technology Professional Services**

54151S IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

NOTE: Subject to Cooperative Purchasing

Cooperative Purchasing: Yes

Set Aside: No

FSC/PSC Code : D399

Maximum Order : \$500,000

NAICS

Number Description Business Size

541511 Custom Computer Programming Services \$30 million

541512 Computer Systems Design Services \$30 million

541513 Computer Facilities Management Services \$30 million

541519 Other Computer Related Services \$30 million

Instructions:

1. Specific Instructions for SIN 54151S - Information Technology Professional Services

47QSMD20R0001 Refresh: 0001 Category: F Information Technology

N/A

### **SIN 54151ECOM/54151ECOMSTLOC Electronic Commerce and Subscription Services**

47QSMD20R0001 Refresh: 0001 Category: F Information Technology

54151ECOM Includes value added network services, e-mail services, Internet access services, electronic subscription services, data transmission services, and emerging electronic commerce technologies.

NOTE: Subject to Cooperative Purchasing

Cooperative Purchasing: Yes

Set Aside: No

FSC/PSC Code : D304

Maximum Order : \$500,000

NAICS

Number Description Business Size

541511 Custom Computer Programming Services \$30 million

541512 Computer Systems Design Services \$30 million

541513 Computer Facilities Management Services \$30 million

541519 Other Computer Related Services \$30 million

811212 Computer and Office Machine Repair and Maintenance \$30 million

Instructions:

1. Specific Instructions for SIN 54151ECOM - Electronic Commerce and Subscription Services
  - a. Acceptance Testing: Acceptance testing shall be performed of the systems for ordering activity approval in accordance with the approved test procedures. Management and operations pricing shall be provided on a uniform basis. All management and operations requirements for which pricing elements are not specified shall be provided as part of the basic service.
  - b. Normal commercial installation, operation, maintenance, and engineering interface training on the system shall be provided. If there is a separate charge, it must be stated on the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (OCT 2016)).
  - c. Monthly summary report may be provided to the Ordering Activity in accordance with commercial practice.
2. If an electronic commerce service plan is offered the following must be stated on the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (OCT 2016):
  - a. Describe the electronic service plan and eligibility requirements;
  - b. Describe charges, if any, for additional usage guidelines; and
  - c. Describe corporate volume discounts and eligibility requirements, if any.

### **SIN ANCILLARY/ANCILLARYSTOC - Ancillary Supplies and/or Services**

- a) Ancillary supplies and/or services are support supplies and services which are not within the scope of any ITC SIN, and shall be offered under the ANCILLARY SIN, which is offered under the Miscellaneous large category.
- b) Non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately. Non-professional labor categories shall be offered under the ANCILLARY SIN, which is offered under the Miscellaneous large category.

### **SIN OLM/OLMSTLOC Order-Level Materials (OLM)**

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

## Labor Rates for all SIN Categories

### INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less

than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example , the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 33411 or 132-9.

### IT Related Electrical/Power Labor Rates For Uncleared Personnel

Title	GSA Price
PROJECT MANAGER	95.72
SYSTEMS ENGINEER	133

NETWORK CONSULTANT	125.94
SUPPORT SPECIALIST	45.34
SENIOR TECHNICIAN	88.66
CABLE TECHNICIAN	62.47
ELECTRICIAN	101.76
ELECTRICIAN HELPER	59.45
CABLE PULLER	38.29
PROJECT COORDINATOR	75.57

### **IT Infrastructure Installation Rates for Uncleared Personnel**

<b>Labor Category</b>	<b>GSA with IFF</b>
<b>Accounting Clerk I</b>	<b>30.83</b>
<b>Accounting Clerk II</b>	<b>37</b>
<b>Accounting Clerk III</b>	<b>43.16</b>
<b>Administrative Support I</b>	<b>48.11</b>
<b>Administrative Support II</b>	<b>54.27</b>
<b>Contract Support Specialist I</b>	<b>55.51</b>
<b>Contract Support Specialist II</b>	<b>59.2</b>
<b>Contract Support Specialist III</b>	<b>67.83</b>
<b>Project Manager Supervisor I</b>	<b>104.83</b>
<b>Project Manager Supervisor II</b>	<b>117.17</b>
<b>Project Manager Supervisor III</b>	<b>141.83</b>
<b>Subject Matter Expert/Design/Eng I</b>	<b>92.49</b>
<b>Subject Matter Expert/Design/Eng II</b>	<b>117.17</b>
<b>Subject Matter Expert/Design/Eng III RCDD</b>	<b>154.16</b>
<b>Technician I</b>	<b>65.37</b>
<b>Technician II</b>	<b>72.77</b>
<b>Technician III</b>	<b>83.87</b>

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

CHOICECOMM, LLC

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and CHOICECOMM, LLC 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) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of 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 ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

BPA NUMBER \_\_\_\_\_

**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

MODEL NUMBER/PART NUMBER

\*SPECIAL BPA DISCOUNT/PRICE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Delivery:

DESTINATION

DELIVERY SCHEDULES / DATES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) The ordering activity 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

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- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;
  - (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are 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.

## **Procurement Considerations For GSA Schedule Projects**

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

The following ordering information provides a technical reference for requiring activity personnel to use in performing their duties as a Contracting Officer. Only FAR SubPart 8.4 gives us terminology appropriate for Schedule ordering.

Ordering activities must use the procedures in Federal Acquisition Regulation (FAR) 8.405-1 when ordering Schedule contract supplies (products) and **fixed-price services** for a specific task, where a **Statement of Work (SOW) is not required** (e.g.; installation, maintenance, and repair).

For Ordering Procedures for **Services Requiring a Statement of Work (SOW)** (e.g., when ordering Schedule contract **services priced at hourly rates**), please refer to FAR 8.405-2.

The below table summarizes the requirements of FAR 8.405-1. These requirements are consistent with the requirements of DFARS 208.405-70, which apply to orders for supplies or services exceeding the simplified acquisition threshold issued by Department of Defense (DoD) offices, and non-DoD activities placing orders on behalf of DoD.

#### **Summary: Ordering Procedures, Services and products; where no SOW is required.**

##### **Orders that exceed the micro-purchase threshold, but not the simplified acquisition threshold:**

Consider reasonably available information about the supply or service offered on the GSA Advantage!® online shopping service, review at least three Schedule contractors' price lists, or **obtain quotations from at least three GSA Schedule contractors. Evaluate them, and then make a "Best Value" determination.**

## **Orders that exceed the simplified acquisition threshold or when establishing a BPA:**

**Prepare an RFQ and post on eBuy** to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure at least that quotes are received from at least three contractors.

Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).

A helpful checklist assists ordering activities in managing Schedule orders successfully from the initial planning process, and the decision to use GSA Schedules through performance management. Refer to "Checklist A" for orders not requiring a Statement of Work. Note that each ordering activity may have supplementary ordering guidelines and requirements to be followed when placing a Schedules order.

Under subsection G of 8.405-1, under "Minimum Documentation," the contracting officer will describe Schedules considered. Set-asides can be mentioned there. No additional documentation is required for sole source awards to Historically Underutilized Business Zone (HUBZone) firms, or Service-Disabled Veteran-Owned Small Businesses (SDVOSB's).

Remember! Ordering activities placing GSA Schedule contract orders (particularly if government wide commercial purchase cards are used), should advise Schedule contractors that they are authorized Schedule users. They should also cite the appropriate Schedule contract number on each ordering document, ensuring they receive Schedule contract supplies and services at Schedule contract prices. Supplies and services ordered must be within the scope of the GSA Schedule contract.

Contracting Officers, at their discretion, may set aside orders and BPA's for small business.

## **Documentation**

At a minimum, the ordering activity must document:

- The Schedule contracts considered, noting the contractor from which the supply or service was purchased;

- A description of the supply or service purchased;

- The amount paid; and

- The basis for the award decision.

## **When applicable, the following must be included in addition to the foregoing:**

- If an order is in excess of \$500,000, the determination of "best procurement approach" made during the planning process in accordance with FAR 17.502-1(a);

- When an order exceeds the simplified acquisition threshold and a minimum of three offers were not received and considered, evidence of steps taken to meet the competitiveness requirements of FAR 8.405-1(d), documentation demonstrating that the attempts to obtain offers from at least three firms that could meet the requirement were adequate; and

- Documentation, as required by FAR 8.405-6, of the circumstances and rationale for limiting consideration of Schedule contractors to fewer than three potential sources, including an approved Limited Source Justification when required.

## **Contractor Performance Evaluation**

Ordering activities must prepare an evaluation of contractor performance for each Schedule contract order that exceeds the simplified acquisition threshold (see FAR 8.406-7 and 42.1502(c)). Ordering activities must use agency-approved feeder systems to collect and electronically submit past performance reports to the Past Performance Information Retrieval System (PPIRS).

The shortcut to this page is [www.gsa.gov/schedulesorderingwithoutow](http://www.gsa.gov/schedulesorderingwithoutow).

## **Contacts**

National Customer Service Center

## Ordering Procedures for Services Requiring a Statement of Work (SOW)

The following ordering information provides a technical reference for requiring activity personnel to use in performing their duties as a Contracting Officer. Only FAR SubPart 8.4 gives us terminology appropriate for Schedule ordering.

Ordering activities must use the procedures in Federal Acquisition Regulation (FAR) 8.405-2 when ordering Schedule contract services priced at hourly rates. The applicable services will be identified in Schedule publications and contractors' Schedule price lists.

**Note:** Ordering activities must use the procedures in FAR 8.405-1, Ordering Procedures for Supplies, and Services Not Requiring a Statement of Work (SOW) when ordering Schedule contract supplies (products) and fixed-price services for a specific task, where a Statement of Work is not required (e.g., installation, maintenance, and repair or a well-defined, priced training class offering).

### Order Procedures:

Services that require an SOW e.g., when ordering services priced at hourly rates.

#### Orders at or below the micro-purchase threshold:

Place the order directly with any GSA Schedule contractor that can meet the ordering activity's needs.

#### Orders that exceed the micro-purchase threshold but not the simplified acquisition threshold:

Prepare an SOW or PWS in accordance with FAR 8.405-2(b).

Send the RFQ (including the SOW and evaluation criteria) to at least three GSA Schedule contractors.

**Note:** The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.

Evaluate, then make a "Best Value" determination.

#### Orders that exceed the simplified acquisition threshold or when establishing a BPA:

Prepare an SOW or PWS in accordance with FAR 8.405-2(b).

Prepare the RFQ (including the SOW and evaluation criteria) and post on eBay to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors.

**Note:** The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.

Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).

The foregoing points summarize the requirements of FAR 8.405-1. These requirements are consistent with the requirements of DFARS 208.405-70, which apply to orders for supplies or services exceeding the simplified acquisition threshold issued by DoD offices, and non DoD activities placing orders on behalf of DoD.

A helpful checklist [Word, 603K] assists ordering activities in managing Schedule orders successfully from the initial planning process, and the decision to use GSA Schedules through performance management. Refer to Checklist B for orders requiring an SOW. Note that the ordering agency may have supplementary guidelines that should also be followed when placing a Schedules order.

## **For ordering services requiring a Statement of Work, ordering activities must:**

### **Prepare a Request for Quotation (RFQ) that includes:**

#### A Statement of Work.

To the maximum extent practicable; agency requirements must be performance-based statements.

All SOWs must include the work to be performed, the location of the work, the period of performance, the deliverable schedule, the applicable performance standards, and any special requirements (e.g., security clearances, travel, and special knowledge).

The evaluation criteria (e.g., project plan for performing the task, price, experience, and past performance).

A firm-fixed price order must be requested unless the ordering activity 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 quotation may be requested. 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.

At the discretion of the ordering activity's contracting officer, orders and BPAs may be set aside for the types of small businesses listed in FAR 19.000(a)(3). Market research will reveal whether or not two or more small businesses of a certain type can meet agency requirements. Refer to FAR 8.405-5. If a set aside is conducted the order must contain the appropriate clauses from the list below:

Contracting Officers, at their discretion, may set aside orders and BPAs for small business.

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

A requirement for pricing information that ties the offered prices to the Schedule contract prices and seeks additional price reductions where appropriate.

#### Evaluate Responses and Place the Order or Establish the BPA

The ordering activity must evaluate all responses received using the evaluation criteria in the RFQ.

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

The ordering activity should then place the order, or establish the BPA, with the Schedule contractor that represents the best value (see FAR 8.404(d)).

After award, the ordering activity should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award must be provided.

## **Documentation**

At a minimum, the ordering activity must document:

The Schedule contracts considered; noting the contractor from which the service was purchased;

A description of the service purchased;

The amount paid;

The evaluation methodology used in selecting the contractor to receive the order;

The rationale for any tradeoffs in making the selection;

The fair and reasonable price determination required by FAR 8.405-2(d);

When applicable, the following must be included in addition to the foregoing:

(i) If an order is in excess of \$500,000, the determination of "best procurement approach" made during the planning process in accordance with FAR 17.502-1(a);

(ii) The rationale for using other than a firm-fixed price order or a performance-based order;

(iii) When an order exceeds the simplified acquisition threshold and a minimum of 3 offers were not received and considered, evidence of steps taken to meet the competitiveness requirements of FAR 8.405-2(c), documentation demonstrating that the attempts to obtain offers from at least three firms that could meet the requirements were adequate; and

(iv) Documentation as required by FAR 8.405-6 of the circumstances and rationale for limiting consideration of Schedule contractors to fewer than 3 potential sources, including an approved Limited Source Justification when required.

### Contractor Performance Evaluation

Ordering activities must prepare an evaluation of contractor performance for each Schedule contract order that exceeds the simplified acquisition threshold. See FAR 8.406-7 and 42.1502(c). Ordering activities must use agency-approved feeder systems to collect and electronically submit past performance reports to the Past Performance Information Retrieval System (PPIRS).

REMEMBER! Ordering activities placing GSA Schedule contract orders (particularly if government wide commercial purchase cards are used), should advise Schedule contractors that they are authorized Schedule users and cite the appropriate GSA Schedule contract number on each ordering document, in order to ensure that they receive Schedule contract services at Schedule contract prices. All services ordered must be within the scope of the GSA Schedule contract.

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## Teaming Arrangements

<b>Contractor Team Arrangement (CTA)</b>	<b>Prime Contractor/Subcontractor Arrangement</b>
Each team member must have a GSA Schedule contract.	Only the prime contractor must have a GSA Schedule contract.
Each team member is responsible for duties addressed in the CTA document.	The prime contractor cannot delegate responsibility for performance to subcontractors.
Each team member has privity of contract with the government and can interact directly with the	Only the prime contractor has privity of contract with the government and can interact with the government. The prime contractor is responsible for its subcontracting activities. (Ordering activities are encouraged to specify in the Request for Quotation (RFQ) that the use of subcontractors requires

government.	prior approval by the ordering activities.)
The ordering activity is invoiced at each team member's unit prices or hourly rates as agreed in the task or delivery order or GSA Schedule BPA.	The ordering activity is invoiced in accordance with the prime contractor's GSA Schedule contract, including any applicable price reductions.
Total solutions, otherwise impossible under individual GSA Schedule contracts, can be put together quickly and easily.	The prime contractor is limited to the supplies and/or services awarded on its GSA Schedule contract.

**NOTE:**

Under an MAS CTA the Team must perform 50% of the value of the work in the aggregate. For example, on a team consisting of three contractors, the Team Leader could perform 30% of the work and each Team Member could perform 10% of the work to meet the 50% requirement. The remaining 50% of the work may be performed by subcontractors working under any of the team members Schedule contracts. Socioeconomic restrictions do not apply to subcontractors, i.e. they may be large business.