**FEDERAL SUPPLY SCHEDULE (FSS)**

**BLANKET PURCHASE AGREEMENT (BPA) ORDER ONE PAGE CHECKLIST**

How to issue an order under an established FSS BPA for Professional Services

1. Orders under a single-award FSS BPA may be issued directly to the BPA holder. No competition is required **FAR 8.405-3(c)(1).**
   - Include Statement of work (SOW) and type of order (*i.e.*, firm fixed price, labor-hour**, time-and-materials** or hybrid). **Note: T&M/LH requires a Determination and Findings (D&F) as detailed in **FAR 8.404(h).**
   - Must consider the level of effort and mix of labor proposed to determine that the total price is reasonable. **FAR 8.405-3(c)(3).**

2. Except for micro-purchase requirements, issue order Solicitation to all BPA holders under a multiple-award BPA. If allowed in the BPA, orders may be set-aside for small business **FAR 8.405-5.**
   - Request for Quotation (RFQ) at or below micro-purchase threshold **FAR 8.405-3(c)(2)(i)**
     - Issue order directly to any FSS BPA holder that can meet the requirement.
     - Include SOW and type of order (*i.e.*, firm fixed price, labor-hour**, time-and-materials** or hybrid). **Note: T&M/LH requires a Determination and Findings (D&F) as detailed in **FAR 8.404(h).** See Order Level Materials for more information.
   - RFQ above micro purchase threshold, follow **FAR 8.405-3(c)(2)(iii)**
     - Include SOW, evaluation criteria, and type of order (*i.e.*, firm fixed price, labor-hour**, time-and-materials** or hybrid). **Note: T&M/LH requires a Determination and Findings (D&F) as detailed in **FAR 8.404(h).** See Order Level Materials for more information.

3. Evaluate quotes and make award in accordance with your RFQ evaluation criteria.
   - Document award decision **FAR 8.405-3(c)(2)(iii)(B).**
   - Must consider the level of effort and mix of labor proposed to determine that the total price is reasonable. **FAR 8.405-3(c)(3)**
   - Award order to successful offeror (must reference FSS BPA number).
   - Provide notice to unsuccessful offerors.
   - Provide a "brief explanation" to unsuccessful offerors who request it.
   - When reporting in FPDS ensure order references the FSS BPA number.

4. Federal Business Opportunities (FBO) notice of award not required except as detailed in **FAR 5.301(a)(2).**

For more information see GSA.gov. Email us at professionalservices@gsa.gov