FEDERAL SUPPLY SCHEDULE (FSS)
MULTIPLE AWARD BLANKET PURCHASE AGREEMENT (BPA)
ONE PAGE CHECKLIST
How to establish a multiple-award FSS BPA for Professional Services

1. Determine the Special Item Number(s) (SINs) covering all your BPA requirements.
2. Determine the duration of your BPA FAR 8.405-3(d)(1).
3. Issue BPA Solicitation under the determined SIN(s). GSA’s RFQ tool eBuy is designed for this purpose. BPAs may be set-aside for small business FAR 8.405-5.
   - RFQ estimated value up to the simplified acquisition threshold FAR 8.405-3(b)(2)(iv).
     ■ Include Statement of work (SOW), evaluation criteria, and type of order preference anticipated (i.e., firm-fixed price, time-and-materials, or labor-hour).
     ■ Include BPA ordering procedures FAR 8.405-3(a)(5)
     ■ Provide Request for Quotation (RFQ) to at least three (3) FSS contractors that offer services to meet the requirement.
   - RFQ estimated value exceeding the simplified acquisition threshold FAR 8.405-3(b)(2)(v).
     ■ Include SOW, evaluation criteria, and type of order preference anticipated (i.e., firm-fixed price, time-and-materials, or labor-hour).
     ■ Include BPA ordering procedures FAR 8.405-3(a)(5)
     ■ Seek a price reduction FAR 8.405-4.
     ■ Post the RFQ on eBuy OR;
     ■ Provide enough FSS contractors the RFQ to ensure at least three quotes are received.
4. Evaluate quotes and establish BPA awards in accordance with your RFQ evaluation criteria.
   - Document award decision FAR 8.405-3(a)(7).
   - Award BPAs to successful offerors (must reference FSS contract number).
   - Provide notice to unsuccessful offerors FAR 8.405-3(b)(3)
   - Provide a “brief explanation” to unsuccessful offerors who request it.
   - When reporting in Federal Procurement Data System (FPDS) ensure each BPA references the FSS contract number.
5. Federal Business Opportunity (FBO) notice of award not required except as detailed in FAR 5.301(a)(2).
6. Review established BPAs annually FAR 8.405-3(e).

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