FEDERAL SUPPLY SCHEDULE (FSS) ORDER ONE PAGE CHECKLIST
How to issue an FSS order for Professional Services

1. Determine the Special Item Number (SIN) representing the principle purpose of your requirement.

2. Issue order Solicitation under the determined SIN. GSA's RFQ tool eBuy is designed for this purpose. Orders may be set-aside for small business FAR 8.405-5.
   - Request for Quotation (RFQ) at or below micro-purchase threshold FAR 8.405-2(c)(1)
     - Issue order directly to any FSS contractor listed in the determined SIN that can meet the requirement.
   - RFQ exceeding micro-purchase threshold up to the simplified acquisition threshold FAR 8.405-2(c)(2)
     - 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.
     - RFQ must be provided to at least 3 FSS contractors that offer services to meet the requirement.
   - RFQ exceeding the simplified acquisition threshold FAR 8.405-2(c)(3)
     - Include Statement of Work (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.
     - Must 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.

3. Evaluate quotes and make award in accordance with your RFQ evaluation criteria FAR 8.405-2(d).
   - Document award decision FAR 8.405-2(f).
   - Must consider the level of effort and mix of labor proposed to determine that the total price is reasonable.
   - Award order to successful offeror (must reference FSS contract 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 Contract 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