FEDERAL SUPPLY SCHEDULE (FSS) SINGLE AWARD BLANKET PURCHASE AGREEMENT (BPA) ONE PAGE CHECKLIST

How to establish a single-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 (base + option years) FAR 8.405-3(d)(2).
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.
   • Request for Quotation (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).
      ■ Provide RFQ to at least three (3) FSS contractors that offer the respective services to meet the requirement.
   • RFQ estimated value exceeding the simplified acquistioon 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).
      ■ 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.
   • RFQ estimated value may not exceed $112 Million.
      ■ Unless determined in writing by the head of the agency FAR 8.405-3(a)(3)(ii).
4. Evaluate quotes and establish the single BPA award in accordance with your RFQ evaluation criteria.
   • Document award decision FAR 8.405-3(a)(7).
   • Award BPA to successful offeror (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 BPA references the FSS Contract number.
5. Federal Business Opportunities (FBO) notice of award not required except as detailed in FAR 5.301(a)(2).
6. Review established BPA annually FAR 8.405-3(e).

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