

General Task Order (TO) Level Quote Instructions

1. These instructions are intended for the BPA holder quoting on TOs under the Blanket Purchase Agreement (BPA).
2. Regarding BPA Contractor Teaming Arrangements (CTAs), only the *BPA Level* Team Lead can respond to RFQs.
3. In addition to the information required by the ordering agency RFQ, the quote must include at a minimum the following information:
 - a. The BPA CLIN prices, quantity and (if applicable)TO specific discounts.
 - b. Regarding BPA CTAs, designation of the *TO Level* Team Lead (may be *different* than the *BPA Level* Team Lead).
 - c. Regarding BPA CTAs, the quote must clearly distinguish the dollar value and specific performance amongst CTA team members being quoted.

Small Business Set-Aside Quoting Instructions

1. Orders may be set-aside for small business IAW FAR [8.405-5](#).
2. For BPA CTAs with a *BPA Level* Team Lead who is other than a small business (or a small business who does not meet the socioeconomic status designated in the set-aside), if responding to an RFQ, the *BPA Level* Team Lead shall respond as follows:
 - a. A cover letter explaining they are the *BPA Level* Team who cannot perform as a BPA CTA member on the TO as they do not meet the business size designation in the RFQ.
 - b. Reference and include a quote from a BPA CTA member who is a small business (or small business who meets the socioeconomic status designated in the set-aside) and will be named the *TO Level* Team Lead for that Task.
 - c. The quote from the small business *TO Level* Team Lead shall follow the BPA General TO Level Quote Instructions above.
 - d. The quote from the small business *TO Level* Team Lead can only include BPA CTA members who also meet the small business size or socioeconomic status designated in the set-aside.

GSA FSS IPS BPA Contractor Order Quote Instructions

3. Any BPA holder (whether a CTA member or not) who is a large business (or a small business who does not meet the socioeconomic status designated in the set-aside) cannot be named as an awardee (performing either as a *TO Level*/Team lead or CTA member) for TOs set-aside for small business. This does NOT preclude them from performing as a subcontractor within the limits FAR [52.219-14](#) Limitations on Subcontracting for TOs set-aside for small business. Refer to Section II Part 1 BPA Terms and Conditions section 6.0 for subcontracting details.