

Performance Management/CPI Services BPA
Attachment B2
Multiple Award BPA Terms and Conditions
Agency Ordering Procedures

Instructions for contractors to submit a quotation are included in Attachment B3.

The following instructions will serve as the general draft of the ordering procedures FAS will provide to customer agencies, in an ordering guide and are provided for informational purposes only. FAS reserves the right to modify, simplify, or clarify these ordering procedures without modifying this BPA. FAS will provide an informational copy of any ordering guide developed to all BPA Team Leads.

General Ordering Procedures

1. The ordering activity shall review the BPA Statement of Work (SOW) and the Special Item Numbers (SINs) stated in section 2.0 of the BPA Terms and Conditions.
2. The ordering activity shall ensure their requirement fits within the scope of the BPA SOW and SIN(s) reviewed.
3. The ordering activity shall ensure all internal reviews (e.g. legal review) as required by ordering activity policies have been completed.
4. The ordering activity shall follow the ordering procedures at FAR [8.405-3\(c\)](#) for orders under Multiple-Award BPAs.
 - a. Develop a SOW in accordance with (IAW) FAR [8.405-3\(c\)\(3\)](#).
 - b. Ensure fair opportunity IAW FAR [8.405-3\(c\) \(2\)](#). The suggested method for issuing the Task Order (TO) Request for Quote (RFQ) to is to utilize GSA e-buy (www.gsa.gov/ebuy reference FAR [8.402\(d\)](#)).
5. The ordering activity shall only accept quotes via the *BPA Level* Team Lead as all BPA holders are from a Contractor Team Arrangement (CTA).
 - a. The quote shall be coordinated by the *BPA Level* Team Lead even if the *BPA Level* Team Lead will not be performing as a CTA member on that particular Task.
 - b. The quote will specify which member is performing as the *TO Level* Team Lead (which may or may not be the *BPA Level* Team Lead). The quote will also state which CTA members are performing and their respective dollar value of performance to satisfy the requirements of the TO. Reference BPA Terms and Conditions section 8.0 for information on CTAs.
 - c. Only CTA members established in the BPA CTA can be named as awardees in the TO. Forming new CTAs at the *TO Level* that include CTA members outside the established BPA CTA is not permitted. Reference BPA Terms and Conditions section 8.0 for information on CTAs.

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6. The ordering activity should establish firm-fixed priced orders to the maximum extent practicable. For T&M/LH orders, the ordering activity shall follow the procedures at FAR [8.404\(h\)](#).
7. The ordering activity may include agency specific regulations/terms and conditions in the TO that do not conflict with the GSA FSS contract or the BPA terms and conditions.
8. The ordering activity may utilize the FAR 51 deviation as detailed in the BPA Terms and Conditions attachment B1.
9. The ordering activity shall be responsible for administering the resulting TO.

Small Business Set-Aside Ordering Procedures

1. Orders may be set-aside for small business IAW FAR [8.405-5](#).
2. Follow the BPA General Ordering Procedures stated above in addition to the following:
 - a. Review the size status of the BPA contractors on GSA E-library (go to www.gsaelibrary.gsa.gov, enter the GSA (not BPA, but GSA FSS) contract number to review the current size status).
 - b. Review the team members' size status for those team members that cover the SINs needed. If fewer than three different BPA holders (from three different teams) are shown to be a small business (or the socioeconomic status contemplated in the set-aside), then the order cannot be set-aside without a limited sources justifications IAW FAR [8.405-6](#).
 - c. While the *BPA Level* Team Leads are the ones who are provided the RFQ and coordinate the quotes, only a small business (or the socio-economic status contemplated in the set-aside) CTA member can be awarded on the TO. *BPA Level* Team Leads who are Large Businesses have been instructed to respond to set-aside RFQs with a cover letter stating they cannot be named as an awardee in the TO and will attach a quote from the small business CTA member who will be named *TO Level* Team Lead for that TO.
 - d. A BPA CTA Small business member *TO Level* Team Lead can include other small business BPA CTA members in response to a TO RFQ.
 - e. A BPA CTA small business member *TO Level* Team Lead may subcontract within the limits of FAR [52.219-14](#) Limitations on Subcontracting for TOs set-aside for small business. Refer to BPA Terms and Conditions Section 8.0 Contractor Teaming Arrangements for subcontracting details.

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3. Any BPA holder 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 BPA Terms and Conditions Section 8.0 Contractor Teaming Arrangements for subcontracting details.
4. Until the FSS contracts are modified, incorporate the following clauses to the TO (as applicable):
 - 52.219-14 Limitations on Subcontracting (NOV 2011)
 - 52.219-13 Notice of Set-Aside of Orders (NOV 2011)
 - 52.219-3 Notice of Total HUBZone Set-Aside or Sole Source Award (NOV 2011)
 - 52.219-6 Notice of Total Small Business Set-Aside (NOV 2011)
 - 52.219-27 Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011)
 - 52.219-29 Notice of Total Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (NOV 2011)
 - 52.219-30 Notice of Total Set-Aside for Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (NOV 2011)

FPDS Recording Procedures

1. Contractor Team Arrangements (CTA) pose unique challenges to purchase order systems. While all CTA members of a particular Team are a party to that BPA, only ONE FSS Contract number can be associated with ONE unique BPA number from a system perspective. Due to this system limitation, all CTA members have been assigned a unique BPA number. This does NOT mean each CTA member has a standalone BPA. Each member has its own unique BPA number for Federal Procurement Data System (FPDS) recording purposes only.
2. Regarding how **BPA**s themselves show in FPDS, the awarded Indefinite Delivery Vehicle (IDV) ID is the BPA number and the referenced IDV ID for that BPA number is the CTA member's FSS Contract number.
3. Regarding how **orders** show in FPDS, an order will have its unique number as the Award ID with a referenced IDV ID number which will be a specific BPA number. Ensure that when you issue the task order in your purchase order system, you record the correct BPA number in FPDS as the IDV ID for the CTA member who is leading the Task Order. This is especially vital for orders that are set-aside to small business as only small business CTA members from the team can perform as CTA members on such orders.