



U.S. General Services Administration

Federal Acquisition Service

GWACs

Part 2

GOVERNMENTWIDE ACQUISITION CONTRACTS

Part 2

Agenda

Ordering Steps

Questions

Ordering Steps

Ordering Official Receives the Requirement

Develop Acquisition Strategy

Prepare and Issue RFP/RFQ

Receive and Evaluate Proposals and Document Award

Issue Task Order and Provide Feedback

Ordering Steps

Ordering Official Receives the Requirement

GWAC Center will:

- Review Statement of Work (SOW) for scope

- Provide guidance and assistance on the GWAC vehicles and answer all contractual questions

Develop acquisition strategy

Acquisition plan required ([FAR 7.105](#))

Ordering Steps

Develop Acquisition Strategy

Develop placement procedures that will provide each awardees a fair opportunity to be considered for each order

Outreach efforts to maximize competition

Request RFI or Draft Statements of Work

Consider using *e-Buy* to issue RFIs and RFPs

Tailor the procedures to each acquisition

Consider price or cost under each order as one of the factors in the selection decision

Formal evaluation plans or scoring of quotes or offers are not required

Ordering Steps

Prepare and Issue RFP/RFQ

Use streamlined ordering procedures in [FAR 16.505](#)

[FAR Part 6](#) and [Subpart 15.3](#) do not apply

Fair Opportunity (FAR 16.505(b)(1))

Send to all Industry Partners within GWAC pool

Exceptions to Fair Opportunity

FAR 16.505 (b)(2)

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Ordering Steps

Prepare and Issue RFP/RFQ

**Statement of Work, Performance Work Statement or
Statement of Objectives to communicate requirement**

**Describe all services to be performed or supplies to be
delivered**

Include any special instructions

Specify how proposals should be received

Timelines, closing dates and other limitations

State evaluation criteria

Proposal may be written, oral or combination

Ordering Procedures

Receive and Evaluate Proposals/Quotes and Document Award

Follow stated evaluation methodology

Negotiate ceiling rates if applicable

G&A, Other Direct Cost (ODC) multiplier, material handling rates applied IAW with each GWAC's terms and conditions

Ordering Agency Contracting Officer (OACO) will make determination of fair and reasonable price ([FAR 15.4](#))

Ordering Procedures

Receive and Evaluate Proposal/Quotes and Document Award

Individual TOs shall clearly describe all services to be performed or supplies to be delivered, so full cost/price for performance can be established

Include basis of award and the rationale for any tradeoffs among cost or price and non-cost consideration in making the award

- ✓ Documentation need not quantify the tradeoffs that led to the decision

Ordering Procedures

Issue Task Order and Provide Feedback

Provide unsuccessful offerors feedback, if requested
Feedback not required but recommended

Contacts

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Questions?