

Note: A full description of the following procedures can be found in *Appendices A and B* in the back of the manual.

Ordering procedures	
Services that require a Statement of Work	Services and products, no Statement of Work required
<p>Under the \$2,500 micro-purchase threshold Place the order directly with contractor for the item that best meets your needs</p>	<p>Under the \$2,500 micro-purchase threshold Place the order directly with contractor for the item that best meets your needs</p>
<p>Over the \$2,500 micro-purchase threshold</p> <ul style="list-style-type: none"> ▼ Prepare a Statement of Work (SOW) ▼ Send your Request for Quote (RFQ) and SOW to 3 Schedule contractors ▼ Evaluate and make a Best Value selection 	<p>Over the \$2,500 micro-purchase threshold, as required by FAR 8.404</p> <ul style="list-style-type: none"> ▼ Review the GSA <i>Advantage!</i> online electronic ordering system, then make a Best Value determination, or review 3 Schedule contractors' pricelists ▼ Select the Best Value (considering price, plus administrative costs)
<p>Over the maximum order threshold</p> <ul style="list-style-type: none"> ▼ Prepare an SOW ▼ Send your Request for Quote (RFQ) and SOW to more than 3 Schedule contractors AND seek price reductions ▼ Evaluate and make a Best Value selection 	<p>Over the maximum order threshold</p> <ul style="list-style-type: none"> ▼ Follow the procedures for orders over \$2,500 ▼ Review additional price lists or use GSA <i>Advantage!</i> online shopping service ▼ Seek price reductions from Schedule contractors that represent Best Value ▼ Place your order with the Schedule contractor offering the Best Value

Ordering procedures

Services that require a Statement of Work

Services and products, no Statement of Work required

Documentation

- ▼ At a minimum, document orders by identifying the services purchased, the Schedule contractor from which the services were purchased, and the amount paid
- ▼ If other than a firm-fixed priced order is placed, include the basis for the determination to use a labor-hour or time-and-materials order
- ▼ For agency requirements over the micro-purchase threshold, document the evaluation of Schedule contractors' quotes that formed the basis for selecting the contractor that received the order and the rationale for any trade-offs made in making the selection

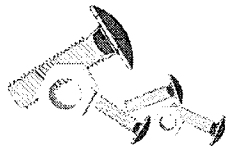
Documentation

- ▼ Minimum documentation is generally all that is required (e.g., contractor's name, item purchased, price paid).

Additional documentation is necessary when your requirement is defined to a particular brand name and only for orders over the micro-purchase threshold.

Debriefings

Nothing in the FAR prohibits debriefings. The information and format is at the discretion of the buying member's activity.



Nuts and Bolts Tip

When you follow the procedures of FAR 8.4, **limit your review to Schedule contractors.**



Appendix A: Ordering Procedures for Services (Services that Require a Statement of Work)

GSA developed these special instructions for ordering services when a Statement of Work is required. FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Schedules or for some Special Item Numbers (SINs) within a Schedule. These procedures take precedence over the procedures in FAR 8.404(b)(2) through (b)(3) www.arnet.gov/far.

GSA has determined that the rates for services contained in the contractor's price list are fair and reasonable. However, if you are using these Schedule contracts, **you are still responsible for:**

- ▼ considering the level of effort and mix of labor proposed to perform a specific task being ordered
- ▼ making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

Based on quotes requested from three Schedule contractors that appear to offer the Best Value (considering scope of services offered, hourly rates, contractor's locations, and other factors, as appropriate), you are instructed to select the one that best meets your needs.

When ordering services, ordering offices shall—

- ▼ Prepare a Request for Quotes (RFQ)
- ▼ Transmit the RFQ to Schedule contractors
- ▼ Evaluate quotes and select the Schedule contractor to receive the order.

Prepare a Request for Quotes

At a minimum, prepare a performance-based statement of work that outlines,

- ▼ the work to be performed
- ▼ location of work
- ▼ period of performance
- ▼ deliverables
- ▼ applicable standards
- ▼ acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.).

Prepare an RFQ which includes the performance-based statement of work and requests the Schedule contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work.

A firm-fixed price order shall be requested, unless the buying member makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested.

The firm-fixed price **shall** be based on the hourly rates in the Schedule contract and **shall** consider the mix of labor categories and level of effort required to perform the services described in the statement of work.

The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations.

A ceiling price must be established for labor-hour and time-and-materials orders.

The RFQ may request the Schedule contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the

Schedule contractor's experience and/or past performance performing similar tasks.

The RFQ **shall** notify the Schedule contractors what basis will be used for selecting the Schedule contractor to receive the order. The notice **shall** include the basis for determining whether the Schedule contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

Transmit the RFQ to Schedule Contractors

- ▼ Based upon an initial evaluation of catalogs and price lists, the buying member's office should identify the Schedule contractors that appear to offer the Best Value (considering the scope of services offered, hourly rates and other factors such as Schedule contractors' locations, as appropriate).
- ▼ The RFQ should be provided to three Schedule contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional Schedule contractors that offer services that will meet the agency's needs. Buying members should strive to minimize the Schedule contractors' costs associated with responding to RFQs for specific orders.

Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

Evaluate Quotes and Select the Schedule Contractor to Receive the Order

After responses have been evaluated against the factors identified in the RFQ, the order should be placed with the Schedule contractor that represents the Best Value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

Documentation

- ▼ Buying members, at a minimum, should document orders by identifying the Schedule contractor from which the services were purchased, identify the services purchased, and the amount paid.

If other than a firm-fixed priced order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order.

For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

- ▼ When the buying member's office's requirement involves both products as well as executive, administrative and/or professional services, the buying member's office should total the prices for the products and the firm-fixed prices for the services and select the Schedule contractor that represents the greatest value in terms of meeting the agency's total needs.



Appendix B: Ordering Procedures for Services and Products (No Statement of Work Required)

The following ordering procedures **must** be followed, as required by FAR 8.404 www.arnet.gov/far when ordering products and/or services that do **not** require a Statement of Work when using the MAS Program.

Orders under the \$2,500 micro-purchase threshold

You can place the order directly with contractor for the item that best meets your needs.

Orders over the \$2,500 micro-purchase threshold

As required by FAR 8.404, you are required to:

- ▼ Review the *GSA Advantage!* online shopping service
- or
- ▼ Review 3 Schedule contractors' pricelists
- ▼ Then make a Best Value determination
- ▼ Select the Best Value (considering price, plus administrative costs)
- ▼ Place the order directly with the Schedule contractor of your choice.

Orders over the maximum order threshold

Each Schedule contract has an established maximum order threshold.

- ▼ Follow the procedures for orders over \$2,500
- ▼ Review additional price lists or use “GSA *Advantage!*” online shopping service
- ▼ Seek price reductions from Schedule contractors that represent Best Value
- ▼ Place your order with the Schedule contractor offering the Best Value.

You should follow the ordering procedures explained above. If further price reductions are not offered, an order may still be placed if you determine that it is appropriate.

Documentation

- ▼ Minimum documentation is generally all that is required (e.g. contractor’s name, items purchased and prices paid).
- ▼ Additional documentation is necessary when your requirement is defined to a particular brand name and only for orders exceeding the micro-purchase threshold.
- ▼ When you follow the procedures of FAR 8.4 www.arnet.gov/far, buying members should limit your review to the information provided by **Schedule contractor**