

**Scientific, Technical and Advisory Services Agreement's
Authorization for Use**

INSTRUCTIONS: Complete the below information, to include initialing* the Ordering Contracting Activities Responsibilities, attaching a copy of the order's Statement of Work and forward via email to steve_gess@fws.gov. Allow 3 business days for review and authorization. Email or call (303) 236-4334 for copies of the agreements.

Ordering Contracting Officer's Name:	
Phone:	
Email:	
Warrant Level:	\$
Contracting Officer Representative's Name	
Job Title	
Phone:	
Email:	
Independent Government Estimate:	\$
**Exempt to Fair Opportunity? (Yes or No)	
If "Yes," Reason	

ORDERING CONTRACTING ACTIVITY RESPONSIBILITIES: *** INITIAL:** _____

The issuing Contracting Activity is responsible for all administrative requirements to include the following:

1. Reporting Contractor's Performance:
 - i. Agencies will not be required to input the contractor's performance into the Contractor's Performance and Assessment Reporting System (CPARS) for order <SAT. This includes the value of all modifications. However the ordering Activity must complete the Contract Performance Report Summary, which will be provided with the authorization email, and submit to the authorizing CO for inclusion into the contractor's annual assessment. Please provide within 120 after the end of the order's performance period or 120 days after the first year of the performance period, whichever is less. More than one will be required if the period of performance exceeds 365 days;
 - ii. In accordance with their agency's policy, the ordering agency must complete CPARS for all orders >SAT. This includes the value of all modifications.
2. Delegating a COR for each order;
3. Reporting the order in FPDS-NG using the proper number. Use "IN" and the BPA Number (i.e. INF12PA00004).
4. Forward copies of modifications to authorizing CO.

****FAIR OPPORTUNITY:** Unless an exemption applies, fair opportunity will be provided to each multiple-award BPA holder for orders exceeding the micro-purchase threshold (MPT). Currently the MPT for services is \$2,500.00. The exemptions are as follows:

- 1) An urgent and compelling need exists, and following the procedures would result in unacceptable delays;
- 2) Only one source is capable of providing the supplies or services required at the level of quality required because the supplies or services are unique or highly specialized; or
- 3) In the interest of economy and efficiency, the new work is a logical follow-on to an original Federal Supply Schedule order provided that the original order was placed in accordance with the applicable Federal Supply Schedule ordering procedures. The original order or BPA must not have been previously issued under sole-source or limited-sources procedures.

COMPLETED BY THE AUTHORIZING CO:

In scope: _____ (If no, reason: _____) Threshold: _____, Worksheet Updated: _____, SIO Review: _____, Send Agreements: _____, Send Performance Assessment Worksheet: _____, Send Performance Objectives: _____, Send Awardee's Contact Information: _____, Send Ordering Instructions: _____