



**FEDERAL SUPPLY SCHEDULE (FSS)
BLANKET PURCHASE AGREEMENT (BPA) ORDER ONE PAGE CHECKLIST**
How to issue an order under an established FSS BPA for Professional Services

1. Orders under a **single-award** FSS BPA may be issued directly to the BPA holder. No competition is required [FAR 8.405-3\(c\)\(1\)](#).
 - Include Statement of work (SOW) and type of order (*i.e.*, firm fixed price, labor-hour**, time-and-materials** or hybrid). **Note: T&M/LH requires a Determination and Findings (D&F) as detailed in [FAR 8.404\(h\)](#).
 - Must consider the level of effort and mix of labor proposed to determine that the total price is reasonable. [FAR 8.405-3\(c\)\(3\)](#).
2. Except for micro-purchase requirements, issue order Solicitation to all BPA holders under a **multiple-award** BPA. If allowed in the BPA, orders may be set-aside for small business [FAR 8.405-5](#).
 - **Request for Quotation (RFQ) at or below micro-purchase threshold** [FAR 8.405-3\(c\)\(2\)\(i\)](#)
 - Issue order directly to any FSS BPA holder that can meet the requirement.
 - Include SOW and type of order (*i.e.*, firm fixed price, labor-hour**, time-and-materials** or hybrid). **Note: T&M/LH requires a Determination and Findings (D&F) as detailed in [FAR 8.404\(h\)](#). See [Order Level Materials](#) for more information.
 - **RFQ above micro purchase threshold, follow** [FAR 8.405-3\(c\)\(2\)\(iii\)](#)
 - Include SOW, evaluation criteria, and type of order (*i.e.*, firm fixed price, labor-hour**, time-and-materials** or hybrid). **Note: T&M/LH requires a Determination and Findings (D&F) as detailed in [FAR 8.404\(h\)](#). See [Order Level Materials](#) for more information.
3. Evaluate quotes and make award in accordance with your RFQ evaluation criteria.
 - Document award decision [FAR 8.405-3\(c\)\(2\)\(iii\)\(B\)](#).
 - Must consider the level of effort and mix of labor proposed to determine that the total price is reasonable. [FAR 8.405-3\(c\)\(3\)](#)
 - Award order to successful offeror (must reference FSS BPA number).
 - Provide notice to unsuccessful offerors.
 - Provide a “brief explanation” to unsuccessful offerors who request it.
 - When reporting in FPDS ensure order references the FSS BPA number.
4. Federal Business Opportunities (FBO) notice of award not required except as detailed in [FAR 5.301\(a\)\(2\)](#).