



**FEDERAL SUPPLY SCHEDULE (FSS)
MULTIPLE AWARD BLANKET PURCHASE AGREEMENT (BPA)
ONE PAGE CHECKLIST**

How to establish a **multiple-award** FSS BPA for Professional Services

1. Determine the [Special Item Number\(s\) \(SINs\)](#) covering all your BPA requirements.
2. Determine the duration of your BPA [FAR 8.405-3\(d\)\(1\)](#).
3. Issue BPA Solicitation under the determined SIN(s). [GSA's RFQ tool eBuy](#) is designed for this purpose. BPAs may be set-aside for small business [FAR 8.405-5](#).
 - **RFQ estimated value up to the simplified acquisition threshold** [FAR 8.405-3\(b\)\(2\)\(iv\)](#).
 - Include Statement of work (SOW), evaluation criteria, and type of order preference anticipated (*i.e.*, firm-fixed price, time-and-materials, or labor-hour).
 - Include BPA ordering procedures [FAR 8.405-3\(a\)\(5\)](#)
 - Provide Request for Quotation (RFQ) to at least three (3) FSS contractors that offer services to meet the requirement.
 - **RFQ estimated value exceeding the simplified acquisition threshold** [FAR 8.405-3\(b\)\(2\)\(v\)](#).
 - Include SOW, evaluation criteria, and type of order preference anticipated (*i.e.*, firm-fixed price, time-and-materials, or labor-hour).
 - Include BPA ordering procedures [FAR 8.405-3\(a\)\(5\)](#)
 - Seek a price reduction [FAR 8.405-4](#).
 - Post the RFQ on [eBuy](#) **OR**;
 - Provide enough FSS contractors the RFQ to ensure at least three quotes are *received*.
4. Evaluate quotes and establish BPA awards in accordance with your RFQ evaluation criteria.
 - Document award decision [FAR 8.405-3\(a\)\(7\)](#).
 - Award BPAs to successful offerors (must reference FSS contract number).
 - Provide notice to unsuccessful offerors [FAR 8.405-3\(b\)\(3\)](#)
 - Provide a "brief explanation" to unsuccessful offerors who request it.
 - When reporting in Federal Procurement Data System (FPDS) ensure each BPA references the FSS contract number.
5. Federal Business Opportunity (FBO) notice of award not required except as detailed in [FAR 5.301\(a\)\(2\)](#).
6. Review established BPAs annually [FAR 8.405-3\(e\)](#).