



## FEDERAL SUPPLY SCHEDULE (FSS) ORDER ONE PAGE CHECKLIST

### How to issue an FSS order for Professional Services

1. Determine the [Special Item Number \(SIN\)](#) representing the principle purpose of your requirement.
2. Issue order Solicitation under the determined SIN. [GSA's RFQ tool eBuy](#) is designed for this purpose. Orders may be set-aside for small business [FAR 8.405-5](#).
  - **Request for Quotation (RFQ) at or below micro-purchase threshold [FAR 8.405-2\(c\)\(1\)](#)**
    - Issue order directly to any FSS contractor listed in the determined SIN that can meet the requirement.
  - **RFQ exceeding micro-purchase threshold up to the simplified acquisition threshold [FAR 8.405-2\(c\)\(2\)](#)**
    - 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.
    - RFQ must be provided to at least 3 FSS contractors that offer services to meet the requirement.
  - **RFQ exceeding the simplified acquisition threshold [FAR 8.405-2\(c\)\(3\)](#)**

Include Statement of Work (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.

    - Must 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.
3. Evaluate quotes and make award in accordance with your RFQ evaluation criteria [FAR 8.405-2\(d\)](#).
  - Document award decision [FAR 8.405-2\(f\)](#).
  - Must consider the level of effort and mix of labor proposed to determine that the total price is reasonable.
  - Award order to successful offeror (must reference FSS contract 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 Contract number.
4. Federal Business Opportunities (FBO) notice of award not required except as detailed in [FAR 5.301\(a\)\(2\)](#).