



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

How to establish a **single-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 (base + option years) [FAR 8.405-3\(d\)\(2\)](#).
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](#).
 - **Request for Quotation (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).
 - Provide RFQ to at least three (3) FSS contractors that offer the respective 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).
 - 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*.
 - **RFQ estimated value may not exceed \$112 Million.**
 - Unless determined in writing by the head of the agency [FAR 8.405-3\(a\)\(3\)\(ii\)](#).
4. Evaluate quotes and establish the single BPA award in accordance with your RFQ evaluation criteria.
 - Document award decision [FAR 8.405-3\(a\)\(7\)](#).
 - Award BPA to successful offeror (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 BPA references the FSS Contract number.
5. Federal Business Opportunities (FBO) notice of award not required except as detailed in [FAR 5.301\(a\)\(2\)](#).
6. Review established BPA annually [FAR 8.405-3\(e\)](#).