U.S. Department of Energy
Office of Headquarters Procurement Services
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Strategic Acquisition Transactions:

A Guide for Using Federal Supply Schedules; Multiple Award Contracts; and Governmentwide Agency Contracts

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"... In your continuing role as business advisors, we recognize that procurement is not just following rules and regulations. Rather, it is a process of making sound business decisions. Today we have new rules and operate in a different kind of environment. Your task now is to implement these new tools and develop efficient acquisition strategies ..."

- Excerpt from GSA's Multiple Award Schedules Program Owner's Manual, 2002

Introduction

The most important step in the acquisition process is selecting and developing the acquisition strategy. A primary goal in selecting an acquisition strategy is to minimize the time and cost of satisfying an identified need, consistent with common sense and sound business practices.

Over the past decade, the acquisition environment has experienced dramatic change as a result of legislative and regulatory reforms. These changes have led to the introduction of new and innovative acquisition methodologies that afford the acquisition community unprecedented flexibility in the manner in which goods and services can be acquired. More specifically, the ever increasing universe of goods and services that are available under the General Services Administration's Multiple Award Schedules program, and the new acquisition strategies for acquiring services via Multiple-Award Contracts and Governmentwide Acquisition Contracts, provide contracting professionals and their clients practical strategic alternatives to more costly and time-consuming traditional approaches.

In lieu of overly prescriptive rules and regulations, these new methodologies rely heavily on the exercise of sound business judgement and the principles that ensure the integrity and fairness of the Federal acquisition system. However, the lack of specific procedural requirements has led to some uncertainty within the acquisition community regarding the most effective means to exercise this new discretionary authority, as well as inconsistencies in the manner in which these new strategies have been employed from agency to agency, and even within agencies. In some cases, these uncertainties and inconsistencies have resulted in increased Congressional scrutiny, or have been resolved by judicial fora, such as the General Accounting Office and Boards of Contract Appeals.

Accordingly, this *Strategic Acquisition Transactions Guide* has been developed as a tool to assist acquisition professionals and their clients through the process of identifying, analyzing and choosing among the available alternatives. Moreover, the *Guide* highlights lessons learned and provides information on best practices that is intended to ensure a level of uniformity and consistency to eliminate or mitigate some of the "growing-pains" that have been encountered thus far in using these strategies (e.g., protests, poor quality goods or services).

Consistent with the principles of continuous learning and improvement, this *Guide* is a "living" document. The *Guide* will be periodically updated to provide new information and guidance as issues arise, and to share additional best practices as they are identified.

- ***John R. Bashista, Director***
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Part I - Federal Supply Schedules (FSS)

What is a Federal Supply Schedule?

- Federal Supply Schedules (FSS), also known as Multiple Award Schedules (MAS), are listings of vendors awarded contracts for supplies or services by the General Services Administration (GSA). These schedules are available for use by any Federal agency requiring the identified supplies or services. There are also specialized schedules, such as the Management, Organizational and Business Improvement Services (MOBIS) schedule, the Professional Engineering Services schedule, the Information Technology schedule and the Environmental Services and Products schedule, that allow procuring activities to focus their selection of contractors to special areas of interest.

- In a competitive procurement process, the GSA awards schedule contracts to commercial firms that give the Government the same or better discounts than they give their best customers. These discounts are then passed on to other agencies through the various FSS schedules. This program mirrors commercial buying practices more than any other procurement process in the Federal Government, and offers federal agencies a simplified process for getting their required products and services at volume buying prices.

Why should you use the FSS?

- Advantages of using the FSS include -

  - Significantly reduced acquisition time.
  - GSA has already complied with competition requirements.
  - Pre-solicitation and pre-award requirements like the Service Contract Act review, the Small Business/Labor Set-Aside review, synopsis, and Equal Employment Opportunity review have already been performed by GSA.
  - Volume purchase prices that are fair and reasonable.
  - Quick delivery.
  - No synopsis requirements - GSA has already issued the synopsis.
  - Schedule orders count toward small business goals.
  - Access to state-of-the-art technology and quality services and products.
  - Compliance with environmental requirements for applicable services and products.
  - Agencies can establish Blanket Purchase Agreements (BPA) for recurring needs.

What does the "Maximum Order Threshold" of a schedule tell you?

- Each schedule in the FSS has an identified *maximum order threshold.*

- This threshold is not meant to limit the amount of your purchase, but represents the level at which you could benefit from better pricing.

- This threshold is the trigger point for you to seek additional price reductions from the schedule vendor. Vendors can therefore accept any size order, reducing the need for you to conduct duplicative and repetitive procurements for items/services already under order. When asked about further reductions, FSS contractors may either offer you a lower price, offer you the current price, or decline your order.

- This threshold is also the point at which you should consider or solicit, as appropriate, more than three FSS vendors for your required supplies or services.

- *Best Practice* - Regardless of the value of the order you should:

  - Always seek a price reduction from FSS vendors; and

  - Consider or solicit more than three schedule vendors to improve the competitive nature of the purchase.

Must agencies conduct Procurement Planning and Market Research before using an FSS contract?

- Not necessarily. As a general rule, obtaining information from the FSS program and FSS vendors themselves is sufficient to satisfy the agency's obligations to conduct procurement planning and market research. However, be sure you select the most appropriate schedule for your program's requirement. For instance, don't use the MOBIS schedule if professional engineering services are required.

What services are available through the FSS?

- FSS schedules are categorized by the type of product or services available. Some of the particular types of FSS schedules are -

  - Engineering services - including planning, design, integration and testing.
  - Financial services - including auditing, management and reporting.
  - Environmental advisory services - including planning, compliance, and waste management.
  - Energy management services.
  - Management and organizational improvement services.
  - Document and records management services.
  - Personal property management services.

- Information technology services.
- Travel and Transportation services.
- Marketing, media, and public information services.
- Laboratory, scientific and medical services and products.
- Language services.
- Vehicle acquisition and leasing services.

How do you place Orders for Services under the FSS?

☛ The ordering procedure that you use depends on whether or not the type of services you are acquiring requires a Statement of Work (SOW), as well as the dollar amount of your order.

☛ Procedures for services that require a SOW (e.g., professional services based on hourly rates) -

- For purchases at or below the micro-purchase threshold of $2,500, you can place orders directly with any FSS contractor that best meets your needs.

- For purchases over the micro-purchase threshold of $2,500, but under the Maximum Order Threshold, you need to send a Request for Quotes (RFQ), including the SOW, to a minimum of three schedule contractors, conduct an evaluation of offers, and then make a "Best Value" selection.

- For services over a specific schedule's Maximum Order Threshold, you must solicit more than 3 schedule contractors and seek price reductions to determine the Best Value selection.

☛ Procedures for services that do not require a SOW (e.g., services that are priced on a firm-fixed-price basis for a specific task, such as transcription services, printing and binding services) -

- For purchases at or below the micro-purchase threshold of $2,500, you can place orders directly with any FSS contractor that best meets your needs.

- For purchases over the micro-purchase threshold of $2,500, but under the Maximum Order Threshold, you need to review the GSA Advantage online electronic ordering system, then make a Best Value determination, or review 3 schedule contractor price lists and select the Best Value.

- For services over a specific schedule's Maximum Order Threshold, you must review more than 3 schedule contractor price lists and seek price reductions to determine the Best Value selection.

☛ Attachments A and B to this Guide include GSA's detailed ordering procedures for both services and supplies.

You can also find this information at GSA's website - http://pub.fss.gsa.gov/sched/.

What must be included in a Request for Quotes for services?

☛ For professional services based on hourly rates, you must prepare an RFQ that includes a *performance-based* description of the work you want performed.

☛ Include the basis of award (e.g., how the vendor's technical qualifications will be determined, the use of past performance/experience information, price).

☛ GSA also encourages you to request oral presentations from the contractors when appropriate.

☛ You may use incentive or award fee arrangements only if the schedule's terms allow it, and a fixed-price order is issued.

Can you obtain discounts from the established FSS pricing when acquiring services?

☛ As stated previously, you should always attempt to obtain price discounts, regardless of the amount of the order. However, when exceeding the Maximum Order Threshold identified in individual schedules, you must solicit price discounts from the vendors.

☛ When acquiring services via the issuance of an RFQ, rather than requesting one discount rate for all labor categories, you should request the vendors to propose discounts by individual labor category. This will allow vendors the opportunity to propose varying discounts across the different labor categories. Frequently, you can obtain larger price discounts on the higher priced labor categories.

☛ When teaming arrangements are proposed, each Schedule contractor should be required to propose their individual labor category rates and individual discount rates. Quotes that offer an average discount rate for all team members may not result in the greatest savings for the Government. Additionally, FSS contracts require team members to propose only their own rates and, therefore, may discount only their own prices.

What about supplies on the FSS?

☛ The FSS offers many categories of products for federal agencies to buy, including:

- Office supplies.
- Paper products.
- Furniture.
- Office equipment.
- Scientific equipment.
- Hardware, tools and appliances.
- Information technology products.
- Software.
- Copying equipment and supplies.
- Telecommunications equipment.

How do you place orders for supplies under the FSS?

☛ The ordering procedure that you use under the FSS schedules depends on the dollar amount of the supplies you are acquiring, as follows -

- For purchases at or below the micro-purchase threshold of $2,500, you can place orders directly with any FSS contractor that meets your needs.

- For supplies over the micro-purchase threshold of $2,500, but under the Maximum Order Threshold, you need to review a minimum of three price lists to select the "Best Value" taking into consideration price plus administrative costs.

- For supplies over a specific schedule's Maximum Order Threshold, you must review more than 3 price lists to determine the Best Value. At this threshold, GSA's procedures require you to seek additional price reductions from the vendors. Regardless of whether the acquisition will be at or above the Maximum Order Threshold, you should <u>always</u> seek price reductions from vendors.

- In repetitive buys, you should attempt to vary the contractor and price lists selected. A selection based on the Best Value means that you consider factors other than just the lowest price in determining which contractor receives your order. These other factors may include criteria such as past performance, probable life, warranty, environmental and energy efficiency considerations, maintenance availability, technical qualifications, and trade-in considerations. (Best Value considerations are discussed in more detail below.)

Do orders for supplies also require a statement of work?

- No. Statements of Work are not required to be developed for the purchase of products under the FSS. Neither are an RFQ or evaluation factors. When ordering products over $2,500, the Contracting Officer is required to either -

  - Review the GSA Advantage online shopping service and make a best value determination.

  - Or, review 3 Schedule contractors' price lists (more than 3 if the order will exceed the Maximum Order Threshold), select the best value, and place the order directly with the Schedule contractor.

Are there any other special ordering procedures?

- Yes. FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Schedules, or, for some Special Item Numbers (SINs) within a Schedule. You can find these special ordering procedures in the individual affected schedules.

- One example of a schedule that contains unique ordering procedures is Schedule #70 for Information Technology (IT) Professional Services. When procuring IT services under SIN 132-51, for instance, you are allowed to reserve the order for award to only small business concerns.

- Additionally, FAR 8.404(c) outlines the ordering procedures you must follow for mandatory use schedules. These schedules do not allow certain agencies to test the market solely for the purpose of seeking alternative sources to the FSS program. Presently, DOE is not required to use any of the mandatory FSS schedules.

- As previously addressed, GSA has also established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404(b)(2) through (b)(3). Attachment A outlines these ordering procedures for services.

Can you place multiple awards under the FSS?

- No, but GSA does encourage agencies to establish blanket purchase agreements (BPA) under FSS schedules when an agency needs a simplified method for filling anticipated repetitive needs for services or supplies. BPAs are actually a type of an account established with Schedule contractors to allow agencies to leverage their buying power.

Based upon the potential volume of sales, Schedule contractors may offer increased discounts over the prices identified in their FSS contracts. If you do pursue a BPA, remember that -

- Prices must be compared among at least three schedule vendors (more than three if the total value of the order is expected to exceed the Maximum Order Threshold) before issuing a BPA.

- All BPA-holders must be given an opportunity to submit a quote whenever a requirement arises.

☛ You can find a sample BPA on the GSA website - http://pub.fss.gsa.gov/sched/ .

Can you buy products or services that are not identified on a particular schedule?

☛ Yes, but only with certain restrictions. According to FAR 8.401(d), you may add items that are not included on the schedule contract, called *open market items*, to an FSS BPA or an individual task/delivery order only if -

- All applicable FAR regulations pertaining to the purchase of the items that are not on the Schedule have been followed, including publicizing (FAR Part 5), competition (FAR Part 6), commercial items (FAR Part 12), contracting methods (FAR Parts 13, 14, and 15), and small business programs (FAR Part 19).

- The Contracting Officer has determined the price for the items that are not on the FSS is fair and reasonable.

- The items are clearly labeled on the order as items that are not on the FSS.

- All clauses that are applicable to the items that are not on the FSS are included in the order.

Are teaming partners all required to be FSS contractors?

☛ Yes. To ensure that agencies receive the streamlining advantages of the FSS program, all teaming partners and subcontractors must be FSS contractors.

Do FAR Part 15 requirements apply to FSS orders?

- No. But GAO has stated that where an agency conducts a competition under the MAS Program, it will review the agency's actions to ensure that the evaluation was reasonable and consistent with the terms of the solicitation (i.e., the RFQ). When GAO does review an agency's actions, it tends to look at the agency's use of competitive procedures, and whether the agency's evaluation and award process is consistent with the RFQ.

- The simple rule is - *you **should not** use the formal FAR Part 15 competitive negotiated process, or anything similar to it, when buying under the MAS program.*

- If you do adopt FAR Part 15 procedures when placing an FSS order, GAO will likely consider any protest actions in light of the FAR Part 15 requirements, as well as its own previous decisions on competitive negotiated acquisitions.

Must agencies consider alternative offers from vendors that do not have an FSS contract?

- No. The GAO has repeatedly found that, when an agency intends to acquire products or services under the MAS Program, that agency is not required to consider products or services that are offered by contractors that are not available under an FSS contract.

Do you need to "equalize" information gathering, or be concerned with equal treatment of vendors being considered for FSS orders?

- No. While all potential offerors should certainly be treated fairly, the GAO has found that agencies may properly place an Order under the MAS Program without meeting any of the statutory and regulatory requirements associated with conducting a negotiated, competitive procurement. So, you need not engage in "equal interactions" with FSS vendors, nor must you equalize the information gathering process among FSS vendors.

- You may have further "interactions" with offerors prior to award of an FSS order to solicit clarifying information from one or more vendors. You can also solicit such information from only one vendor without affording another FSS vendor a similar opportunity if there is no basis to do so.

- You should, however, be careful to ensure that such further interactions do not enter the realm of holding "discussions," as that term is used in FAR 15.306(d). Such interactions should not be undertaken with the intent of allowing offerors to revise their proposals (e.g. do not advise vendors of weaknesses in their technical proposal or enter into negotiations that would result in revisions of its proposals, permitting an offeror to improve its standing in the evaluation).

- Further interactions with vendors should be conducted for the purposes of permitting vendors an opportunity to clarify any ambiguities or inconsistencies found in one or more parts of its proposal/quotation, so that the agency can make a clear and objective evaluation.

Can you award a Sole Source Order under the MAS Program?

- No. The MAS does not allow any sole source orders for any type of purchase or schedule. Ordering procedures generally require that 3 sources be considered - 4 or more if over the Maximum Order Threshold. Additionally, quotes must be solicited from 3 or more sources if the contract value is greater than $2,500 and a Statement of Work will be needed. In the event that only one response is received, compliance with the requisite GSA ordering procedures will have been accomplished.

- Although the products/services that are available under the MAS program are considered commercial, you must ensure that the Government's requirements are not unduly restrictive and that the minimum salient characteristics of the products/services being acquired are necessary and justified.

Can an agency count awards under the MAS to small business concerns toward agency socioeconomic goals?

- Yes. Awards to FSS vendors which fall into the various socioeconomic groups may be reported against an agency's annual socioeconomic accomplishments.

How can you maximize opportunities for Small Businesses under the MAS?

- FAR Parts 8 and 38 prescribe that small businesses holding contracts under the FSS program are to be afforded the maximum practicable opportunity to compete for, and receive, orders. This FAR guidance encourages Contracting Officers to consider the availability of small business concerns when planning for FSS acquisitions and placing FSS orders.

- DOE Acquisition Letters 2000-02 and 2001-05 set forth Departmental policy addressing small business programs and strategies for maximizing contracting opportunities for small businesses. AL 2000-02 requires Contracting Officers to maximize the award of purchases to those small businesses holding contracts with the FSS. Contracting Officers are required to target FSS order competitions to small business firms, and must coordinate with program offices to identify three or more small businesses that hold relevant FSS contracts. FSS order competitions should be further limited, when appropriate, to specific socio-economic categories of small businesses, such as woman-owned or small disadvantaged businesses.

- When necessary, program and procurement personnel should coordinate with DOE's Office of Economic Impact and Diversity (ED) and SBA representatives to identify responsible and qualified small businesses for their services and supplies requirements.

- The SBA and GSA have teamed to further help small businesses participating in SBA's 8(a) Business Development program to become more competitive and more profitable. This partnership agreement, originally signed in June 2000, is a joint effort by both SBA and the GSA to increase participation of 8(a) firms in the FSS program, boost the number of contract dollars awarded to 8(a) firms, and allow Federal agencies to count the awards given to 8(a) firms toward their own 8(a) goals.

- Orders placed under GSA's FSS schedules to small businesses are counted as DOE accomplishments for its socioeconomic contract goaling purposes. Contracting Officers should actively assist their program customers in identifying vendors that will help meet the program's procurement requirements.

- PRO-net is a valuable on-line market research tool maintained by the SBA for identifying small, 8(a), HUBZone, and women-owned businesses. Information obtained from PRO-net can be cross-matched to specific schedules to identify small firms offering needed services and products. PRO-net can be accessed at http://pro-net.sba.gov/ .

Is it appropriate to set-aside an Order under the MAS for Small Businesses?

- No - it is neither appropriate nor necessary. FAR Part 19 does not apply to FSS orders, therefore set-aside requirements are not appropriate. However, certain GSA schedules allow orders to be reserved exclusively for small business vendors under the schedule. Moreover, if FAR Part 19 procedures or provisions are used, such as the limitation on subcontracting, incorporation of NAICS codes, or request for small business representation, the Small Business Administration (SBA) will likely view the transaction as a set-aside. This practice would open up the deal for a potential size protest under which SBA would take jurisdiction.

☛ When selecting only small business contractors for potential award of an FSS order, you should -

- Rely on size certifications made by the contractor to GSA at award of the FSS contract.
- Rely on the NAICS code identified in the GSA FSS contract.
- Not include a NAICS code in an FSS Order.
- Not use the term "small business set-aside" in the RFQ.
- Not use set-aside provisions or clauses in the RFQ or contract.
- Not do anything that may imply the order is a formal small business set-aside.

How can you ensure that an order placed with a small business prime is not a "pass-through" for large business subcontractors?

☛ GSA is responsible for administering the FSS contracts to ensure that the majority of the work that is performed by a small business vendor is accomplished over all of their orders, not just a single order.

☛ Notwithstanding that neither GSA's procedures nor a vendor's contract require that an FSS small business contractor perform 51% of the work on individual orders to preclude a pass through of funds from small business contractors to large business contractors, you may include a requirement that the small business prime contractor make its best effort to accomplish the majority of the work on individual orders. A valuable tool would be the use of an evaluation criterion defining the amount of small business participation that the vendor must commit to.

☛ A model clause you may use to accomplish this is -

"Principal Performance of the Effort

To ensure technical efficiency and accountability in the performance of this task order, at least fifty-one percent of the total price paid under this task order (excluding the amount paid for other direct costs) shall be paid for work performed by the employees of the prime contractor."

* In lieu of specifying a minimum percentage, you may wish to adjectivally describe a minimal level of performance by the prime (e.g., ...a majority of the total price...).

Do you need to get Representations and Certifications from FSS contractors?

- No. Contractor Representations and Certifications have already been received and reviewed by GSA during the competitive process prior to awarding FSS contracts. However, agency-specific Representations and Certifications may need to be obtained for agency-specific requirements such as Facility Clearance/Foreign Ownership, Control or Influence over Contractors, and Organizational Conflicts of Interest.

Can companies without an MAS Contract protest an agency's decision to use the FSS Program ?

- No. GAO has held that a protestor who does not have an FSS contract is not an interested party, and therefore, does not have standing to challenge an agency's determination to use the MAS program.

Can an incumbent contractor, previously awarded an order under the MAS program, protest its exclusion from a follow-on competition?

- No. The ordering agency determines which vendor sources are solicited. In a U.S. Court of Federal Claims decision (48 Fed. Cl. 638, filed February 14, 2001, Cybertech Group, Inc. v. the U.S. and Intellidyne), the court concluded that the Government was under no obligation to solicit an incumbent contractor. The court's decision states, in part, *"plaintiff has been unable to cite any regulation, statutory provision, or applicable precedent requiring an incumbent to be solicited on delivery orders from an FSS schedule contract."*

How does a "Best Value" Selection work under the MAS Program?

- A best value selection is a process used to select services or products that best meet the buyer's need. A best value selection trades off price and other evaluation factors such as past performance, understanding the requirement, technical qualifications, trade-in considerations, warranty, and environmental and energy efficient considerations, if applicable. In a best value selection, low price does not necessarily assure selection.

- In following the procedures set forth in FAR Subpart 8.4, GSA's MAS Program owners manual, and schedule-specific ordering procedures to place orders under the MAS program, Contracting Officers should consider the following in making Best Value selections -

  - The basis on which an agency will make its selection must be identified in the RFQ.

  - Use oral presentations in lieu of written proposals to maximum extent practicable.

- Evaluation criteria should be kept to the minimum necessary to objectively evaluate a contractor's ability to successfully fulfill the government's stated requirements.

- Formal rating plans are not required, but in certain circumstances may be helpful to ensure consistency with the evaluation factors for award that are stated in the RFQ.

- Contractor quotations need not be point scored.

What Best Value criteria can you use when ordering services?

☛ The following are sample best value criteria which may be used for ordering services off the FSS -

- *Understanding the requirement* - To what extent does the contractor's technical approach demonstrate full understanding of the effort to be performed under the task?

- *Quality of performance/past performance* – To what extent did the contractor demonstrate compliance with prior contract requirements for similar work and scope, accuracy of reports, timely delivery, and technical excellence?

- *Cost performance* – To what extent did the contractor perform within or below cost on past similar requirements?

- *Schedule performance* – To what extent did the contractor meet milestones, was responsive to technical direction, and completed services on time and in accordance with established schedules?

- *Business relations* – To what extent is the contractor flexible, cooperative, proactive, and committed to customer satisfaction?

Should "Key" Personnel be evaluated when placing an Order for Services?

☛ Yes, when certain personnel are considered critical to the success of the project. Key Personnel may be evaluated, for both the prime contractor and subcontractors/team members. Examples of efforts requiring the identification of Key Personnel may include: the Program Manager and Quality Assurance Engineer developing Environmental Impact Statements; and, the Senior Nuclear Engineer conducting and managing research studies.

How is price evaluated in a Best Value Selection when acquiring services?

- For requirements in excess of the micro-purchase threshold, the Contracting Officer should document the evaluation of the vendor's price quotations that formed the basis for the selection, and document the rationale for any trade-offs in making the selection.

- While you may rely on GSA's determination that the fixed hourly rates on a schedule contract are fair and reasonable, GSA has not determined that the level of effort or mix of labor proposed in response to a specific requirement are adequate and appropriate, nor that they represent the best value.

- Relying on the predetermined reasonableness of an FSS vendor's labor rates alone does not provide an adequate basis for determining which vendor is the most competitive since it does not reflect the full cost of the potential Order, or critical aspects of the services offered, such as the level of effort and the skill mix of labor required to complete the work.

- When using a performance-based SOW, you should generally avoid dictating the number of labor hours and skill mix against which FSS vendors should propose. Rather, vendors should be permitted to propose the labor skill mix and the level of effort (LOE) it considers necessary against the performance-based SOW. In selecting the contractor which offers the best value and the lowest cost alternative to meet the department's needs, the Contracting Officer should evaluate the vendor's proposed skill mix and LOE.

What level of detail is required to document a Best Value selection under the MAS Program?

- You should document the files sufficiently to demonstrate that your evaluation of the vendor's response to an RFQ was reasonable and in accordance with the criteria outlined in the RFQ. The extent of the documentation is largely dependent upon the size, scope and complexity of the acquisition.

- There is no requirement that you quantify a cost/technical tradeoff in dollars.

- Agencies should use whatever evaluation approach, such as narrative or adjectival ratings, that are appropriate to the acquisition bearing in mind the intended streamlined nature of the FSS process.

- Attachment C illustrates a sample selection statement.

Are FSS vendors entitled to a debriefing at any time before or following the placement of a competitive order under the MAS Program?

- No. As stated above, the statutory/regulatory requirements associated with competitive negotiated acquisitions in FAR Part 15, do not apply to orders placed against an FSS contract.

- However, GSA policy states that providing information to an unsuccessful offeror regarding the Government's evaluation of its proposal is not prohibited, and that the information and format for such interactions is at the discretion of the buying member's activity. Accordingly, in certain circumstances, it may be in the Department's best interest to provide an unsuccessful FSS vendor information about the evaluation of the vendor's offer (e.g., to avoid a potential protest; provide the vendor relevant information that may improve its competitive capabilities for future DOE requirements).

- While not required, the Contracting Officer may, at his/her sole discretion, elect to provide certain information to an unsuccessful FSS vendor(s). When electing to do so, the Contracting officer should consider the following -

  - The timing for conducting such interactions are at the convenience of the agency, but should be conducted after the award of an order.

  - Such post-award interactions may be conducted in whatever format is considered appropriate by the Contracting Officer (i.e., in writing, face-to-face, or via telephone).

  - The level of information conveyed is at the discretion of the Contracting Officer and should be limited to that necessary for the vendor to understand why it wasn't selected for the Order. As stated above, such interactions need not comply with the requirements set forth in FAR 15 pertaining to the debriefing of unsuccessful offerors.

  - You should consult with your procurement attorney about your planned approach.

- A best practice that has been successful on prior FSS acquisitions has been to communicate relevant information regarding the Government's evaluation of an unsuccessful FSS vendor's proposal, in writing, when providing notice to a vendor that it was not the successful offeror. Information may include the following:

  - Name and address of the successful FSS vendor.

  - Total award value for the Order.

- The basis for award to the successful FSS vendor (e.g., lowest priced-technically acceptable offer).

- Although not required, if quotes are rated during the evaluation, include the unsuccessful offeror's rating.

- A summary of the unsuccessful vendor's evaluated strengths and weaknesses.

- Information that is provided should relate only to the successful FSS vendor and the unsuccessful FSS vendor receiving the notice. That is, do not include technical ratings or evaluated prices for any other unsuccessful FSS vendor(s). However, you may elect to identify the relative ranking of the unsuccessful FSS vendor's evaluated technical rating and price (e.g., third highest technical score and highest evaluated price).

What is "Scope Creep?"

☛ Task Orders are awarded for a specific pre-determined and authorized effort to be performed by the contractor. "*Scope creep*" refers to an undesired and unauthorized expansion of the scope of work under a task order. For example, if the scope of work for an Order were for environmental restoration work, expanding the work to include fossil energy support services would be considered scope creep, and not authorized.

What happens if the FSS Contractor doesn't perform adequately?

☛ The GSA's FSS contracts include the same termination provisions that are prescribed in FAR Part 49. The Contracting Officer may pursue a termination of the Order, for either convenience or default, as necessary and appropriate.

☛ All actions taken regarding terminations must comply with the applicable requirements in FAR.

☛ As an alternative to terminating an order, the Contracting Officer may elect to not exercise any remaining options under the order.

Part II - Multiple Award Contracts

What is a Multiple Award Contract?

- A multiple award contract is a type of indefinite quantity contract which is awarded to several contractors from a single solicitation. Delivery of supplies, or performance of services, is then made via an individual Order placed with one of the contractors pursuant to procedures established in the contract. All contractors receiving awards under a solicitation are given a fair opportunity to be considered for each task/delivery Order issued during the life of the contract.

- FAR Subpart 16.5 provides the regulatory procedures and guidance regarding the award and administration of multiple award contracts.

What are the benefits of using Multiple Award Contracts?

- Multiple award contracts offer many advantages that result in more efficient and effective buying of recurring supplies and services, including:

  - Streamlining the awarding and Ordering process.
  - Ensuring fast delivery of the required products/services.
  - Allowing the Government to leverage its buying power to get best value, to receive high quality goods and services, and to take advantage of latest technological changes in the marketplace.
  - Streamlining the Order closeout process.

When should you use multiple award contracts?

- The FAR requires you to make multiple awards for recurring supplies and services *to the maximum extent practicable.*

- For advisory and assistance services, you are *required* to make multiple awards if the amount of the services exceeds $10,000,000 and the period of performance will exceed three years.

- Proper advance planning and market research will help you make appropriate decisions regarding when to use multiple awards, as well as when multiple awards are not appropriate. FAR 16.504(c) identifies several conditions when you should not use multiple award contracting methods. Some of the factors to be considered in making these decisions include:

- Complexity of the requirement.
- Duration of the effort.
- Required resources.
- Ability to achieve and maintain the competitive nature of a multiple award contract among awardees throughout the period of performance.

☛ Before pursuing multiple awards, ensure that there are two or more contractors that are capable of performing the required work. If you were to make awards to contractors that only specialize in certain areas of the requirement, the competitive nature of such contracts in the placement of Orders after contract award would be impaired.

☛ Be sure to document the contract file with your rationale for the decisions you make in planning for and awarding multiple award contracts, or, conversely, when multiple awards are determined not to be appropriate.

What is fair opportunity?

☛ "Fair opportunity"does not mean "competition" as that term is used in FAR Part 6. The concept of providing fair opportunity for all multiple award contractors refers to your responsibility as the Contracting Officer to ensure that once a multiple award contract is awarded, each contractor is given an opportunity to receive every Order that exceeds $2,500 that is issued under the multiple award contract.

How do you establish Ordering procedures that provide for "Fair Opportunity"?

☛ Solicitations and contracts for multiple awards must state the procedures and selection criteria that you will use to give awardees a fair opportunity to be considered for each Order.

☛ You have broad discretion in developing appropriate Order placement procedures, and you should use streamlined procedures, including oral presentations and minimal information submission requirements as you determine are necessary.

☛ FAR 16.505(b) prescribes requirements and guidelines you should follow for developing Ordering procedures.

☛ Attachment D illustrates a sample multiple award Ordering clause that establishes procedures for providing each awardee "fair opportunity".

How do you ensure that fair opportunity is provided to all contractors?

☛ Contracting Officers can ensure that fair opportunity exists for all awardees and still keep the multiple award process simple and streamlined by following these guidelines -

- Ensure that requiring program customers fully understand the concept of fair opportunity and their role in ensuring that it is achieved for each Order (e.g., evaluating contractor capabilities pursuant to the established Ordering procedures). This is done through proper advance planning and adequate documentation of the decisions made in the award of multiple contracts and in the issuance of task/delivery Orders thereunder.

- Avoid using Ordering practices that preclude fair opportunity - such as the *allocation of Orders among awardees,* and the *direction of Orders to preferred awardees.* These practices are prohibited and result in less than fair consideration being given to all awardees under a multiple award contract.

- Clearly spell out the entire Ordering process in the solicitation and contract.

- Document the file for each Order to evidence that your Ordering practices adhere to the Ordering procedures set forth in the contract.

- Inform all awardees if you plan to use an exception to fair opportunity that may occur in the placement of an Order.

- Issue follow-on/add-on Orders only when they constitute a logical follow-on, provided that all awardees were given a fair opportunity to be considered for the original Order.

- Maximize the use of firm-fixed-price Orders.

- Keep in mind that formal evaluation plans and the scoring of quotes/offers is not required.

What do you need to consider in placing Orders under a multiple award contract for services?

☛ Each Order must clearly describe all services to be performed so that the total cost or price of performance can be established.

☛ Use performance-based work statements to the maximum extent practicable.

☛ Keep contractor submission requirements (e.g., task Order proposals) to a minimum.

- At a minimum, the following should be considered when making a selection for the issuance of an Order -

  - Past performance on earlier Orders under the contract, including quality, timeliness, and cost control.

  - Potential impact on other Orders placed with the contractor (i.e., potential impacts on the contractor's resources).

  - Minimum Ordering requirements of the contract.

  - The amount of time contractors will need to make an informed business decision on whether to respond to potential Orders.

  - Whether contractors could be encouraged to respond to potential Orders by performing outreach intended to promote exchanges of information (e.g., request comments on draft work statements).

  - Price or cost.

- The basis for selection of an awardee for individual task Orders can be based on Best Value or Low Cost/Technically Acceptable depending on the complexity of the requirement and the needs of the program. The basis for selection is usually specified in the request for task Order but could also be specified in the multiple award contract.

How is price evaluated in awarding a multiple award contract?

- Although final pricing of supplies or services is not determined until Orders are issued, you are still required to consider cost to the Government in the initial evaluation of offers leading to the award of multiple contracts. The Comptroller General has reiterated that competitive solicitations must include cost or price to the Government as an evaluation factor, and you must consider cost or price to the Government in evaluating competitive proposals, even for multiple award contracts.

- You can not eliminate proposals from consideration for award of a contract without taking into account the relative cost of that proposal to the Government. This is a statutory requirement that is not satisfied by the practice of considering cost or price only after contract award, when individual task/delivery Orders are issued.

- You must develop a basis upon which the evaluation of cost/price factors can be considered in the initial award of multiple contracts to assess the Government's best estimate of the likely relative cost to the Government.

- For products, you can request offerors to submit fixed prices for the term of the contract, which would allow for an appropriate evaluation.

- For services, you can use a combination of several approaches to provide the most comprehensive way to accomplish the required cost evaluation. Proposed labor rates and mark-up rates can be requested for evaluation purposes. Offerors may also be directed to provide a fully detailed cost proposal for a sample task Order for one or more of the services to be performed under the contract. Agency historical information that addresses similar past projects can be used to estimate the labor mix and materials. Offerors' responses to the sample task Order can provide insight into their technical and staffing approach and can therefore provide a reasonable basis to assess the relative cost of the competing proposals.

How are Orders priced under multiple awards?

- Orders that are placed under multiple award contracts are usually priced using both fixed price and cost reimbursement type methods, depending on the degree in which the work requirements can be specified. However, you should use firm-fixed-price Orders to the maximum extent practicable.

What documentation is required when placing an Order?

- For each Order issued, the contract file shall contain a record which documents the rationale for placement of the Order and cost/price of the Order. Specifically, you should document the basis for award and the rationale for any tradeoffs among cost or price and non-cost considerations in making the award decision.

- This documentation need not quantify the tradeoffs that led to the decision.

- The contract file shall also identify the basis for using an exception to the fair opportunity process. If the agency uses the logical follow-on exception, the rationale shall describe why the relationship between the initial Order and the follow-on is logical (e.g., in terms of scope, period of performance, or value).

What should be considered in determining whether work is a logical follow-on to a previously issued Task Order?

- All awardees under the multiple award contract must have been provided a fair opportunity to receive the original Order under which the work will be added. If another authority was used to issue the original Order on a sole-source basis (e.g., to satisfy a minimum guarantee), then additional work can not be added to the original Order as a logical follow-on.

- A new requirement can be added to an existing task, if the requirement is within the scope of the initial task Order and the work is not severable. For example, when a contractor is providing administrative support services to an organization and a new sub-organization is formed due to a reorganization, an additional contractor employee may be required. It would then be prudent to have the same contractor perform the work, provided the task is modified to add this requirement.

- The criteria contained in FAR 6.302-1(a)(ii) can be used as a guide in determining whether additional work constitutes a logical follow-on to a previously issued task. Specifically, if the issuance of a new Order would result in a substantial duplication of costs to the Government that is not expected to be recovered through the "fair opportunity" process established for the contract, or in unacceptable delays in fulfilling the agency's requirements, then such work would be considered as an appropriate logical follow-on to the original Order.

How can opportunities for Small Businesses be maximized under Multiple Award Contracts?

- Opportunities for maximizing the use of small businesses under multiple award contracts can be accomplished in several ways -

  - A solicitation can be structured as a total set-aside where market research has indicated there will be adequate competition.

  - Partial set-asides may also be appropriate.

  - Opportunities can also be made available by reserving the issuance of orders under specific functional areas of the statement of work exclusively for award to small business concerns.

- In an unrestricted competition, small business participation can be maximized by employing several techniques -

  - Issuing a sources sought synopsis in FEDBIZOPS inviting interested small businesses to submit comprehensive capability statements for specific functional areas of the statement of work.

  - Issuing a draft solicitation for industry comment.

  - Breaking down functional requirements of the Statement of Work to their lowest level (e.g., subfunctional elements) to increase small business opportunities to propose against discrete elements of a multiple award contract.

  - Conducting small business outreach conferences to market a program to the small business community.

  - Including provisions in the fair opportunity procedures of the solicitation/contract which permit the Contracting Officer to reserve the issuance of certain Orders among small businesses (see Attachment D, paragraph b.5.).

What are some helpful Lessons Learned for awarding and administering multiple award contracts?

- Be sure to consider bundling issues when planning for a multiple award contract. GAO has recently decided several cases where the agency bundled requirements traditionally acquired from small businesses. Awards were made to only large companies, as small businesses were precluded from proposing effectively.

- Be sure to include relevant clauses that address various contract types (i.e., Firm-Fixed-Price, Time & Material/Labor Hour, Cost Reimbursable) in the master contract if you anticipate the issuance of Task Orders on these bases.

- Be pro-active. Conduct a post-award meeting with the technical team and a post-award conference with each contractor to communicate to the contractor and technical team the process of how tasks will be awarded and administered.

- When Key Personnel are listed in the contract, be sure to state at the post-award conference that you will only authorize key personnel changes in advance of task proposals being submitted, if applicable.

- Be sure to brief technical monitors on their roles and responsibilities as technical monitors. Also, make sure the Contracting Officer Representatives (COR) and technical monitors are informed, in writing, that they aren't authorized to have the contractor perform services outside the scope of the task unless it has been priced out and approved by the Contracting Officer via a task modification in advance of the services being performed, otherwise the action is a ratification.

- The issuance of all task Orders must adhere to the Ordering procedures set forth in the contract to ensure that fair opportunity is provided to all awardees under a multiple award contract. There are very few instances when sole source task Orders/modifications are appropriate (See FAR 16.505(b)(2)).

  - For example, if a contractor has not received tasks sufficient to meet a minimum Ordering guarantee of the contract, an Order may be placed directly with the contractor without providing a fair opportunity to the other contractors under the multiple award contract.

  - It should be noted that there is no statutory or regulatory authority which permits the issuance of a sole-source Order under a multiple award contract on the basis of socioeconomic considerations (e.g., 8(a) concerns).

- For individual Orders, you should include pricing for option years when the initial task Orders are awarded to help the COR and technical monitors estimate funding requirements in advance.

Part III - Governmentwide Agency Contracts

What is a Governmentwide Agency Contract (GWAC) ?

- A Governmentwide Agency Contract (GWAC) is a multiple award contract issued by one host agency that may be used by other Federal agencies to procure information technology products and services. GWACs offer total technology solutions including hardware, software, systems integration, asset management, and security and program management.

- The use of GWACs is subject to the indefinite-delivery contracts requirements prescribed in FAR Subpart 16.5. However, GWACs are not subject to the requirements and limitations of the Economy Act, as specified in FAR Subpart 17.5 - Interagency Acquisitions Under the Economy Act.

- Host agencies are designated pursuant to the authority of the Director, Office of Management and Budget, to establish GWACs. Currently there are only four OMB designated GWAC agencies - GSA, National Institutes of Health, National Aeronautics and Space Administration, and the Department of Commerce.

- Although DOE is not a designated GWAC agency, the Department can fully utilize GWACs that are administered by host agencies.

Are there any limitations imposed on the user agency?

- Currently, each host agency has established a maximum value for their respective GWAC which is equal to the estimated Government usage for a ten-year period.

- Each GWAC has an established limitation on how much of the total contract value one agency can use. This amount varies by GWAC and is determined by the host agency, which normally adds a small administrative, or user fee to cover its cost of administering the GWAC.

What are the advantages of using GWACs?

- GWACs offer Federal agencies the advantage of flexibility in meeting their various information technology requirements through one umbrella contract. Specific advantages include -

  - GWACs are administratively less burdensome than if an agency were to conduct its own series of individual procurements.

- Procuring agencies realize savings through reduced procurement and administrative costs and through volume buying pricing.
- GWACs utilize performance-based contracts focusing on outcome solutions.
- Orders against GWACs are not protestable.
- The host agency has already conducted the competition resulting in one or more contract awards to the best-in-class IT product and service providers.
- Provide the broadest availability of IT products and services.
- The ordering award process takes approximately one-fourth of the lead-time required for traditional competitive acquisitions, using FAR Part 15 procedures.
- Individual prices are based upon competition in establishing the umbrella GWAC and are predetermined to be fair and reasonable for the placement of orders.
- Small, minority and women-owned businesses, as well as large businesses are represented.
- There are no FedBizOpps posting requirements for the ordering agency.
- Task orders may be firm-fixed-price, time and material/labor hour, level of effort or cost reimbursement depending upon the specific GWAC and the nature of the work to be performed.
- There are over 60 GWACs from which an agency can choose its specific requirements. Attachment D. provides a listing of all current GWACs that have been established and are available for use by DOE and other agencies.

What types of products are available on GWACs?

☛ Many IT products are available on GWACs, including -

- Mainframes
- Desktop computers
- Portable computers
- Hardware
- Peripherals

- Software
- Bar coding systems

What services are available on GWACs?

☛ There are also a many types of IT services available on GWACs, including -

- Hardware/Software Maintenance
- Training
- Software Application
- Digitizing
- Technical support

What do user fees pay for?

☛ User fees are the revenue collected by the host agency to cover the costs associated with awarding and administering the stable of GWAC contracts, as well as the administrative costs of servicing the use of the GWAC contract by other, ordering agencies.

☛ User fees are higher for those agencies that require the host agency to award and administer the tasks issued in support of the ordering agency, while user fees are lower for those agencies willing to administer the tasks that are awarded by the host agency.

How much are the user fees?

☛ User fees that are paid to the host agency normally range between .5% and 4%. However, user fees are negotiable. Some GWACs provide for annual ceilings on user fees that can result in greatly reduced aggregate fee percentages.

For IT integration service requirements, are GWACs preferred over the FSS program?

☛ Yes. GWACs offer total IT solutions through performance-based contracts. If agencies and contractors are focused on the desired outcome rather than the individual pieces involved, GWAC contractors can generally deliver better service. GWACs are specifically focused on providing for outcome-oriented solutions.

How do you ensure that the host agency complies with its commitments?

- This may be accomplished through the Interagency Agreement (IA) between the host agency and user agency and an accompanying memorandum of understanding (MOU) between the two agencies. The IA/MOU should detail the performance expectations of the two agencies.

- The IA/MOU may be negotiated to provide for a reduction in the fee paid to the host agency, in the event that the expectations committed to by the host agency are not maintained.

References

As this Guide will be published in an electronic format,
the attached references will be available via electronic links.

REFERENCE DOCUMENTS

- **Doing Business with GSA**
- **GSA Multiple Award Schedules Program Owners Manual (Spring 2001)**
- **GSA Information Technology Acquisition Center Group To Information Technology Multiple Award Schedule**
- **GSA Federal Supply Schedules Briefing**
  Prepared by Jeffrey Rubenstein
  U.S. Department of Energy
  Office of Headquarters Procurement Services
  (January 2002)
- **Office of Federal Procurement Policy Guide**
  Best Practices for Multiple Award Task and Delivery Order Contracting
  (February1999 Revision)
- **U.S. Department of Commerce Office Of Acquisition Management Draft Report Titled "Review of GSA/GWAC Orders Within the Department of Commerce**
  (January 2002)
- **Federal Acquisition Regulation (Parts 6,8,9.12,13,16,19,23,33,27, and 49)**
- **U. S. Department of Energy Acquisition Letter 2000-07 (8-17-00) Subject: Multiple Award Contracts (MAC: Government-Wide Agency Contracts (GW AC); and Federal Supply Schedules (FSS)**
- **2002 Listing of Government-Wide Acquisition Contracts (GWACS) and Multi-Agency Contracts**
- **Federal Register/V67, No. 62/Monday, April 1, 2002/Proposed Rule and Summary of comments Received**
- **Testimony of Robert J. Lieberman, Assistant Inspector General for Auditing, Department of Defense (March 2000)**
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- **U.S. General Accounting Office Letter to House of Representatives Subcommittee on Technology and Procurement Policy (August 2001)**

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- **Federal Times, March 2002**

  Article - New Rule Imperils Fast Procurements
  Article - Defense Bill Aids Competition - New Rule Need Not Slow Purchases

- **Federal Times, May 2002**

  Article - DOD Buying rule Will Cripple Contracting
  Article - GSA Touts Online Tool to Comply with Procurement Law
  Article - Army, AF Buyer Surged to Use Own Contracts

Attachment A

Ordering Procedures for Services
(Services that Require a Statement of Work)

Ordering Procedures *for Services*
(Services that Require a Statement of *Work)*

GSA developed these special instructions for ordering services when a Statement of Work is required. FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Schedules or for some Special Item Numbers (SINs) within a Schedule. These procedures take precedence over the procedures in FAR 8.404(b)(2) through (b)(3) www.arnet. gov/far.

GSA has determined that the rates for services contained in the contractor's price list are fair and reasonable. However, if you are using these Schedule contracts, **you are still responsible for:**

- considering the level of effort and mix of labor proposed to perform a specific task being ordered
- making a determination that the total firm-fixed price or ceiling price is fair and reasonable

Based on quotes requested from three Schedule contractors that appear to offer the Best Value (considering scope of services offered, hourly rates, contractor's locations, and other factors, as appropriate), you are instructed to select the one that best meets your needs.

When ordering services, ordering offices shall –

- Prepare a Request for Quotes (RFQ)
- Transmit the RFQ to Schedule contractors
- Evaluate quotes and select the Schedule contractor to receive the order.

➡ Prepare a Request for Quotes (RFQ)

At a minimum, prepare a performance-based statement of work that outlines, the work to be performed

- location of work
- period of performance
- deliverables
- applicable standards
- acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.).

Prepare an RFQ which includes the performance-based statement of work and requests the Schedule contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work.

A firm-fixed price order shall be requested, unless the buying member makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested.

The firm-fixed price **shall** be based on the hourly rates in the Schedule contract and **shall** consider the mix of labor categories and level of effort required to perform the services described in the statement of work.

The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations.

A ceiling price must be established for labor-hour and time-and-materials orders.

The RFQ may request the Schedule contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the Schedule contractor's experience and/or past performance performing similar tasks.

The RFQ **shall** notify the Schedule contractors what basis will be used for selecting the Schedule contractor to receive the order.

The notice **shall** include the basis for determining whether the Schedule Contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

➥ Transmit the RFQ to Schedule Contractor

- Based upon an initial evaluation of catalogs and price lists, the buying member's office should identify the Schedule contractors that appear to offer the Best Value (considering the scope of services offered, hourly rates and other factors such as Schedule contractors' locations, as appropriate).

- The RFQ should be provided to three Schedule contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

  For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional Schedule contractors that offer services that will meet the agency's needs. Buying members should strive to minimize the Schedule contractors' costs associated with responding to RFQs for specific orders.

  Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

➥ *Evaluate Quotes and Select the Schedule Contractor to Receive the Order*

After responses have been evaluated against the factors identified in the RFQ, the order should be placed with the Schedule contractor that represents the , Best Value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

Documentation

- Buying members, at a minimum, should document orders by identifying the Schedule contractor from which the services were purchased, identify the services purchased, and the amount paid.

  If other than a firm-fixed priced order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order.
  For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

- When the buying member's office's requirement involves both products as well as executive, administrative and/or professional services, the buying member's office should total the prices for the products and the firm-fixed prices for the services and select the Schedule contractor that represents the greatest value in terms of meeting the agency's total needs.

Attachment B

Ordering Procedures for Services and Products (No Statement of Work Required)

Procedures for Services and Products (No Statement of Work *Required)*

The following ordering procedures **must** be followed, as required by FAR 8.404 wwwarnet.gov/far when ordering products and/or services that do **not** require a Statement of Work when using the MAS Program.

Orders under the $2,500 micro-purchase threshold
You can place the order directly with contractor for the item that best meets your needs.

Orders over the $2,500 micro-purchase threshold
As required by FAR 8.404, **you are required** to:

- Review the GSA *Advantage!* ***or*** online shopping service
- Schedule Contractors' price lists
- Select the Best Value (considering price, plus administrative cost)

Orders over the maximum *order threshold*
Each Schedule contract has an established maximum order threshold.

- Follow the procedures for orders over $2,500
- Review additional price lists or use "GSA *Advantage!* online shopping service
- Seek price reductions from Schedule contractors that represent Best Value
- Place your order with the Schedule contractor offering the Best Value.

You should follow the ordering procedures explained above. If further price reductions are not offered, an order may still be placed if you determine that it is appropriate.

Documentation

- Minimum documentation is generally all that is required (e.g. contractor's name, items purchased and prices paid).

- Additional documentation is necessary when your requirement is defined to a particular brand name and only for orders exceeding the micro-purchase threshold.

- When you follow the procedures of FAR 8.4 www.arnet.gov/far. buying members **should limit your review** to the information provided by **Schedule contractor**

Attachment C

Sample Selection Statement for FSS Services Acquisition

SELECTION/AWARD MEMORANDUM
[Insert Program] Support Services

The Department of Energy issued an invitation to four GSA MOBIS Schedule vendors to attend a pre-proposal conference to discuss providing support services for [program mission] for the Office of Administrative Support (MA-XX). A Request for Quotation (RFQ) was issued via the DOE Industry Interactive Procurement System (IIPS) on [insert date]. Due to projected budget restraints for FY 03, the anticipated period of performance of sixty (60) months will consist of one 8-month base period, one- 4-month option period and four 12-month option periods. An award will be made in accordance with FAR 8.4, GSA Schedules. The preproposal conference was conducted on [insert date].

The competition was reserved for small business firms from the GSA FSS MOBIS vendor list. However, the DOE permitted a teaming arrangement by small businesses with large business firms who are also on the GSA FSS MOBIS schedule. The solicitation informed all offerors that the following labor categories were considered critical services and must be provided as employees of the small business offeror as the prime. In total, the small business prime must provide at least 75% of the labor hours:

- Project Manager
- Site Supervisor – Germantown
- Site Supervisor – Washington
- (labor category) - Germantown (2)
- (labor category – Washington (3)

Based on MA-XX's review of the GSA MOBIS Schedule vendors, a recommendation was made by MA-XX to invite the following firms to the preproposal conference:

Company 1
Company 2
Company 3
Company 4

It is noted that Company 4 did not attend the preproposal conference.

The solicitation requested that the offeror prepare proposals based on technical approach, key personnel, past performance, and price. The solicitation stated that past performance will be evaluated on a pass (satisfactory) /fail (unsatisfactory) basis to determine that the firm (and their GSA MOBIS Schedule team member) has (have) been successful in providing support services under their largest three awards, within the last three years, from U.S. Government clients or other clients from commercial sources. Experience in [insert key programmatic responsibilities] would be a priority for past performance. The DOE anticipated that the award would be a Time-and-Materials instrument. Proposals were due via the DOE IIPS on [insert date].

DOE received proposals from:

Company 1 (teamed with MOBIS vendor Z)
Company 2
Company 3

The Technical Evaluation Panel (TEP) reviewed Companies 1, 2, and 3 relative to determining the best value recommendation under the solicitation. The TEP completed the evaluation of the following three firms (1) Company 1; (2) Company 2; and, (3) Company 3 in accordance with the technical evaluation criteria under solicitation DE-RQ01-03ADXXXXX. The attached evaluation report demonstrated that the technical proposal from Company 1 is superior under the Technical Approach and Key Personnel criteria. All three firms are equivalent under the Past Performance criterion. All references gave a passing evaluation for each of the three firms.

All three firms complied with the solicitation that at least 75% of the labor hours were to be provided by the prime small business.

A revision to the offeror's technical proposal was not solicited.

Company 2 offered the highest price of the three firms under the solicitation. The evaluation of the proposal identified significant weaknesses within the proposal as follows:

- Company 2 did not demonstrate how they would actually perform the services in any of the functional areas in the statement of work.
- Company 2 lacks extensive experience in providing [insert type of services being acquired] services.
- Company 2 proposed several key personnel who did not meet the position requirements.

Based on Company 2's higher price, identified weaknesses, and the lack of any significant strengths, Company 2's proposal is not considered the best value.

The price proposal offered by Company 3 is less expensive than Company 1's price proposal. However, the technical proposal provided by Company 3 contained the following significant weaknesses that would not make the Company 3's offer a best value:

- Company 3 supplements their management experience by discussing a team arrangement with a known (specialty) contractor, Company X. However, the proposal does not develop the arrangement nor does Company X provide personnel based on their schedule.
- The proposed personnel are Company 3 employees; however, the offeror failed to demonstrate that most of the personnel proposed meet the requisite experience contained in the position descriptions of the solicitation.
- Company 3 failed to demonstrate how they would actually perform each of the functional areas of the statement of work.

Company 1 provided a superior Technical Approach and Key Personnel to provide services for DOE in Washington, DC and Germantown, MD. Company 1's price exceeds Company 3's price by 8.4% but is lower than the price offered by Company 2. The TEP recommended in their evaluation that the price differential is justified by the superior Technical Approach and Key Personnel demonstrated in their proposal. The price differential is justified by the superior Technical Approach and Key Personnel proposed by Company 1, as addressed below. In addition, Company 1 has teamed with the incumbent contractor, Company Z):

- Clear and concise methodology to perform each of the functional task areas of the statement of work. Company 1 proposed several innovations in the operations of the XX. For example, Company 1 has extensive experience in marketing their training services throughout the DOE. This marketing experience will be used to expand the use of the XX and attract more revenue for services. Company 1 will be using Company Z sources that have historically provided DOE over $150,000 in discounts to date.

- Company 1 proposes to design a [XX] liaison program to help to insure DOE Program Offices do not duplicate the purchase of services already being provided through the client office.

- Company 1 will use consortium site licenses, which have in the past saved the DOE $1.2 million in FY 2001. These savings will continue by Company 1 negotiating future consortium site licenses.

- Company 1 has gained hands-on experience in DOE's policies, procedures, systems, databases, customer bases and on-going initiatives by acquiring the staffing the effort entirely with

employees who are currently providing these services. There will be no start-up expense of training new personnel.

- Company 1 has acquired all incumbent employees with security clearances. The DOE will not have to spend several thousand dollars in processing new security clearances.

- Technical innovations are critical to the MA-XX mission. Automation of materials constitutes the largest expenditures. Company 1 has an established subcontractor, Company Z, who is the incumbent contractor. Company Z's knowledge of MA-XX services is state-of-the-art and will continue providing innovative approaches to MA-XX services and most importantly, cost cutting recommendations that exploit the electronic MA-XX systems and services.

- Company 1 has proposed several enhancements to MA-XX's systems. These improvements have the result of increasing MA-XX's client base, and streamlining electronic systems. These are considered innovative cost savings recommendations.

- Company 1 has recommended another cost savings initiative that involves a free services called "XX" for non-technical documents. DOE currently uses a fee for the service under the contract.

- Company 1 has acquired all Key Personnel from the incumbent contractor Company Z. The existing Key Personnel are fully trained in DOE MA-XX operations. Their enthusiasm for the work has been demonstrated continuously by DOE customers providing hundreds of accolades for expert MA-XX services. Keeping customers satisfied translate in cost savings by repeat customers. The customer's program offices provide a large amount of MA-XX funding.

- Company 1's entire Key Personnel staff meets DOE Position Descriptions. There will be no lost time filling vacancies.

- Company 1 has proposed an acceptable methodology to insure that staff members receive continuous education to maintain their state-of-the-art expertise. The continuous education (seminars, course instruction) will be provided at no cost to DOE.

- The Company 1 acquisition personnel represent the best of the lessons learned in acquiring [XX] services. These individuals have a proven track record in saving DOE thousands of dollars.

The proposal strengths noted above are unique to Company 1's proposal.

Based on the numerous potential cost saving elements offered by the Company 1 proposal, Company 1 provided a proposal offering a detailed understanding of DOE's MA-XX operations and innovative recommendations to improve services and increase the customer base. At the same time, much of the proposed work provides for new cost savings and carries on the best time proven savings initiatives. Company 1's Core Personnel and Key Personnel will provide a seamless transition to the new contract, while maintaining a relationship to the incumbent contractor who created most of the MA-XX software system and operational procedures.

The Contract Specialist evaluated the labor rates for Company 1/Company Z and confirmed that the proposed rates are in accordance with their respective GSA MOBIS Schedule published rates. The labor rates and discounts are considered fair and reasonable when compared to their GSA Schedule contracts (See price evaluation, Attachment 2 to this memorandum).

Price proposals were due via the DOE IIPS on (date), and were received on time from all three offerors:

Company 3	$10,800,000.00
Company 1	$11,700,000.00
Company 2	$13,000,000.00

As noted above, Company 1 provided a superior Technical Approach and Key Personnel to provide MA-XX services for DOE in Washington, DC and Germantown, MD. Company 1's price of [insert date], exceeded Company 3's price by 8.4% but is less than the price offered by Company 2. The TEP already recommended in their evaluation that the price differential between Company 3 and Company 1, and Company's 1 price proposal of [insert date] was reasonable as a best value of the three offerors.

The Contract Specialist performed a final evaluation of the labor rates for Company 1/Company Z and confirmed that the proposed rates are in accordance with their respective GSA MOBIS Schedule published rates. Company 1 provided a 41.5% discount rate for all labor categories. It is hereby determined that the labor rates and discounts contained in Company 1's final proposal are fair and reasonable and represents the best value to the government.

Based on the above, it is hereby recommended that Company 1/Company Z be selected as the best value vendor for the proposed statement of work under DE-RQ01-03XXXXX.

_____ _____
Contract Specialist Date

CONCUR:

_____ _____
Contracting Officer Date

_____ _____
Independent Review Date

_____ _____
Division Director Date

APPROVED:

_____ _____
Head of the Contracting Activity Date

Attachment:

1. Technical Evaluation Panel Recommendation.
2. Price Evaluation

Attachment D

Sample Ordering Clause for Multiple Award Contracts

H.12 PROCEDURES FOR ISSUING TASK ORDERS -- PCO AND ACO ORDERING

Only DOE Procuring Contracting Officers (PCO)s and Administrative Contracting Officers (ACO)s are authorized to place Task Orders under this contract. The term contracting officer, as used in this clause, means PCO or ACO.

If the Government has awarded more than one contract for the work specified in the Statement of Work of this contract, the Contracting Officer will periodically issue Task Orders to one or more of these contractors, pursuant to the procedures set forth in paragraph (a) or (b) below:

(a) The Contracting Officer may issue a task to any one of the contractors if he/she determines, in his or her sole discretion that:

1. Following any of the procedures of paragraph (b) would result in unacceptable delays in fulfilling the requirement which is the subject of the Task Order;

2. The task requires services that are unique or highly specialized and that only one contractor can provide the services to the level of quality required;

3. The task is a logical follow-on to a Task Order previously issued to a contractor pursuant to paragraph (b) (1) below; or

4. It is necessary to issue the Task Order to a contractor to fulfill a minimum guarantee.

(b) The Contractor agrees that issuance of a Task Order in accordance with the procedures listed in this paragraph is deemed to have provided the Contractor a "fair opportunity to be considered" as that phrase is used in Section 303J(b) of the Federal Property and Administrative Services Act of 1949, as amended, for this issuance of Task Orders under the contract.

1. <u>Issuance of Task Orders Based Substantially on Performance of Previous Task Orders With Cost a Considered Factor</u>

In issuing tasks based substantially on performance of previous tasks, the Contracting Officer will evaluate records of the contractors' technical performance and cost control on previous tasks issued for the work specified in the Statement of Work of this contract, taking into account performance under tasks most comparable to the prospective task. In order to issue initial tasks under this contract on this basis, the Contracting Officer may consider the quality of the contractors' technical proposals under the solicitation leading to the award of this contract, taking into account the portion of the proposal most comparable to the prospective task.

After such an evaluation, the Contracting Officer will make award to the contractor he or she believes most likely to perform the task at the highest quality at the best value. If issuance of a task will be based substantially on performance of previous tasks, cost proposals will be requested.

2. Issuance of Task Orders Based on Cost/Price

(i) When the issuance of a Task Order is to be based entirely on cost or price, the Contracting Officer will provide each contractor information as delineated in the clause entitled, "Task Orders," of this contract relating to the prospective task, specifying that the award will be based entirely on cost/price. The Contractor will provide a task proposal as specified in the "Task Orders" clause. The Contracting Officer will exercise his/her best judgment in determining whether elements of cost reasonably reflect the nature of the prospective task. To the extent required, the Contracting Officer will negotiate the proposals.

(ii) The Contracting Officer may choose to base award substantially on cost or price, in which case the Contracting Officer will issue a request for task proposals which specifies any additional selection factors, and their relative importance, to be used in the selection of the recipient of the task.

3. Issuance of Task Orders Based Substantially on Technical Merit

In issuing tasks based substantially on technical merit, the Contracting Officer, along with the DOE Technical Manager(s) named elsewhere in this contract, will request technical and cost/price proposals on the Statement of Work required for the Task Order. The request for task proposal will specify the selection factors and the means of submission of the proposal. After evaluation, the Contracting Officer will make award to the contractor he or she believes most likely to perform the task at the highest quality and reasonable cost/price.

4. Issuance of Task Orders Based upon Other Criteria

In issuing tasks under this procedure, the Contracting Officer may base the issuance on any other factor(s) which he or she deems appropriate in the exercise of sound business judgment. Such factors include, but are not limited to, selection based upon best value (cost/technical tradeoffs) for performance of a prospective task. If the selection factor or factors require the submission of task proposals from the contractors, the factor or factors to be used in selecting the recipient of the task, and their relative importance, will be specified in the request for a task proposal by the Contracting Officer.

5. Issuance of Task Orders Utilizing Limited Competition

(i) The Contracting Officer may offer a fair opportunity for a task award solely among small business or small disadvantaged business within a particular functional or sub-functional area.

(ii) Task Orders issued under pursuant to paragraph 5.(i) will be awarded based on one of the award scenarios described in paragraphs 1 through 4 of this paragraph b.

(c) An Ombudsman has been designated for the contracting activity awarding this contract to ensure that all contractors are afforded a fair opportunity to be considered for task or delivery orders pursuant to FAR 16.5. The purpose of the Ombudsman is not to diminish the authority of the Contracting Officer, but to receive on behalf of and to communicate to the appropriate Government personnel concerns and disagreements of contractor(s) not receiving a specific task and to work to resolve the matter. When requested, the Ombudsman will maintain strict confidentiality as to the source of the concern. The Ombudsman does not participate in the original selection of contractors or in the evaluation or determination of the issuance of task or delivery orders under this contract, does not act in the capacity of a Contracting Officer, and does not participate in the adjudication of contract disputes, in regard to multiple award task or delivery order contracts awarded pursuant to FAR 16.5. Interested parties may contact the Contracting Activity Ombudsman, at (202) XXX-XXXX or by email: [_____] with concerns or disagreements. Those issues which cannot be resolved at the level of the Contracting Activity Ombudsman may be referred to the DOE Task and Delivery Order Ombudsman.

Attachment E

Governmentwide Acquisition Contracts and Multi-Agency Contracts

(GOVERNMENT-WIDE ACQUISITION CONTRACTS GWACS) and MULTI-AGENCY CONTRACTS
05/31/02

Host Agency	Type	Fee	Compete?	Lead Time	Comments
FLETC Non-toxic Ammunition (ends 2003)	IDIQ	No	Yes	3 weeks	Contracts awarded to Blount Inc., Delta Frangible Ammunition, Federal Cartridge Co., Longbow, Inc., Remington Arms Co., Simunition, and Olin Corp./Winchester Division. Various sizes of frangible and non-frangible cartridges are available. Orders must be placed by the Federal Law Enforcement Training Center. Contact Patricia Newman at 912/267-3171 to obtain information on establishing an MOU for Orders
Veterans' Affairs (Ends 9/2002)	BPA	1% incl.	Limited . Review other prices	Very fast-3 days	Very flexible and easy to use. **BPAs** are based on **GSA** Schedule contracts with A&T Systems, NCI Information Systems and Pulsar Data Systems. No per order ceiling. Suppliers: Dell, IBM, HP, Compaq, etc., Trng & svcs. also avail. Call Fred Sanders, A&T (301/384-1425, ext320); call Denise McKenzie, Pulsar (301/853-5112) or Laura Thomas, NCI (703/287-8221). No fee if agency issues its own orders
NIH CIO-SP 1I (10 years)	IDIQ	1% max.	Yes	2-3 weeks	Must follow NIH procedures, which are explained on web site below. Must **fax/e-mail** SOW and "TORP" (task order request for proposal) to NIH; NIH must approve **SOW** and source selection docs. There are 48 primes, MANY subs. Nine task areas: **CIO Support**, Outsourcing, IT operations & maintenance, Integration Svcs, Critical Infrastructure & Information Assurance, Digital Gov't , Enterprise Resource Planning, Clinical Support/Research Svcs, and Software Development. Fees: 1% if prime is lg. bus; if sm. bus, fee is 1% up to $5M; .75% up to 10M; .5% over $10M. See (http://nitaac.nih.gov/Nhome/cio2) or phone 1-888-773-6542
CECOM's Boundary Security Device BPA's (Ends 1/2004)	IDIQ	0%	Yes	2-3 weeks	BPAs awarded to Electronic Systems of Richmond (http://www.esr.com) GTSI (http://www.gtsi.com/Army Security) Paragon Systems (http://www.paragon-systems.com) and Patriot Technologies (http://www.patriot-tech.com). Contact Julia Conyers-Lucero at 520/838-8259.
CECOM's Rapid Response (R2) (Ends 7-2003)	IDIQ	1%	Yes	19 days	Contracts awarded to ARINC and Lear Siegler Services for services, training and support see (http://r2csr.momnouth.army) or contact Laura Hanke, 405/605-7137.

DISA's Encore Information Technology Solutions (Ends 3/2009)	IDIQ	2%	Yes	2-4 weeks	Contracts awarded to Analytical Services Inc., CSC, EDS, Lockheed-Martin Integrated Systems, Northrup Grumman Information Technology, Pragmatics, Inc., TranTech Inc., TRW and Unisys Federal. Under these contracts, the contractors provide services, hardware, software and associated enabling products to satisfy IT activities at all operating levels. Areas supported by these contracts include Command and Control, Intelligence and Mission Support areas, as well as all elements of the Global Information Grid (GIG). DISA will conduct competition, though customer agency can have input on source selection. Contact Major Doug Armstrong, 618/229-9302. See http://www.disa.mil/D4/diioss/encorchar.html
DISA's Enhanced Mobile Satellite Service (Ends 12/2002)	IDIQ	2%	No	1-3 weeks	Contract awarded to General Dynamics Decision Systems for Iridium satellite network equipment and services. Contact Augustine Ponturiero, 703-607-6292. See http://www.ditco.disa.mil
FBI Pistols (Ends 5/02 and 5/03)	IDIQ	No	No	1-2 weeks	Contract awarded to Glock for .40 caliber DA pistol (ends 5/02) and to Springfield, Inc. for .45 SA pistol (ends 5/03). Contact Theresa Powell at 703-632-1640.
Justice Legal Support Services (Ends 12/03)	IDIQ	No	No	1-2 weeks	Contract awarded to Dyncorp for asset forfeiture and paralegal services. Contact Dave Johnson at 202-307-1967.
Justice Gen. Support Svcs. (Ends 9/03)	IDIQ	No	Yes	2-3 weeks	Contracts awarded to DDD company and Vistronix for general support services. Contact Joyce McCoy at 202-307-1972.
Justice ASSIST-2 (Ends 9/06)	IDIQ	Yes	Yes	2-3 weeks	Contracts awarded to Compaq Federal, DynCorp, and Unisys Corp. to obtain hardware maint., help desk, config./asset management, and operations support. See http://www.usdoj.gov/jmd/irm/sts/assist/doj2.htm for ordering procedures and fee. Must establish agreement with DoJ; they will award on your OF-347 once funds are certified as being available. Contact Mark Selweski at 202-307-1968.
Justice IT Support Svcs. (Ends 5/04)	IDIQ	3.5% 2% .5%	Yes	2-3 weeks	Contracts awarded to CSC, DynCorp, Keane Federal, Lockheed Martin, Logicon, and Pragmatics for IT support services. Range in fee depends on task order amount (up to $ 1M, 3.5 %; over $ 1M to $ 10M, 2 %; over $ 10M, .5 %). Must establish reimbursable agreement w/ DoJ. See http://www.usdoj.gov/jmd/irn/sts/itss200l/itss.htm Contact Nancy Feeney at 202-307-1976.

NASA SEWP III (Awarde 7/01)	IDIQ	0% under $2500. 75% over $2500	Limited. Review other prices; compete if mult. awards	2-5 days	Easy to use. Program ofc must get faxed quote to submit w/ req. We fax orders to NASA and NASA forwards to vendor. Primes are H-P (Classes 1 and 8); GTSI/Sun Microsystems (Class 2); IBM (Class 4); Silicon Graphics (Class 5); Silicon Graphics, GMR and Cray (Class 6-mult. award); GTSI, Unisys, Logicon/FDC (Class 11-mult. award); GTSI, Logicon/FDC, & GMR (Class 13-mult. award). For explanations of **Class** designations, click on "What's in SEWP?" See http://www.sewp.nasa.gov Call SEWP Bowl Help Line, 301/286-1478. Ordering guide is available on-line, with detailed instructions.
NASA ODIN (Ends 2007)	IDIQ	1 %	Limited.	2-4 weeks	Contracts with Boeing, CSC, DynCorp, FDC, Intellisource Info. Systems, OAO, and Wang. "Seat management" concept. Orders must go through FEDCAC w/ 1 % fee. Contact Chris Wren, 703/605-9811. NASA's web site is http://www.odin.nasa.gov/homepage.html
NIH ImageWorld II	IDIQ	1 % max.	Limited. Review other prices	2-3 days	Easy to use. Contracts are for medical imaging hardware/software, electronic document mngmt, and GIS. 24 primes and 200 subs include Unisys, Universal Hi-Tech Development, EDS, Lockheed Martin, Sytel, Seta. See http://nitaac.nih.gov/Nhome/IW2 or call hotline at 1-888-773-6542. Fee structure same as NIH CIO-SP II.
DoJ ITSS (Ends 2004)	IDIQ	.5-3.5%	Yes	1-2 weeks	Requires establishment of a reimbursable agreement with DoJ (though a possible option is to have DoJ use your fiscal strip on the task order). Primes are CSC, DynCorp, Keane Federal Systems, Lockheed-Martin, Logicon, and Pragmatics. Contact Nancy Feeney at DoJ on 202/307-1976. See-http://www.usdoi.gov/jmd/irm/sts/itss200l/itss.htm
DoT ITOP II (Ends 1/2006)	IDIQ	.75-2.75% (depends on level of support)	Yes	2-3 weeks	Three functional areas: Information systems engineering, systems ops. & mngmt, and info. sys. security support svcs. Primes include EDS, Booz Allen, Wang Gov't Svcs., SRA, Litton/TASC, DynCorp, Logicon, Lockheed Martin, SAIC, Unisys (26 awards), etc., including 8 8(a) firms. Contact ITOP program office, 202/366-6338. See http://itol.dot.gov (web site is very complete in terms of step-by-step ordering procedures, fees, etc.)
DoT VANITS (Ends 8/2007)	IDIQ	.75-2.75%	Yes	2-3 weeks	Value-Added Niche Information Technology Services contracts awarded to over 100 contractors in the following I 1 functional areas: Business intelligence services (data warehousing/mining); e-commerce services; e-mail/messaging services; enterprise resources processes services; remote maintenance monitoring services; e-Learning services, systems transition/migration/remediation services, assistive technology services; Government financial systems services, secure communications services; and operational maintenance support. Contact Ames Owens, 202/366-9614. See http://vanits.dot.gov

DoT STATUS (Ends 5/2006)	IDIQ	.75-2.75%	Yes	2-3 weeks	Specialized and Technology User Services (STATUS) program awarded to over 100 companies, in 5 technical areas: geographic information systems, artificial intelligence, wireless/technologies/networks, e-learning and learning management systems, and operational maintenance support. Contract is open to Federal, state and local governments. Contact the program office at 202/385-6789. See http://status.dot.gov
Defense Message System (Ends 4/2003)	IDIQ	N	N	2-3 weeks	Contract awarded to Lockheed-Martin for secure messaging infrastructure hardware and software (Unix and NT workstations, MS Exchange and Lotus E-mail, etc.). Provides complete systems integration, training, and technical support. Contact Jerry Bennis, 703/681-0921. See http://www.disa.mil (click on contract vehicles; select DMS).
DISA's DEIS II (Ends 6/30/2002)	IDIQ	2	Yes	1-3 weeks	(DEIS= Defense Enterprise Integration Svcs) Contracts awarded to CSC, EDS, Lockheed-Martin, SAIC, TRW, and Unisys for BPR, systems development and implementation/deployment, etc. Contact Mark Schneider, 618-229-9137. See http://www.disa.mil/D4/diioss/deischer.html
DISA's Information Assure (I ASSURE) I (Ends 7/2007)	IDIQ	2	Yes	3-4 weeks	Eleven performance-based contracts awarded to ACS Defense (8 subs), ATREL Inc. (10 subs), CSC, EDS (15 subs), Logicon (23 subs), Pragmatics Inc. (8 subs), SAIC (15 subs), SRA Corp. (14 subs), TASC (10 subs), Veridian (37 subs incl. 4 universities), and Getronics Gov't Solutions (21 subs). Contractors will provide a full range of IT/IA services to protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality and non-repudiation. Includes h/w, s/w, dissemination devices, etc. Contact Bill Keely (703/882-1504). See http://www.disa.mil/D4/diioss/iachar.html
FAA BITS (Ends 2003)	IDIQ	1%	Yes	1-3 weeks	All awardees are small or 8(a) firms. Can set work aside for one group or the other. 15 primes. FAA extremely helpful for smooth processing. Call Jack Handrahan, 202/267-9781, or Regina Fletcher, 202/267-7806. See http://www.faa.gov/ait/bits
GSA FAST, Heartland Region (Ends 10/2004)	IDIQ	1% incl. in pric	Yes	1-3 wks. (11 regional ofcs)	Federal Acquisition Svcs for Technology (FAST). Service provided by your closest GSA regional office. They will use the multiple award schedules, GWACs, and a number of 8(a) contracts they awarded-whatever gets you what you need fastest. Contact Delta Helm, 877/FAST SDC. Fee is negotiable. See http://www.fast.sdc.gsa.gov
GSA's ENIGMA	IDIQ	2-4%	Yes	1-3 weeks	ENIGMA is a multiple award program that arose from PDD-63 and the Government Information Security Reform Act. "Trusted neutral" partner (contractors) will assess the critical infrastructure security (classified or unclassified); NSA's INFOSEC assessment methodology is used. Prepares agency for audit; helps establish baseline program information. Contact Jack Bowers, 202/708-7685. See http://www.fts.gsa.gov/enigma.enigmamain.htm

DIA's SS-II Program (Contracts may have ended 4/02)	IDIQ	0%	Yes	2 weeks	Contracts are in place with Compaq Federal, Northrup Grumman, Sun MicroSystems, Sytel, Inc., and Tracor-ES for Tempest hardware/systems. Contact Jim Dashiell at 202/231-2670. See http://assess.dia.mil (click on SASS II).
Navy's NAVICPmart	IDIQ	0%	No	1 day-1 week	Navy has awarded requirements contracts for a number of electrical tools and test equipment, including network analyzers. All government agencies can use these vehicles. Orders can be placed on the Internet, by using a purchase card, or a hard-copy order. Items included have been tested and approved by the Navy. Delivery time is long - 45 to 120 days, depending on the items. Call 1-888-665-3454 for more information, or visit http://www.navicpmart.com
NM ECS H (Ends 9/2002)	IDIQ	1% incl.	Yes	5 days	MANY vendors (45!) & products all viewable on the web. See http://nitaac.nih.gov Intelligent Decisions carries Tempest and zoned equipment (contact Michael Phu, 703/689-9908). Contact Millicent Carr-Manning in the NIH program office, at 301/402-3072.
GSA WACS (Ends 2002)	IDIQ	2.5%	No	2-3 weeks	Wire and cable services domestic and overseas. Call Sabrina Craine, 703/904-2810. See http://www.fts.gsa.gov/html/fts_mall/Wiring_Cabling.html
GSA's ANSWER (Ends 2008)	IDIQ	1% incl.	Yes	2-4 weeks	Contracts w/ Anteon, Booz-Allen, CSC, DynCorp, EER, Info. Systems Support, ITS Corp., Litton/PRC, Logicon, and SAIC. Provides wide range of software support and other IT services. Contact Thelma Riusaki, 510/637-3880. See http://answer.gsa.gov Complete ordering guide on web site. Agencies can direct order/direct bill once GSA's C.O. gives authorization.
GSA's Safeguard	IDIQ	1% incl.	Yes	2-4 weeks	GSA has awarded 27 BPA's to help agencies comply with PDD 63 and critical infrastructure protection requirements. Six functional areas include critical infrastructure asset identification, risk management, critical infrastructure continuity and contingency planning, physical infrastructure protection, information systems security and information assurance, and emergency preparedness, awareness training, exercises and simulation. Contact Donald Carlson (program mgr) on 202/708-7531, or donald.carlson@gsa.gov See http://www.fts.gsa.gov/safeguard GSA will issue the order for you or issue a DPA for direct orders. Customer guide and base SOW are on web site.
GSA's Business Architecture Modemization (BAM) (Ends 6/2002)	IDIQ	Varies	Yes	2-6 weeks	Contracts with CSC, Litton PRC, SETA Corp., Booz, Allen & Hamilton, SRA International, Wizdom, and Abacus Technology. Services include strategic planning assistance, infrastructure management/planning/oversight, BPR, training, etc. Contact Rian Block, FEDSIM, 703/216-8284. See http://fedsim.gsa.gov/bam

GSA's CINEMA (Ends 2002)	IDIQ	1% incl.	No	2-4 weeks	Contracts with BTG and AT&T Global Networks for Internet access, e-mail, and EC activities. Contact Mary Kenney, 703/306-6307. See http://www.fts.gsa.gov [in the left-hand column, click on the program pull-down list and then on "Internet Services (CINEMA)"]. Contract is direct order-direct bill; competition not required, but may want to obtain quote depending on anticipated services type(s). If requirements are international, select AT&T.
GSA Millennia (Ends 2009)	IDIQ	1%	Yes	2-4 weeks	Contracts with Boeing, Booz-Allen, CSC, DynCorp, Lockheed Martin, Litton/PRC, Logicon, OAO, Raytheon, SAIC, SRA, and Unisys. Three functional IT service areas: Software engineering, communications, and systems integration. Contact Sandye Simpson, 703/605-9808. See http://fedcac.gsa.gov/Millennia.htm Orders must be placed by an FTS office; competition required among all 12 vendors, but if there is an incumbent, firms are so notified.
GSA Millennia Lite (Ends 2010i	IDIQ	1 %	Yes	2-4 weeks	Contracts with Abacus Technology Corp, Anteon Corp, Calibre System Inc, C-EXEC, Data Networks Corp, EDSI, SI International Inc, Soza & Co. Ltd, Sytex Inc, User Technology Associates Inc., et al (over 30 firms). Four functional areas: IT planning/studies/assessment (contact Angela Joslin, 404-331-0156); high-end IT svcs (contact Patricia Renfro, 817-978-0039); mission support svcs (contact Angela Joslin, 404-331-0156); and legacy systems migration/new systems dev. (contact Greg Norman, 817-978-0027). Ceiling is $20B. See http://lite.gsa.gov. GSA can order or agency can order with delegation of authority from PCO. Contracts are award-term.
GSA ACES	IDIQ	1 %	No	2 weeks	(Access Certificates for Electronic Services) GSA will assist Government agencies and citizens with authenticating digital signatures. Agencies must obtain a delegation of procurement authority from GSA, by submission of C.O. Warrant information. PKI and other types of e-commerce needs can be served under this program. Contact Reva Hutchinson, 202-501-1520. See http://www.gsa.gov/aces for more information.
GSA Computing & Communications Recovery Services	IDIQ	.5 %	Yes	2-4 weeks	Three contracts awarded by FEDCAC for disaster recovery services. Contractors are IBM Business Continuity and Recovery Services, Comdisco Continuity Services, and SunGard Recovery Services. Services include testing to help refine agency contingency plans, restore and recover operations, business impact analysis, and recovery planning. A no-cost, no-obligation proposal may be requested from the program manager, David Krohmal, by sending the request via e-mail to david.krohmal@gsa.gov (or 703-619-6197). See http://fedcac.gsa.gov/disaster.htm (scroll down to "contracts" section)

GSA OBIS	IDIQ	1% incl.	Yes	2-4 weeks	These GSA Schedule contracts for consulting svcs., facilitation svcs., survey svcs., trng. svcs., and support products. MOBIS stands for Management, Organizational and Business Improvement Svcs. Schedule. Contracts w/ dozens of firms. Contact Warren Hayashi, 253/931-7050. See http://www.gsa.gov/Portal/content/offerings_content.jsp?contentOID=115565&contentType=1004
GSA Seat Mngmt. (Ends 6/2008)	IDIQ	1% incl.	Yes	2-6 weeks	Contracts with DynCorp, EER Systems, FDC, IBM, Litton/PRC, Multimax, SAIC, and Wang. Operation/management of desktop computers/LANs. Contact Chris Wren, 703/605-9811. See http://seatmanagement.gsa.gov This is a direct order-direct bill arrangement, but GSA must first issue a delegation letter to the agency C.O.
GSA TELIS (Ends 6/2002)	IDIQ	0%	No	I week	Telecommunications systems and services, provided by EDS. Call Jeanne Davis, 781/860-7138. This is a direct order-direct bill arrangement, but GSA must first issue a delegation letter to the agency C.O. See http://fedcac.gsa.gov/Telis.htm (scroll down to "contracts" portion)
GSA's FEDSIM	IDIQ	2-6%	Varies	1-4 weeks	Various IT services can be contracted for by GSA on a fee-for-service basis. Drawback is high fee; advantage is that funds get transferred to GSA and become no-year money. Contact Linda Leicht, 703/756-4005, or Chip Ward, 703/756-4120.
Wireless Phones and Service	IDIQ	1%	No*	1-3 weeks	*Several vehicles are now in place to acquire wireless phones/air time. GSA in Boston has a BPA w/ Sprint (Motorola phones) (contact Mattie Buford, 617/565-5770); GSA in D.C. has a contract w/ Hughes Global Systems (Motorola and Kyocera phones) (contact Brian Johnson, 310/606-9508); DISA has a contract w/ Motorola for their phones (contact Deb Wellan, 618/229-9547)
GSA's Satellite Services (Ends 2006)	IDIQ	2% (incl.	No	I day-3 weeks	GSA's Fed. Technology Service awarded a contract to Hughes Global Services for commercial satellite communications services and products (space segment, teleport service, end-to-end satellite circuits, satellite networks, VSAT networks, video and data broadcast networks, etc.). GSA's fee is built into the prices (KTR pays GSA). Contact Peter Cunniffe at Hughes, 703/875-0545. See http://www.hughesglobal.com/gsa
GSA's WITS 2001 (Ends 2008)	IDIQ	varies	No	30 days	Contract awarded to Bell Atlantic, for services to be provided to the Washington, DC metropolitan area. See http://www.fts.gsa.gov In the left-hand column, click on the programs pull-down menu and then on "WITS 2001." Services include Internet access, frame relay and asynchronous transfer mode data svcs, voice and video teleconferencing, purchase of customer premise equipment, etc. Ceiling is $1B. Contact Bill Beardon, 202-501-1231.

GSA's Fed. Wireless Telecom Svcs (Ends 2005)	IDIQ	1%	No	1-2 weeks	Contract w/ DynCorp for wireless telecommunications services and equipment including pagers). Contact the Federal Wireless Center, 1-888/333-9473. See http://www.fedwireless.com. Available nationwide & US Territories; includes provisioning, monitoring, reporting and billing. Verizon Wireless provides phone service. Fee is 4% monthly on SkyTel paging svcs. Direct order/direct billing (GTE bills for telephone svcs and SkyTel bills for pagers). Wide variety of phones and plans available.
Air Force's IT-2 BPA's - DoD Only (See Comments) (Ends 12/02)	IDIQ	1.54% + 1% GSA (latter is in-cluded in CLINs	Limited (BPA's have been competed)	1-3 weeks	While contracts are primarily for DoD, permission can be obtained for use by other agencies by contacting ssg.ito@gunter.af.mil, or 334-416-5608. Contracts with GTSI, Gateway, Westwood Computer Corp (veteran-owned) and CDW-G, Dell and Micron for PC's and servers; workstations available from GTSI and Compaq-Federal; software available from Logicon, FDC, GTSI, qTech, Sytel, and Lockheed Martin. IT services available **for DoD only** from Centech, EDS, General Dynamics, Lockheed-Martin, Multimax, Northrup Grumman, RS Information Systems, Sumaria, and TRW. Items available include desktops, laptops, servers, networking equipment, accessories, printers, and services. Contact customer support at ssg.ito@gunter.af.mil. See http://www.itsuperstore.af.mil (NOTE: Website will be changing over 6/1/2002 to https://afway.af.mil
Air Force's ULANA H	IDIQ	1.74%	No	1-3 weeks	Contract with Sun Microsystems expires for purchase 3/2001. Contract with TRW is active until 8/2002. Both offer a myriad of networking hardware and software products, as well as services. (ULANA=Unified Local Area Network Architecture). Contact Michael Glennon, 334-416-4215. See http://web1.gunter.af.mil/CIT-PAD or http://www.ulana2.com (latter is TRW's site)
Army's ADMC-I Program (Ends 5/2004)	IDIQ	incl	Yes	1-2 weeks	Army Desktop and Mobile Computing BPA's replace Portable-3 and PC-3 programs. BPA's awarded to CWD-G, GovConnection, Comark Inc., Dell, GTSI, iGov.com, Intelligent Decisions, Micron, and PlanetGov.com. Desktops and notebooks have on-site, 3-year warranty, worldwide. Desktops include Acer (Comark), Apple (CDW-G), Compaq (CDW-G), Dell, Gateway (PlanetGov), HP (GTSI), IBM (iGov), and Micron. Notebooks include Compaq, Dell, GETAC (Micron), Gateway (PlanetGov), HP (GTSI), IBM (iGov), Micron, Sony (Intell. Decisions), and Toshiba (Comark). Also includes Palm, NEC and HP organizers and Blackberry products. Vehicles are available to all agencies and agency contractors. See http://pmscp.monmouth.army.mil or call 1-888-232-4405.

Army's AIT II Program (Ends 7/2009)	IDIQ	No fee!	No	1-3 weeks	(Automatic Identification Technology) Contract awarded to Symbol Technology, Inc. for bar code equipment, microcircuitry, and ancillary services (installation, training, maintenance). Use purchase card or SF-1449. Orders for equipment and services must be separate, unless on a task order, equipment needed is under $25K. All orders must go through the Central Order Processing Ofc (COPO). Contact Clarence Magwood, 703/806-3979. See http://www.peostamis.belvoir.army.mil/ait/homepageC.htm
Army's Human Resources XXI (HR21) (Ends 2003)	IDIQ	2%	Yes	2-4 weeks	Contracts with Litton PRC and Resource Consultants, Inc. Provides a fall range of HR resources, including administrative, technical and HR functions. All orders are issued by Army, so funds must be transferred to them to process order. Once issued, customer determines level of control over contractor's work, over and above QA of HRXXI staff. Contact Katie Cohen, 703/602-1303 or Naomi Lynch, 703/602-2982. See http://www.hrxxi.army.mil
Army's Small Computer Program (MMAD-G) Ends 5/2006	IDIQ	1% incl.	No	1-2 weeks	Contract with GTSI for high- and low-end Compaq servers and workstations. Includes lease options, mass storage items, software, routers, LAN items, printers, services, and total solution. 5-year warranty, worldwide. Payment by credit card is accepted. Contact Brian Rieth, 732-427-6589 (Army) or Carole Dunn, 703-502-2689 (GTSI). See http://pmscp.monmouth.army.mil/contracts/mmad_gtsi/mmad_gtsi.asp or http://www.gtsi.com/mmad
GSA's	IDIQ	1%	Yes	1-2 weeks	Tempest and zoned equipment is available from Office Solutions (http://www.officesolutionsinc.com) and from Intelligent (http):://www.intelligent.net. Both firms sell equipment manufactured by Hetra Secure Solutions. Contact Jim Jacobs, 703/642-1551,x12 or Phil Beaulieu, 703/803-8070, x325.
GSA MAS	IDIQ	0%	Yes	1-2 weeks	Computers and Security Solutions sells Tempest equipment on the open market (small, woman-owned business). No Gov't contracts except a BOA with NATO. Contact Karen Azoff, 703/922-0633. Very competitive pricing. Manufacturer is Emcon.
US Customs Wireless (Ends 2003)	IDIQ	0%	No	1-2 weeks	Motorola, Inc. provides land mobile radios and related services. Users must be delegated ordering authority by host agency before ordering. Contact Nellie Potocki-Reeves, 202/927-4901.
US Customs Vessel Maint. (Ends 2003)	IDIQ	0%	No	1-2 weeks	General Offshore Specialized Svcs. provides nationwide vessel maintenance services (CONUS, Puerto Rico, Virgin Islands). Authorized users have interagency agreements with Customs. Contact Randy Ash, 202/927-2554.
US Customs Helicopters (Ends 2003)	IDIQ	0%	No	1-3 weeks	American Eurocopter provides helicopters and components. Requirements contract for Customs. Users must be delegated ordering authority by host agency. Open to all state and federal agencies. Contact Pansy Bradley-Cooper, 202/927-0073.

US Customs Interceptors (Ends 2003)	IDIQ	0%	No	1-3 weeks	Fountain Power Boats provides interceptor vessels, open cockpit. Requirements contract for Customs. Users must be delegated ordering authority by host agency. Open to all state and federal agencies. Contact Pansy Bradley-Cooper, 202/927-0073.
US Customs Interceptors (Ends 2004)	IDIQ	0%	No	1-3 weeks	Midnight XP provides interceptor vessels, mono hull. Requirements contract for Customs. Users must be delegated ordering authority by host agency. Open to all state and federal agencies. Contact Pansy Bradley-Cooper, 202/927-0073.
US Customs Tracking Dev. (Ends 2003)	IDIW	0%	No	1-3 weeks	Star Trac provides vehicle communications tracking devices. Users must be delegated ordering authority by host agency. Open to all state and federal agencies. Contact Mark Weinstein, 202/927-0567.
US Customs (Ends 9/2003)	IDIQ	0%	No	1-3 weeks	Production Contracting, Inc. provides construction/renovation services in AZ and surrounding counties. Users must be delegated ordering authority by Customs. Contact Bill Mynatt, 317-298-1180, ext. 1270.
*Treasury's Financial Mgmt & Auditing (Ends 6/2004)	IDIQ	0%	No	1 week	Contracts awarded to Teldata Control, PriceWaterhouseCoopers, and The Profit Recovery Group Internat'l. See http://www.gcfeb.com/fbac. Administering office is Franchise Business Activity, reporting to Treasury's CFO. Provides recovery audit svcs, on a firm-fixed recovery fee percentage basis; fee-for-svc work also available (hourly rates). Contact Dave Zingo, 513-684-6764.
*Treasury's Document Automation & Copier Svcs. (Ends 9/2002)	FFP & BPAs	0%	No	1 week	Contracts awarded to OCE USA, Minolta, Xerox, Ricoh, etc. See http://www.fedsource.gov. Administering office is Franchise Business Activity, reporting to Treasury's CFO. Lease or buy or LTOP analog, digital, and/or color copiers; flexible arrangements, multiple types of copiers/capacities. Most plans incl. maintenance and consumables (not paper). Contact Linda Valentino, 312-886-9358.
*Treasury Franchise FBA-Global Svcs.' Staff Support svcs.	IDIQ	3%	No	1 week	Contract for staff support services with Star Digital, Software Professionals and Professional Performance Development Group. Call 210-308-4522. See http://www.fba.satx.disa.mil
*Treasury Franchise FBA-Global Svcs.' IT Support Svcs.	BPA	3%	No	1 week	Contract for IT support services with Software Professionals and McBride & Assoc. Call 210-308-4522. See http://www.fba.satx.disa.mil

*Treasury Franchise-FBA Global Svs.' Project Mngmt. Support Svcs.	IDIQ	3%	No	1 week	Contracts awarded for project management support services, to Global Technical Systems, and Systems Integration Management. Call 210/308-4522. See, http://www.fba.satx.disa.mil
*Treasury FedSource FBA-Central/ GoTo.Gov Human Resources Svcs.	BPA	Incl.	No	1 week	Full range of HR services is available through a variety of vendors. Includes recruitment, pre-employment screening, classification, outplacement, ADR, Workers Comp, EEO counseling/reporting/case management. Nine awards, all small, SDB, or woman-owned (ordering agency gets credit). Nationwide coverage. Contact Karen Blum, 314-539-6016. See http://www.fedsource.gov
*Treasury FedSource FBA-**Central/GoTo.** Gov - IT Equipint & Project Support Svcs.	BPA	Incl.	No	1 week - 1 month	Convenient access to a full line of Tier 1 IT equipment through 8(a) vendors. Includes wide variety of skill categories to staff IT projects. Nationwide coverage. Contact Karen Blum, 314/539-6015. See http://www.fedsource.gov
*Treasur FedSource FBA-**Central/ GoTo.Gov Management** Advisory Svcs.	BPA	Incl.	Yes	1 week to 1 month	Access to vendors to meet Congressional requirements for performance, financial management, outsourcing and overall management improvement. Nationwide coverage. Contact Rick Rider, 410/962-2283. See http://www.goto.gov
*Treasury FBA-SC's Technical and Administrative Svcs.	BPA	3-5%	No	2 weeks	BPA's for technical and administrative services with ADI Technology Corp., Blackhawk Management Corp., Columbia Research Corp., Crystalview Technology Corp., End to End, Jardon & Howard Technologies, Professional Services Unlimited, ManTech, Progency Systems, Breil Worldwide Management, Engineering Solutions and Products. Fee goes down as volume goes up; 3 % minimum. Contact Marie Larson, 843/524-1541 or Jackie Coleman, 843/524-1136. (No web site available yet.)
*Treasury FBA-Global Svcs' Copier Mngmt Support Svcs.	BPA	3%	Yes	30 days	BPA's for copier management support services with Canon, Konica, Xerox, OCE and Ricoh. Call 210/308-4522. See http://www.fba.satx.disa.mil
*Treasury FBA-SC's IT Services	BPA	3-5%	No	2 weeks	BPA's for IT services with Automation Precision Technology LLC and Computer Temporaries, Inc. Fee goes down as volume goes up; 3% minimum. Contact Marie Larson, 843/524-1541. (No web site available yet.)

Treasury, FBA-SC's Medical Svcs.	BPA	3-5%	No	2 weeks	BPA for medical services with StarMed Staffing Group. Contact Marie Larson, 643/524-1541. Fee goes down as volume of work goes up; 3% minimum. (No web site available
Treasury's Employee Assistance Program (Ends 9/2002)	FFP	0%	No	1 day - 1 week	Contract with Green Spring Health Services. See http://www.fedsource.gov. Administering office is Franchise Business Activity, reporting to Treasury's CFO. Typical EAP services are provided nationwide; billed on a per-capita basis, but hourly-rate and per-incident services are also available. Contact Diane Ridgway, 206-220-6129.
Treasury's Fed. Benefits Information System (Ends 9/2004)	IDIQ	Var.	No	30 days	Contracts awarded to Gov't Retirements & Benefits for software support; Bureau of Public Debt for hardware and Internet support. See http://www.gcfeb.com/fbac Internet-based application on Fed. Gov't Retirement, specific to individual employees (retirement estimates, disability benefits, survivor benefits, life/health insurance coverage, etc.). Fee is based on no. of employees/agency + one-time set-up charge. Contact Bill Quaine or Dave Zingo, 513-684-6764.
Commerce's COMMITS (Ends 2004)	IDIQ	.5-1%	Yes	1-3 weeks	Commerce Information Technology Solutions contracts awarded to 29 small, small disadvantaged and women-owned small businesses. Ceiling is $1.5B. Solutions-based and performance-based contracts are in 3 business areas: Systems engineering, systems security, and systems operations and maintenance. See http://www.commits.doc.gov.
*Treasury's Project SupportSvcs (Ends 9/2002)	FFP & BPAs	0%	No	3 days - 1 week	Contracts with Kelly Services, Westaff, National Systems & Research, etc. See http://www.fedsource.gov. Administering office is Franchise Business Activity, reporting to Treasury's CFO. Services include clerical/administrative, IT, medical, technical/professional and industrial, to assist agencies in complying with GPRA, streamlining, downsizing, privatization, strategic sourcing, etc. Contact Karen Blum, 314-539-6015.
Air Force's Standard Systems Group (SSG)	IDIQ				SSG offers CMM Level III development capability. They are a franchise organization, offering services in the areas of program management; software development; acquisition of hardware; software and services; life cycle management support services for IT systems; and quality assurance testing for software. Contact Cheryle Cannday at 334-416-3203, or cheryle.cannadv@gunter.af.mil.Web site is http://www.ssg.gunter.af.mil
DLA BPA Ends 2002	IDIQ	2%	Limited	1-2 weeks	NCI Information Systems provides IT products and services. DLA must issue orders, so 2% fee is mandatory. Contact Dick Frederick, 703/767-1212. See http://www.nciinc.com

*Treasury's Franchise Business Activity programs that have multiple awards were done by geographic region. Therefore, within a particular region, there is no need to further compete your requirement.

QUESTIONS? Call Ronne Rogin, 202.622.0378. Email address is Ronne.Rogin@do.treas.gov
Or you can go to http://www.arnet/gov/gwac/govurls.html or http://policyworks.gov/intergov/ for another view of what's going on across the Government (GWACs/MACs not "findable" on the latter site)

For another listing of interagency contracts, check http://ec.msfc.nasa.gov/hq/cci/adpmass.html (arnet site has more current info than this one)