

EcoAnalysts, Inc. GSA Procurement Guide

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## **EcoAnalysts' GSA Procurement Guide**

**Content borrowed from U.S. General Services Administration booklet: "Environmental Services: GSA Schedule 899"**

## **What is a Multiple Award Schedule (MAS)?**

A Multiple Award Schedule covers contracts that GSA has negotiated with a number of qualified companies for a group of related services and/or products to be provided directly to the customer. The terms “GSA Schedule” and “Multiple Award schedule” are synonymous and are often interchangeable. Agencies can be fully assured their procurements will meet the best value criteria for Government acquisitions, complying fully with all applicable regulations.

## **Authorized Users**

The agencies and activities named below may use contracts established under this GSA Schedule.

- All federal agencies and activities in the Executive, Legislative and Judicial branches
- Government contractors authorized in writing by a Federal agency pursuant to 41 CFR 101-26
- Mixed ownership government corporations (as defined in Government Corporation Control Act) such as the U.S. Postal Service
- The government of the District of Columbia
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply

## **Geographic Coverage**

This schedule can be used worldwide by all federal agencies and authorized users noted previously.

## **Orders Under \$2500**

Prepare a Statement of Work and place the order directly with the contractor of your choice for the services that best meet your needs

## **Orders Over \$2500**

To ensure a “Best Value” determination is made, as required by FAR 8.404:

- Prepare a Statement of Work
- Use Schedule information to conduct market research and to contact as many vendors as practicable to ensure at least three responses are received, or send Request for Quotes to at least three Schedule contractors and seek price reductions
- Evaluate and make a “Best Value” selection
  - “Best Value” is defined in the Federal Acquisition Regulation as: “the expected outcome of an acquisition that, in the Government’s estimation, provides the greatest overall benefit in response to the requirement.”  
Thus, this does not mean that the lowest price always represents the best

value. Other value determinations are turn around time on data, quality of work, and past performance.

### **How to Find Potential Contractors**

The Environmental Services Schedule lists all available categories of services including brief descriptions of the Special Item Numbers (SINs). However, the contractors who offer these services are listed on several Web sites as indicated below.

- GSA *Advantage!*, [www.gsaAdvantage.gov](http://www.gsaAdvantage.gov) (keyword search on specialty or company name)
- Schedules e-Library, [www.gsa.gov/elibrary](http://www.gsa.gov/elibrary) (or link from GSA *Advantage!* Web site) and search by Schedule number (899), SIN number, or key words
- Environmental Schedule Web site, [www.gsa.gov/environmental](http://www.gsa.gov/environmental) services, for specialized spreadsheets or call (800) 241-RAIN (7246) for assistance.

### **Labor Hour or Time and Material Task Orders**

In accordance with the ordering procedures for services, ordering activities will solicit Request for Quotes (RFQ) from contractors on the Schedule. Contractors will respond with a quote based upon their awarded prices. The preferred type of Task/Delivery Order issued against the contract is Firm Fixed Price, however, Labor-Hour or Time and Material Task Orders may be issued when the ordering agency deems it appropriate, provided a determination is made in accordance with the FAR 16.601(b) and 16.601(c) when placing an order

### **How Do I Pay?**

Agencies can, when identified in the contractor's catalog/price list, make payments for oral or written delivery orders by using the government commercial credit card. Other payment options include invoice and contract financing payments which are made via Electronic Fund Transfer (EFT).

### **Ordering Procedures for Not Pre-Priced Services on GSA Schedules or on Hourly Rates**

GSA has established the following ordering procedures for services that require a Statement of Work. These ordering procedures are set forth in FAR 8.405.

GSA has determined that prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm fixed price or ceiling price is fair and reasonable. When ordering services, ordering offices shall:

1. Prepare a Request (Request for Quote or other communication tool):

- a. A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared. For additional information on preparing a statement of work, go to [www.gsa.gov/centerforacquisitionexcellence](http://www.gsa.gov/centerforacquisitionexcellence) and select the course on using GSA Schedules.
  - b. The request should include the statement of work and request the 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 ordering office 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 prices 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 direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel of Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and materials orders.
  - c. The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
  - d. The request shall notify the contractors as to what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.
2. Transmit the Request to Contractors:
- a. Based upon initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as turn around time, as appropriate).
  - b. The request should be provided to a minimum of three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding \$5M, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with

responding to Requests for Quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

3. Evaluate Responses and Select the Contractor to Receive the Order.  
After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)
4. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
5. When the ordering office's requirement involves both products and services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.40)
6. The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price 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 tradeoffs made in making the selection.

### **Blanket Purchase Agreements (BPAs)**

GSA Schedule contracts contain BPA provisions to maximize your administrative and purchasing savings. This feature permits Schedule users and contractors to set up “accounts” to fill a “recurring requirement.” These accounts establish a period for the BPA and generally address issues such as frequency of ordering and invoicing, authorized callers, discounts, delivery locations and time.

Inform contractors in the request (based on the agency’s requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

- A. **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The Schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
  
- B. **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in FAR 8.404 (a)(2)(ii) and then place the order with the Schedule contractor that represents the best value.

**BPA REVIEW REQUIREMENTS:** Such review shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

## Helpful References

- Environmental Services Schedule including links to Getting on Schedule, e-Tools, and Environmental Solicitation:  
[www.gsa.gov/environmentalservices](http://www.gsa.gov/environmentalservices)
- Environmental Services Schedule 899 e-mail:  
[environmental@gsa.gov](mailto:environmental@gsa.gov)
- Environmental Products and Services Guide:  
[www.gsa.gov/enviroservices](http://www.gsa.gov/enviroservices)
- For information concerning eligibility to use Schedules, basic ordering guidelines, and Frequently Asked Questions (FAQ) go to:  
[www.gsa.gov/schedules](http://www.gsa.gov/schedules) and click on “For Customers Ordering from Schedules”
- Current contract award information, including contractors listed by Schedule:  
[www.gsa.gov/elibrary](http://www.gsa.gov/elibrary)
- EPA Compliance Assistance:  
[www.epa.gov/compliance](http://www.epa.gov/compliance)
- GSA *Advantage!*:  
This site allows you to order services online via e-Buy or to search for appropriate vendors.  
[www.gsaadvantage.gov](http://www.gsaadvantage.gov)
- General Inquiries:  
National Customer Service Center  
(800) 488-3111
- More information on BPAs (including a sample document):  
[www.gsa.gov/bpa](http://www.gsa.gov/bpa)