Federal Acquisition Service

Innovative Acquisition Methodologies
In Support of Test & Evaluation Objectives

Jeff Manthos
US General Services Administration
March 12, 2007
Who are we?

GSA Federal Acquisition Service…A New Service Representing

- General Supplies and Services
- Integrated Technology Services
- Assisted Acquisition Services
- Travel, Motor Vehicle, & Card Services
Today’s Topic - Part One

- Acquisition, Innovation and the Industrial Base
- Enabling GSA “Tools” (Professional Services Schedule contracts)
- GSA Tools – T&E Crosswalk
- Innovation Examples
Today’s Topic - Part Two

- The GSA Multiple Award Schedule Contract
- Basic Schedule Ordering Procedures
- Flexible Schedule Tools
- GSA E-Tools
- GSA Support
NDIA’s Principle Missions

are to improve weapons technology, improve defense management, and maintain a strong science-industry-defense team continually responsive to all needs of the research, development, test & evaluation, production, logistics and management phase of national preparedness.....
Conference Objectives

- T&E Metrics for Suitability and Sustainability
- Reducing Total Ownership Costs and Role of T&E, SE, and Logistics
- Test Planning
- Planning and Implementing Sustainability as a KKP Effectively
- Design Techniques
Conference Objectives, Con’t

- Test Methodology
- Testing for Realistic Estimates of Reliability
- Technologies to Reduce Life Cost
- Field Test Data & Archiving
- Feedback Sustainment Lessons to Improve Requirements, Programming T&E and Acquisition Process
Leveraging the Industrial Base for Test & Evaluation

- T&E Agencies
- Acquisition
- Industry

*GSA can be the enabler!*
Commercial Item Acquisition

Expanding the use of commercial items in DoD systems offers the DoD opportunities for reduced cycle time, faster insertion of new technology, lower life-cycle costs, greater reliability and availability, and support from a more robust industrial base. It is a fact that for many technologies that are critical to military systems, the commercial marketplace-and not the DoD-now drives the pace of innovation and development.

DoD Extension to PMBOK ® Guide
June 2003
Acquisition Methodologies

- Full and Open
- Agency Organic Indefinite Delivery-Indefinite Quantity
- Set-Aside Programs
- Government-Wide Acquisition Contracts
GSA Schedules Program

What is a Schedule?

- GSA Awarded Competitive IDIQ contracts
- Mirrors Commercial Buying Practices
- Long-term Contracts Awarded to Multiple Companies - 5 yrs. With Three 5-yr. Options
- Forty-three Schedules Offer 11 Million-Plus Products & Srv.
- Huge Selection: Over 14,000 Companies Represented on Nearly 18,000 Contracts
MAS Program Has Grown From $10 Billion in 1999 to over $35 Billion in 2006

Service Schedules Pave the Way for Integrated Solutions

Used Throughout DoD, DHS and Other Top Agencies

Flexibility to Support Multi-Agency Strategic Sourcing Efforts

Full Suite of Customized Online Tools
  - Air Force Advantage, Other Specialized Stores
  - e-Buy, e-Library

Online Contract Terms and Conditions

Spend Data Helps Agencies Manage More Effectively
Multiple Award Schedule Benefits

All Competition Requirements Have Been Met

- No Synopsis Required
- Prices Have Been Deemed Fair & Reasonable
- Terms and Conditions Have Been Pre-negotiated
- Reduced Need For Front-End Procurement Personnel
Multiple Award Schedule Benefits, Con’t

- Reduced Procurement Lead Time
- Minimizes Documentation Required
- Customized Solutions
- Direct Relationship With Contractors
- No Additional Administrative Fees
- Risk of Protest is Low
Transparent Pricing

Task Order Type:

- Firm fixed price or FFP *(preferred)*
- Labor hour
- Time and Materials
- Incentives with FFP

The service contract act does not apply!
Enabling Tools

GSA Professional Services Schedule Contracts
GSA Professional Services (samples)

- Professional Engineering Services
- Mission Oriented Business Integrated Services
- Logistics Services
- Environmental Services
- Laboratory Services
Professional Engineering Services - Schedule 871
Professional Engineering Services

Scope of Schedule

This schedule provides a comprehensive vehicle for Federal agencies to use when obtaining all types of engineering services
Professional Engineering Services
NAICS Codes

- 541330 Engineering services and
- 541710 Research and development in the physical sciences
Over 800 Contractors as of January 2007, including:

- Large Businesses
- Small Businesses
  - Disadvantaged
  - HUBZone
  - Veteran-owned
  - SDVOB
  - Women-owned
Professional Engineering Services-871

- Special Item Numbers (SINs):
  - 871-1 Strategic Planning for Technology Programs/Activities
  - 871-2 Concept Development and Requirements Analysis
  - 871-3 System Design, Engineering and Integration
  - 871-4 Test and Evaluation
  - 871-5 Integrated Logistics Support
  - 871-6 Acquisition and Life Cycle Management
SIN 871-1

- Strategic Planning for Technology Programs/Activities
  - ...definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc.
SIN 871-2

- Concept Development and Requirements Analysis

- ...abstract or concept studies and analyses, additional requirements definition, preliminary planning and evaluation of alternative technical approaches...cost-performance trade-off analysis, feasibility analysis..
SIN 871-3

- Systems Design, Engineering and Integration

- ...translation of a system or (subsystem, program, project activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risks identification/analysis/mitigation, traceability...
SIN 871-4

➢ Test and Evaluation

➢ ...application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design....
SIN 871-5

- Integrated Logistics Support

- Analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles.....
SIN 871-6

- Acquisition Life Cycle Management

- ...planning, budgetary, contract and systems/program management functions required to procure and/or produce, render operational and provide life cycle support to technology based systems, activities, sub-systems, projects, etc.....
Mission Oriented Business Integrated Services (MOBIS)-874

- Special Item Numbers (SINs):
  - 874-1 Consulting Services
  - 874-2 Facilitation Services
  - 874-3 Survey Services
  - 874-4 Training Services
  - 874-5 Support Products
  - 874-6 Competitive Sourcing Support
  - 874-7 Program Integration and Project Management Services
  - 874-99 Introduction of New Services
MOBIS Schedule NAICS Codes

- 541611 Administration Management & General Management Consulting Services
Some MOBIS Tasks

- Quality Management
- Business Process Re-engineering
- Strategic & Business Planning
- Benchmarking
- Competitive Sourcing
- Activity-Based Costing
- Financial Management Analysis (related to improvement effort)
More MOBIS Task Examples

- Statistical Process Control
- Surveys
- Individual & Organizational Assessments & Evaluation
- Process Improvements
- Process Modeling and Simulation
- Performance Measurement
Logistics Worldwide (Logworld)-874V

Special Item Numbers (SINs):

- 874-501 Supply & Value Chain Management Services
- 874-502 Acquisition Logistics
- 874-503 Distribution & Transportation Logistics Services
- 874-504 Deployment Logistics
- 874-505 Logistics Training Services
- 874-506 Support Products
- 874-507 Operations & Maintenance Logistics Management and Support Services
Logistics Worldwide Schedule
NAICS Codes

- 541614 Process, Physical Distribution, and Logistics Consulting Services
- 561210 Facilities Support Services
Some LOGWORLD Tasks

- Design & Fabrication (in support of a logistics effort/process)
- System Testing
- Range & Communications Engineering (But any IT must be related to logistics application/task. No volume purchases or software development not related to Logistics tasks.)
- Remote site logistics support (National & International)
- Food Service / Motor Pool / Courier Service
More LOGWORLD Tasks

- Spares Support (to include purchase support if items are listed on GSA contract)
- Inventory Management
- Analysis of Distribution Points – Air, Road, Water, Rail or Pipeline
- Material Handling Training / Forklift Certification
- Planning (Scenarios, databases, after action review support, archive operational lessons learned)
- Train and mentor foreign military services in logistics methods and techniques
Environmental

- Special Item Numbers (SINs):
  - 899-1 Environmental Planning Services & Documentation
  - 899-2 Environmental Compliance Services
  - 899-3 Environmental Occupational Training Services
  - 899-4 Waste Management Services
  - 899-5 Reclamation, Recycling and Disposal Services (This does NOT include handling/disposal and/or transportation of nuclear or radioactive waste.)
  - 899-6 Remote Advisory Services
  - 899-7 Geographic Information Services (GIS)
  - 899-8 Remediation Services
Federal Acquisition Service

Environmental Schedule NAICS

- 541620 Environmental Consulting Services
- 562920 Material Recovery Facility
- 562112 Hazardous Waste Collection
- 541380 Lab Services [check scope]
- 562910 Remediation Services
Some Environmental Tasks

- Environmental Impact Statements
- Develop programs or regulations
- Risk Analysis or Vulnerability Assessments
- Environmental Compliance Audits
- Spill Prevention
- Environmental Training
- Permitting
- Waste Management Plans or Studies
- Establish/operate HAZMAT, electronics, CRT, battery or chemical recycling programs
Special Item Numbers (SINs):

- 873-1  Mechanical Testing and Analysis
- 873-2  Chemical Testing and Analysis
- 873-3  Electrical Testing and Analysis
- 873-4  Geotechnical and Thermal/Fire Testing and Analysis
- 873-99 Introduction of New Testing and Analysis
GSA Tools – T&E Crosswalk
T&E Metrics for Suitability and Sustainability

- SIN 871-6 Acquisition Life Cycle Management
- SIN 874-502 Acquisition Logistics
- SIN 871-5 Integrated Logistics Support
- SIN 874-7 Program Integration and Project Management
Reducing Total Ownership Costs and Role of T&E, SE and Logistics

- SIN 871-6 Acquisition Life Cycle Management
- SIN 871-2 Concept Development and Requirements Analysis
- SIN 871-5 Integrated Logistics Support
- SIN 874-7 Program Integration and Project Management
Test Planning to Assure Priority for Assessment of S&S

- SIN 871-3 Systems Design, Engineering and Integration
- SIN 871-4 Test and Evaluation
- SIN 874-1 Consulting Services
- SIN 874-7 Program Integration and Project Management
Planning and Implementing Sustainability as a KKP Effectively

- SIN 871-3 Systems Design, Engineering and Integration
- SIN 871-4 Test and Evaluation
- SIN 871-5 Integrated Logistics Support
- SIN 874-7 Program Integration and Project Management
Design Techniques such as Conditioned-Based Maintenance and its T&E

- SIN 871-3 Systems Design, Engineering and Integration
- SIN 871-4 Test and Evaluation
Test Methodology

- SIN 871-2 Concept Development and Requirements Analysis
- SIN 871-3 Systems Design, Engineering and Integration
- SIN 871-4 Test and Evaluation
- SIN 874-1 Consulting Services (MOBIS)
Testing for Realistic Estimates for Reliability

- SIN 871-Test and Evaluation
- SIN 874-7 Program Integration and Project Management
Reducing Total Cost of Ownership

- SIN 871-1 Strategic Planning for Technology Programs
- SIN 871-5 Integrated Logistics Support
- SIN 871-6 Acquisition Life Cycle Management
- SIN 874-1 Consulting Services (MOBIS)
Technologies to Reduce Life Cycle Cost

- SIN 871-1 Strategic Planning for Technology Programs
- SIN 871-2 Concept Development and Requirements Analysis
Field Test Data and Archiving

- SIN 871-4 Test and Evaluation
- SIN 871-6 Acquisition Life Cycle Management
- SIN 874-7 Program Integration and Project Management
Feedback Sustainment Lessons to Improve Requirements, Programming T&E and Acquisition Process

- SIN 874-1 Consulting Services (MOBIS)
- SIN 871-5 Integrated Logistics Support
- SIN 871-6 Acquisition Life Cycle Management
- SIN 874-7 Program Integration and Project Management
INNOVATION Examples-CTAs, BPAs

1. NASA Marshall Space Flight Center
   • One Schedule
   • One Task Order, One Contractor

2. Marine Corps Systems Command
   • Eight Schedules
   • Multiple-Award BPA, Many Contractor Teams
NASA: One Schedule, One Task Order

Aggregated Requirement
- Logistic Support Services
  - Property
  - Mail
  - Move
  - Disposal
  - Motor Pool
  - Equipment Maintenance
  - Environmental
  - Food

A. Select Schedule

Logistics Worldwide (LOGWORLD) Schedule 874V
- SIN 874-501 Supply & Value Chain Mgmnt
- SIN 874-502 Acquisition Logistics
- SIN 874-503 Distribution & Transportation
- SIN 874-504 Deployment Logistics
- SIN 874-505 Logistics Training
- SIN 874-506 Support Products
- SIN 874-507 Operations and Maintenance Logistics Management & Support

B. Select Applicable SINs
MARCORSYSCOM Requirements

Multiple diverse program offices (each $20M+ annually)
- Information Systems & Infrastructure
- Battle Management/Air Defense
- Infantry Weapons Systems
- Armor & Fire Support
- Transportation/Engineering Systems
- Combat Equipment Support Systems
Solution: Multiple BPAs, Multiple CTAs

- All requirements met through Schedules
  - $3.6B+ annually (supplies & products)
  - $180M+ annually (services)
  - $340M+ total GSA Task Orders (through May 2005)
  - GSA Task Orders ranging from $150K to $6M each

- 27 Contractor Teams, 27 Multiple-Award BPAs
- 150+ Schedule contractors
Multiple-Schedule Solution

**Specialty Engineering**
- 874 MOBIS
- 871 Engineering
- 899 Environmental
- 70 IT

**Business & Analytical**
- 874 MOBIS
- 520 Financial & Business
- 69 Training

**Engineering & Scientific**
- 874 MOBIS
- 871 Engineering Services
- 70 IT

**Acquisition, Log. & Admin.**
- 874 MOBIS
- 874 V LOGWORLD
- 871 Engineering
Multiple BPAs & Contractor Teams

Specialty Engineering

- **FY05**: 8 BPA Teams
- **Avg. Team Size**: 11
- **Team Leads**: AOT, AT&T, Battelle, CSC, EMA, ManTech, MTC, Unitech

Business & Analytical

- **FY05**: 4 BPA Teams
- **Avg. Team Size**: 8
- **Team Leads**: Booz-Allen, Kalman, MCR, RCI

Engineering & Scientific

- **FY05**: 8 BPA Teams
- **Avg. Team Size**: 12
- **Team Leads**: AERA/EDO, Anteon, BAE, DCS, NGMS, OSEC, Sverdrup, SAIC

Acquisition, Log. & Admin.

- **FY05**: 7 BPA Teams
- **Ave. Team Members**: 11
- **Team Leads**: CACI, EG&G, INS, MKI, Titan, BRTRC, CRC
Examples: Using CTAs & BPAs for Complex Requirements

- Marine Corps Systems Command
  www.marcorsyscom.usmc.mil/sites/acss/

- Army Aviation and Missile Command
  https://wwwproc.redstone.army.mil/acquisition/omnibus2
PART TWO

➤ The GSA Multiple Award Schedule Contract
➤ Basic Schedule Ordering Procedures
➤ Flexible Schedule Tools
➤ GSA E-Tools
➤ GSA Support
Schedule Contract Features

- Streamlined Ordering
- Best Value
- Blanket Purchase Agreements
- Teaming Arrangements
- Maximum Order Provisions
- E-Tools
Federal Acquisition Service

Streamlined Ordering

- **Under $3,000**
  - Select any Schedule Contractor

(The Micro Purchase Threshold for Davis Bacon Act Procurements is $2,000. The Micro Purchase Threshold for Service Contract Act Procurements is $2,500.)

- **Over $3,000**
  - Send RFQ to a Minimum of 3 Schedule Contractors
  - Review the Quotes Received (can use GSA e-Buy)
  - Select the “Best Value” Based on Other Evaluation Factors in Addition to pricing
  - Issue a Task Order/Delivery Order
Awards Based on Best Value

Best Value is Determined on What is Important to the Buyer

- Price
- Technical Solution (including program management)
- Corporate Experience
- Past Performance
- Delivery
Blanket Purchase Agreements

- BPAs Offer Flexible Solutions and Options
- Build Long Term Relationships With Vendor Partners
- Useful for Replacing Expiring IDIQs
- Easy to Establish
  - Establish BPA From the Pool of Schedule Contractors
  - Used to set up “Accounts” to Fill Recurring Requirements
  - Can Last as Long as the Contract Period
  - Review Annually for “Best Value”
  - May be Offered Volume Discounts When Establishing a BPA
Contractor Teaming Arrangements

- Schedule Contractors May Team With Each Other to Provide a Total Solution for a Customer
- Best for Complex Acquisitions
- Enables Contractors to Consolidate Unique Capabilities
- Offers the Government the Best Combination of Performance, Cost and Delivery
- Increases Small Business Participation
- CTA Team Leader Responsible for Task Order Execution, Even If Not Identified
Maximum Order Provisions

- Customer Agencies Must:
  - Seek Additional Price Reductions
  - 3+ Contractors for Further Competition

- Contractors can:
  - Offer a Lower Price
  - Offer the Current Contract Price
  - Decline the Order
GSA Schedule Contract Fundamentals

- Standing solicitation - offers accepted throughout the year with no closing date (uniform updating, mass mods conform all Schedule contracts to existing solicitation)
- Part 12 Multiple Award IDIQ (FFP w/EPA)
- Task Orders (FFP, LH, and/or T&M)
- Three 5-year option periods
  - Task Order performance could extend beyond since performance continues even if Schedule option not exercised (or contract terminated)
  - However, agency couldn’t award new orders or exercise options on TOs/BPAs without existing Schedule contract
Pricing & EPA Methods

1. Established Commercial Price List/Equivalent
   Requires a Modification Request from Contractor for Increase to Take Effect

2. Negotiated Escalation Prior to Award
   A. Fixed Escalation for Term of Contract (Multi-Year Pricing 20 Years)
      Price Increases Automatically Effective on the Anniversary of Contract (No Modification)
   B. Adjustments Based on Market Indicator (Yearly Mod)
      Based on a Published Index, Survey or Market Indicator
Federal Acquisition Service

Are Schedule Prices the Best Prices?

**Contract Level**
- Contract Pricing Objective: “Most Favored Customer”
- Price Reductions Clause
- Inspected during contractor assist visits
- Ordering agencies pay no fee to GSA to use the Schedules

**Task Order Level**
- **Shall** seek discounts (FAR 8.405-1(d)) if:
  - Task Order exceeds “Maximum Order Threshold”
  - BPA regardless of estimated value
- Encouraged to seek discounts for all orders
- Make best-value determination, total price/LOE/labor mix reasonableness
Search FedBizOpps Schedule RFP

- Standing solicitation periodically replaced (GSA says “refreshed”)
  - All contracts updated with mass modifications to match the most recent FedBizOps-posted “refresh”
  - Opens as a searchable *Word* document
  - Use `<Edit> <Find>` in *Word* to locate words or phrases of interest.
  - Good method both for numbered clauses and for other “free text”
Federal Acquisition Service

Schedule Summary
For general schedule questions, contact:
Phone: 1-800-241-RAIN
E-mail: environmental@gsa.gov

899 ENVIRONMENTAL SERVICES

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>899 1</td>
<td>Environmental Planning Services &amp; Documentation - Services to include, but not limited to: Environmental Assessments under the National Environmental Policy Act (NEPA); Endangered Species; Wetlands; Watersheds and other Natural Environmental Planning Services and Documentation.</td>
</tr>
</tbody>
</table>
BASIC SCHEDULE ORDERING PROCEDURES

&

TASK ORDER CONTRACTING
In-Scope or Out-of-Scope?

GSA Schedule Scope

GSA Contract Scope

Task Order Scope

Modification Scope

Out-of-Scope
- Non-Commercial
- Construction/A&E
- Cost-type contracts

Out-of-Scope
- Terms & Conditions conflicting with Contract (or Schedule)
- Services outside the scope of the Contract (or Schedule)

Out-of-Scope
- Degree of Scope Changes
  - Type of Scope Change
  - Amount of price or period of performance change
Some Limitations

- **Broad Acquisition Limitations**
  - Commercial Services
  - Personal Services
  - Inherently Governmental Functions

- **Schedules Program Limitations**
  - Architect/Engineer Contracts
  - Cost-Reimbursement Type
  - Construction
Ordering Procedures & Issues

- Schedules as Priority Source
- Ordering (RFQ Process, Quotes, Evaluation)
- Types of Orders
- GSA Orders vs. Open Market Procurement
- “Other Direct Costs”
The Basic Schedule RFQ Process

- Requirements Identification
- Market Research
- Acquisition Planning
- Develop Performance Work Statement
- Develop & Distribute RFQ (w/ Selection Factors)
- Evaluate Quotes Received
- Task Order Award
Prepare & Distribute RFQ

- Select non-conflicting order clauses
- FAR Clauses for Commercial Items [in GSA Schedule contract already]
- Define quote submittal requirements
- Establish offer/quote deadline
- Obtain necessary approvals (AAS, etc.)
- Provide to Schedule holders (e-mail, eBuy, fax)
Contents of RFQ for GSA Task Order (Keep It Simple)

- What Does the Government Think is Important for Award? (Evaluation Factors)
- What Does the Government Need to See? (Quote Submittal Instructions)
- What Are the Order’s Terms & Conditions (if any) Not Already in the Schedule Contract? (add non-conflicting clauses)
- What Will the Contractor Do? (PWS)
GSA Ordering

- 8.404(a) – Orders placed against a MAS using the procedures under this subpart are considered to be issued using full and open competition

- Micropurchase: Place orders with any Schedule contractor, but should “rotate” buys.

- Micropurchase to Maximum Order Threshold (MOT): Provide RFQ (PWS + Eval Factors + Submittal instructions) to at least three contractors

- Above MOT or if establishing BPA: As above plus an “appropriate number of additional contractors”
Receive & Evaluate Quotes

- Oral Proposals?
- Clarification of Minor Irregularities & Errors
- Technical Review
- Past Performance Review
- Communications ("Negotiation")
  - Discount from GSA Schedule Price
  - Reasonableness of Labor Mix/Total LOE
Best Value Evaluation

- The expected outcome of an acquisition that, in the Government’s estimation, provides the greatest overall benefit in response to the requirement.

- Best Value Continuum: From price predominates (Low-Price Technically Acceptable) to technical/past performance predominates

- Best Value permits tradeoffs between price and non-price factors. The ordering activity may be willing to pay more for:
  - Achieving Socioeconomic Objectives (but not “Set Aside” Task Orders)
  - Better Past Performance
  - Better Technical Approach
  - Better Management Capability
Federal Acquisition Service

Level of Effort Task Orders

- **Time & Material** [FAR 16.601]
  - Direct labor at fixed, hourly, fully-burdened rates
  - Materials at cost and handling costs

- **Labor Hour** [FAR 16.602]
  - Like T&M, but contractor supplies no materials

- **Fixed Price** is preferred over LOE
  - Like Cost-Reimbursement, no contractor incentive for cost control
  - Requires more surveillance and control than FFP
  - Use only where duration and extent of work cannot be estimated
  - CO determination, sometimes higher approval, required
  - Include ceiling price contractor exceeds at its own risk
GSA Orders (vs. Open Market)

- No FedBizOps synopsis for GSA Orders
- Prices on *FSS Authorized Price List* (GSA web-posted) already determined fair & reasonable, but Ordering Officer determines Best Value and reasonableness of overall LOE and labor mix.
- Competition (CICA) requirements already met, no competing outside Schedules
- Unrestricted (not “Set Aside” but can be eval factor), except for certain Schedules/SINs set aside by GSA
Federal Acquisition Service

Other Direct Costs (ODCs)

- Three Categories of ODCs
  1. Contract Support Items (on Schedule contract)
  2. Open-market items (“Incidentals”) (not on Schedule contract)
  3. Reimbursables: Lodging, Transportation & Per Diem

- All ODCs must be within the scope of the contract and awarded SIN
- ODCs support, are not the primary purpose of the order
- ODCs may not duplicate costs already included in the contract price
- ODC prices must be determined fair and reasonable by a CO (Schedules level or Task Order level)
1. Contract Support Items

- Commercial Items
- Items included in the MAS contract
  - Contract award
  - Added by Schedule contract modification
  - Not to be separately ordered without the services
- Items for which the Schedule CO has already determined the price fair and reasonable
- Example: items awarded, priced, and listed under a “Support Products” SIN (but separate product-only SIN not required)
2. Open-Market Items ("Incidentals")

- Items **not** awarded under that Federal Supply Schedule contract
- No assumption of price reasonableness (or scope)
- Schedule T&Cs don’t apply unless cited
- Open-market items purchased IAW all applicable acquisition regulations:
  - FAR Part 5 – Publicizing contract Actions
  - FAR Part 6 – Competition Requirements
  - FAR Part 12 – Acquisition of CI’s
  - FAR Part 13 – Simplified Acquisition Procedures
  - FAR Part 14 – Sealed Bidding
  - FAR Part 15 – Contracting by Negotiations
  - FAR Part 19 – Small Business Programs
3. Travel Reimbursables

- Federal Travel Regulation
  - 41 CFR, Chapters 300 – 304
  - Travel policies for Federal civilian employees and others authorized to travel at Gov’t expense

- Joint Federal Travel Regulations
  - USC, Title 37 and 10
  - Availability of contract fares or prices to government contractors

- Local travel in the performance of a task order
  - Reimbursable IAW ordering agency regulations
FAR Parts Not Applicable to Schedule Orders/BPAs

- Synopsis requirements in Part 5
- All of Part 6 (8.405-6 is “Limiting Sources”)
- All of Part 13 (except 13.303-2(c)(3))
- All of Parts 14 and 15
- All of Part 19 (except 19.202-1(3)(iii))

However, if mixing open-market items (total over micropurchase) then all regulations apply to those items.
“Limited Source Justification”

GSA Sources

- Only one source capable of responding due to the unique or specialized nature of the work
- New work is a logical follow-on to an existing order (excluding previous orders placed previously under sole source requirements)
- Item is peculiar to one manufacturer (a brand name item, available on various Schedule contracts, is an item peculiar to one manufacturer); or
- An urgent and compelling need exists and following the ordering procedures would result in unacceptable delays
How Can Need for Quoted Open Market Products Be Reduced?

- Contractor requests GSA CO to add to contract by modification
- Agency preference for all-Schedule order (Schedule contractors team)
- Agency procures and furnishes as GFP/GFE (need those clauses in Task Order)
Pricing in Task Order Quotes

- Compare with website *GSA Advantage* price list
- Scrutinize non-Schedule services & items
- Labor rates on Schedule contract are already fully-loaded
- Question additional G&A, esp. on travel (paying twice?)
- Don’t pay a separate “Industrial Funding Fee” (that 0.75% already included in contract price)
- If concerned about what is included in price, contact the GSA CO
- Contract labor rates assume “normal” bid & proposal expense -- may get “no quote” if unusual quote requirements for Task Order/BPA
Flexible Schedule Tools

- Blanket Purchase Agreements (BPAs)
- Contractor Teaming Arrangements (CTAs)
Blanket Purchase Agreements
Why Establish MAS BPA?

- Satisfy recurring requirements
- Reduce administrative burden
- Leveraging buying power through volume
- Support field offices/other contracting offices
- Quicker order turn-around
- Can incorporate non-conflicting terms & conditions
- Can include contractor teaming
- No funding required to establish BPA
- No synopsis, no competition outside Schedules to establish or use BPA
- Opportunity to negotiate better discounts
Blanket Purchase Agreements

- Simplified Acquisition Method
- Anticipated Repetitive Needs
- Qualified Source(s)
- Single or Multiple Award

The Contractor’s Perspective
• Recurring source of orders
• Volume
• Quicker turnaround on orders
• Expectation of price discounting

The Government’s Perspective
• Flexibility in exact services, quantities, and period of performance
• Efficiencies by having summary invoicing and consolidated payment
• Expectation of best pricing for each Task Order
What’s in a BPA?

- Estimated value/level of effort (not a ceiling)
- Duration
- GSA Schedule(s) & Contract(s)
- Participating offices/agencies
- Invoicing/billing procedures
- Ordering procedures (if multi-award)
- Terms & conditions
- Discount terms
- Types of orders to be placed
- Scope
- BPA Termination
BPA Decision

- PWS
- GSA Schedules
- Determine In-Scope
- Recurring Tasks?
  - Yes: Multiple-Award BPA
  - No: Single-Award BPA
- Issues RFQ/Task Order
- Quotes
- Order
- Broad Requirement?
  - Yes
  - No
Single-Award BPA

- Receive & Evaluate BPA Quotes
- *Award One BPA*
- Issue BPA RFQ (PWS)

Then, for Each Recurring Task:

- Award Task Order
- Issue Task Order RFQ (PWS) *to sole*
- Evaluate the Quote
- BPA-holder
Multiple-Award BPA

1. Issue BPA RFQ (PWS)
2. Award Multiple BPAs
3. Receive & Evaluate BPA Quotes

Then, for Each Recurring Task:

1. Develop Task Order Evaluation Criteria
2. Issue Task Order RFQ (PWS) to all BPA-holders
3. Evaluate the Multiple Quotes: Best-Value Source Selection
4. Award Task Order

Two Best Value “Competitions”: Who Gets the BPA? Who Gets the Task Order?
Subcontracting vs “Teaming”

- Only Prime must have a Schedule contract
  - Each Team Member must have a Schedule contract

- Only Prime has privity of contract (and interface) with Government
  - Each Team Member has privity of contract (and can interface) with Government

- Ordered and invoiced at Prime’s Schedule rate (less discount)
  - Ordered and invoiced at each Team Member’s Schedule rate (less discount)

- Limited to SINs and labor categories on a single Schedule contract
  - Total Schedule solutions possible

- Prime can’t “delegate” responsibility
  - Each member can be responsible for duties in a teaming agreement
Prime/Subcontractor Relationship

BPAs/Orders Only to Prime (Schedule Contractor)
Federal Acquisition Service

MAS Teaming and Subcontracting

Team Lead

Team Member 1

Team Member 2

Sub (has Schedule)

Sub

Sub

Sub

Schedule Teaming Requires Teaming Agreement
MAS CTAs

- Team Leads & Members must have GSA Schedule and use their Schedule rates
- Contractor Teams are issued one BPA
- Could include subcontractor effort, as long as mapped to their Prime’s Schedule labor category
- If Multi-Award BPA, Teams compete for Task Orders
- Task Orders can be issued to Team Lead or directly to Team Member
- Not a separate legal entity but acts like joint venture
- Include Teaming Agreement with quote for agency review
- Government incorporates CTA into BPAs/Orders

CTA Can Reduce Need for Open-Market Items on a GSA Task Order!
Teaming Agreement Highlights

- Identify Parties (Members and Lead)
- Teaming Activities (w/ responsibilities)
- Type & Duration of Agreement
- CTA Terms
- Ordering Procedures
- Team Lead & Team Member Duties
- Pricing, Invoicing, and Payment
- Performance Responsibility/Evaluation
- Reporting Sales to GSA
- Warranty
- Confidential Information

Agreement is solely between the Members, can’t conflict with Schedule
CTAs and BPAs: Putting It All Together

Aggregate

Your Requirements

- Use Single/Consolidated Schedule
- Task Award to a Single Contractor

- Use Several Schedules
- Award BPAs
- Contractors Team
Two Ways to Satisfy Multi-Domain (Schedule/SIN) Requirements

1. One GSA Contractor holds all needed domains, so teaming not required:
   a. As separate single-Schedule contracts, and/or
   b. On the Consolidated Schedule

OR

2. GSA Schedule holders team across domains.
Consolidated Schedule

- Only for contractors with two or more Schedules (e.g., PES and MOBIS)
- One GSA contract, so just one Task Order for agency to award/administer
- Contractor can offer their entire business line on a single contract
- Includes most service Schedules and some related product Schedules (including IT)
E-Tools: Bringing Buyers and Sellers Together

- GSA Advantage!®
- e-Buy
- e-Library
Federal Acquisition Service

Market Research Tools

- Research vendors
- Research pricing
- RFQ/RFI
- Obtain quotes
Market Research Web Address

Schedules E-Library
www.fss.gsa.gov/elibrary

GSA Advantage!®
www.gsaAdvantage.gov

GSA e-Buy
access through GSA Advantage!®
www.gsaAdvantage.gov
Support Provided By GSA

- Agency outreach: guidance, training & education
- Industry outreach: promote, facilitate the growth of schedules supplier base
- Expedite awards/mods of “potential” suppliers
GSA Support (continued)

Value added assisted procurement service or agency in-house buying are customer options.
Assisted Services Support Provided By GSA

- Acquisition management
- Program management
- Financial management
Costs to Use GSA

- No additional administrative fee for in-house buying (IFF built into rates)
- Competitive negotiated fee for procurement service
THANK YOU!

Jeff Manthos
(703) 605-2838
jeffrey.manthos@gsa.gov