

Federal Supply Schedule

899

Environmental Services



Multiple Award
5 Years from Date of Award plus 3, 5- year options

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Summary of Services

Environmental Services

The Federal Supply Service (FSS) Environmental Services Multiple Award Schedule (MAS) 899, streamlines the contracting process for agencies by providing a faster, more cost efficient means to meet their environmental requirements.

Environmental Services include:

- Environmental Planning Services and Documentation SIN 899-1
- Environmental Compliance Services SIN 899-2
- Environmental Occupational Training Services SIN 899-3
- Waste Management Services and Software SIN 899-4
- Reclamation, Recycling and Disposal Services SIN 899-5
- Remote Advisory Services SIN 899-6
- Geographic Information Systems (GIS) SIN 899-7
- Remediation Services SIN 899-8
- Introduction of New Services SIN 899-99

Services include the full range of methods and technologies allowed by the Service Contract Act under FAR 37.3. Construction and Architect-Engineering Services as set forth in FAR Part 36 (including alteration or repair of buildings, structures, or other real property) are **not** included. Also, not included is any effort associated with clean-up and/or transportation of nuclear or radioactive waste.



Summary of Services *cont...*

What is a Multiple Award Schedule (MAS)?

A Multiple Award Schedule covers contracts that GSA's Federal Supply Service 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 Federal Supply Schedule and Multiple Award Schedule are synonymous and are often interchangeable. Schedule contracts are awarded to companies supplying the same types of items - in this case Environmental Services - at competitive prices. The ordering procedures listed on pages 16 and 17 provide an easy to use process to satisfy your requirements.

Agencies can be fully assured their procurements will meet the best value criteria for Government acquisitions, complying fully with all applicable regulations. Here at the GSA Management Services Center, we have reduced the cost of meeting your environmental requirements and taken much of the stress out of the acquisition process so you can focus on your Agency's mission, saving both time and money.

Any questions concerning the Environmental Services Schedule can be discussed with GSA Contracting Officers or Business Management Specialist, listed on our website: www.gsa.gov/environmentalservices.



Summary of Services *cont...*

Advantages of Federal Supply Schedules

- Easy Access to Commercially Available Services
- Volume Discount Pricing
- Streamlined Selection of Vendors
- Multiple Award for varying requirements
- Establish Blanket Purchase Agreements (BPAs) and negotiate even better pricing
- Direct Contractor/Customer relationship
- All applicable laws and regulations have been complied with (including small business set-aside determination see FAR 19.502-1)
- CBD synopsis is NOT required
- For Non-DoD Agencies, competition requirements are met [see FAR 6.102(d)(3)] when at least three schedule contractors have been sent an RFQ. For DoD Agencies, schedules can assist in ensuring "Fair Opportunity" requirements are met IAW DoD Section 803.
- Prices have been determined to be fair and reasonable
- In some instances, the Government credit card can be utilized when placing orders
- New services are continually made available
- Maximum order limitations have been removed – Replaced by large order price reduction
- Ease of Ordering
- Schedule orders count toward agency's socioeconomic goals (including 8a) – see FAR 8.404

The Fish & Wildlife Service reduced turnaround time on environmental studies to 15 days using this Schedule.

"I urge you to take full advantage of the GSA Schedule contract if you need... services that are covered under them. Use of the contract meets DoD goals to simplify the acquisition process while at the same time increasing the contracting officer's authority and ability to make sound business judgments."

Eleanor R. Spector, Former Director, Defense Procurement
Office of the Under Secretary of Defense

Summary of Services *cont...*

Authorized Users

The agencies and activities named below may use contracts established under this Federal Supply 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

Specific questions regarding the use of this schedule should be directed to the GSA Management Services Center by calling: (800) 241-7246 (RAIN)

Geographic Coverage

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

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 (keyword search on specialty or company name)
- Schedules E-Library, www.gsaelibrary.gsa.gov (or link from *GSA Advantage!*[®] website) and search by schedule number (899), SIN number, or key words
- Environmental Schedule website, www.gsa.gov/environmentalservices, for specialized spreadsheets or call (800) 241-7246 (RAIN) for assistance.



Scope of Contract

Services under this schedule are designed to support agencies in meeting their environmental requirements. Tasks that may be ordered include a full range of services including environmental planning, compliance, training, waste management, reclamation, recycling, disposal, hazardous material management and remediation. Resultant services may include studies, analysis, documentation of investigations, evaluation of new technologies, development of automated systems, remedial actions, and training. The Service Contract Act (SCA) applies to all Special Item Numbers (SINs) covered by this schedule.

Services Outside Scope of Contract

- Construction and Architect Engineering Services as set forth in FAR Part 36 (including alteration or repair of buildings, structures, or other real property).
- Any effort associated with cleanup and/or disposal of nuclear or radioactive waste.

Support to be Provided by the Government

Contractors shall have access within reasonable limits to:

- a) Government publications; archival materials; videotape; film, photo and graphic art repositories; and governmental employees as are necessary and appropriate to satisfy the contractor's information requirements in completing project work.
- b) Managers and employees within agencies where work is being performed, that are essential to carrying out contractual obligations; one or more subject-matter experts to advise and assist the contractor with respect to technical aspects or operating systems selected for training or quality and productivity improvement; physical support for carrying out work, such as room space, utilities drawn from existing sources, currently available instructional equipment such as computer terminals and audiovisual display devices when such use does not conflict with the controlling organizations' operational schedule.
- c) Technical reference material not subject to Privacy Act restrictions.

“Through the cooperation of the contractor and the GSA contract, we were able to get a \$6M UXO task order in place in about a week’s time. Talk about fast!!!!”

Major Michael Dombrowski
US Army Central Command (ARCENT)



Scope of Contract *cont...*

Environmental Services

The following are examples of services that may be performed under each Special Item Number (SIN). These are examples only and are not meant to exclude or limit any authentic environmental service under this Federal Supply Schedule. Examples include but are not limited to the following:

SIN 899-1 Environmental Planning Services and Documentation

- Environmental Impact Statements & Assessments under the National Environmental Policy Act (NEPA)
- Endangered Species, Wetlands, Watersheds, and other Natural Resource Management Plans, Studies and Consultations
- Archeological, Historical and other Cultural Resource Management Plans, Studies and Consultations
- Economic, Technical, and Risk Analyses in Support of Environmental Needs
- Environmental Program Management
- Environmental Regulations and Policy Development
- Homeland Security issues including vulnerability assessments and protective measures to mitigate threats
- Crime Prevention through Environmental Design (CPTED) Surveys



Naval Facilities Engineering Command used an Environmental Schedule contractor to draft the DoD Coral Reef Protection Plan.

Scope of Contract *cont...*

SIN 899-2 Environmental Compliance Services

- Environmental Compliance Audits
- Compliance Management Planning
- Pollution Prevention Surveys and Plans
- Develop Plans to Meet Environmental Regulations
- Compliance Effects of Process Modifications
- Review of New Technologies Impact on Compliance
- ISO 14000 Environmental Management Systems (EMS)
- Community Right to Know Act Reporting

SIN 899-3 Environmental Occupational Training Services

- Standard Off-the-Shelf Courses
- Customized Courses to Meet Specific Needs
- Computer-based Interactive Course Development
- Converting Existing Courses to Electronic Media
- Fire Preparedness Training and Public Fire Safety Education

SIN 899-4 Waste Management Services and Software

- Hazard and Exposure Assessments
- Review of Technologies and Processes Impacting Waste Management
- Waste Characterization Studies
- Review and Recommendation of Waste Tracking or Handling Systems
- Development of Waste Management Plans
- Furnishing of Material Safety Data Sheets (MSDSs) by Compact Disc, On-Line via Internet, Mail or Facsimile (FAX)
- Report and Compliance Software, Hazardous Materials Tracking Software and Other Related Software/Services
- Creation and Maintenance of HAZMAT Tracking Systems

Scope of Contract *cont...*

Turnkey Battery Recycling

- *Contractor provides pre-labeled approved container*
- *Containers shipped directly to recycling manufacturer*
- *Cost savings of 50% or greater from conventional recycling methods*

SIN 899-5 Reclamation, Recycling and Disposal Services

NOTE: This effort does not include nuclear or radioactive waste.

- Establish and operate waste management or recycling program
- Waste collection, reuse assessment, destruction
- Management or disposal of excess inventory and/or Surplus Inventory which includes oversight of HAZMAT operations
- Disposal of Electronic equipment, Cathode Ray Tubes (CRT), Batteries, Chemicals, and Biological materials
- Management and disposal of confiscated materials
- Waste minimization/pollution prevention initiatives

SIN 899-6 Remote Advisory Services

- Hazardous Materials Spills
- Poison Hotlines
- Material Safety Data Sheets
- Information Hotlines
- Environmental Regulations

GSA Public Building Service saved over 30% on waste collection for the Metcalfe Building in Chicago, while increasing recycling, using a waste management consultant from this schedule.



Scope of Contract *cont...*

SIN 899-7 Geographic Information Systems (GIS)

- Mapping and Cartography
- Natural Resource Planning
- Migration Pattern Analysis
- Pollution Analysis
- Site Selection
- Emergency Preparedness Planning
- Topographic Data
- 3D / 4D Interactive Visualization Packages

SIN 899-8 Remediation Services

NOTE: Services of an Architecture-Engineering and construction nature as set forth in FAR Part 36 are specifically EXCLUDED. Additionally, this effort does not include remediation of nuclear or radioactive waste.

- Excavation, Removal, Transportation, Storage, Treatment, and/or Disposal of Hazardous Waste
- Remediation Related Environmental Laboratory Testing Services
- Preparation, Characterization, Field Investigation, Conservation and Closure of Site
- Containment Monitoring and/or Reduction of Hazardous Waste Sites
- Unexploded Ordnance (UXO) Removal and Support
- Long Term Monitoring / Long Term Operation (LTM/LTO)
- Wetland Restoration
- Emergency Response
- Underground Storage Tank/Above Ground Storage Tank (UST/AST) Removal
- Air Monitoring
- Soil Vapor Extraction; Stabilization/Solidification; Bio-Venting; Carbon Absorption and/ or Reactive Walls and Containment

SIN 899-99 Introduction of New Services

This Special Item Number (SIN) is designed to allow offerors to propose a new or improved service that has the potential to provide more economical or efficient means for Federal Agencies to accomplish their mission that are within scope of the Environmental Services schedule, but not covered by one of the existing SINS.



Ordering Procedures for Services

How to Use This Schedule

The services that have been awarded under this schedule are listed in the “Scope of Contract” section. To find out how to locate the contractor for a particular service, look under the “How to Find Potential Contractors” section, which tells you how to find the contractor’s ordering address, telephone number, contract number and contract effective date.

Consult the contractor’s catalog or price list for more detailed ordering information, such as:

- Orders exceeding \$5M (Renegotiating level)
- Minimum order allowed
- Geographic coverage (delivery area)
- Contract price or discount
- Quantity discounts
- Prompt Payment terms
- Ordering address(es)
- Payment address(es)
- Warranty provisions

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:

- To ensure a “Best Value” determination is made, as required by the FAR 8.404 and Section 803: Prepare a Performance Based 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 3 schedule contractors and seek price reductions
- Evaluate and make a Best Value selection



The Ballistic Missile Defense Organization processed an emergency order for an environmental assessment in only 5½ hours using the schedule. This enabled a test flight to proceed as scheduled.

Ordering Procedures for Services *cont...*

Orders Over \$100,000 for DoD Agencies, Section 803 of the National Defense Authorization Act for 2002

The Department of Defense (DoD) has implemented new rules for ordering services over \$100,000 under multiple award contracts. The rules are derived from Section 803 of the National Defense Authorization Act for 2002.

Section 803 requires the DoD, and entities contracting on behalf of the DoD, to contact substantially more sources than Federal Supply Schedule (FSS) policy currently states. FSS policy requires that contracting officers (CO) contact at least three schedule holders capable of performing the work. Section 803 requires the CO to contact as many schedule holders as practicable in order to ensure that at least three responses are received. If three responses are not received, the CO must determine that additional qualified contractors could not be identified despite reasonable efforts to do so.

Posting your Schedule RFQ on e-Buy complies with the fair opportunity requirement of Section 803 of the National Defense.

Good market research is the key to ensuring all practicable offerors have been extended a fair opportunity to participate in your acquisition. As with most rules, there are exceptions:*

1. Unusual urgency
2. Only one source can respond due to unique or specialized nature of the work
3. New work is logical follow-on under the same contract
4. Must be placed to satisfy a minimum guarantee

*As noted in FAR 16.505 (b)(2)(i-iv) and DFAR 216.505-70 (b)

Contacting all schedule holders that offer the required work satisfies the requirements of Section 803 because you have informed them of the opportunity for award.

Orders \$5M and Over - Renegotiation Level

If the "best value" selection places your order over \$5,000,000, you have an opportunity to obtain a better schedule contract price. This level acts as a trigger device for ordering agencies to request better pricing and terms. Before placing your order, contact the contractor to ask for a better discount price. The contractor may:

1. offer a new lower price for this requirement;
2. offer the lowest price available under the contract; or
3. decline the order within five days

A delivery order that exceeds this level may be placed with the contractor selected in accordance with ordering provisions provided herein. The order will be placed under the schedule contract.

DoD offices and non-DoD activities placing orders on behalf of DoD should refer to DFARS 208.404-70 for additional guidance regarding Section 803 of the National Defense Authorization Act for 2002.

Ordering Procedures for Services *cont...*

Price Reductions

There may be circumstances when a customer agency finds it advantageous to request a price reduction, such as where the quantity of an individual order clearly indicates the potential for obtaining a reduced price. Customer agencies that obtain a further price reduction may still place these orders against the Schedule contract. MAS contractors will not be required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

NAICS Codes

Listed below are the NAICS/SIC Codes and dollar values and/or number of employees necessary to qualify as a small business for providing Environmental Consulting Services and Remediation Services.

NAICS 541620/SIC 8999 Environmental Consulting Services - The small business size standard is \$6.0 million.

NAICS 562910/SIC 4959 Remediation Services - The small business size standard is \$12 million

Oral Presentations

Ordering agencies are encouraged to use oral presentations as a means of streamlining their acquisition of complex requirements through this Multiple Award Schedule. Oral presentations can save time, staff resources, and money.

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 may, when identified in the contractor's catalog/pricelist, make payments for oral or written delivery orders by using the government commercial credit card.¹ Other payment options include invoice and contract financing payments which are made via Electronic Funds Transfer (EFT).

Ordering agencies are to note that FAR 32.202-1 outlines that it is the responsibility of the contractor to provide all resources needed for performance of a contract. For purchase of commercial items, the financing of the contract is normally the contractor's responsibility. Please refer to FAR 32.2 for information regarding "commercial advance payment," "commercial interim payment" and "delivery payment," and for advisory and approval guidance.

¹ "Government commercial credit card" means the uniquely numbered credit card issued by the contractor under the Single Award Federal Supply Schedule IG 615, or replacement contracts. Governmentwide Commercial Credit Card Service allows named individual Government employees to pay for official Government purchases. Relevant terms and instructions for use of the Government commercial credit card are contained in the aforementioned schedule and within your agency's written internal operating procedures. The contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

Ordering Procedures for Services *cont...*

Incidental Items

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule BPA or the individual task/delivery order if the items are clearly labeled as such on the order, all applicable acquisition regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market items. It is important to recognize GSA has not negotiated or evaluated prices for those services and products that are not listed in Schedule contracts. **Therefore, Other Direct Costs (ODC) not on multiple award schedule contract and in excess of \$2,500 are considered open market items and agency contracting officers must follow all applicable acquisition regulations.**

Organizational Conflicts of Interest

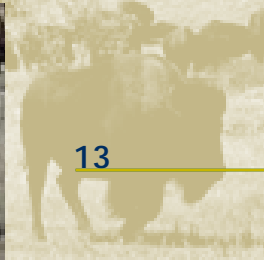
The type of service ordered may present a conflict of interest to the contractor. Care must be exercised to ensure all parties are aware and properly mitigate or avoid these conflicts.

A. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

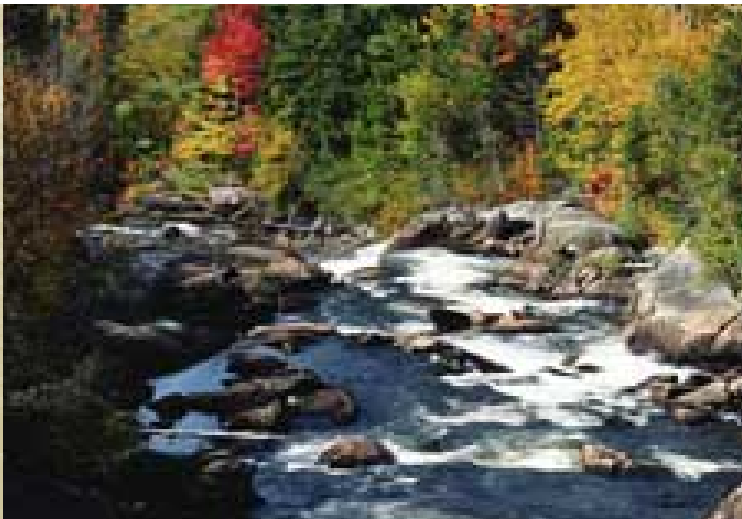


Ordering Procedures for Services *cont...*

- B. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

Approval of Subcontracts

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.



Detailed Information about Ordering from Schedules

Special Ordering Procedures for Services Priced on GSA Schedules at Hourly Rates

GSA has established the following 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).

GSA has determined that the 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 <https://umas.gsa.gov/> and select the course on using GSA Schedules.

B. The request should include the statement of work and request the contractors 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 or 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 an 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 contractors' locations, 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. Oral presentations could be appropriate and should be considered, when possible.

Detailed Information about Ordering from Schedules *cont...*

NOTE: DoD agencies must follow 803 guidelines. GSA's electronic quote system at www.ebuy.gsa.gov is a convenient and appropriate method of conveying the RFQ.

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 8.404)
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

Federal Supply 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. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under the BPA. Finally, contractors may be open to a progressive type discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be especially useful with the new renegotiation level feature. See page 23 for a Suggested Format for customers to consider when using this purchasing tool.

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 reviews 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)

Contractor Teaming Arrangements

Basic Guidelines For Using “Contractor Team Arrangements”

A GSA Federal Supply Schedule Contractor Team Arrangement (CTA) is an agreement between two or more Schedule contractors to work together to meet complex agency requirements. Contractors on the same Schedule or multiple schedules can participate on teaming arrangements. Team members may use subcontractors as allowed by their GSA Federal Supply Schedule contracts and as may be addressed in the CTA. Subcontractors, however, would not be considered members of the “team”. Orders under a Contractor Team Arrangement are subject to the terms and conditions of the individual team member’s Federal Supply Schedules. A list of Frequently Asked Questions is posted on the GSA Portal. Go to www.gsa.gov and do a search on “Contractor Team Arrangements”.

An emerging trend among Federal agencies is to facilitate complex Schedule procurements using an acquisition model that utilizes Blanket Purchase Agreements and Contractor Team Arrangements. Federal Supply Schedule contractors may individually meet the customer requirements or submit a Schedule Contractors “Team Solution” to meet the customer requirements. This acquisition model promotes efficient and cost effective acquisitions that are desirable from both a Government and Industry perspective. Customers should refer to FAR 9.6 for specific details on Contractor Team Arrangements.

“BPA savings from the GSA schedule prices range from 5% to 25%. Using the BPAs has cut the administrative cost almost in half. I have had all the branches of the service contact me to do task orders for them because of the quickness and thoroughness of the process.”

Ms. Diane Biddy
Contracting Officer
Southern Region Contracting Center
Ft. McPherson, GA



Helpful Information

For Further Assistance:

U.S. General Services Administration
Federal Supply Service
Management Services Center
(800) 241-RAIN (7246)

Related Services:

The LOGWORLD Schedule 874V is commonly used in conjunction with the Environmental Schedule.. The LOGWORLD Schedules can be viewed on-line at GSA E-Library located at www.gsaelibrary.gsa.gov.

Other Helpful References:

- Environmental Services schedule including links to solicitation, MAS Owner's Manual, and Getting on Schedule
www.gsa.gov/environmentalservices
- Environmental Services Schedule 899 Email
environmental@gsa.gov
- Material Safety Data Sheet (MSDS) may be obtained by:
email: msds@gsa.gov
Toll Free: 866-588-7659
DSN: 465-5097
Commercial: 816-926-5097
- Environmental Products and Services Guide
www.gsa.gov/enviroservices
- For Sample Statement of Work
www.gsa.gov , in search block, type "sample SOW"

- For information concerning eligibility to use schedules, basic ordering guidelines, and Frequently Asked Questions (FAQ) go to: www.gsa.gov/schedules and click on "For Customers Ordering from Schedules"
- Current contract award information, including contractors listed by Schedule
www.gsaelibrary.gsa.gov
- EPA Compliance Assistance
www.epa.gov/compliance
- Acquisition Reform Network
Look under "site map" for extensive library of links to acquisition topics.
www.arnet.gov
- *GSA Advantage!*[®]
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Blanket Purchase Agreement

BPA NUMBER

(Customer Name)

Blanket Purchase Agreement

Pursuant to GSA Federal Supply contract number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency) .

1. The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

Special Item Number

***Special BPA Discount/Price**

2. Delivery:

Destination

Delivery Schedule/Dates


3. The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
4. This BPA does not obligate any funds .
5. This BPA expires on _____ or at the end of the contract period, whichever is earlier. Note: BPAs cannot exceed the schedule contract period. If GSA exercises an option to extend the term of the schedule contract, the BPA may be extended as well.

6. The following office(s) is (are) hereby authorized to place orders under this BPA:

Office

Point of Contact

(continued on next page)

- 
7. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.
 8. Unless otherwise agreed to, delivery tickets or sales slips containing the following information as a minimum must accompany all deliveries under this BPA:
 - A. Name of contractor
 - B. Contract number
 - C. BPA number
 - D. Special Item Number
 - E. Task/Delivery order number
 - F. Date of purchase
 - G. Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - H. Date of shipment
 9. The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.
 10. The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

***IMPORTANT** - A new feature of the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with FAR Subpart 9.6.





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