

# Environmental Services



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

GSA Schedule **899**

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# Summary of Services

## Environmental Services

The GSA 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:

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

The scope of the Environmental Services Multiple Award Schedule includes 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 3 (including alteration or repair of buildings, structures, or other real property); work related to asbestos removal and/or paint removal; and, any effort associated with clean-up and/or transportation of nuclear or radioactive waste cannot be performed under the scope of the Environmental Services Multiple Award Schedule. In accordance with the Department of Labor, these are construction related services that fall within the scope of the Davis-Bacon Act.





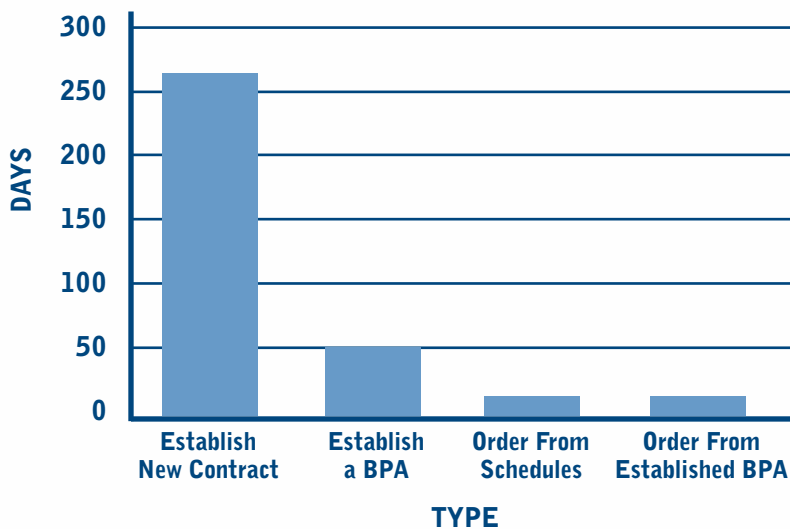
## What is a Multiple Award Schedule (MAS)?

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. Schedule contracts are awarded to companies supplying the same types of items and have demonstrated experience — in this case Environmental Services — at competitive prices. The ordering procedures (see page 11) 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 a Business Management Specialist, listed on our site: [www.gsa.gov/environmental-services](http://www.gsa.gov/environmental-services).

### Average Time Savings For Federal Supply Schedule Customers



## Advantages of GSA 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)
- FedBizOpps (FBO) 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 a Request for Quote. For DoD Agencies, schedules can assist in ensuring “Fair Opportunity” requirements are met in accordance with DoD Section 803.
- Prices have been determined to be fair and reasonable
- 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 socio-economic goals — see FAR 8.405-5





## 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

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

## Geographic Coverage

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

## 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!*<sup>®</sup>, [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!*<sup>®</sup> Web site) and search by Schedule number (899), SIN number, or key words
- Environmental Schedule Web site, [www.gsa.gov/environmental\\_services](http://www.gsa.gov/environmental_services), for specialized spreadsheets or call (800) 241-RAIN (7246) 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.
- Asbestos removal and/or paint removal

## 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 GSA Schedule. Examples include but are not limited to the following:

### **SIN 899-1 Environmental Planning Services and Documentation**

- Environmental Impact Statements under NEPA
- Endangered Species and/or Wetlands Analysis
- Watershed and Other Natural Resource Management Plans
- Archeological and/or Cultural Resource Management Plans
- Economic, Technical and/or Risk Analysis
- Environmental Program Management and Environmental Regulation Development
- Vulnerability Assessments
- Biochemical Protection
- Identification and Mitigation of Threats
- Crime Prevention Through Environmental Design (CPTED) Surveys





### **SIN 899-2 Environmental Compliance Services**

- Environmental Compliance Audits
- Compliance Management and/or Contingency Planning
- Permitting
- Spill Prevention/Control and Countermeasure Plans
- Pollution Prevention Surveys
- 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 Course Development and Computer-based Interactive Courses
- Computer-Based Course Development
- Conversion of Existing Courses to Electronic Media

*NOTE: Training can be conducted on or off-site on any number of Environmental-related issues, including Fire Preparedness Training and Public Fire Safety Education*

### **SIN 899-4 Waste Management Services**

- Data Collection, Feasibility or Risk Analysis
- RCRA/CERCLA Site Investigation
- Hazard and/or Non Hazard Exposure Assessments
- Waste Characterization and Source Reduction Studies
- Review and Recommendation of Waste Tracking or Handling Systems
- Waste Management Plans and/or Surveys
- Waste Minimization/Pollution Prevention Initiatives
- Review of Technologies and Processes Impacting Waste Management
- Management, Furnishing or Inventory of Material Safety Data via CD, Internet,
- Facsimile, mail or Other Media
- Development of Emergency Response Plans

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.



### **SIN 899-5 Reclamation, Recycling and Disposal Services**

- Computers
- Excess Inventory and Surplus Inventory
- Management and Oversight of HAZMAT Disposal Operations
- Confiscated Materials
- Electronic Equipment
- Batteries
- Chemicals, Solids, Biological
- Cathode Ray Tubes (CRT)

*NOTE: This effort does NOT include handling/ disposal and/or transportation of nuclear or radioactive waste.*

### **SIN 899-6 Remote Advisory Services**

- Hazardous Material Spills
- Material Safety Data Sheets
- Information Hotlines
- Poisons
- Environmental Regulation



## **SIN 899-7 Geographic Information Services (GIS)**

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

*NOTE: Any software provided under SIN 899-4, Waste Management Services, or SIN 899-7, Geographic Information Services, must be incidental to and in support of the service provided. Software cannot be proposed as a stand-alone software product/package/system with services in support of and/or to maintain the software product/package/system. Software products/packages/systems proposed as stand-alone solutions belong under Schedule 70 General Purpose Commercial Information Technology Equipment, Software and Services, not Schedule 899 Environmental Services, even if the application of the software product/package/system is for environmental purposes.*

*NOTE: For any software proposed that is incidental to and in support of the Environmental service proposed, the following terms apply to the software:*

- A. In accordance with FAR 12.212 Computer software:
1. Commercial computer software or commercial computer software documentation shall be acquired under licenses customarily provided to the public to the extent such licenses are consistent with Federal law and otherwise sat-

isfy the Government's needs. Generally, offerors and contractors shall not be required to-

- (1) Furnish technical information related to commercial computer software or commercial computer software documentation that is not customarily provided to the public; or
- (2) Relinquish to, or otherwise provide, the Government rights to use, modify, reproduce, release, perform, display, or disclose commercial computer software or commercial computer software documentation except as mutually agreed to by the parties.

2. With regard to commercial computer software and commercial computer software documentation, the Government shall have only those rights specified in the license contained in any addendum to the **task order**.

B. In accordance with FAR 12.211 Technical Data

1. Except as provided by agency-specific statutes (**at the task order level**), the Government shall acquire only the technical data and the rights in that data customarily provided to the public with a commercial item or process. The contracting officer shall presume that data delivered under a contract for commercial items was developed exclusively at private expense. When a contract for commercial items requires the delivery of technical data, the contracting officer (**at the task order level**) shall include appropriate provisions and clauses in the **task order** delineating the rights in the technical data (see FAR Part 27 or agency FAR supplements).



### **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 is within scope of the Environmental Services Schedule, but not covered by any of the existing SINs.

### **SIN 899-8 Remediation Services**

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

*NOTE: This effort does NOT include Construction and Architect-Engineering Services as set forth in FAR Part 3 (including alteration or repair of buildings, structures, or other real property); work related to asbestos removal and/or paint removal; and, any effort associated with clean-up and/or transportation of nuclear or radioactive waste.*



# 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” (page 4), 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)

## 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

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

The Department of Defense (DoD) has implemented 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 DoD, and entities contracting on behalf of DoD, to contact substantially more sources than GSA Schedule policy currently states. GSA 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.

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 million, 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.

Posting your Schedule RFQ on e-Buy complies with the fair opportunity requirement of Section 803 of the National Defense Authorization Act for 2002.



## 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.

## North American Industry Codes/Standard Industrial Codes (NAICS/SIC)

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

### **NAICS 541620 – Environmental Consulting Services**

Small Business Size Standard: \$6.5 million  
Applicable to SINs 899-1 through 899-4, 899-6 and 899-7

### **NAICS 562920 – Materials Recovery Facility**

Small Business Size Standard: \$11.5 million  
Applicable to SIN 899-5

### **NAICS 562112 – Hazardous Waste Collection**

Small Business Size Standard: \$11.5 million  
Applicable to SIN 899-5

### **NAICS 541380 – Lab Services**

Small Business Size Standard: \$11 million  
Applicable to SIN 899-8

*Note: Lab work is limited to remediation related laboratory testing as stated in the scope of contract under SIN 899-8*

### **NAICS 562910 – Remediation Services**

Small Business Size Standard: \$13 million  
Applicable to SIN 899-8

### **NAICS 562910 – “Environmental” Remediation Services**

Small Business Size Standard: 500 Employees  
Applicable to SIN 899-8



## 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 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.<sup>1</sup> 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.

<sup>1</sup>"Government commercial credit card" means the uniquely numbered credit card issued by the contractor under the Single Award GSA 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.





## Incidental Items

For administrative convenience, open market (non-contract) items may be added to a GSA 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.

- 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 in 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.

# Information About Ordering From Schedules

## Ordering Procedures for Services Priced on GSA Schedules at 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 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 [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 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.



*NOTE: DoD agencies must follow section 803 guidelines. GSA's electronic quote system at [www.gsa.gov/ebuy](http://www.gsa.gov/ebuy) 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 (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.

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 specially useful with the new renegotiation level feature. See page 22 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 Team Arrangements

## Basic Guidelines For Using “Contractor Team Arrangements”

A GSA 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 in teaming arrangements. Team members may use subcontractors as allowed by their GSA 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 GSA Schedules. A list of Frequently Asked Questions is posted on the GSA Web site. Go to [www.gsa.gov/cta](http://www.gsa.gov/cta) for further information.

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. GSA 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.



# Helpful Information

## For Further Assistance

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

## Related Services

The Professional Engineering Services (PES) Schedule 871 and the Logistics Worldwide (LOGWORLD) Schedule 874V are commonly used in conjunction with the Environment Services Schedule 899. These Schedules can be viewed online at the GSA Schedules e-Library Web site, [www.gsa.gov/elibrary](http://www.gsa.gov/elibrary).

## Other 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)
- **Material Safety Data Sheet (MSDS) may be obtained by:**  
e-mail: [msds@gsa.gov](mailto:msds@gsa.gov)  
Toll Free: (866) 588-7659  
DSN: 465-5097  
Commercial: (816) 926-5097
- **Environmental Products and Services Guide:**  
[www.gsa.gov/enviroservices](http://www.gsa.gov/enviroservices)
- **For Sample Statement of Work:**  
[www.gsa.gov/samplesowmsc](http://www.gsa.gov/samplesowmsc)

- **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)
- **Acquisition Reform Network:**  
Look under “site map” for extensive library of links to acquisition topics.  
[www.acquisition.gov](http://www.acquisition.gov)
- **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

# Sample Form



## Blanket Purchase Agreement

**BPA NUMBER** \_\_\_\_\_

**(Customer Name)**

**Blanket Purchase Agreement**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_ and Federal Acquisition Regulation (FAR) 8.405-3, Blanket Purchase Agreements (BPAs), the Contractor agrees to the following terms of a BPA EXCLUSIVELY WITH       (Ordering Agency)       :

1. The following contract services/products 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:

**ITEM (Model/Part Number or Type of Service)**

**\*Special BPA Discount/Price**

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2. Delivery:

**Destination**

**Delivery Schedule/Dates**

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

**Office**

**Point of Contact**

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*(continued on next page)*





7. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, paper, or oral communications.
8. Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
  - a. Name of Contractor;
  - b. Contract Number;
  - c. BPA Number;
  - d. Model Number or National Stock Number (NSN);
  - 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.*

*\*This form can also be found online at [www.gsa.gov/bpa](http://www.gsa.gov/bpa)*





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August 2006

