

GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

"Prices Shown Herein are Net (discount deducted)"

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! a menu driven database system. The INTERNET address GSA Advantage! is <http://www.GSAAdvantage.gov>.

SCHEDULE FOR PROFESSIONAL ENGINEERING SERVICES


Major Group 87- Professional Engineering Services

FSC Class: 8711, 8731

CONTRACT NO. GS-23F-0342K

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract Period: July 11, 2010 through June 30, 2020

Contractor: 
Marine Systems Corporation
70 Fargo Street
Boston, MA 02210
Phone: (617) 542-3345
Fax: (617) 542-2461
<http://www.msCorp.net>

Business Size: Small Business



CUSTOMER INFORMATION

1. Table of Awarded Special Item Numbers (SIN)

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SIN

SIN Description

871-2

871-2 RC

Concept Development and Requirements Analysis – Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

871-3

871-3RC

System Design, Engineering and Integration – Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specifications preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

871-4

871-4RC

Test and Evaluation – Services required under this SIN involves the application of various techniques demonstrating that prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept). System safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

871-5

871-5RC

Integrated Logistics Support – Services required under this SIN involves the 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. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

Primary Engineering Discipline (PED) Matrix

MSC has been approved by GSA to provide engineering services for Civil, Mechanical and Electrical engineering under each of the four awarded SINs.

| Approved Primary Engineering Disciplines (PEDs) | | | |
|---|-------|------------|------------|
| Awarded SINs | Civil | Mechanical | Electrical |
| 871-2 | X | X | X |
| 871-3 | X | X | X |
| 871-4 | X | X | X |
| 871-5 | X | X | X |

Labor Rates

The following GSA approved Labor Rates are applicable to work performed under each awarded SIN (871-2, 871-3, 871-4, 871-5) and each approved PED (Civil, Mechanical, Electrical). The contract option period extends the base period for an additional term of five years from July 11, 2011 through June 30, 2020.

| | Option | Option | Option | Option | Option |
|---------------------------------|---------|---------|---------|---------|---------|
| Labor Category | Year 11 | Year 12 | Year 13 | Year 14 | Year 15 |
| Program Manager | \$81.45 | \$83.81 | \$86.24 | \$88.74 | \$91.31 |
| Project Engineer | \$56.39 | \$58.02 | \$59.71 | \$61.44 | \$63.22 |
| Naval Architect | \$59.12 | \$60.83 | \$62.59 | \$64.41 | \$66.28 |
| Sr. Engineer | \$49.29 | \$50.72 | \$52.19 | \$53.70 | \$55.26 |
| Engineer | \$42.96 | \$44.21 | \$45.49 | \$46.81 | \$48.17 |
| Sr. Engineering Technician | \$46.61 | \$47.97 | \$49.36 | \$50.79 | \$52.26 |
| Engineering Technician | \$37.71 | \$38.81 | \$39.93 | \$41.09 | \$42.28 |
| Sr. Designer | \$72.85 | \$74.97 | \$77.14 | \$79.38 | \$81.68 |
| Designer | \$54.85 | \$56.44 | \$58.07 | \$59.76 | \$61.49 |
| Systems Analyst/Prog | \$47.80 | \$49.18 | \$50.61 | \$52.08 | \$53.59 |
| CAD Operator | \$46.00 | \$47.33 | \$48.70 | \$50.12 | \$51.57 |
| Planner/Estimator | \$44.76 | \$46.06 | \$47.40 | \$48.77 | \$50.18 |
| Maintenance Mechanic | \$41.83 | \$43.04 | \$44.29 | \$45.57 | \$46.90 |
| Word Processor | \$28.71 | \$29.54 | \$30.40 | \$31.28 | \$32.19 |
| Annual Escalation = 2.9% annual | | | | | |

| | Option | Option | Option | Option | Option |
|----------------------------|---------|---------|---------|----------|----------|
| Labor Category | Year 16 | Year 17 | Year 18 | Year 19 | Year 20 |
| Program Manager | \$93.96 | \$96.68 | \$99.49 | \$102.37 | \$105.34 |
| Project Engineer | \$65.05 | \$66.94 | \$68.88 | \$70.88 | \$72.93 |
| Naval Architect | \$68.20 | \$70.18 | \$72.21 | \$74.31 | \$76.46 |
| Sr. Engineer | \$56.86 | \$58.51 | \$60.21 | \$61.95 | \$63.75 |
| Engineer | \$49.56 | \$51.00 | \$52.48 | \$54.00 | \$55.57 |
| Sr. Engineering Technician | \$53.78 | \$55.34 | \$56.94 | \$58.59 | \$60.29 |
| Engineering Technician | \$43.51 | \$44.77 | \$46.07 | \$47.40 | \$48.78 |
| Sr. Designer | \$84.05 | \$86.49 | \$88.99 | \$91.57 | \$94.23 |
| Designer | \$63.27 | \$65.11 | \$67.00 | \$68.94 | \$70.94 |
| Systems Analyst/Prog | \$55.14 | \$56.74 | \$58.39 | \$60.08 | \$61.82 |
| CAD Operator | \$53.06 | \$54.60 | \$56.19 | \$57.82 | \$59.49 |
| Planner/Estimator | \$51.64 | \$53.14 | \$54.68 | \$56.26 | \$57.90 |
| Maintenance Mechanic | \$48.26 | \$49.66 | \$51.10 | \$52.58 | \$54.10 |
| Word Processor | \$33.12 | \$34.08 | \$35.07 | \$36.09 | \$37.13 |

Annual Escalation = 2.9% annual

Service Contract Act

Marine Systems Corporation acknowledges the requirements of the Service Contract Act (SCA) and confirms contract prices for the non-exempt labor categories meet the SCA minimums in the contract. The SCA matrix identifies the labor categories that fall under the requirements of the SCA, and the matrix and narrative below are incorporated into this contract and our price list as follows:

| SCA MATRIX | | |
|--------------------------------------|---------------------------------|-----------|
| SCA Eligible Contract Labor Category | SCA Equivalent Code Title | WD Number |
| Sr. Engineering Technician | 30084 Engineering Tech IV | 05-2255 |
| Engineering Technician | 30082 Engineering Tech II | 05-2255 |
| Sr. Designer | 30064 Drafter/Cad Oper IV | 05-2255 |
| Designer | 30063 Drafter/Cad Oper III | 05-2255 |
| CAD Operator | 30061 Drafter/Cad Oper i | 05-2255 |
| Planner/Estimator | 30083 Engineering Tech III | 05-2255 |
| Maintenance Mechanic | 23530 Maintenance Trades Helper | 05-2255 |
| Word Processor | 01611 Word Processor | 05-2255 |

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Labor Category Qualifications

a) Program Manager

Functions/Responsibilities: Manages all aspects of the project, responsible for ensuring that the quality of work is acceptable and completed within the required time period, responsible for supervising all personnel assigned.

Minimum Education: Bachelor's Degree in Engineering, Naval Architecture, Computer Science, a related academic field or a Professional Engineer's License or three years of practical experience in the hands-on maintenance, installation or repair of HM&E systems maybe substituted for each year of college level education.

Minimum Experience: Ten years of current experience in the management of complex Engineering projects in the relevant field of engineering including evaluating systems and equipment, developing and analyzing requirements, performing studies, analyses cost estimates and preparing documents. Excellent verbal and written communication skills capable of interacting with high level managers, project officers, program specialists and other technical and management personnel and the ability to understand and respond to their concerns in a timely manner.

Specific Experience: Five years of working experience in engineering projects involved in design, testing, maintenance, planning, operation, repair and logistic support of systems and equipment.

Project Engineer

Functions/Responsibilities: Manages all engineering requirements of the project, responsible for ensuring that the quality of engineering deliverables meets contract requirements, supervises all senior engineers assigned to the project.

Minimum Education: Bachelor's Degree in Engineering, Naval Architecture, Computer Science, a related academic field or a Professional Engineer's License.

Minimum General Experience: Eight years of current experience in the operation, maintenance, design or testing of relevant Navy or Military type ship's systems and equipment or industrial/commercial shore based systems and equipment. Experience in Project Management, repair materials and procurement and use of logistic support data and reports is required.

Specific Experience: The eight years should include five years of comprehensive managerial experience related to maintenance planning, testing, repair and logistic support of relevant military/navy ship or industrial shore based systems and equipment and four years of experience in the performance of quality assurance and quality control. Experience in computer system applications including spreadsheets, graphics and desktop publishing programs is required.

Naval Architect

Functions/Responsibilities: Manages all naval architectural requirements of the project, responsible for ensuring that the quality of naval architectural deliverables meets contract requirements.

Minimum Education: Bachelor's Degree in Naval Architecture, Marine Engineering, a related engineering discipline or a Professional Engineer/Naval Architect License.

Minimum General Experience: Eight years of current post degree experience related to naval/commercial vessel design.

Specialized Experience: Four years of the above General Experience are desired in technical aspects of development and detail of ships, boats and craft, their construction, repair and maintenance. Experience involving computer applications of statistical methods to engineering problem solution, stability analysis, structural analysis, hydrodynamic analysis and vessel arrangement is required.

Senior Engineer

Functions/Responsibilities: Manages all engineering requirements within their engineering discipline, responsible for ensuring that the quality of engineering deliverables within their specified discipline meets contract requirements, supervises all engineers assigned to the project.

Minimum Education: Bachelor's Degree in Engineering, Naval Architecture, Computer Science, a related academic field or a Professional Engineer's License.

Minimum General Experience: Six years of current experience in the operation, maintenance, design and testing of relevant navy or military type ship's systems and equipment or industrial/commercial shore based systems and equipment. Experience in Computer Systems applications including spreadsheets, graphics and desktop publishing programs is required.

Specific Experience: The six years should include three years relevant experience in repair definition and planning programs, repair material procedures including logistic support data and reports and maintenance and logistic data collection, analysis and reporting procedures.

Engineer

Functions/Responsibilities: Responsible for ensuring that the accuracy and quality of engineering deliverables within their specified discipline meets contract requirements.

Minimum Education: Bachelor's Degree in Engineering, Naval Architecture, Computer Science, a related academic field or a Professional Engineer License.

Minimum General Experience: Three years of current experience similar to that of Senior Engineer.

Specific Experience: Two years of current experience similar to that of Senior Engineer.

Senior Engineering Technician

Functions/Responsibilities: Manages all engineering technician requirements within their discipline, responsible for ensuring that the quality of deliverables within their specified discipline meets contract requirements, supervises all engineers technicians assigned to the project.

Minimum Education: Graduate of high school, trade school, industrial school or apprentice course in which credits were received in algebra, plane geometry, trigonometry, drafting and physics.

Minimum General Experience: Six years of current experience in the maintenance, design, testing or logistic support of relevant navy or military type ship's systems and equipment or industrial/commercial shore based systems and equipment.

Specific Experience: Four years of naval, marine or industrial experience in design of shipboard or shore based equipment and systems. Proficiency in layout techniques and design drafting skills in one or more of the mechanical, structural, electrical, electronics, hydraulic or weapons disciplines. ILS technician shall have experience in development of material requirements, provisioning and COSAL validation procedures and associated products.

Engineering Technician

Functions/Responsibilities: Responsible for ensuring that the accuracy and quality of engineering technician deliverables within their specified discipline meets contract requirements.

Minimum Education: Graduate of high school, trade school, industrial school or apprentice course in which credits were received in algebra, plane geometry, trigonometry, drafting and physics.

Minimum General Experience: Four years of current experience in the maintenance, design, testing or logistic support of relevant navy or military type ship's systems and equipment or industrial/commercial shore based systems and equipment.

Specific Experience: Two years of naval, marine or industrial experience in design of shipboard or shore based equipment and systems. Proficiency on layout techniques and design drafting skills in one or more of the mechanical, structural, electrical, electronics, hydraulic or weapons disciplines. ILS technician shall have experience in development of material requirements, provisioning and COSAL validation procedures and associated products.

Senior Designer

Functions/Responsibilities: Manages all design requirements within their discipline, responsible for ensuring that the quality of deliverables within their specified discipline meets contract requirements, supervises all designers assigned to the project.

Minimum Education: Graduate of high school, trade school, industrial school or apprentice course in which credits were received in algebra, plane geometry, trigonometry, drafting and physics and a formal training course in Computer Aided Design including 2D/3D Modeling.

Minimum General Experience: Six years of current experience in the design and drafting of shipboard or shore based mechanical, electrical, structural, electro-mechanical or hydraulic systems and equipment.

Specific Experience: The six years shall include:

- Two years experience as a technical drafter involved in the preparation of construction and as built drawings.
- Experience developing drawings using the latest AutoCAD technology.
- Two years experience in design using 2D/3D Solid Modeling, metric standards, ANSI standards and MIL STDs using SDRC Ideas, PRO-E or equivalent software.

Designer (Drafter)

Functions/Responsibilities: Responsible for ensuring that the accuracy and quality of design deliverables within their specified discipline meets contract requirements.

Minimum Education: Graduate of high school, trade school, industrial school or apprentice course in which credits were received in algebra, plane geometry, trigonometry, drafting and physics.

Minimum General Experience: Three years current experience in the design and drafting of shipboard or shore based mechanical, electrical, structural, electro-mechanical or hydraulic systems and equipment.

Specific Experience: The three years shall include:

- Two years experience as a technical drafter involved in the preparation of construction and as built drawings.
- Experience developing drawings using the latest AutoCAD Technology.

Systems Analyst/Programmer

Functions/Responsibilities: Manages all computer and logistic requirements, responsible for ensuring that the quality of the programming and database deliverables within meets contract requirements.

Minimum Education: Bachelor's Degree in Computer Science or a related academic field.

Minimum General Experience: Five years of current experience as a Systems Analyst/Computer Programmer.

Specific Experience: The five years should include three years experience in a higher level programming language and three years experience in computer operation of IBM compatible personal computers. Three years experience in development, management, maintenance and updating of real-time relational databases and integration with graphic programs. One-year experience in a computer system based Local Area Network (LAN) or personal computer networking is required.

Cad Operator

Functions/Responsibilities: Responsible for providing computer aided design products in a timely manner, works closely with designers to produce contract deliverables.

Minimum Education: A high school, trade or industrial school or correspondence school diploma in which credits were received in algebra, plane

geometry and drafting. A formal training course in Computer Aided Design (CAD) utilizing the latest AutoCAD technology.

Minimum Experience: One-year experience of Computer Aided Drafting in a related engineering field.

Planner/Estimator

Functions/Responsibilities: Supervises the development of cost estimates and bid and work specifications, responsible for ensuring that the quality of the specification deliverables meets contract requirements.

Minimum Education: Graduate of high school, trade school, industrial school or apprentice course in which credits were received in algebra, plane geometry, trigonometry, drafting and physics.

Minimum General Experience: Six years experience in operation, maintenance, test and evaluation of naval ship systems or equipment or industrial/commercial shore based systems or equipment within a particular trade area (electrical, electronics, mechanical, structural weapons, etc.).

Specific Experience: Four years naval, marine or industrial experience in preparing contract specifications (Bid Specifications) and time and cost estimates for work to be accomplished on naval ships by private shipyards or industrial work to be performed by contractors. Experience in repair definition, production procedures, planning procedures, material requirements and technical instructions including Military Specifications and Directives and other similar authoritative regulatory instructions.

Maintenance Mechanic

Functions/Responsibilities: Responsible for providing to direct support to the maintenance planners and estimators to ensure that the quality workmanship meets contract requirements

Minimum Education: Graduate of high school, trade school or military school in which credits were received in the applicable trade including mathematics and theory associated with each individual trade.

Minimum General Experience: Six years of directly related experience in the applicable trade and completion of an apprentice program or its equivalent. Ability to read and interpret blue prints, drawings, technical specifications, manuals and other technical data. Proficiency with the use of the tools and equipment of the applicable trade.

Specific Experience: Requires experience and ability in the applicable trade, equivalent to one of the following:

- Experience with installation of ship machinery, such as auxiliary motors, pumps, heating, air conditioning and ventilation equipment, evaporators, auxiliary boilers, condensers, air compressors and other auxiliary equipment and with making connections to existing ship systems.
- Experience in the layout, fabrication, assemble and installation of structural/piping parts for construction including cutting and shaping of parts, shop sub-assembly of parts and positioning alignment and securing of parts and sub-assemblies.

- Experience in the installation, alteration, repair, troubleshooting, maintenance, testing and operation of electrical equipment or systems, such as distribution panels, console wiring, instrumentation wiring, control switches and wiring, power and lighting, laying out work, deciding on material needs, selecting load, cable and conduit size, determining power source, choosing wire gauge, type and size of panel.
- Experience in the testing disassembly, repair, alteration and installation of electronic equipment and systems. Thorough knowledge of fiber optic layout and installation procedures including proper handling of fiber optic cable, connectorization, testing and installation.

Word Processor/Typist

Functions/Responsibilities: Responsible for providing direct support to supervisors to provide all word processing deliverables in accordance with contract requirements.

Minimum Education: Requires a high school diploma, industrial school or correspondence in which credits were received in math and english.

Minimum Experience: Requires a minimum of two years of word processing experience preparing engineering studies, reports and other types of engineering documentation. Requires a typing speed of forty words per minute without more than three errors.

2. **Maximum Order:** \$750,000 per order. There is no total contract maximum.
3. **Minimum Order:** \$100.00
4. **Geographic Coverage:** Domestic
5. **Point of Production:** Same as Contractor
6. **Discount from list prices or statement of net Price:** "Prices Shown Herein are Net (discount deducted)."
7. **Quantity Discounts:** Not Applicable
8. **Prompt Payment Terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted below the micropurchase threshold:** Accepted
- 9b. **Notification that Government purchase cards are accepted above the micropurchase threshold:** Accepted
10. **Foreign Items:** None
- 11a. **Time of Delivery:** As specified on individual task orders.

- 11b. Expedited Delivery:** Items available for expedited delivery are noted in this list.
- 11c. Overnight and 2-day delivery:** Overnight and 2-day delivery is available when applicable. The schedule customer may contact Marine Systems Corporation for rates for overnight and 2-day delivery.
- 11d. Urgent Requirements:** The customer may contact Marine Systems Corporation to effect a faster delivery, if applicable.
- 12. F.o.b. points:** Destination
- 13. Ordering Address:** Marine Systems Corporation
70 Fargo Street
Boston, MA 02210
Attn: Cynthia Tirrell-Norton
- 14. Payment Address:** Same as Ordering
- 15. Warranty provision:** Not Applicable
- 16. Export Package charges:** Not Applicable
- 17. Terms and Conditions of Government purchase card acceptance (any threshold above the micropurchase level):** IAW Government purchase card terms and conditions.
- 18. Terms and conditions of rental, maintenance and repair:** Not Applicable
- 19. Terms and conditions of installation:** Not Applicable
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
- 20a. Terms and conditions for any other services:** Not Applicable
- 21. List of service and distribution points:** Same as Contractor
- 22. List of participating dealers:** Not Applicable
- 23. Preventive Maintenance:** Not Applicable
- 24. Environmental Attributes:** Not Applicable
- 25. Data Universal Number System (DUNS) number:** 07-380-7968
- 26. Notice regarding registration in Central Contractor registration (CCR) database:** MSC is registered in the CCR database

GSA ORDERING PROCEDURES

(a) When ordering services, ordering offices shall-

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

(i) 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.

(ii) 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 quote 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 material orders.

(iii) 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.

(iv) The request shall notify the contractors 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:

(i) 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).

(ii) The request should be provided to 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 the maximum order threshold, 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 should be considered, when possible.

(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)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall-

(1) Inform contractors in the request (based on the agency's requirements) 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

(i) SINGLE BPAs: 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 services arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) 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 (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: 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).

(c) 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.

(d) 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 trade-offs made in making the selection.