

The process for obtaining DCS IT and Professional Engineering Services using task and purchase orders is very easy

- Complete the task/purchase order using any standard purchase form (e.g., SF1449, 1155, GSA300, etc.)
- Attach the SOW and send the package to DCS.

Additional guidelines:

- If you wish to extend or change an existing task, simply modify that order to reflect the change in scope, period of performance, deliverables, etc.
- Tasks can cross fiscal year boundaries if so authorized.
- Minimum order is \$20K.

The process for obtaining DCS IT and Professional Engineering Services using a Blanket Purchase Agreement (BPA) is very easy.

What Are the Benefits of a BPA?

- A BPA can be set up for field offices across the nation allowing them to place orders directly. In doing this, the entire agency can reap the benefits of additional negotiated discounts under the BPA.
- BPA's do not obligate funds. The order placed against the BPA obligates the funds.
- They can last as long as the contract.
- BPA's permit schedule users to set up "accounts" to fill reoccurring requirements.
- BPA's provide access to the latest technology.
- BPA's will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract.

How to Setup a BPA

- Setting up a BPA is easy—here's what you need to do: Define your agency requirement. This can be general in nature—a variety of items in a broad class of supplies or services.
- Estimate your quantities and delivery requirements. If your BPA estimate is above \$2500 follow FAR 8.4 ordering procedures—click on GSA Advantage!™ or look at 3 price lists. If your estimate exceeds the maximum order threshold, look at additional pricelists and be sure to seek price reductions.
- Once your "Best Value" selection is complete, you and the contractor(s) sign the BPA. You may now begin to place orders.
- You do not need to make a best value selection for every order—you already did that when you set up the BPA! Review the BPA, at least annually to make sure it remains a best value for your agency.

Who can place orders against a Federal Supply Schedule BPA?

Individual agencies should not establish BPA's for Government-wide use. However, multiple agencies may consolidate their requirements and obtain greater discounts. Agencies that team together to develop a cooperative BPA should be identified as signatories when the BPA is established.