Activity 8: Basic Agreements and Basic Ordering Agreements

**PHASE I: CONTRACT FORMATION**

Determine if the use of an agreement is appropriate for the acquisition.

- **If no,**
  - Determine the type of contract that is appropriate for the acquisition.

- **If yes,**
  - Determine the type of agreement that is appropriate for the acquisition.

**Basic Agreement**

- Draft the basic agreement.
- Review the basic agreement annually.
- When a contract incorporates a basic agreement, include the scope of work and applicable clauses.

**Basic Ordering Agreement**

- Draft the basic ordering agreement.
- Review the basic ordering agreement annually.
- Before issuing an order, obtain competition.
- Ensure that the use of a basic ordering agreement is not prejudicial to other offerors.
- Establish prices prior to making any final commitment or authorizing the contractor to begin work.
- Sign or obtain any applicable justifications or approvals.
- Issue the order.
- Publicize the BOA order, if required.