**PHASE I: CONTRACT FORMATION**

**Activity 14: Federal Supply Schedules (FSS)**

- **Procedures for Placing Orders and Establishing Blanket Purchase Agreements (BPA) Against an FSS Contract When a Statement of Work (SOW) is Required**
  - Determine how many FSS contractors to solicit.
  - Place an order directly with any FSS contractor that can meet the agency's needs.

- **Procedures for Placing Orders and Establishing a Blanket Purchase Agreement (BPA) Against an FSS Contract When a Statement of Work (SOW) is not Required**
  - Determine the expected dollar value of the FSS order to be placed or the BPA to be established.
  - Consider reasonably available information about the supply or service offered on the GSA Advantage!® online shopping service.
  - Review at least three FSS contractors' price lists, or obtain quotations from at least three FSS contractors.
  - Prepare a request for quotation (RFQ).

- **FSS Orders and BPAs Exceeding the Micro-Purchase Threshold (Micro-Purchase Up to the Simplified Acquisition Threshold (SAT))**
  - Provide the RFQ directly to as many Schedule vendors as practicable to reasonably ensure receiving at least three quotations.
  - Post the RFQ to eBuy to all available Schedule holders to enable them to submit a quotation.
  - If less than three quotations are received, prepare a written determination.
  - Fairly consider and evaluate quotations in accordance with the basis for selection described in the RFQ.
  - Determine whether to seek a price reduction.
  - Place the order for services or establish a BPA with the selected Schedule contractor.

- **Exceeding the Simplified Acquisition Threshold (SAT)**
  - Prepare the request for quotation (RFQ).
  - Provide the RFQ to at least three Schedule contractors.
  - Evaluate responses using the evaluation criteria described in the RFQ.
  - Determine whether to seek a price reduction.
  - Place the order for services or establish a BPA with the selected Schedule contractor.

- **Determine whether to seek a price reduction.**

- **Document the award decision.**

- **Place the FSS order or establish a BPA with the selected Schedule contractor.**

- **Report the awarded BPA or FSS order to the Federal Procurement System-Next Generation (FPDS-NG).**

- **Respond to any protest.**

Proceed to Activity 14: Federal Supply Schedules, Part E for procedures for placing orders under a BPA established against an FSS contract.