Activity 17: Indefinite Delivery, Indefinite Quantity Contracts and Ordering Procedures

**PHASE I: CONTRACT FORMATION**

**Establishing Indefinite-Delivery/Indefinite-Quantity (IDIQ) Contracts**

- Review the acquisition plan to determine if the use of an IDIQ contract is in the best approach.
  - If yes, go to: Determine whether multiple awards are appropriate.
  - If no, go to: Choose another contracting approach.

- Determine whether multiple awards are appropriate.
  - If yes, go to: Select single award.
  - If no, work with requiring office to obtain Task Order, statement of work (SOW), IDIQ, and evaluation criteria.

**Procedures for Ordering Under Indefinite-Delivery/Indefinite-Quantity (IDIQ) Contracts**

- Work with requiring office to obtain Task Order, statement of work (SOW), IDIQ, and evaluation criteria.
  - Develop a new procurement.
  - Determine whether the need is within scope of the IDIQ contract.
    - If yes, go to: Determine whether the IDIQ establishes price.
    - If no, go to: Work with requiring office to obtain Task Order, statement of work (SOW), IDIQ, and evaluation criteria.

- Determine whether the IDIQ establishes price.
  - If yes, go to: Negotiate price for each order.
  - If no, go to: Determine whether there is an exception to fair opportunity.

**Single Award**

- Negotiate price for each order.
  - If yes, go to: Evaluate quotes(s).
  - If no, go to: Single Award.

- Determine whether the IDIQ establishes price.
  - If yes, go to: Negotiate price for each order.
  - If no, go to: Determine price or cost reasonableness.

**Multiple Awards**

- Determine whether the IDIQ establishes price.
  - If yes, go to: Negotiate price for each order.
  - If no, go to: Provide all contract holders the opportunity to compete.

- Provide all contract holders the opportunity to compete.
  - If yes, go to: Document the justification.
  - If no, go to: Negotiate price for each order.

- Document the justification.
  - If yes, go to: Seek approval of the justification, if required.
  - If no, go to: Negotiate price for each order.

- Seek approval of the justification, if required.
  - If yes, go to: Publish a notice and make the justification publicly available.
  - If no, go to: Negotiate price for each order.

- Publish a notice and make the justification publicly available.
  - If yes, go to: Evaluate quotes(s).
  - If no, go to: Multiple Awards.

- Evaluate quotes(s).
  - If yes, go to: Draft the order.
  - If no, go to: Multiple Awards.

- Draft the order.
  - If yes, go to: Place the order using any medium specified in the contract.
  - If no, go to: Multiple Awards.

- Place the order using any medium specified in the contract.
  - If yes, go to: Report the award to the Federal Procurement Data System-Next Generation (FPDS-NG).
  - If no, go to: Multiple Awards.

- Report the award to the Federal Procurement Data System-Next Generation (FPDS-NG).
  - If yes, go to: Respond to any protest.
  - If no, go to: Multiple Awards.

- Respond to any protest.