

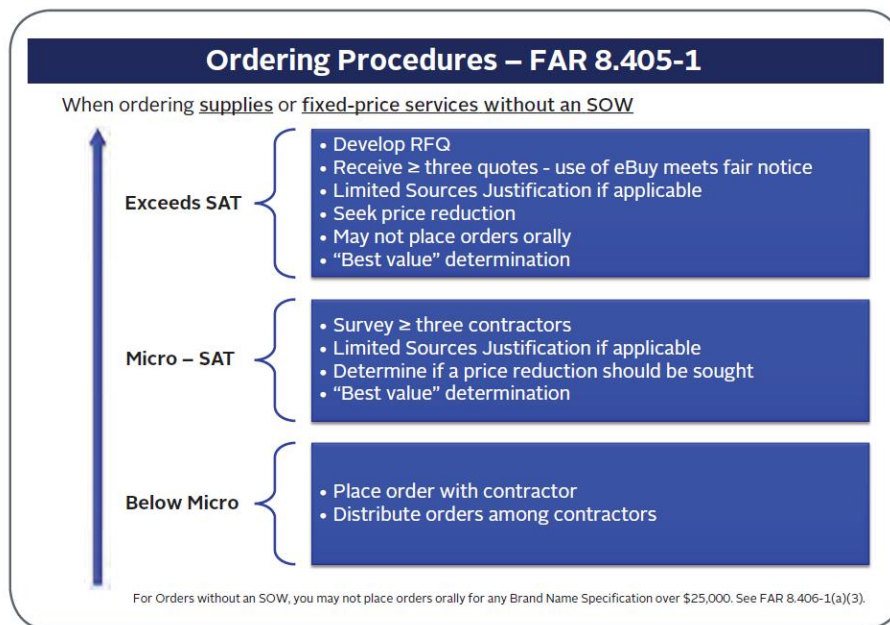
## Contracting with BPS via GSA Multiple Award Schedule (formerly IT Schedule 70)

Government agencies can take advantage of easily contracting with and obtain BPS' professional IT services via our GSA MAS contract. While contracts of any amount can be awarded, simplified acquisitions can often be conducted without engaging support from third-parties when utilizing GSA's Multiple Award Schedules (MAS). Please see below for a brief, step-by-step description for how to obtain services, and click [THIS LINK](#) for more detailed information from GSA on the steps outlined below.

### Step 1. Requirements Analysis

- Determine if Statement of Work (SOW) required or not required

A Statement of Work (SOW) is typically used when the task is well-known and can be described in specific terms. Statement of Objective (SOO) and Performance Work Statement (PWS) emphasize performance-based concepts such as desired service outcomes and performance standards. Whereas PWS/SOO's establish high-level outcomes and objectives for performance and PWS's emphasize outcomes, desired results and objectives at a more detailed and measurable level, SOW's provide explicit statements of work direction for the contractor to follow. In layman's terms: a PWS/SOO does not tell the contractor how to do the work, but rather describes the work in terms of outcomes or results. SOO-based competitions typically take significantly less time to conduct, which is often seen as a benefit.



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- Ensure compliance with organizational as well as any applicable state or local acquisition rules

### Step 2. Perform Market Research

<sup>1</sup> Simplified Acquisition Threshold (SAT) < \$250,000; Micro-SAT > \$10,000 & < SAT; Below Micro < \$10,000

- Find BPS (and other potential MAS SIN 54151S vendors as needed) to review available services, browse catalogs and price lists, T&C's, and related information
  - [GSA Advantage!](#)
    - Search bar – select “Services” from drop down menu
    - Search by vendor name or capability (i.e. “PMO support”)
  - [GSA eLibrary](#)
    - Quick Search – Multiple Award Schedule (MAS) – Select “MAS”
    - Choose applicable Special Item Number (SIN) – 54151S
    - Select set-aside(s)(optional – if needed. BPS is Small Business); Enter vendor name in “Search Contractor T&Cs/Pricelist”

**Step 3. RFQ Issuance – Use Ebuy Template**

**Step 4. Evaluate Responses**

**Step 5. Make Award**

**ADDITIONAL ACQUISITION RESOURCES:**

GENERAL PROCESS

- GSA Acquisition Gateway - [8 step Performance Based Acquisition Info](#)
- [GSA Contracting Officer Schedule Ordering Procedures](#)

REQUIREMENTS ANALYSIS

- [SOW Templates from GSA](#)
- [Descriptions of SOW, PWS, and SOO from Contracting Academy](#)
- [FAR 8.405-1 Ordering Procedures for Supplies, and Services Not Requiring a SOW](#)
- [FAR 8.405-2 Ordering Procedures for Services Requiring a SOW](#)

RFQ ISSUANCE

- [eBuy – Benefits to Government Agencies, How Does eBuy Work?](#)

EVALUATE RESPONSES

- [GSA Buyer Guidance](#)
- Acquisition.gov - [Proposal Evaluation](#)
- [Technical Evaluation Criteria Template](#)