

## 1. Publicize Contract Actions Using Recovery Act Funds:

Ordering activities shall post notices of proposed Schedule orders of \$25,000 or more that are funded, in whole or in part, by the American Recovery and Reinvestment Act of 2009 on [Federal Business Opportunities \(FedBizOpps\)](#) for "informational purposes only." The notices shall follow the procedures in [FAR 5.704](#).

## 2. Prepare a Request for Quotation (RFQ) that includes:

- **A Statement of Work.** All SOWS shall include the work to be performed, the location of the work, the period of performance, the deliverable schedule, the applicable performance standards, and any special requirements (e.g., security clearances, travel, and special knowledge).
- **The evaluation criteria (e.g., project plan for performing the task, price, experience, and past performance).** A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work, or to anticipate cost with any reasonable degree of confidence.
- **A requirement for pricing information that ties the offered prices to the Schedule contract prices and seeks additional price reductions where appropriate.**

## 3. Transmit the RFQ to GSA Schedule Contractors:

- **Orders at, or below, the micro-purchase threshold.** The ordering activity may place orders with any GSA Schedule contractor that can meet the agency's needs.
- **Orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold.** The ordering activity shall provide the RFQ (including the SOW and evaluation criteria) to at least three Schedule contractors that offer services that meet the agency's needs. The ordering activity should request that contractors submit firm-fixed prices to perform the services identified in the SOW.
- **Orders exceeding the maximum order threshold.** In addition to meeting the requirements, above, for orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold, the ordering activity shall—Provide the RFQ to an appropriate number of additional Schedule contractors that offer services that will meet the needs of the ordering activity.
- **Distribution of the RFQ.** The ordering activity shall provide the RFQ to any Schedule contractor that requests a copy.

## 4. Evaluate Responses and Place the Order or Establish the BPA:

The ordering activity shall evaluate all responses received using the evaluation criteria in the RFQ. The ordering activity should then place the order, or establish the BPA, with the Schedule contractor that represents the best value (see FAR 8.404(d)).