



# **Shared Services Lines of Business Solutions (SSLoBS)**

## **BPA Call Ordering Guide**

USDA Office of Chief Financial Officer

Version 1.2

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## **Introduction**

The objective of this United States Department of Agriculture (USDA) Office of the Chief Financial Officer (OCFO) Blanket Purchase Agreement (BPA) is to facilitate meeting the OCFO's mission, including providing support to USDA's shared service customers Government-wide.

OCFO's offerings include innovative solutions both from a technical and support service perspective in order to assist USDA and other Federal agencies working to meet specific needs. OCFO's payroll, human resources, and financial management service offerings are designed to eliminate time-consuming, transactional functions and increase time for agencies to perform core mission activities. USDA's solutions approach facilitates planning and leverages best-in-class processes all agency customers use the most efficient and effective financial and human capital management strategy for their organization. To better facilitate service delivery, the OCFO has organized their offerings into Lines of Business (LoBs). The LoB structures optimize the value provided as Federal Shared Service Provider (FSSP) providing critical services.

## **Overview**

Pursuant to FAR Part 8.4, Federal Supply Schedules, USDA has entered into BPAs (FAR Part 8.405-3) with Accenture, ASRC Federal Vistrionix, Deloitte Consulting, Dominion Consulting, enGenius Consulting Group, Futron, Leidos, IBM, and Savantage Solutions to allow USDA agencies only to purchase Shared Services Lines of Business Solutions (SSLoBS). This BPA will allow USDA to streamline the procurement process for SSLoBS. This BPA does not prohibit the Contractor from offering additional discounts (e.g., quality, volume, cumulative) on a procurement-specific basis.

The SSLoBS BPA is a competitively-awarded, multiple-award, five (5) year BPA competed against GSA schedule 70 and awarded to nine (9) vendors for requirements associated with one North American Industrial Classification System (NAICS) code: 541513, Computer Facilities Management Services. Each vendor is capable of performing services against all five LoBs. The five LoBs are:

- LoB 1: Financial Management Services (FMSLoB)
- LoB 2: Human Resources (HRLoB)
- LoB 3: Information Technology Services Division (ITSDLoB)
- LoB 4: External Systems Development (Specializing in Agile Development) (ESDLoB)
- LoB 5: Personnel and Pay (PPLoB)

The scope, deliverables, requirements, and performance metrics for project initiatives under each LoB are outlined in the Performance Work Statement (PWS). Awarded offerors shall provide services for the labor disciplines (categories) at the appropriate level of competence identified within this contract. The Offeror shall have the ability to have personnel on-site within two weeks of BPA Call issuance.

## **Procedures**

Warranted Contracting Officers (Ordering Contracting Officers or OCOs) within the USDA may issue a BPA Call against the SSLoBS BPA. This BPA is NOT open to Contracting Officers outside of USDA. OCOs must coordinate with the Contracting Officer (CO), Administrative Contracting Officer (ACO) and Contracting Officer's Representative (COR) of the overarching BPA prior to issuing a BPA Call. (Contact information is provided in Appendix I.)

**All warranted Contracting Officers must obtain written concurrence via electronic mail to issue an order against this BPA from the USDA/Procurement Operations Division (POD) appointed ACO prior to issuance of a BPA Call/order solicitation.**

Upon placement of the order, the OCO shall send a copy of the fully-executed order to the USDA/POD appointed COR and the USDA/POD Contracting Officer within two (2) business days. All modifications that increase or decrease the BPA Call ceiling shall also be submitted to the USDA/POD appointed COR and the USDA/POD Contracting Officer within two (2) business days.

All BPA Calls must be sent to all nine (9) vendors for a Request for Quote (RFQ). USDA anticipates that the BPA Call shall be awarded to the vendor with the lowest price using the Lowest Price Technically Acceptable method; however, ordering offices may use their discretion if a best-value method in accordance with 8.405-2(d) is more appropriate.

All OCOs shall use the Integrated Acquisition System (IAS) as their contract writing system. This is MANDATORY to enable accurate reporting of BPA use. All OCOs shall link their BPA Call to the appropriate Master BPA in IAS.

**While USDA anticipates that most of the BPA Calls issued against this BPA will be fair opportunity, USDA reserves the right to award a follow-on award to a particular BPA holder without competing it amongst all of the BPA holders. Determination not to compete a BPA Call amongst the awardees shall be included in the BPA Call file. Without a documented exception to fair opportunity for a follow-on award, this is a multiple-award BPA and fair opportunity (FAR 8.405-3(c)(2)) is required for all orders issued under this BPA. No order shall be accepted and/or issued without a reference to the fair opportunity solicitation number on the award document.**

BPA Calls under this BPA may be issued on a labor-hour basis. However, the number of hours may be negotiated prior to the issuance of the BPA Call/order making the task a firm-fixed priced task based on agreed upon hours applied against labor rates proposed in the awarded BPA. The Contractor shall use fixed labor rates. The OCO should establish firm-fixed priced orders to the maximum extent practicable. Travel should be established on a separate, reimbursable line item.

The Government does not guarantee to acquire a minimum quantity or dollar amount under this BPA. Fair opportunity is required for all BPA Calls. In no event shall an order be made without providing fair opportunity to all BPA holders. All orders shall reference the applicable fair opportunity RFQ number on the award. The Contractors shall not accept any orders that have not been properly issued in accordance with the BPA terms and conditions.

### **BPA Call Process**

The OCO follows their internal process for planning and funding the requirement, gaining any necessary approvals and documenting the order. The OCO is responsible for acquisition planning and conducting due diligence as directed by the FAR and agency policy and regulation. The process of order award can be configured to agency needs, provided it is consistent with the SSLoBS BPA, customer agency policy and the FAR.

### **Provision and Clause Configuration**

SSLoBS was established with commercial terms and conditions. Additional FAR provisions and clauses that do not conflict with the Master BPA may be added at the BPA Call level. If the OCO intends to implement non-commercial terms and conditions, he/she should structure the BPA Call RFQ accordingly.

Provisions and clauses that supplement the FAR, which are prescribed and included in authorized agency acquisition regulations, may be added at the BPA Call level so long as they are consistent with the Master BPA. Refer to FAR 52.101 (b)(2)(i)(A-C) for examples of provisions and clauses.

OCOs are responsible for clearly identifying the applicable provision and clause configuration in order solicitations.

BPA Calls should specify travel requirements, GFP, Place of Performance, Period of Performance, as well as, provide specific contract information for the OCO and COR.

### **Announcement of Order Award and Notification to Unsuccessful Competitors**

OCOs shall provide all vendors (successful and unsuccessful) with formal notification of the BPA Call award. When applicable and requested, Contracting Officers must provide a brief explanation of the basis for the award decision consistent with FAR 8.405-2(d).

### **Past Performance**

At completion of order performance, and annually for orders with a period of performance exceeding one year, the OCO is required by FAR 42.15 to complete a past performance record for the industry partner. Customer agencies participating in the Integrated Acquisition Environment have established a Government-wide past performance platform relying upon CPARS as a feeder system to PPIRS.

### **BPA Call Duration**

The Master BPA term consists of one (1) five-year period.

The Period of Performance for each BPA Call placed under the Master BPA shall be specified in the individual call. New orders shall not be placed under the Master BPA if the Master BPA is not in effect, has expired, or has been terminated. There is no specification to the length of time a BPA Call can last beyond the expiration of the Master BPA. As long as it does not exceed 10 years from the time the Master BPA was awarded.

### **Reporting, Review, Reconciliation**

This BPA is effective when signed by both the Government and the Contractor. Pursuant to FAR Part 8.405-3(d)(1), the Period of Performance will be for a period of five (5) years. An annual review of utilized Master BPAs will occur each year and will be conducted between the ACO and the vendor.

### **Cancellation Requirement**

Cancellation of a BPA Call is at the discretion of the OCO. Cancellation of a BPA Call may be necessary and justified for any or all of the three (3) reasons listed below:

- a) Services have significantly changed, or are no longer required;
- b) All offers received are at unreasonable prices, or only one offer is received, and the OCO cannot determine price reasonableness;
- c) For other reasons, cancellation is clearly in the public's interest.

It is good practice for the OCO to document the cancellation decision rationale and have the cancellation decision approved pursuant to customer agency policy.

**Close-out**

It is the OCO's responsibility to close out BPA Calls. Please provide a notice of close-out to the CO, ACO and COR. It is the OCO's responsibility to de-obligate any unliquidated obligations remaining on the contract and report the final contract amount to the CO, ACO and COR. All ceiling values for unexercised options must be de-scoped off the BPA Call at time of close-out in order to make the unused ceiling available for other BPA Calls.

**Appendix I - USDA Contacts**

United States Department of Agriculture  
Department of Management  
Office of Procurement and Policy Management  
Procurement Operations Division  
Acquisition Management Branch-Fort Collins

USDA/DM/OPPM/POD/AMB-FTC  
301 S. Howes St, Suite 321  
Fort Collins, CO 80521-2795

The following individuals are contacts for the overarching BPA awards.

William Van Stockum  
Contracts Branch Chief / Contracting Officer  
970-295-5344  
[William.Vanstockum@ftc.usda.gov](mailto:William.Vanstockum@ftc.usda.gov)

Barbara Sickler  
Administrative Contracting Officer  
970-295-5626  
[Barbara.Sickler@ftc.usda.gov](mailto:Barbara.Sickler@ftc.usda.gov)

Alan Bruskin  
Contracting Officer's Representative  
202-619-7650  
[Alan.Bruskin@cfo.usda.gov](mailto:Alan.Bruskin@cfo.usda.gov)

## **Appendix II – Roles and Responsibilities**

Typical responsibilities for COs and OCOs requiring activities are shown below and are hereby established in writing between the parties.

### **SSLoBS CO, ACO and COR**

Award, administer, and oversee the Master BPA, which includes, but is not limited to:

- Have exclusive, non-delegable rights to modify the Master BPA terms and conditions
- Provide advice and guidance to ordering/requiring activities, OCOs and BPA holders regarding scope and acquisition regulations
- Help ordering/requiring activities understand how SSLoBS can be used to meet requirements
- Review vendor reports on open BPA Calls and obligations
- Maintain the BPA ceiling tracker
- Coordinate with and provide BPA ceiling availability verification, as well as, BPA Call control numbers to OCOs/requiring activities

### **Requiring Activity**

- Defines order requirements
- Prepares PWS/SOW/SOO for order
- RFQs
- Funds requirements
- Ensures IT capital planning when appropriate
- Assists OCO with quote/proposal evaluation
- Assists OCO with performance monitoring and appraisal

### **OCO**

Award, administer and oversee orders, which includes, but is not limited to:

- Serves as the default COR/COTR for task orders (may re-delegate in writing)
- Places BPA Call
- May not modify the SSLoBS Master BPAs
- Provides fair opportunity to industry partners, where applicable
- Manages BPA Call administration
- Oversees and executes in-scope BPA Call modifications
- Resolves BPA Call disputes
- Ensures FPDS-NG Reporting is completed accurately and timely
- Ensures all BPA Calls and modifications impacting increase or decrease in the ceiling are forwarded to the CO, ACO and COR
- Ensures past performance (CPARS) is completed in accordance with the FAR and customer agency procedures
- Ensures all BPA Calls are within scope
- Documents order award and administration
- Performs order close-out