



Before processing a new procurement, check the DHS Strategic Sourcing WebPage on DHS Online to see what vehicles are already available for your use:

dhsonline.dhs.gov/portal/jhtml/community.jhtml;jsessionid=PY3VZERJ2TXGFQFIAACSFFI?index=77&community=MGMT&id=2017380003

DHS-Wide BPAs for Professional and Program Management Support Services

GS-10F-06-LP-A-0003	BAE Systems Information Technology LLC
GS-10F-06-LP-A-0004	Customer Value Partners
GS-10F-06-LP-A-0005	Deloitte Consulting LLP
GS-10F-06-LP-A-0006	Grant Thornton LLP
GS-10F-06-LP-A-0007	ICF Incorporated LLC
GS-10F-06-LP-A-0008	Kadix Systems
GS-10F-06-LP-A-0009	SiloSmashers Inc
GS-10F-06-LP-A-0010	SRA Touchstone Consulting Group
GS-10F-06-LP-A-0011	The Tauri Group LLC

Under these BPAs, the contractor is required to consult, facilitate, assist, or perform within these key functions:

- Strategic & Tactical Planning/Alignment
- Program Assessments
- Program Tracking & Guidance
- Internal & External Oversight & Reporting
- Program Planning
- Communication Planning
- Quality Management Support
- Risk Management Support
- Program Review, Oversight & Reporting
- Acquisition PM Support
- Logistics Support
- Enterprise Architecture
- Transitional/Change Management
- Inventory Management
- Human Resource Management
- Contingency Planning
- Collaboration/Coordination
- Workflow Management
- Technology Research & Technical Feasibility
- Management Controls & Sustainment
- Business Assurance Services
- Privatization ("A-76") Support Services
- Studies & Analyses
- Productivity
- Resolution of Program Issues
- Record Management and Maintenance
- Resource Requirements
- Real Property Management/Space Planning
- Security, COOP, and Safety Planning
- Government Cost Estimates
- Change Control Plans
- Project Team Facilitation & Participation

All DHS Components and agencies are encouraged to fulfill their business oriented professional and program management support services by using the DHS-wide multiple BPAs noted above.

For more information about these BPAs and other DHS-Wide Procurement Vehicles, please email SSAS@DHS.GOV with your questions and requests.

(See other side for DHS-Wide BPA Ordering Procedures.)

DHS-Wide BPA Ordering Procedures

In accordance with the Federal Acquisition Regulation (FAR) 8.405-3:

STEP 1	<p>The Requestor determines need for professional and program management support services and prepares a Statement of Work (SOW) that includes, at a minimum, work to be performed, location of work, period of performance, deliverable schedule, applicable performance standards, and any special requirements. To the maximum extent practicable, the requirements identified in the SOW shall be documented in performance-based statements.</p>
STEP 2	<p>The Requestor submits the SOW, suggested evaluation criteria for selection of awardee, and an appropriate funding document to the CCO.</p> <p>The CCO shall prepare a request for quotation (RFQ), to include, at a minimum, the SOW and evaluation criteria, and a request to submit either a firm-fixed price quote or a ceiling price quote for the services outlined in the SOW. [SEE SECTION - Types of Orders - BELOW.]</p> <p>The RFQ shall be provided to the BPA holders that offer services that will meet the SOW requirements.</p> <p>In determining the appropriate number of BPA holders that are provided a copy of the RFQ, the CCO may consider, among other factors, the following:</p> <ol style="list-style-type: none"> (1) the complexity, scope, and estimated value of the requirement; (2) the market research results, which may include specialized capabilities of the BPA holders and BPA holder teams; and (3) socioeconomic factors.
STEP 3	<p><i>For orders at or below the micro-purchase threshold (\$2500), the CCO may place the order with any BPA holder that can meet the SOW requirements. The CCO should attempt to distribute orders at or below the micro-purchase threshold among all BPA holders.</i></p> <p><i>For orders exceeding the micro-purchase threshold (\$2500) but not exceeding the maximum order threshold (which is \$1M for the basic MOBIS GSA Schedule), the CCO shall provide the RFQ (including the SOW and evaluation criteria) to at least three (3) BPA holders that can meet the SOW requirements.</i></p> <p><i>For orders exceeding the maximum order threshold (which is \$1M for the basic MOBIS GSA Schedule), the CCO shall provide the RFQ (including the SOW and evaluation criteria) to additional BPA holders, beyond the three (3) noted above, that can meet the SOW requirements.</i></p> <p>The CCO shall also issue the RFQ to any BPA holder requesting it. All responses received must be evaluated.</p> <p><i>The CCO shall ensure that all pricing proposals received are in accordance with the minimum team discount awarded under their respective BPAs and should seek further price reductions whenever possible. (See FAR 8.405-4)</i></p>
STEP 4	<p>The CCO, in conjunction with the Requestor, shall evaluate all responses received from the BPA holders using the evaluation criteria provided to the BPA holders. The CCO is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable.</p>
STEP 5	<p>The CCO shall place the order with the BPA holder that represents the best value. (See FAR 8.404(d)).</p>
STEP 6	<p>After the order is awarded, the CCO shall provide timely notification to the unsuccessful BPA holders. If an unsuccessful BPA holder requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.</p>
STEP 7	<p>The CCO shall document the following for record: the BPA holders considered, noting the BPA holder from which the service was purchased; the consideration rationale for the BPA holders selected to receive the RFQ; a description of the service purchased; the amount paid; the evaluation methodology used in selecting the BPA holder to receive the task order; the rationale for any tradeoffs in making the selection; the price reasonableness determination; and the rationale for using other than a firm-fixed price order or a performance-based order.</p>