

**ORDERING GUIDE FOR USING
THE NAVY FURNITURE
BLANKET PURCHASING AGREEMENTS (BPAs)**

1 October 2017

ORDERING GUIDE FOR USING THE NAVY FURNITURE BPAs

The Department of Navy (DON) has an existing and on-going need for the acquisition of furniture. Therefore, a suite of strategically sourced furniture Blanket Purchase Agreements (BPAs) was implemented at the DON level. These BPAs not only benefit the Naval Supply Systems Command (NAVSUP) enterprise, but all Navy and Marine Corps contracting offices and the Department of Defense (DOD).

Design services, if required, are within scope of these BPAs.

Installation services, if required, are within scope of these BPAs.

MANDATORY SOURCES

The Navy Furniture BPAs are currently a DON mandatory source for the acquisition of office and dormitory & quarters furniture per the DON Furniture Acquisition Policy Memo dated 26 September 2011 found on the NAVSUP Contracting Knowledge Site (CKS) - DON Strategic Sourcing Program; Mandatory Solutions – Navy Furniture BPA - POLICY – [DON Acquisition Policy](#)

Per Federal Acquisition Regulation 8.002, customers shall satisfy requirements for supplies, in this case furniture, from or through the sources listed below in descending order of priority:

Inventories of the requiring activity

Excess from other agencies

Federal Prison Industries/UNICOR

Supplies which are on the Procurement List maintained by The Committee for Purchase from People Who are Blind or Severely Disabled

Wholesale supply sources, such as stock programs

If the customer is unable to satisfy the furniture requirement from one of the above mandatory sources, and has documented the file as such, then the Navy Furniture BPAs shall be used to satisfy the requirement.

OCONUS POLICY

The Navy Furniture BPAs though are not mandatory for OCONUS. The NAVSUP policy memo dated 1 May 2015, NAVSUP Enterprise Acquisition Policy Regarding Furniture Procurement Outside the United States, gives activities exercising NAVSUP contracting authority outside the United States exemption from the mandatory use policy and are authorized to purchase furniture, for use outside the United States, from local sources. The memo can be found as linked above but selecting: [NAVSUP OCONUS Furniture Policy](#).

PERIOD OF PERFORMANCE

The BPAs Spiral III period of performance begins 1 October 2017. The BPAs will expire 30 September 2022 or at BPA holder's General Service Administration (GSA) contract expiration, whichever comes first. The BPAs are based upon the holder's GSA Federal Supply Schedule (FSS) contract.

ORDERING GUIDE FOR USING THE NAVY FURNITURE BPAs

This ordering guide applies only to requirements classified within the scope of the Special Item Numbers (SINs) covered by the Navy Furniture BPA program identified below. Waivers are not required for requirements outside of these SINs, however buyers are strongly advised to document their files to show their due diligence.

Office Furniture	
71 1	Packaged Offices
711 1	Furniture Systems and Workstation Clusters
711 2	Worksurfaces, Workstations, Computer Furniture and Accessories
711 3	Filing and Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks & Accessories
711 8	Executive Office Furniture
711 18	Multipurpose Seating
Dormitory and Quarters	
71 200	Dormitory and Quarters Packaged Rooms
71 204	Dormitory, Quarters and Residential Casegoods and Beds

COMPLIANCE WITH REGULATIONS

Since the BPAs were awarded in accordance with Federal Acquisition Regulations (FAR) 8.405 against GSA FSS contracts, the process for placing orders must be consistent with the procedures outlined by FAR 8.4 and Defense Federal Acquisition Regulation Supplement (DFARS) 208.4.

- Small Business Set Asides

In accordance with FAR 8.404(a), since the BPAs have been awarded against FSS contracts: FAR Part 13, Simplified Acquisition Procedures (except 13.303-2(c)(3)); Part 14, Sealed Bidding; Part 15, Contracting by Negotiation; and Part 19, Small Business Programs, do not apply. However, buyers are advised to consult their Small Business Specialist for guidance regarding any additional Small Business policy that may be required by their individual activity (e.g. NAVSUP Fleet Logistic Center Norfolk does require a Small Business Coordination Record, DD Form 2579, signed by the Small Business Professional over \$10K).

Per FAR 8.405-5(a)(1), *Ordering activity contracting officers may, at their discretion-- (ii) Set aside BPAs for any of the small business concerns identified in FAR 19.000(a)(3)...* the individual requirement can be set aside for any small business concerns. (SINs 71-200 & 71-204 only contain small business holders as the solicitations were small business set asides.) Check FAR 19.502-2 if the requirement is greater than \$25K to be sure you are complying with the nonmanufacturer rule (below) where small business manufacturers (and not just distributors) may also be required.

ORDERING GUIDE FOR USING THE NAVY FURNITURE BPAs

FAR 19.502-2 (c) For small business set-asides other than for construction or services, any concern proposing to furnish a product that it did not itself manufacture must furnish the product of a small business manufacturer unless the SBA has granted either a waiver or exception to the nonmanufacturer rule (see [19.102\(f\)](#)). In industries where the SBA finds that there are no small business manufacturers, it may issue a waiver to the nonmanufacturer rule (see [19.102\(f\)\(4\)](#) and (5)). In addition, SBA has excepted procurements processed under simplified acquisition procedures (see Part 13), where the anticipated cost of the procurement will not exceed \$25,000, from the nonmanufacturer rule. Waivers permit small businesses to provide any firm's product. The exception permits small businesses to provide any domestic firm's product. In both of these cases, the contracting officer's determination in paragraph (b)(1) of this subsection or the decision not to set aside a procurement reserved for small business under paragraph (a) of this subsection will be based on the expectation of receiving offers from at least two responsible small businesses, including nonmanufacturers, offering the products of different concerns.

- Federal Prison Industries (FPI)/UNICOR

If the Federal Supply Code (FSC) for a procurement has been identified as 7110 – Office Furniture (SINs 71-1, 711-1, 711-2, 711-3, 711-8, and 711-18), the procedures outlined in annual policy from the Office of the Under Secretary of Defense (OUSD) must be followed. The policy states that when the FPI's share of the DoD market is greater than five percent in this FSC, then FPI must be included in the competitive procurement process in accordance with DFARS 208.602-70 (c)(1) and FAR 8.602(a)(4)(ii) through (v). If FPI's share of the DoD market is less than five percent in this FSC, then procurement officials may purchase from FPI without competition through the vendor's Navy Furniture BPA in accordance with DFARS 208.602-70(c)(2) and FAR 8.602.

OUSD issues a new policy each year in the February/March timeframe. The current policy is dated 28 February 2017, Purchases from Federal Prison Industries; Updated List of Federal Supply Classification (FSC) Codes to be Competed. The annual policy is posted on the DPAP website at:
http://www.acq.osd.mil/dpap/cpic/cp/specific_policy_areas.html#federal_prison

MARKET RESEARCH

The BPAs provide a great deal of flexibility in procuring furniture that meets customer's specific requirements and delivery schedules.

Buyers should begin their market research for furniture buys with the BPA holders. GSA Advantage! is a good place to start. <https://www.gsaadvantage.gov>

1. Go to GSA Advantage! <https://www.gsaadvantage.gov>
2. Under *Products* – click on *Furniture & Furnishings*
3. *Search* for the characteristics you require: L-shaped work surface
4. Click on an item that seems to fit your needs to see what SIN it is under
5. *MAS Schedule/SIN: 71/711 2* (Worksurfaces, Workstations, Computer Furniture and Accessories); one of the Navy Furniture BPA SINs
6. *Compare Available Sources: Contractor* - look for a Navy Furniture BPA holder by comparing to the Navy Furniture BPA Vendor List

ORDERING GUIDE FOR USING THE NAVY FURNITURE BPAs

The Navy Furniture BPA Vendor List can be found on the NAVSUP CKS - DON Strategic Sourcing Program; Mandatory Solutions – Navy Furniture BPA – CONTRACTS - [Vendor List by Special Item Number](#)

WAIVERS

If your requirement **does not** fit within the eight (8) SINs identified in the table above, the furniture should be procured outside of the BPAs, preferably on GSA. **NO waiver is required.**

If your requirement **does** fit within the eight (8) SINs identified in the table above, but doesn't meet your need (e.g. doesn't fit your technical specifications), **a waiver IS required.** (See Enclosures 1 or 2) The authority to approve exceptions to this policy must be made on a case by case basis at a level no lower than the Chief of the Contracting Office. Once a waiver has been approved, the furniture can be procured outside of the BPAs, preferably on GSA.

LIMITED SOURCES

Although competition among BPA holders is required above the Micro Purchase Threshold, under certain circumstances competition can be waived if justified in writing. The most common reason for waiving or limiting competition is the need to match existing furniture.

FAR 8.405-6 Orders placed or BPAs established under Federal Supply Schedules are exempt from the requirements in Part 6. However, an ordering activity must justify its action when restricting consideration in accordance with paragraphs (a) or (b) of this section—

(a) Orders or BPAs exceeding the micro-purchase threshold based on a limited sources justification.

(1) Circumstances justifying limiting the source.

(i) For a proposed order or BPA with an estimated value exceeding the micro-purchase threshold not placed or established in accordance with the procedures in [8.405-1](#), [8.405-2](#), or [8.405-3](#), the only circumstances that may justify the action are—

(B) Only one source is capable of providing the supplies or services required at the level of quality required because the supplies or services are unique or highly specialized; or

(b) Items peculiar to one manufacturer. An item peculiar to one manufacturer can be a particular brand name, product, or a feature of a product, peculiar to one manufacturer. A brand name item, whether available on one or more schedule contracts, is an item peculiar to one manufacturer.

(1) Brand name specifications shall not be used unless the particular brand name, product, or feature is essential to the Government's requirements, and market research indicates other companies' similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the agency's needs.

ORDERING PROCEDURES

1. Select the SIN:

During the market research, determine which SIN(s) within category 71 – Furniture, the requirement fits under. This will vary depending on the type of furniture being requested. If it has

ORDERING GUIDE FOR USING THE NAVY FURNITURE BPAs

been determined that the requirement might fit within different SINs, more than one SIN can be selected for a requirement.

2. Determine the Region:

The BPAs have been regionalized in order to provide for more competition within a selected region, to reduce the Navy's carbon footprint, and allow for easier coordination with the customer and BPA holder. The region selected should be determined based on the delivery point of the furniture items being procured. More than one region can be selected by the buyer if determined to be beneficial to the requirement. The advantages to more than one region being selected would be to expand the vendor pool and provide for more competition. The BPA regions are as follows:

East CONUS: All areas within the CONUS that are east of the Mississippi River

West CONUS: All areas within the CONUS that are west of the Mississippi River

OCNUS: All areas outside the CONUS

If a region is not specified, it will be assumed that any BPA holder is able to provide a quote.

3. Ordering from the BPAs – who to consider:

Reference FAR 8.405-3(c)(2) for ordering procedures for purchasing from multiple-award Blanket Purchase Agreements. It states:

(2) Multiple-award BPAs.

(i) Orders at or below the micro-purchase threshold. The ordering activity may place orders at or below the micro-purchase threshold with any BPA holder that can meet the agency needs. The ordering activity should attempt to distribute any such orders among the BPA holders.

(ii) Orders exceeding the micro-purchase threshold but not exceeding the simplified acquisition threshold.

(A) The ordering activity must provide each multiple-award BPA holder a fair opportunity to be considered for each order exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold unless one of the exceptions at [8.405-6\(a\)\(1\)\(i\)](#) applies.

(B) The ordering activity need not contact each of the multiple-award BPA holders before placing an order if information is available to ensure that each BPA holder is provided a fair opportunity to be considered for each order.

****Note:** “Fair Opportunity to be considered” means that the holder is listed on the published Navy Furniture BPA list, and therefore buyers have an opportunity to consider them. Buyers should solicit quotes from at least three Navy Furniture BPA holders plus UNICOR to ensure adequate competition.

(C) The ordering activity Contracting Officer shall document the circumstances when restricting consideration to less than all multiple-award BPA holders offering the required supplies and services.

****Note,** for example, if the buyer has an approved limited source justification to match existing furniture.

(iii) Orders exceeding the simplified acquisition threshold.

(A) The ordering activity shall place an order in accordance with paragraphs

(c)(2)(iii)(A)(1), (2) and (3) of this paragraph, unless the requirement is waived on the

ORDERING GUIDE FOR USING THE NAVY FURNITURE BPAs

basis of a justification that is prepared and approved in accordance with [8.405-6](#). The ordering activity shall—

- (1) Provide an RFQ to all BPA holders offering the required supplies or services under the multiple-award BPAs, to include a description of the supplies to be delivered or the services to be performed and the basis upon which the selection will be made;*
- (2) Afford all BPA holders (**Note: within that particular SIN) responding to the RFQ an opportunity to submit a quote; and*
- (3) Fairly consider all responses received and make award in accordance with the selection procedures.*

(B) The ordering activity shall document evidence of compliance with these procedures and the basis for the award decision.

- Contacting FPI/UNICOR:

UNICOROFGNAVYBPA@oei-inc.com or 1-855-276-8288

Inquiries will be forwarded to the local sales representative in the territory for response.

For further information on UNICOR: <http://www.unicor.gov/index.aspx>

4. Preparing the Request for Quotation (RFQ):

At a minimum, the RFQ should contain: technical specifications, evaluation factors, quantity, required delivery date, and special delivery requirements or base access instructions.

- Site Visit

If a site visit is required, date, time and location of the site visit should be included in the RFQ.

- Best Value Evaluation Criteria

Ordering activities have considerable latitude in structuring their procurement and may consider both price and other factors (e.g. technical specifications) in awarding BPA calls. Typically, evaluation factors consist of price, quality (ability to meet technical specifications) and time of delivery since these three items must be considered when procuring from FPI per FAR 8.602(a). As FPI is both a Navy Furniture BPA holder and a mandatory source of supply, ordering activities should include all three factors (price, quality (ability to meet technical specifications), and time of delivery) when procuring furniture against the Navy BPAs.

5. Solicit Quotes:

- a. Orders at or below the micro-purchase threshold may be placed directly with a BPA holder using emails or calling. This may be made through a Purchase Card transaction.
- b. Orders above the micro-purchase threshold but below the simplified acquisition threshold (SAT) must solicit at least three (3) BPA holders and UNICOR by calling, emails, or using GSA eBuy.

ORDERING GUIDE FOR USING THE NAVY FURNITURE BPAs

- c. Orders above SAT must be sent to all BPA holders within that SIN. Posting on GSA eBuy and emailing UNICOR will satisfy this requirement.

- GSA eBuy

Posting of a RFQ on GSA eBuy (<https://www.ebuy.gsa.gov>) is one medium for providing fair notice to all contractors except UNICOR. Therefore, Contracting Officers should email UNICOR the RFQ and retain a copy of the email to document their efforts to include UNICOR as part of the competition.

All RFQs posted to the GSA e-Buy must contain the following text: “This Request for Quotation and subsequent order is set-aside exclusively for only those authorized Navy Furniture Blanket Purchase Agreement holders within the _____ Region. Quotes from other than these holders will not be considered.”

6. Evaluate the quotes in accordance with the RFQ’s evaluation factors. Be sure to check Blanket Purchase Agreement Additional Discount found on the BPA holder’s Terms and Conditions on their master BPA in paragraph two (2), Description of Agreement, to be sure you are receiving the correct discount.

7. Create BPA Call:

- a. For orders at or below the micro-purchase threshold, there is no BPA Call created.
 - b. For orders over the micro purchase threshold a DD 1449 or DD 1155 is prepared. If your activity doesn’t use SPS, you will need to create a standalone DD 1449 or DD 1155.
- Creating a BPA Call in the Standard Procurement System (SPS):

Refer to the SPS Desk Guide prepared by NAVSUP Business Systems Center - Section F – Post-Award: BPA Calls. The SPS Desk Guide is found on NAVSUP Contracting Knowledge Site (CKS). Refer to Enclosure (3) for the SPS Desk Guide, version 4, dated 16 August 2017. For the most current version, use CKS.

- Clauses

FAR 52 clauses are automatically part of the BPAs as they are based on the holder’s GSA contract. Using GSA eLibrary (<https://www.gsaelibrary.gsa.gov>) go to the holder’s *Contractor Information* and click on *Contract Clauses/Exceptions: View the specifics for this contract*. You need to add only any required DFARS clauses; Navy Marine Corps Acquisition Regulation Supplement (NMCARS) clauses; or local guidance.

The following clauses are found in the master BPAs and need not be added to the BPA call unless as specifically identified below:

CLAUSES INCORPORATED BY REFERENCE

252.203-7000 Requirements Relating to Compensation of Former SEP 2011
DoD Officials

ORDERING GUIDE FOR USING THE NAVY FURNITURE BPAs

252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7003	Agency Office of the Inspector General	DEC 2012
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	OCT 2016
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support	MAY 2016
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism	OCT 2015
252.211-7003	Item Unique Identification and Valuation	MAR 2016
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.211-7008	Use of Government-Assigned Serial Numbers	SEP 2010
252.219-7003	Small Business Subcontracting Plan (DOD (Dev) Contracts)--Basic (Deviation 2016-O0009)	AUG 2016
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014
252.223-7008	Prohibition of Hexavalent Chromium	JUN 2013
252.225-7001	Buy American And Balance Of Payments Program--Basic (Dec 2016)	DEC 2016
252.225-7001	Buy American Act and Balance of Payments Alt I Program --Alternate I (Dec 2016)	DEC 2016
252.225-7002	Qualifying Country Sources As Subcontractors	DEC 2016
252.225-7021	Trade Agreements--Basic	DEC 2016
252.225-7048	Export-Controlled Items	JUN 2013
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7009	Mandatory Payment by Governmentwide Commercial Purchase Card	DEC 2006
252.232-7010	Levies on Contract Payments	DEC 2006
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.244-7000	Subcontracts for Commercial Items	JUN 2013
252.246-7004	Safety of Facilities, Infrastructure, and Equipment for Military Operations	OCT 2010
252.247-7023	Transportation of Supplies by Sea	APR 2014
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

52.212-4	Contract Terms and Conditions - Commercial Items-- (JAN 2017)
252.223-7001	Hazard Warning Labels (DEC 1991)
252.225-7012	Preference for Certain Domestic Commodities (DEC 2016)

ORDERING GUIDE FOR USING THE NAVY FURNITURE BPAs

ADD THE FOLLOWING CLAUSES/TEXT IN FULL TEXT TO EACH BPA CALL:

252.232-7006 Wide Area Workflow Payment Instructions (MAY 2013)

**Insert required information

NAVSUP text or local guidance: Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information

NAVSUP text or local guidance: Authorized Changes Only by the Contracting Officer

** Insert the address and telephone number of the Contracting Officer

8. Documentation:

DoD Ordering Activities

The ordering activity must, at a minimum, include the following documentation in the purchase file:

- Contractual document
- Copy of the RFQ
- Quotes
- Selection decision
- Agency/local requirements

NAVFAC General Contractors

NAVFAC General Contractors who have been authorized to use the Navy Furniture BPAs per FAR 52.251-1 "Government Supply Sources" must reference the BPA in their order to the holder to assist the holder in tracking their sales against the BPAs. NAVFAC is granted contracting authority for furniture, fixtures and equipment (FF&E) when using the Navy Furniture BPAs. Contracting Officers or General Contractors authorized to use these vehicles will comply with the competitive ordering procedures described at FAR 8.405-3 (b) (2).

If you still have questions please contact Navy Furniture BPA Policy at DON.SSPMO.fct@navy.mil.

Enclosure (1) BPA WAIVER

This waiver form applies only to requirements classified within the scope of the SINS in the Navy Furniture BPA program (71 1, 71 200, 71 204, 711 1, 711 2, 711 3, 711 8, and 711 18). Waivers are not required for requirements outside of these SINS, however buyers are strongly advised to document their files to show their due diligence.

Document Number: _____ **Customer:** _____
Contract/Order Number: _____
Description of Requirement: _____

Reason for Waiver Request: Select the most appropriate reason.

☐ Requirement is within scope of the SINS on the BPA program, however, not available through the BPAs:

Explain: _____

☐ Furniture must be compatible with furniture from a vendor not on the BPA list:

Justification: _____

☐ Other:

Explain: _____

Prepared By: _____ **Date:** _____
(Contract Specialist)

Reviewed By: _____ **Date:** _____
(Contracting Officer)

Reviewed By: _____ **Date:** _____
(One level above Contracting Officer)

Approved: _____ **Date:** _____
(Chief of Contracting Office)

Enclosure (2) Purchase Card - BPA WAIVER

This waiver form applies only to requirements classified within the scope of the SINs in the Navy Furniture BPA program (71 1, 71 200, 71 204, 711 1, 711 2, 711 3, 711 8, and 711 18). Waivers are not required for requirements outside of these SINs, however buyers are strongly advised to document their files to show their due diligence.

Document Number: _____

Customer: _____

Contract/Order Number: _____

Description of Requirement: _____

Reason for Waiver Request: Select the most appropriate reason.

☐ Requirement is within scope of the SINs on the BPA program, however, not available through the BPAs:

Explain: _____

☐ Furniture must be compatible with furniture from a vendor not on the BPA list:

Justification: _____

☐ Other:

Explain: _____

Prepared By: _____

(Purchase Cardholder)

Date: _____

Reviewed By: _____

(Approving Official)

Date: _____

Reviewed By: _____

(Agency Program Coordinator)

Date: _____

Approved: _____

(Chief of Contracting Office)

Date: _____

BPA Calls

BPA Calls are placed against BPA Master Agreements in SPS. BPA Calls can be created on either the DD1155 or SF1449 form.

For all BPA Calls, it is recommended that you select the NAICS and Size Standard in the Document Classification window. It is required that you select the Vendor Size.

Go to **Document Options → Classification** from the file menu. Using the NAICS drop-down, select a NAICS code. The Size Standard field will auto-populate based on NAICS selected, but is also an editable field. Next, select either the Small or Other Than Small radio button for Vendor Size. A warning message will display upon saving the award if these fields are not populated. Failure to select a Vendor Size will prevent release of the action.

The screenshot shows the 'Document Classification' window. The 'Vendor Info.' section is highlighted with a red box. It contains the following fields:

- NAICS: 811118 (dropdown)
- Size Standard: \$7,500,000 (text field)
- Vendor Size: ☒ Small, ☐ Other Than Small (radio buttons)

Other visible fields include Solicitation Type (RFQ, RFP, IFB), Contract Category (Supply, Service, R&D, Construction/A&E), Contract Sub-Category, Pricing Structure, Document Format (1449), IDC Exchange Rate, and IDC Constraints (in US\$) with Minimum and Maximum columns for Contract Quantity, Contract Amount, Order Quantity, and Order Amount. There are also radio buttons for Hard and Soft constraint types. The Ordering Period section includes Start Date and End Date fields. The Electronic Funds Transfer (EFT) section has a checked checkbox and an Excl. Reason dropdown. OK and Cancel buttons are at the bottom right.

NOTE: If the NAICS and Size Standard and Vendor Size fields are present on the BPA Master Agreement in SPS, the data will flow through into the BPA Call.

To create a BPA Call, you can either highlight the BPA Master Agreement, or launch the BPA Call without initially highlighting any document. In most cases, the creator of the BPA Call will not have the BPA Master Agreement on their desktop, therefore they would launch the BPA Call without first highlighting another document.

Go to **Procurement → Post-Award → BPA Call → BPA Call (DD form 1155) or BPA Call (SF1449)**. The **Create New BPA Call** window opens. Click [Select] to search for and attach the BPA Master Agreement.

The screenshot shows the 'Create New BPA Call (SF 1449)' window. It contains the following fields:

- Number: (text field)
- PIIN Serial Ranges: (text field)
- Description: BPA Call (SF 1449) (text field)

At the bottom, there are three buttons: 'Select' (highlighted with a red box), 'OK', and 'Cancel'.

In the **BPA Master Search** window, enter the search criteria, then click [Search]. The BPA Master number will appear in the search results window with available FSC codes displayed. Highlight the desired agreement, then click [Attach].

You will be returned to the **Create New BPA Call** window where the next available number will automatically populate. If a certain serial range is required, use the PIIN Serial Ranges drop-down menu to select the desired serial range. Once selected, the order number will automatically update to the next available number within the serial range. The PIIN Serial Ranges drop-down is not available when placing orders against external agreements. Click [OK] to continue.

The **BPA Call** form opens. Several blocks will populate from the BPA Master Agreement, so it is important that information is carefully reviewed and updated as necessary.

Depending upon whether the SF1449 or DD1155 form was selected, the location of contract information will vary. For specific instructions on each form type, *refer to instructions for corresponding award type in Section D: Awards.*

Line items can be attached from a Purchase Request or Solicitation. To do so, from the file menu, go to **Line Items → Attach** to search for the PR or Solicitation.

The **Attachment Selection** window opens. Type the Search Criteria in the appropriate block and use the Document Type drop-down menu to select either Purchase Request or Solicitation. Search criteria can be Document Number, Document Title, Document Owner, Month Issued or Issuing Office. Ensure that the correct radio button is selected matching the Search Criteria. When ready, click [Search]. The search results will display in the lower box. Highlight the desired document and click [Select] to continue.

BPA Master Search

Search Criteria: N0024417A%

Search By: ☒ BPA Master Number ☐ Vendor ☐ FSC Code

Buttons: Search, **Attach**, Cancel

BPA Master Number	Mod	Vendor	FSC Code
N0024417A6000		BUDGET RENT A CAR	W023

Create New BPA Call (SF 1449)

Number: N00244 - 17 - F - 0231

PIIN Serial Ranges: [Dropdown]

Description: RENTAL CAR

Buttons: Select, OK, Cancel

Attachment Selection

Search Criteria: N3000017RC%

Document Type: Purchase Request

Search By: ☒ Document Number ☐ Month Issued ☐ Document Title ☐ Issuing Office ☐ Document Owner

Buttons: Search, **Select**, Cancel

N3000017RC12347	RENTAL CAR
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The **CLIN Selection** window opens. All available CLINs from the selected PR or Solicitation will appear. To choose multiple CLINs, press SHIFT to select a block of CLINs or CONTROL to randomly select CLINs while clicking on the CLINs. When all CLINs have been selected, click [Select] to continue.

Document #	CLIN #	Description	Quantity	Percent Avail.
N3000017RC12347	0001	CAR RENTAL - COMPACT	5	100

Attach as subCLIN ☐

Select **Cancel**

The Line Items are attached into the BPA Call form and appear in the Line Items tab. Double-click on a Line Item to continue editing and adding information to the Line Item Detail. For more detailed instructions on updating Line Items, [see Section B: Entering Line Items](#). Ensure all other information is entered correctly, including Quantity, Unit Price and Unit of Issue.

When complete, save and close the document. The BPA Call icon appears on the user's desktop. Generate the document ([see Section C: Generating Documents](#)). Create the Contract Action Report and authenticate ([see Section E: Single CAR Creation](#)). **NOTE:** All basic contract information in the Contract Action Report (FPDS-NG) will populate from the CAR reported for BPA Master Agreement. Proceed with approval and release of call ([see Section C: Approving Documents; Releasing Documents](#)).