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For Accounting, Budgeting and Complementary Financial Management Services

GS-23F-06-FD-A-0001	BearingPoint Inc
GS-23F-06-FD-A-0002	Bradson Corporation
GS-23F-06-FD-A-0003	Deva & Associates PC
GS-23F-06-FD-A-0004	Eagan, McCallister Associates Inc
GS-23F-06-FD-A-0005	Grant Thornton LLP
GS-23F-06-FD-A-0006	Perot Systems Government Services
GS-23F-06-FD-A-0007	Quantech Services Inc
GS-23F-06-FD-A-0008	Starry Associates Inc
GS-23F-06-FD-A-0009	The MIL Corporation
GS-23F-06-FD-A-0010	STG Inc
GS-23F-06-FD-A-0011	Deloitte & Touche LLP
GS-23F-06-FD-A-0012	Booz Allen Hamilton Inc.

The scope of these BPAs encompasses a broad range of financial concepts, activities and deliverables. Scope includes, but is not limited to, the following:

Accounting: Analyzing processes and summarizing transactions; assisting in devising new or revised accounting policies and procedures; and performing special studies to improve accounting operations.

Budgeting: Assessing and improving the budget formulation and execution processes; conducting special reviews of budget formulation or execution issues; and reviewing budgetary controls.

Complementary Financial Management Services: Assessing and improving financial management systems; conducting A-127 system compliance reviews; identifying system requirements; assisting in improving and streamlining reporting and analysis processes; performing cost-benefit or other special financial analyses; and assisting with strategic and operational financial planning.

All DHS Components and agencies are encouraged to fulfill their requirements for accounting, budgeting and complementary financial management 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 or NCSCcustomer.service@gsa.gov with your questions and requests. You may also call toll free at 1-866-889-6853.

(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	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.
STEP 2	The Requestor submits the SOW, suggested evaluation criteria for selection of awardee, and an appropriate funding document to the Component Contracting Officer (CCO).
STEP 3	<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> <ul 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 <p>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.</p> <p>For orders exceeding the micro-purchase threshold (\$2500) but not exceeding the maximum order threshold, 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.</p> <p>For orders exceeding the maximum order threshold, 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.</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	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.
STEP 5	The CCO shall place the order with the BPA holder that represents the best value. (See FAR 8.404(d)).
STEP 6	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.
STEP 7	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.