

BPA Definition

- ▶ A Blanket Purchase Agreement (BPA) is a “charge account” arrangement, using a purchase order form, between a buyer and a seller for recurring purchases of supplies or services. BPAs are not contracts.
- ▶ What elevates a BPA to the status of a contract is the issuance of a call or referral to the BPA vendor and the vendor's acceptance of the referral. The Probation /Pretrial Services Office is obligated only to the extent of the order placed under the BPA.
- ▶ Services (referrals) are ordered, as needed, from a number of vendors for agreed prices. Services (referrals) must be rotated among all vendors on the BPA.

BPA Definition

- ▶ BPAs are valid for a specific period of time, not to extend beyond the 12 month fiscal year.
- ▶ BPAs include two 12-month option periods.
- ▶ The competition requirement is satisfied with the advertised public announcement.
- ▶ Advertising will be done in the FedBizOpps by the Contracts Staff at the AOUSC and by the U.S. Probation Office through The News Journal.

BPA Definition

- ▶ Interested vendors will be directed to contact the U.S. Probation Office in the Federal Government section of the telephone directory.
- ▶ The RFP will be issued to those vendors requesting to be placed on the bidder's mailing list.
- ▶ Awards will be made to vendors determined to be technically acceptable and offering the lowest price, using the Evaluation Criteria established in Section M of the RFP.