AIR FORCE JOINT BASE ANACOSTIA-BOLLING

FURNITURE

BLANKET PURCHASE AGREEMENTS

Ordering Guide

9 September 2026

I. Purpose

This Ordering Guide establishes procedures for placing Call Orders against Firm Fixed Price Air Force (AF) Joint Base Anacostia-Bolling (JBAB) Furniture Blanket Purchase Agreements (BPA). It explains the ordering period, order limitations, and ordering procedures. This is not a pre-priced BPA. Prices will be proposed at the time of each individual Call Order and those prices will be determined fair and reasonable based on adequate price competition from receipt of quotes from the BPA holders. In the absence of competition, the Contracting Officer (CO) will determine the price to be fair and reasonable utilizing available price analysis tools and techniques.

II. Ordering Period

The BPAs have a five-year ordering period, from 29 September 2026 – 29 September 2031. The performance period of a call order may extend beyond the ordering period expiration date, so long as the call order is placed bilaterally and prior to the ordering period expiration specified in the BPAs.

III. Order Limitations

a. The Furniture Blanket Purchase Agreements have an individual order/call limit of $1,000,000 ($1M) and a minimum of $2,500.
b. Call Orders <$25K do not require the issuance of an "F" type order (FA7060XXFXXXX) against the resultant awardee's BPA if the labor/install portion of the overall requirement is less than $2,500. Instead, the order shall be issued via email by the CO to the resultant BPA holder and paid via Government Purchase Card (GPC) by an authorized unit GPC holder in accordance with the cardholder's individual limit. Any credit card fees must be waived by the vendor. The Call Order documents, to include the CO's determination that the price is fair and reasonable, shall be uploaded to Electronic Contract Administration Request System (ECARS) for approval of the GPC purchase.
c. Call Orders ≥$25K and <$1M require the issuance of an "F" type order (FA7060XXFXXXX) against the resultant awardee's BPA and shall be invoiced and paid via Wide Area Work Flow (WAWF).
d. Performance shall not be authorized except by a call order issued by the Contracting Officer (CO), regardless of anticipated dollar value. The Government reserves the right to off-ramp and on-ramp BPA holders as necessary to meet the mission needs.

IV. Call Orders

Individual Call Orders will be accompanied by a Statement of Objectives (SOO) detailing the requirements of the furniture purchase, along with a designated address to schedule a site visit for BPA holders to attend and prepare floor plan designs as part of their competitive offers. The SOO will contain general information as to the quantities of furniture, whether demolition and removal and/or install are required, and the location(s) for the furniture. The site visits are to determine precise measurements and clarify specific questions the Contractors may have regarding the SOO.

V. Ordering Procedures

i. **Process.** When a government need is identified, the Mission Partner (MP) will contact the Furniture BPA Contract Specialist or Contracting Officer at the 11th Contracting Squadron (11 CONS) with preliminary details of the furniture requirement. The Contract Specialist will work with the MP to produce a Call Order Requirement Package (CORP) to include the following:

1. Furniture Statement of Objectives (SOO) utilizing the template as a guide.
2. Independent Government Estimate (IGE) for how much the furniture will cost based on preliminary market research (CS can provide IGE template upon request). This is not necessarily a quote from the BPA Holders!
3. Certified/Planning Form 4009 for Call Orders <$25K OR Certified/Planning Form 9 for Call Orders ≥$25K and <$1M.
4. Wide Area Work Flow Acceptor Template for orders ≥$25K and <$1M.

Upon finalization of the CORP, the Contracting Officer will send an RFQ containing the SOO to the Blanket Purchase Agreement Holders (Contractors) for solicitation to conduct a site visit, field questions, and receive competitive offers containing floor plan designs and a full furniture bill of materials.

ii. **Instructions.** Upon receipt of the RFQ, the Contractor(s) shall review it in its entirety and ask any relevant clarifying questions to propose pricing for the Call Order. The Contractors shall provide their offer for the individual Call Order retreat by the deadline specified in the solicitation, and shall include the following:

1. If installation is required, a complete floor plan design for how the Contractor will install the furniture in accordance with the SOO for the government to review for acceptability.
2. A complete furniture Bill of Materials containing the pricing for all furniture and installation if necessary.

The Government will strive to receive competitive offers to the maximum extent practicable. Site Visits will be mandatory to ensure all participating contractors provide their best offers for furniture requirements that require install and/or removal of furniture.

iii. **Evaluation Process.** The 11 CONS Contracting Team (with the help of the MP) will conduct an evaluation to determine the offer that represents the best value for the Government in evaluation of the following:

1. Technical Acceptability (has the contractor provided sufficient evidence/floor plan design/complete itemized list to determine if the contractor can satisfactorily perform the work in accordance with the Call Order SOO.
2. Price (is the price complete and fair and reasonable? Normally, adequate price competition establishes price reasonableness)

The Contractor with the offer representing the best value for the Government will be notified of the resultant Call Order award. Any offer deemed not technically acceptable will not be eligible for award.