

PHASE I: CONTRACT FORMATION

Activity 8: Basic Agreements and Basic Ordering Agreements

Determine if the use of an agreement is appropriate for the acquisition.

If no,

If yes,

Determine the type of contract that is appropriate for the acquisition.

Determine the type of agreement that is appropriate for the acquisition.

Basic Agreement

Basic Ordering Agreement

Draft the basic agreement.

Draft the basic ordering agreement.

Review the basic agreement annually.

Review the basic ordering agreement annually.

When a contract incorporates a basic agreement, include the scope of work and applicable clauses.

Before issuing an order, obtain competition.

Ensure that the use of a basic ordering agreement is not prejudicial to other offerors.

Establish prices prior to making any final commitment or authorizing the contractor to begin work.

Sign or obtain any applicable justifications or approvals.

Issue the order.

Publicize the BOA order, if required.