

# Multiple Award Schedule Best Value Determination Guidelines

Federal Supply Schedule purchases are subject to FAR 8.001 (See reverse side.)

FAR 8.4 tells us that you should make a best value determination before placing Multiple Award Schedule (MAS) orders above the micro-purchase limit (currently \$2500). For orders over \$2500, but under the Maximum Order (MO), simply review at least three price lists. For orders over the MO, review additional price lists / use **GSA Advantage!** and generally seek a reduced price from those contractors appearing to offer the best value. Orders under \$2500 may be placed with any Federal Supply Schedule contractor.

REQUISITION NUMBER(s): \_\_\_\_\_

Yes \_\_\_\_ No \_\_\_\_ Did you review the required number of sources under the Federal Supply Schedule?  
Please list the contractors' names below:

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Yes \_\_\_\_ No \_\_\_\_ Are you buying the lowest priced item?  
If No, indicate the factors considered in your best value decision below:

- \_\_\_\_ Price
- \_\_\_\_ Special features that are required in effective program performance that are not provided by a comparable item
- \_\_\_\_ Trade-in considerations
- \_\_\_\_ Probable life of the item selected as compared with a comparable item
- \_\_\_\_ Warranty considerations
- \_\_\_\_ Maintenance availability
- \_\_\_\_ Past performance (e.g., experience)
- \_\_\_\_ Environmental and energy efficiency considerations
- \_\_\_\_ Comfort / suitability of the item
- \_\_\_\_ Delivery time
- \_\_\_\_ Your administrative costs
- \_\_\_\_ Training needed or provided
- \_\_\_\_ Technical Qualifications
- \_\_\_\_ Compatibility with existing furniture
- \_\_\_\_ Other (specify): \_\_\_\_\_

If you have considered the factors above to choose the item(s) which overall will provide the best value, then you have made a best value determination.

# Priorities for the Use of Government Supply Sources Set in FAR 8.001

Except as required by 8.002, or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority:

## Supplies

- (1) Agency inventories;
- (2) Excess from other agencies (see Subpart 8.1);
- (3) Federal Prison Industries, Inc. (see Subpart 8.6);
- (4) Products available from the Committee for Purchase from People Who Are Blind or Severely Disabled (see Subpart 8.7);
- (5) Wholesale supply sources, such as stock programs of the General Services Administration (GSA) (see 41 CFR 101-26.3), the Defense Logistics Agency (see 41 CFR 101-26.6), the Department of Veterans Affairs (see 41 CFR 101-26.704), and military inventory control points;
- (6) Mandatory Federal Supply Schedules (see Subpart 8.4);
- (7) Optional use Federal Supply Schedules (see Subpart 8.4); and
- (8) Commercial sources (including educational and nonprofit institutions).

## Services

- (1) Services available from the Committee for Purchase from People Who Are Blind or Severely Disabled (see Subpart 8.7);
- (2) Mandatory Federal Supply Schedules (see Subpart 8.4);
- (3) Optional use Federal Supply Schedules (see Subpart 8.4); and
- (4) Federal Prison Industries, Inc. (see Subpart 8.6), or commercial sources (including educational and nonprofit institutions).

Sources other than those listed in paragraph (a) of this section may be used as prescribed in 41 CFR 101-26.301 and in an unusual and compelling urgency as prescribed in 6.302-2 and in 41 CFR 101-25.101-5.

The statutory obligation for government agencies to satisfy their requirements for supplies available from the Committee for Purchase from People Who Are Blind or Severely Disabled also applies when contractors purchase the supply items for government use.