Army Contracting Command – Redstone Arsenal, AL (ACC-RSA)

INDUSTRY GUIDE

Date: April 25, 2025
Version: V1

NOTE: This guide provides a guide for industry on ACC-RSA and its mission partners acquire A&AS under the ACC-RSA EXPRESS program. This guide is not intended to take precedence over any aspect of the awarded Blanket Purchase Agreement(s) (BPAs). In the event of any conflict between the information in this guide and the terms and conditions of the BPAs, the BPAs are the binding documents.

Updates provided by: Strategic Services and Category Management (SSCM). Should you find any broken links or misinformation, please contact the SSCM team.
Updates provided by: SSCM

Acronyms

A&AS	Advisory and Assistance Services	LSJ	Limited Sources Justification
ACC-RSA	Army Contracting Command - Redstone Arsenal	MAS	Multiple Award Schedules
AFARS	Army Federal Acquisition Regulation Supplement	MRR-CD	Market Research Report-Commerciality Determination
AI	Acquisition Instruction	NAICS	North American Industry Classification System
AMCOM	U.S. Army Aviation and Missile Command	NDA	Non-disclosure agreement
AT	Anti-Terrorism	NSD	Non-Severability Determinations
AT/OPSEC	Anti-Terrorism/Operations Security	NTE	Not-To-Exceed
BPA	Blanket Purchase Agreement	OCONUS	Outside Continental United States
CAC	Common Access Card	ODC	Other Direct Cost
CALC	Contract-Awarded Labor Category	OLMs	Order Level Materials
CDRL	Contract Data Requirements List	OPSEC	Operations Security
CHESS	Computer Hardware, Enterprise Software and Solutions	OSBP	Office of Small Business Programs
CLIN	Contract Line-Item Number	OSD	Office of the Secretary of Defense
CONUS	Contiguous United States	PADDS	Procurement Automated Data and Document System
COR	Contracting Officer's Representative	PCF	Paperless Contract File
CPARS	Contractor Performance Assessment Review System	PDT	Product Development Team
CRB	Contracts Review Board	PEO	Program Executive Officer
CRP	Contracts Requirements Package	PGI	Procedures, Guidance and Information
CS	Contract Specialist	PIEE	Procurement Integrated Enterprise Environment
CTA	Contractor Teaming Arrangements	PIV	Personal Identity Verification
D&F	Determination & Findings	PM	Program Manager
DA	Department of Army	POC	Point of Contact
DASA-P	Deputy Assistant Secretary of the Army-Procurement	POP	Period of Performance
DFARS	Defense Federal Acquisition Regulation Supplement	PSC	Product-Service Code
DoD or DD	Department of Defense	PWD	Procurement Work Directive
DODAAC	Department of Defense Activity Address Code	PWS	Performance Work Statement
DODI	Department of Defense Instruction	Q&A	Questions & Answers
DPAS	Defense Priorities and Allocations and Systems Programs	QASP	Quality Assurance Surveillance Plan
DTM	Directive-Type Memorandum	R&D	Research & Development
EEO	Equal Employment Opportunity	RFI	Request for Information
EIWG	EXPRESS Industry Working Group	RFQ	Request for Quote
ESI	Enterprise Software Initiative	ROM	Rough Order of Magnitude
EWG	EXPRESS Working Group	RPA	Requirements Package Assistant
EXPRESS	Expedited Professional and Engineering Support Services	RSCA	Request for Services Contract Approval
F&O	Full & Open	SAFE	Secure Access File Exchange
FAR	Federal Acquisition Regulations	SAT	Simplified Acquisition Threshold
FFP	Firm Fixed Price	SBSA	Small Business Set-Aside
FMS	Foreign Military Sales	SCI	Sensitive Compartmented Information
FSS	Federal Supply Schedule	SCO	Senior Contracting Official
GFEBS	General Fund Enterprise Business System	SIN	Special Item Number
GFP	Government Furnished Property	SLIN	Sub Line-Item Number
GSA	General Services Administration	SONA	Statement of Non-Availability
HCA	Head of Contracting Activity	SOW	Statement of Work
IAW	In Accordance With	SPM	Surveillance & Performance Monitoring Module
ICE	Industry Communication Event	SRB	Solicitation Review Board
IGE	Independent Government Estimate	SSCM	Strategic Services and Category Management
INFOSEC	Information Security	T&M	Time & Material
IT	Information Technology	TD	Technical Directive
ITAS	Information Technology Approval System	TM	Technical Monitor
JAM	Joint Appointment Module	TS	Top Secret
KO	Contracting Officer	VCE	Virtual Contracting Enterprise
LH	Labor Hours		

Table of Contents

Acronyms ii
Table of Contents iv
1. What is the EXPRESS Program? 1
1.1 Domains 1
1.2 Definitions 1
1.3 EXPRESS BPA Order Competition 2
1.4 Other Contractual Aspects 2
2. Overview of the EXPRESS Process 3
2.1 Phase 1: CRP Development and Pre-Solicitation Phases 3
2.2 Market Research 4
2.3 Draft Request for Quote (RFQ) 4
2.4 Phase 2: Solicitation and Evaluation 4
2.5 RFQ Release 5
2.6 Questions and Answers 5
2.7 Quote Submission 6
2.8 Phase 3: Award 6
2.9 Awards 6
2.10 Direct Awards 7
2.11 Brief Explanations 7
3. Other EXPRESS BPA Information 8
3.1 Adding/Deleting Team Members during BPA Open Season 8
3.2 Adding Team Members, SIN and/or Labor Categories to the BPA Outside of Open Season 8
3.3 Team Members Performing as Subcontractor 8
3.4 Rate Table Revisions 9
4. EXPRESS Information during Performance of a BPA Order 10
4.1 Badges 10
4.2 OCONUS Locations 10
4.3 Contractor Substantiation of Travel Costs 10
4.4 EXPRESS Technical Directions (TDs) 10
4.5 Variances 11
4.6 Realignments 11
4.7 Period of Performance Extensions 13
4.8 Material, Order Level Material (OLM), and ODC Administration 13
4.9 Post Award Reviews 14
4.10 Training 15
4.11 Telework 15
4.12 Base Closures 17
5. Communications with Industry 18
5.1 GSA eBuy 18
5.2 Processes for Addressing Program Issues 18
5.3 FSS Expiration for Primes 18
5.4 Industry Communication Events (ICE) / Presidents' Meetings 18
5.5 EXPRESS Working Group (EWG) 19
Glossary 19
Appendix A: Out of Season Updates 21

1. What is the EXPRESS Program?

The ACC-RSA EXPRESS Program is a cooperative initiative between the AMCOM and its requiring organizations to develop and implement a contracted A&AS platform based on the use of BPAs issued against GSA MAS with FSS contractors. The EXPRESS program provides PEOs, PMs, and functional organizations with a broad range of expertise to satisfy requirements. The EXPRESS Program supports Team Redstone and other Army organizations with a contractual vehicle to acquire responsive, high quality, and cost-effective A&AS in a timely and efficient manner.

This Industry Guide provides overarching guidance on the EXPRESS program. Each order issued/awarded against the BPA, herein referred to as BPA order, has its own unique requirement with a corresponding PWS for that requirement.

1.1 Domains

EXPRESS consists of a series of BPAs awarded to FSS contractors. These contractors, in turn, form teams comprised of team members (other GSA MAS companies) and subcontractors who provide A&AS within five (5) different domains under the following NAICS codes:

- Business & Analytical (NAICS 541611)
- Logistics (NAICS 541614)
- Programmatic (NAICS 541611)
- Technical R&D (NAICS 541715 Exception 3)
- Technical Non-R&D (NAICS 541330 Exception 1)

Each domain falls within the scope of various GSA schedule SINs based upon the type of work requested.

Business & Analytical/Programmatic – 541611 – (Business Size: $24.5M)

- 541611 – Management and Financial Consulting, Acquisition and Grants Management Support and Business Program and Project Management Services

Logistics – 541614 – (Business Size: $20M)

- 541614 – Deployment, Distribution and Transportation Logistics Services
- *541614SVC – Supply and Valve Chain Management
- 611430 – Professional and Management Development Training
- 561210FAC – Facilities Maintenance and Management

Technical – 541330 – (Business Size: $47M)/541715 – (Business Size: 1,300 Employees)

- *541330ENG/541330EMI – Engineering Services
- *541715 – Engineering Research and Development and Strategic Planning
- 541420 – Engineering Systems Design and Integration Services
- 541380 – Testing Laboratory Services

Ancillary SINS allowed under orders:

- 541515 – Information Technology Professional Services
- 33318TDTM – Off-the-Shelf Training Devices and Training Materials

- OLM – Order Level Materials
- 611512 – Flight Training

*Denotes SINS that the Prime Contractor must have in order to be eligible for a BPA. Each BPA order will identify applicable SINs.

1.2 Definitions

Prime: An awarded BPA holder in one of the EXPRESS domains.

Team Member: A Prime BPA holder may establish Team Members on their teams via CTAs with other GSA schedule holders. All Team Members sign a CTA agreement and utilize their own GSA schedule labor categories and rates.

Subcontractor: A subcontractor is a non-FSS company that is allowed to participate with a Prime BPA holder to meet the requirements of a particular BPA order. Subcontractors must use the Prime's GSA Schedule and rates. NOTE: For SBSA efforts, large businesses (as defined by the relevant NAICS) must perform as subcontractors.

Direct Award: The Prime BPA holder may work with its CTA to decide a Team Members is a better fit to be the Team Lead for a specific requirement. This is a "Direct Award" from the Prime BPA holder to a Team Member. The Team Member is the Direct Awardee.

Team Lead: Awardee on a specific BPA order. The Team Lead can be either the Prime BPA holder or a Direct Awardee.

1.3 EXPRESS BPA Order Competition

All Prime BPA holders within each domain will be given the opportunity to compete for BPA orders within that domain unless the order is justified IAW FAR 8.405-6(c) or a statute that expressly authorizes or requires that the purchase be made from a specified source.

Also, based on the results and market research analysis, the KO will make a competition determination for either F&O or an SBSA IAW FAR 8.405-2(c)(3)(B).

In the event of an SBSA, only Small Business Primes are permitted to compete or propose a Direct Award. Under SBSAs, all Team Members must be small business for the NAICS for their requirement. Large Businesses may only participate as subcontractors.

1.4 Other Contractual Aspects

The EXPRESS Program is a suite of BPAs that leverage GSA schedules. Based on this, the BPAs are unique from other DoD multiple award contracts. See below for additional contractual aspects of EXPRESS:

- EXPRESS BPAs are awarded IAW FAR 8.4, Federal Supply Schedules and pursuant to the terms and conditions of the BPA holder's FSS contract
- Allows for competitive BPA orders for commercial services across several

professional service domains
- Ordering Periods are based on Award Terms
- Multiple TO pricing arrangements available:
  - T&M
  - FFP (All types)
  - Cost Reimbursable (No Fee)
- Multiple year BPA orders with options
- Dynamic teaming through CTAs with other GSA contract holders
- Direct awards to CTA Team Members
- Option for utilizing TDs under BPA orders
- Delegated Procurement Authority available for users outside of ACC-RSA

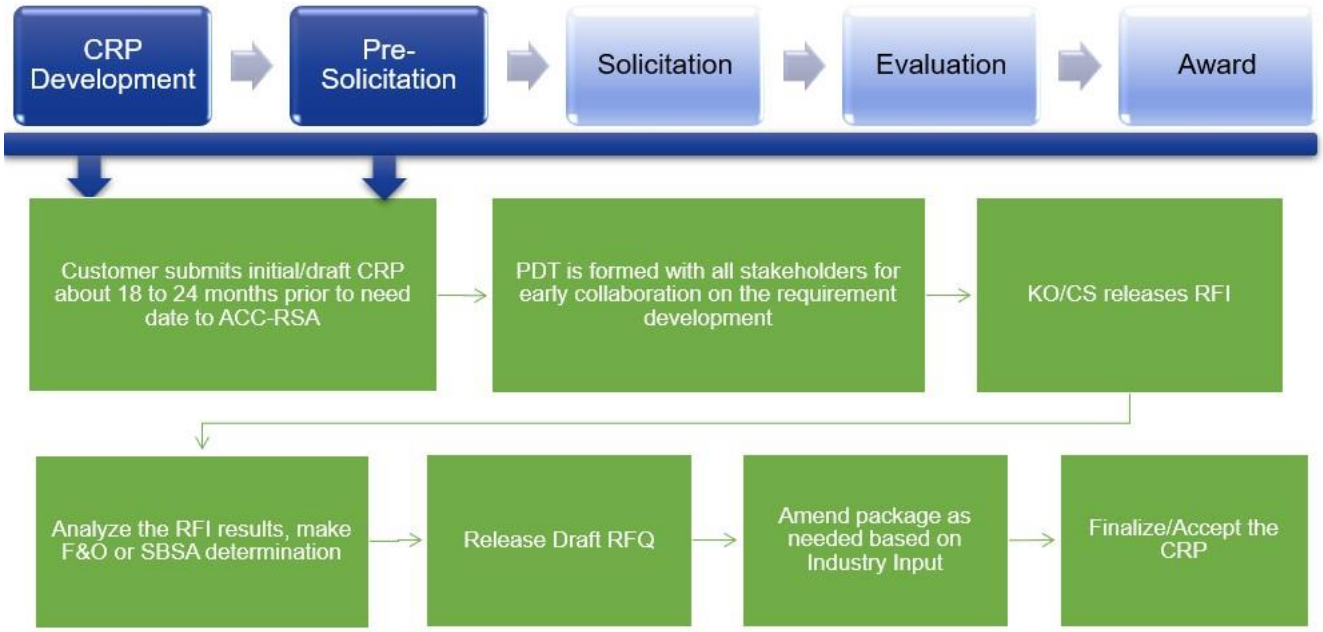
2. Overview of the EXPRESS Process

This section provides a general overview of the competitive BPA order process to include the CRP development phase, pre solicitation & solicitation phases, evaluation phase, and award. The KO for this process (order-level) is referred to as the Ordering KO.

2.1 Phase 1: CRP Development and Pre-Solicitation Phases

The CRP development phase is the first step in the EXPRESS process of getting a requirement generated for solicitation, evaluation and award. A CRP is the package that the customer develops which includes all of the required documents for an executable procurement package. In the CRP development and pre-solicitation phases, the Government has an opportunity to release a draft requirement to the Prime BPA holders as they are creating the CRP (additional information in section 2.4). Table 1, CRP Development and Pre-Solicitation Phases details the process of this stage of the acquisition activity.

Table 1: CRP Development and Pre-Solicitation Phases



During the CRP development and the pre-solicitation phases, the customer submits their initial CRP to ACC- RSA 24 months prior (goal) to the need date. PDT is formed and the SSCM assigns an advisor to provide consultation and support services. The PDT consists of the SSCM, the customer, the Ordering KO and any other support from Legal, Policy, and the Small Business Office as needed. In addition, the SSCM assists the Ordering KO and customer with industry engagements to include the EXPRESS ICE, with implementing best practices from across the center, and with obtaining samples or other documents that will assist in acquisition planning.

2.2 Market Research

All Prime contractors within the solicited domain are encouraged to respond to RFI requests regardless of their size. The information gathered determines the acquisition strategy and if EXPRESS is the appropriate contracting vehicle.

Based on the results of the RFI and market research analysis, the Ordering KO will make a determination if EXPRESS is the correct strategic source and will make a competition determination for F&O or an SBSA. The Ordering KO informs industry via the GSA eBuy Website (herein referred to as eBuy) whether the requirement will be F&O or an SBSA.

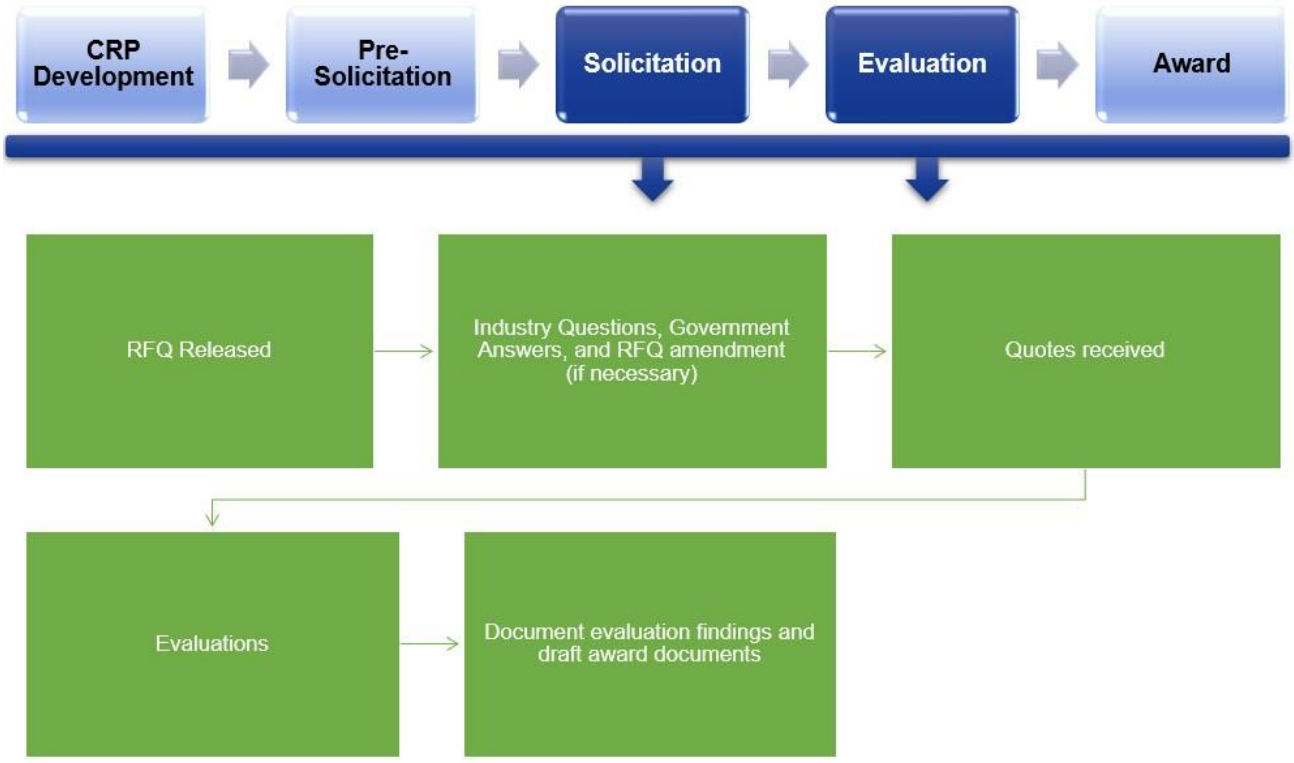
2.3 Draft Request for Quote (RFQ)

The KO is required to publish a Draft RFQ via eBuy prior to the official RFQ release. If a complete Draft RFQ is not available, the Ordering KO may alternatively publish the draft evaluation criteria and PWS. The Ordering KO should allow industry at least 7 to 10 calendar days to submit questions on the Draft RFQ. The Ordering KO will include as many attachments as possible (even in early draft form) for industry feedback. Based upon the comments and timeline, the Ordering KO may elect to publish multiple Draft RFQs on eBuy. The final RFQ should be released when all relevant questions, concerns and issues arising from the Draft RFQ have been resolved and impacted documents updated.

2.4 Phase 2: Solicitation and Evaluation

In the Solicitation and Evaluation phase, the Government has published the RFQ and has received quotes from industry. Table 2, Solicitation and Evaluation Phases details the steps for this phase of the EXPRESS acquisition process.

Table 2: Solicitation and Evaluation Phases



2.5 RFQ Release

Once all documentation is prepared and approved, the KO issues the RFQ via eBuy. The DD254 must not be uploaded to eBuy. The Ordering KO will provide an email to all Prime BPA holders stating a new RFQ has been posted to eBuy. The email should include the RFQ number and the DD254. The following list of typical RFQ documents (not all inclusive as some requirements may have other required documents depending on the office) may be included with the RFQ:

- RFQ Letter
- PWS
- Initial TD (if applicable)
- CDRLs (DD1423)
- Acknowledgements and Assertions
- Q&A format or Technical Narrative
- Pricing Template
- Mission Essential Contractor Services Plan (if applicable
- Government Answers to Draft RFQ (if applicable)

2.6 Questions and Answers

Prime BPA holders may submit questions to the Ordering KO within the specified RFQ Q&A timeframe, typically five (5) business days. Questions from the RFQ along with Government's answers are posted on eBuy. If changes are required, the Ordering KO will issue an amendment.

2.7 Quote Submission

Offerors submit quotes IAW the instructions specified in the RFQ.

The GSA eBuy system will provide vendors with confirmation that their quote is uploaded, but there is no mechanism within the system for vendors to be notified when the quote is viewed by the government. The confirmation of upload will be the official proof of quote submission to the Government. ACC-RSA contracting offices will notify vendors in the event they have an issue downloading documents in eBuy.

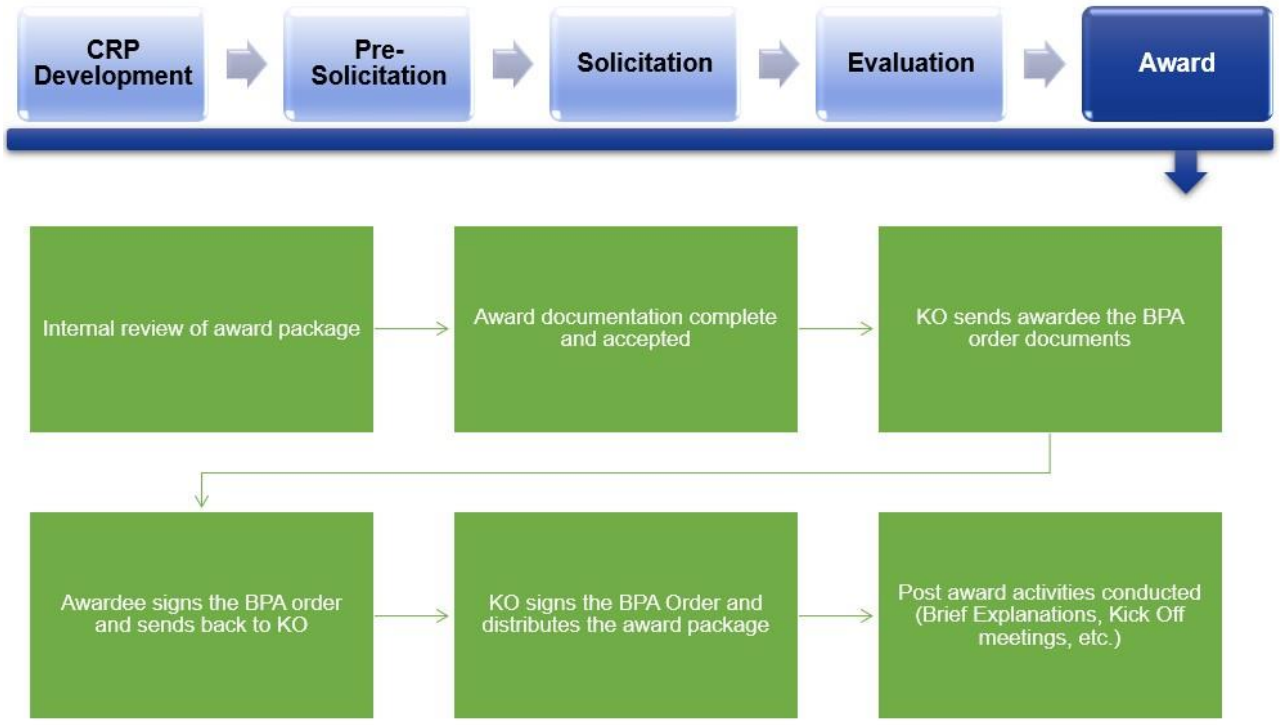
For Direct Awards:

Quotes should be submitted through eBuy from the Prime. The Direct Awardee should be clearly identified as the team lead in the quote.

Questions are normally submitted through eBuy. Therefore, the Direct Awardee may draft questions but would send them to the prime for upload into eBuy. If email submission of questions is allowed, the Prime should submit them directly.

Phase 3: Award

Table 3: Award Phase



Awards

After the award determination is made, and clearance is received, the Ordering KO sends the BPA order and attachment(s) to the awardee for signature. At a minimum, the TO Award Section A narrative of the award document should include the following information:

- RFQ #
- Requirement Title
- BPA Number
- Team Lead and a list of Team Members and Subcontractors
- Identification of the award as a Direct Award, if applicable
- Period of Performance (including options)
- COR Information
- TO Ceiling
- Breakout of FFP Labor, T&M Labor, Travel, ODCs. This information should carry over to each modification with cumulative totals

After receiving the signed copy from the awardee, the Ordering KO signs the BPA order and distributes the executed document.

2.8 Direct Awards

If a Prime BPA holder determines a Team Member is the best fit to lead a specific requirement, they may propose a Team Member as a Direct Awardee. If an award is made to the team, it is called a "Direct Award".

- For F&O efforts, the Prime BPA holder may propose a Direct BPA Order Award to any of its Team Members. The Prime BPA holder may also propose Direct BPA Order Awards to large business Team Members. The Prime BPA holder must participate as a Team Member on the BPA order.
- For SBSA efforts, the small business Prime BPA holder may propose a Direct BPA Order Award to small business Team Members only. Under SBSAs, all Team Members must be small businesses under the requirement's NAICS. Large businesses may only participate as subcontractors.

EXAMPLES:

- Company A (SB) plans to direct award a requirement to Company B (LB) - cannot be considered a SBSA eligible arrangement.
- Company A (SB) plans to direct award a requirement to Company C (SB), but all team members are not going to be SB – cannot be considered a SBSA eligible arrangement.
- Company B (LB) plans to direct award a requirement to Company C (SB) - cannot be considered a SBSA eligible arrangement.

2.9 Brief Explanations

Following award, the Government sends out Brief Explanations as required by FAR 8.405 to all successful and unsuccessful offerors. Brief explanations do not require the same level of information as debriefs, but Ordering KOs are highly encouraged to provide as much detail as possible to all successful and unsuccessful offerors, in order to assist offerors on future quotes.

3. Other EXPRESS BPA Information

3.1 Adding/Deleting Team Members during BPA Open Season

An Open Season occurs for EXPRESS BPAs every two-and-a-half (2.5) years. During Open Season, the Prime BPA holder may restructure its team by adding or deleting Team Members, as needed. In rare instances, unforeseen and/or urgent additions of Team Members outside of Open Season may be approved. Approval may only be given by the EXPRESS Program KO, herein referred to as BPA KO.

3.2 Adding Team Members, SIN and/or Labor Categories to the BPA Outside of Open Season

Additional BPA Team Members cannot be added outside of Open Season without justification and prior approval of the BPA KO. Additional SINs cannot be added outside of Open Season without an urgent and compelling need. Labor Categories can be added if they are associated with SINs currently on an approved GSA MAS in the Prime's BPA. The request for addition of Team Member(s) and/or SIN(s) must include, at a minimum:

- Name and address of proposed contractor(s) and/or SIN(s);
- The contractor's unique qualifications (i.e., unique skills, data, equipment, processes) and evidence that such are essential to meet the Government's requirement.
- The basis for attributing those qualifications to the contractor(s);
- Discussion of why no other contractors (including the Prime BPA holder or other current Team Members) has or can be made to have the essential qualifications to meet the Government's requirement.
- A statement to address whether the request for additional Team Member(s) and/or SIN(s) is linked to a current requirement or order.
- A statement as to why no other type of service can satisfy the Government's need.
- When the need for additional Team Member(s) and/or SIN(s) was first known.
- If a request to add a Team Member(s) and/or SIN(s) is linked to an already awarded BPA Order, the request shall include resumes for the additional labor categories that will be utilized on the requirement.
- Prime BPA holder will receive written notification of approval/disapproval of the request from the BPA KO. If approved, the Prime BPA holder will revise the BPA attachments as applicable and submit updates IAW SSCM contractor guidance.

3.3 Team Members Performing as Subcontractor

While a Team Member typically utilizes its own GSA Schedule under a BPA order, an entity identified as a Team Member at the BPA level may be proposed as a subcontractor in response to a specific RFQ, if allowed by the CTA. However, a contractor may not perform as both a Team Member and a subcontractor on the same BPA order. In rare instances, for existing BPA orders, Team Members may be changed to subcontractors if there is a justifiable need, and it is in the Government's best interest to do so. Any such change requires approval by the Ordering KO.

Note: Entities anticipated to perform subcontractors are not to be reported at the BPA level during Open Season. A list of active subcontractors is provided in the Prime's annual BPA CDRL (Exhibit B) report submission. Additions of subcontractors to a BPA order not originally proposed in the initial quote must be approved by the Ordering KO.

3.4 Rate Table Revisions

BPA Attachment 0004: Prime BPA holders may submit an update to the BPA Attachment 0004, rates, once per month. Updates may include rate changes consistent with FSS revisions to include rates for option periods which have been exercised. A cover letter shall be included to outline changes made to the BPA Attachment 0004.

BPA Order Rate Tables: To modify a rate table within the BPA order, a contractor must submit the revised table, with justification, to the COR for concurrence. If approved, the Ordering KO will process a modification incorporating the revised rate table to the BPA order.

Note: When a rate table within the BPA order is revised to include new/additional labor categories, resumes shall be included with the justification to the COR.

4. EXPRESS Information during Performance of a BPA Order

4.1 Badges

Prior to on-site performance of the BPA order, the contractor must obtain badging IAW the following:

- Federal Information Processing Standards Publication 201-1, “Personal Identity Verification of Federal Employees and Contractors”
- DoD Regulation 5200.2-R, “Personnel Security Program”
- Directive-Type Memorandum 08-003—"Next Generation Common Access Card Implementation Guidance"

The contractor(s) shall coordinate obtaining CACs as needed through the COR. Contractor personnel shall wear badges at all times when performing on-site at a Government facility.

4.2 OCONUS Locations

High threat areas may change at any given time. The Prime BPA holder shall contact the COR to verify threat status prior to deploying to any OCONUS location. The DODI 3020.37, “Continuation of Essential DoD Contractor Services during Crisis” provides the definitive guidance in determining applicability. The contractor shall identify all personnel in their employ to be deployed and provide the names of those individuals to the Ordering KO.

4.3 Contractor Substantiation of Travel Costs

It is the contractor’s responsibility to substantiate its estimated travel costs. Travel ROM will be broken out with a description of the estimated trips to include destination, tentative travel dates, number of travelers and trips, and all costs that make up the total travel amount. The contractor shall provide substantiation of the proposed costs and submit screen shot(s) of its travel quotes to include airline ticket, rental car, per diem rates, and any other applicable travel costs. Unusual circumstances, which require deviation from normal Federal Travel Regulations such as rental of a Sport Utility Vehicle to transport test equipment, in lieu of a standard economy car rental, shall be documented in the estimate.

4.4 EXPRESS Technical Directions (TDs)

Direction to perform an effort under a BPA order may be given by means of a TD. Technical Directions may be issued to the Contractor to provide detailed directions on the performance of the BPA order via a modification to the Order or an exercise of an option by the Ordering KO. Technical Directions may include additional documentation as needed to define the requirements contained in the TD, such as, plans, drawings or specifications, system documentation, schedules, reviews, places of performance, requirements, required processes, CDRLs, tools, networks, infrastructure, standards, PWS paragraph references, and required data formats. Each TD shall establish the effort to be expended for its performance and may include the number of man-hours, travel, direct material, and/or other direct costs. The TD shall identify the PWS paragraph number(s) under which the TD effort is covered. The TD number shall be clearly tied to the applicable SLIN (if applicable) under which the effort is to be performed. In no event shall the total number of labor hours and the pricing issued under a series of TDs exceed those labor hours and prices set forth in Section B of the specific BPA order for a particular SLIN. Realignment and Option Exercise processes can be used to modify efforts issued under the TD process.

Technical Directions are not intended to replace informal direct communication or nondirective information between the Prime BPA holder, the Prime BPA holder's Team Members/subcontractors, and Government personnel. A TD shall not, in any event, alter or modify the scope or terms of either the specific PWS, BPA order, BPA or the FSS.

4.5 Variances

The BPA requires the contractor to notify the Government when a variance in the labor mix is required. The QASP and Labor Category Description File each have limitations for realignments that must be referenced. Approval levels for variances are specified in the BPA. Specifically, paragraph 27, of the EXPRESS BPA, entitled "Option for Increased Effort", gives limited authorization to the contractor to vary the estimated number of hours in the authorized labor categories for up to 10% of the total number of hours – provided the total hours and cost for the SLIN are not exceeded.

The hours stated for each labor category are deemed estimated hours. The contractor is authorized to vary the estimated number of hours in the authorized labor categories without prior approval of the Ordering KO or the COR up to 10% of the total number of hours, provided the total hours and cost for the SLIN are not exceeded. Variances in excess of 10% require the prior approval of the Contracting Officer's Representative. In no event shall the total hours and/or estimated price for the SLIN be exceeded.

Following is a summary of the approval level required, based on the circumstances:

- No new labor categories AND no increase in total hours AND no increase in total dollars AND variance is <10% = No Approval Required
- No new labor categories AND no increase in total hours AND no increase in total dollars AND the variance is >10% = COR Approval required
- NEW category is added, OR increase in total hours, OR increase in total dollars = Requires COR and Ordering KO approval and BPA order modification

4.6 Realignments

It is not expected that there will be a need for realignment except in cases where something unforeseen arises, or in a case where the effort is new and there is no prior history, resulting in speculation on the part of the Government.

If the contractor is not given an opportunity for advance input, and the labor mix received is unworkable, the contractor shall notify the Ordering KO as soon as possible after receipt of the option exercise. Realignments may also be requested on a case-by-case basis for other reasons. For variances requiring a realignment modification to the BPA order, the following guidance is provided:

a. Request shall be made by the contractor and submitted to the COR. All requests shall include the following:

- Identification of all associated SLIN(s) including labor, travel, material, and ODCs.
- Identification of any applicable TDs affected.
- Date of original SLIN award including modification number, previous realignments, and extensions for the affected SLIN(s).
- Justification for the request. Explain in detail what changed since the award that now requires different resources and/or time. Justifications MUST be based on resources and/or time.
- If labor categories are needed in addition to what was awarded for the SLIN, resumes shall be included with the request to the COR for those additional labor categories.

b. Request must be justified based on unforeseen circumstances, lack of opportunity for advance input, or other justifiable reasons. Requests will NOT be approved to accommodate a new effort with or without prior history, for personnel actions to allow expenditure of excess funding, or for reasons other than what is required to accomplish the effort as awarded. Requests for realignments made after the performance completion date specified in the SLIN will not be considered.

c. Realignments on the base effort are generally not allowable. The award decision for EXPRESS BPA order awards is made, in part, based on the mix of resources quoted by the successful Prime BPA holder on the base effort, and their functional approach for accomplishing that effort. Authorizing a change in the quoted mix may jeopardize the basis for the award decision.

d. Realignments which result in the utilization of fewer labor hours, or less travel or material/ODCs than originally exercised, will result in the addition of the reduced amount of hours and dollars back into the NTE ceiling. When requests to de-obligate labor hours and labor dollars are received, the amounts will be added back into the NTE ceiling. As long as the hours and dollars are within a valid Option Exercise Period, they are available for use.

e. Realignments require a modification to the BPA order and are not effective until a modification incorporating the realignment has been awarded by the Ordering

KO. A Prime BPA holder who elects to work a different mix than what is previously authorized shall do so at its own risk.

f. All realignments must be tracked by the COR and taken into consideration as a part of the contractor's annual assessment.

4.7 Period of Performance Extensions

Requests for POP extensions made by the contractor are considered on a case-by-case basis, and only with appropriate justification. Basis for the extension must include a specific reason for the required extension. Non-specific reasons such as "to complete the effort" will not be considered.

Requests for period of performance extensions which are made after the performance date specified in the BPA order will normally not be considered.

Period of performance extensions are not effective until a modification is awarded. The CORs are not authorized to approve POP extensions. A contractor shall not continue working without an official extension.

Except for Government delays, all POP extensions will be taken into consideration as a part of the contractor's annual assessment.

4.8 Material, Order Level Material (OLM), and ODC Administration

Materials can be purchased in various ways under FSS and EXPRESS. If the dollar value of the materials is expected to be larger than 10% of the overall BPA order value, it is recommended that the GSA OLM SIN is used under a T&M CLIN.

All OLMs are supplies and/or services acquired in direct support of an individual BPA order placed against a FSS or BPA, when the supplies and/or services are not known at the time of contract or BPA award. The OLM pricing is not established in the FSS or BPA, but at the order level.

All OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual orders placed against a FSS or BPA.

Under OLMs, ancillary supplies and services not known at the time of the FSS award are included and priced at the order level and are not separately identified and priced at the FSS level.

At a minimum, the RFQ should state that:

- OLMs are acquired in direct support of the BPA order and are not the primary basis or purpose of the order
- The quoter must identify OLMs under separate CLINs
- The quoter must identify indirect cost as a fixed amount (if applicable)

- OLM pricing must be inclusive of the Industrial Funding Fee (0.75%)
- OLMs shall not exceed 33.33% (1/3) of the total cost of the order
- Any OLMs quoted must comply with the offeror's FSS contract terms and conditions (e.g., all quoted products must be Trade Agreements Act (TAA) compliant)
- OLM CLINs are negotiated with an NTE amount, if that amount is exceeded without approval, the contractor exceeds at their own risk.

If the cost of materials is expected to be less than 10%, it is possible to add open market materials utilizing a direct reimbursable CLIN. Modifications to the BPA order must specifically state and define the material and ODC requirements. The material and ODCs must be in direct support of the BPA order, enter directly into the deliverables, or be used/consumed directly in connection with the furnishing of the deliverables. A NTE amount must be specified.

The following types of material and ODCs represent a sampling (not all inclusive) of those items that are considered a standard cost of doing business, and are generally not allowable under EXPRESS:

- Consumable office supplies (paper, pens, staples, tape, printer cartridges, etc.)
- General-purpose computers
- Printers
- Fax machines
- Copy machines
- General-purpose software (MS Office, publishing software, etc.) -- for other Computer Hardware and Software items
- Phone service, etc.

A separate CLIN/SLIN is normally established for materials and ODC on a cost reimbursable, no fee basis or IAW the provisions of the FSS (as applicable). In furnishing material and ODCs, contractors may provide FSS items from their own FSS or any of their Team Member's FSS IAW BPA order requirements, without additional documentation and/or coordination.

At a minimum, open market/ non-FSS items must be separately identified on the BPA order and price reasonableness must be separately determined by the Ordering KO IAW FAR 8.402(f).

If open market/non-FSS items can be identified in advance of an option exercise, the option requirements package must include certain documentation generated by the contractor.

4.9 Post Award Labor Qualification Reviews

Contract labor qualification reviews shall be made IAW the QASP. Contractor performance on BPA orders exceeding $1,000,000 (NTE amount including ceiling and any options) will be assessed under this BPA. For BPA orders with a POP of 12 months or less, a single and final assessment shall be performed when the BPA order is physically complete. For BPA orders with a POP longer than 18 months, an interim assessment will be prepared every 12 months;

a final assessment will be prepared when the TO is complete.

4.10 Training

Paragraph 32 of the EXPRESS BPA, entitled Qualification and Training of Contractor Employees, states "The Contractor shall provide only fully trained, experienced and technically proficient personnel. The Contractor shall not bill for labor hours or travel costs associated with Contractor employee training unless specifically required and authorized in a BPA order." Therefore, billing for training not specifically required in the BPA order will not be allowed.

4.11 Telework

a. Except as stated below, telecommuting (i.e., telework) by contractor employee whose place of performance is at a Government site is not authorized under this contract.

b. Where continued contract performance during emergency situations, unscheduled installation or facility closures, or other extenuating circumstance prohibits or significantly limits performance at the Government site, at no additional cost to the Government the designated contracting officer's representative (COR) for this contract may approve full-time, regular-recurring, and/or situational telecommuting for affected contractor employees on a case-by-case basis; COR approval must be in writing to the prime contractor contracts administrator (or other contractor designee) for this contract, a copy of which will be provided by the COR to the cognizant contracting officer. Telecommuting may be also authorized for non-emergency or Government site related situations at the discretion of the COR and at no additional cost to the Government.

c. The authorization permitting telecommuting shall identify the specific contractor employee(s) approved to telecommute, telecommute status (full-time, regular-recurring, situational), time-period of telecommute authority, work schedule parameters, and any other requirements, conditions, and/or limitations specified by the COR. Upon request by the COR, the contractor shall assist the COR in assessing contractual requirements and specific contractor employee responsibilities to determine teleworking potential.

d. At a minimum, all COR authorizations for Government-site contractor telecommuting are subject to the following:

(1) The contractor has provided to the COR a contractor telecommuting policy/plan that provides for the adequate contractor monitoring and management of contractor employees in a telecommute status.

(2) The contractor has verified that minimum safety and technology/equipment requirements identified by the contractor telecommuting policy/plan will be met for each contractor employee authorized to telecommute.

(3) The contractor will provide all necessary equipment, supplies, etc. (at no cost to the Government) to perform duties necessary to execute contract requirements. Note that at the discretion of the Government and subject to equipment availability, the Government may provide equipment to contractor employees to perform contract

requirements; in those instances, the contractor shall ensure that each contractor employee authorized to telecommute has obtained appropriate documentation prior to removing any equipment from Government facilities (note that this requirement applies even if the contract provides for Government furnished equipment under this contract).

(4) The contractor has obtained Government approval of any contractor-provided equipment that will be used to access Government networks.

(5) The authorization for telecommuting by contractor employees does not relieve the contractor from performing all contractual requirements unless the contract is so modified by the cognizant contracting officer.

(6) Direct and indirect labor rates invoiced and paid for contractor employees in a telecommuting status shall be the same rates that would be invoiced and paid if performance were at the Government site. Additionally, authorized contractor employee telecommuting will not be at any additional charge or expense to the Government.

e. Authorization for telecommuting by contractor employees may be rescinded or amended at any time by COR with written notice.

Contractors may allow employees to telework if the: (i) place of performance is at the Contractors facility or other non-Government site location, (ii) assigned contractual duties/responsibilities can be adequately performed at an alternate location, to include any technology/equipment requirements, safety requirements, and physical and/or cyber security restrictions, and (iii) telework performance can be adequately monitored and managed by the Contractor.

Teleworking by contractor employees whose place of performance is at a Government site is allowable under a BPA order, with prior written authorization by the COR. Regular-recurring and/or situational teleworking for such employees may be authorized on a case-by-case basis to allow continued contract performance during emergency situations, unscheduled installation or facility closures, or other extenuating circumstance that prohibits or significantly limits performance at the Government site.

Teleworking may be authorized for non-emergency or Government-site related situations at the discretion of the COR.

Teleworking authorizations for Government-site employees shall identify the specific contractor employee(s) approved to telework, telework status (regular-recurring or situational), time-period of telework authority, work schedule parameters, and any other requirements, conditions, and/or limitations specified by the COR. Upon request, the contractor shall assist the COR in assessing contractual requirements and specific contractor employee responsibilities to determine teleworking eligibility.

At a minimum, all authorizations for Government-site contractor teleworking are subject to the following:

(1) The contractor has provided a telework policy/plan that demonstrates:

(i) assigned contractual duties/responsibilities can be adequately performed at an alternate location, to include any technology/equipment requirements, safety requirements, and physical and/or cyber security restrictions, and

(ii) telework performance can be adequately monitored and managed by the Contractor.

(2) The contractor has ensured each contractor employee authorized for telework has obtained a COR issued property pass prior to removing any Government furnished equipment (if applicable) from Government facilities.

(3) The contractor has obtained Government approval of any contractor-provided equipment that will be used to access Government networks.

(4) The authorization for telework by contractor employees does not relieve the contractor from performing all contractual requirements unless the contract is so modified by the Ordering KO.

(5) Direct and indirect labor rates invoiced and paid for contractor employees in a telework status shall be the same rates that would be invoiced and paid if performance were at the Government site.

f. Authorization for telework by Government-site contractor employees may be rescinded or amended at any time by written notice of the Ordering KO or COR.

4.12 Base Closures

The primary reasons for base closure are an Official Executive Order or inclement weather. In the event the installation is closed due to an Executive Order, that event will be treated as a holiday for federal employees. Contractor personnel are not government employees, so when the President declares a federal holiday (or any other time off) that is not addressed in the contract, that day is not a holiday for contractor personnel. Unless otherwise directed by the Ordering KO, COR, or assigned TM, on site contractual support will not be required on that day. To confirm the status of a contract, industry should contact the assigned COR/TM. Accounting for non-working contractor personnel during this time of closure shall be at industry's discretion and IAW established corporate accounting practices (for example, place employees in a leave status, non-pay status, or assign to other duties within your organization). In no case shall direct labor hours be charged to the contract where such hours are not delivered.

For security reasons, contractor personnel are not allowed access into Government facilities during Government holidays or other times when Government employees are not in attendance, unless escorted at all times by a U.S. Government employee (civilian or military) who works in the area for which entry is required.

5. Communications with Industry

5.1 GSA eBuy

Contractors should monitor the GSA eBuy accounts associated with their EXPRESS BPAs for RFIs, Draft RFQs, and RFQs. A contractor guide is located at:

https://www.ebuy.gsa.gov/ebuy/assets/content/eBuy-Contractor_jobaid.pdf

If additional help is needed, please contact the eBuy Vendor Support Center. Contact information can be found on the main GSA eBuy website. If a ticket is submitted, please provide the ticket number to the SSCM.

5.2 Processes for Addressing Program Issues

For questions concerning the EXPRESS BPA, industry should contact the BPA KO. For questions concerning a specific BPA order, industry should contact the Ordering KO. If there is a need for additional clarification, contractors should contact persons in the chain of command for the Ordering KO to try and resolve any issues. In the event they are not able to resolve the issue, industry should then contact the SSCM to engage prior to involving ACC-RSA leadership.

5.3 FSS Expiration for Prime BPA Holders

The FSS has a maximum ordering period of twenty years. When the underlying FSS expires, the BPA will no longer have an underlying contract. Once the final ordering period is exercised, Prime BPA holders are encouraged to seek out a follow-on FSS. Once the follow-on FSS is awarded, contractors should contact the SSCM for information on submissions for an evaluation of a follow-on BPA.

5.4 Industry Communication Events (ICE) / Presidents' Meetings

Both ICE and Presidents' meetings are conducted throughout the year. The SSCM strives to host one ICE per quarter and the Presidents' meeting biannually, however, the frequency is subject to change. The ICE is an "Industry Day" like event in which the Government will brief upcoming requirements. The purpose of the ICE is for the customers to give a general overview of their program, unique aspects of their requirement, and any challenges they are facing. The ICE is also an opportunity for the SSCM to give EXPRESS updates to the community. The ICE is open to all industry partners whether or not they are a Prime BPA holder.

The Presidents' meetings are designed for the Presidents/CEOs of each BPA Prime contractor to interface with our Senior Contracting Official (SCO) and the SSCM at ACC-RSA concerning the EXPRESS contract vehicle. The purpose of the President's meeting is to share ideas, give senior leader updates and maintain a connection with our industry partners. Presidents' meetings are voluntary and any questions pertaining to specific contracts are collected and disseminated to the appropriate contracting team.

5.5 EXPRESS Working Group (EWG)

The SSCM worked with Industry partners to establish an EWG to collaborate on program related issues, engage on special projects and brainstorm other ideas to improve the EXPRESS program. Prime BPA holders for EXPRESS elect members to a EWG leadership team that primarily interfaces with the EXPRESS Program Council led by the SSCM.

Glossary

Advisory and Assistance Services: Those services provided under contract by nongovernmental sources to support or improve: organizational policy development; decision-making; management and administration; program and/or project management and administration; or R&D activities. It can also mean the furnishing of professional advice or assistance rendered to improve the effectiveness of Federal management processes or procedures (including those of an engineering and technical nature). In rendering the foregoing services, outputs may take the form of information, advice, opinions, alternatives, analyses, evaluations, recommendations, training and the day-to- day aid of support personnel needed for the successful performance of ongoing Federal operations.

Best Value: Means the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement.

Award Term: An ordering period that is awarded to a BPA holder based on previous performance.

Blanket Purchase Agreement: An agreement established by a customer with a GSA Schedule contractor to fill the repetitive needs for supplies or services.

BPA Order: The order that is awarded/issued against the BPA.

Brief Explanation: An informal explanation of award to successful and unsuccessful offerors.

Contract Requirements Package: The package that the customer develops and it includes all of the required documents for an executable procurement package.

Direct Award: The Prime BPA holder may work with its CTA to decide a Team Members is a better fit to be the Team Lead for a specific requirement. This is a “Direct Award” from the Prime BPA holder to a Team Member. The Team Member is the Direct Awardee.

Industry Communication Event: An “Industry Day” like event in which the Government will brief upcoming requirements and allow customers to give a general overview of their program, unique aspects of their requirement, and any challenges they are facing.

Open Season: Timeframe in which a Prime BPA holder can add/remove team members from their teams.

Prime: An awarded BPA holder in one of the EXPRESS domains.

Request for Information: A form of market research in which the Government gathers information from potential suppliers of a good or service.

Subcontractor: A subcontractor is a non-FSS company that is allowed to participate with a Prime BPA holder to meet the requirements of a particular TO. Subcontractors must use the Prime’s GSA Schedule and rates.

Technical Direction: A task within the scope of the effort that is executed by the KO as a separate CLIN/SLIN, if required, on the Order.

Team Lead: Awardee on a specific order. The Team Lead can be either the Prime BPA holder or a Direct Awardee.

Team Member: A Prime BPA holder may establish Team Members on their teams via Contractor Team Arrangements (CTAs) with other GSA Schedule contractors. Team Members sign a CTA agreement and utilize their own GSA schedule labor categories and rates.

Appendix A: Out of Season Updates
Revised: 8 July 2024

EXPRESS Attachment Policy for Updates Provided Outside of Open Season

Updates are allowable once per month and may be submitted via the Department of Defense (DoD) Secure Access File Exchange (SAFE) website.

A Prime should send a link request to both Lauren Harding (lauren.e.harding2.civ@army.mil) and Shalanda McMurry (shalanda.r.mcmurry.civ@army.mil). Once the link is sent, the Prime will have 14 days to upload their updated attachments.

Updates typically include:

- Team Member rate updates based on a GSA Option that has been exercised
- Name Changes/Cage Code Updates to existing companies
- Removal of Expired FSSs/Rates
- GSA Schedule Modification

Things to know:

1) A cover letter MUST be included with all submissions. The letter should include all requested updates made in the submission and which attachments were updated to reflect that change.

2) Each attachment must be submitted in its entirety. The attachment's revision date should be noted with each submission.

3) It is each Prime's responsibility to maintain their attachments. Please note that although the attachments are required to align up with each Team Members GSA schedule(s), outside of Open Season submissions should be seen as a way to **maintain what has already been approved and placed on contract at the BPA level**.

4) Additional Team Members cannot be added outside of Open Season without proper justification and approval by the EXPRESS Contracting Officer. NOTE: Monthly attachment updates should not be seen as opportunities to add new Team Members or SINs. Exceptions can and will be made for urgent and compelling reasons, see page 3 for further guidance.

5) Labor Categories may be added outside of Open Season. However, a Labor Category addition will not be permitted if the addition requires an additional SIN as well (see above).

6) The Team File (Attachment 0004), Team Matrix (Attachment 0007), and Labor Category Descriptions (0008) are incorporated into the BPA as Attachments; therefore, any changes to any of these documents will result in a modification to the BPA.

7) Before updates are submitted, please review Team Members' submissions to ensure that what has been provided is accurate and reflected in both GSA eLibrary and SAM.

****All changes are effective as of the date of the approval email. They are not dependent upon the execution of the modification that incorporates the updated attachment(s); however, modifications will be completed to finalize the process. Subsequent modifications may take some time to process, however are anticipated to be completed not later than 30 days after the approval email.**