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MULTIPLE AWARD SCHEDULE  
**BEST VALUE DETERMINATION GUIDELINES FOR SUPPLIES/PRODUCTS AND SERVICES**  
NOT REQUIRING A STATEMENT OF WORK  
(Schedule Purchases are subject to FAR 8.4)

In accordance with FAR 8.405-1, you must make a best value determination (BVD) before placing Multiple Award Schedule orders above the micro-purchase threshold (currently \$2,500).

- \* For orders over \$2,500, but under the Maximum Order Threshold (MO), review *GSA Advantage!* or at least 3 contract price lists (FAR 8.405-1(c)).
- \* For orders over the MO, review additional price lists/*GSA Advantage!*, and seek additional price reductions from the schedule contractor(s) considered to offer the best value (FAR 8.405-1(d)).
- \* Orders over \$100,000 will require preparation of a written acquisition plan which will require additional information and time before issuance of the order (FAR 8.404(c)(1)).

REQUISITION NUMBER(S) and/or MIPR number:

NSN(s) or brief description:

NAME and CONTRACT NUMBER of contractor who offers the BEST VALUE:

List the 3 or more contractors' names, contract numbers and business size for the contracts you reviewed. Provide copies of all price quotations, *GSA Advantage!* printouts or contract price lists reviewed.

- 1.
- 2.
- 3.

Yes No

- Is the requirement in excess of the Maximum Order Threshold? If "Yes", list the contractors' names, contract numbers and business size below for the additional contracts you reviewed:

When you sought additional price reductions, were they received? Yes  No

- Is installation, site preparation, design or ancillary services included in this project? If "Yes", be sure that the installation, site preparation, design or ancillary services are included as separate line items in each quote.

- Are you selecting the lowest priced item? If "No", indicate in addition to price, the other factors considered in your BVD:

- |  |   |
|--|---|
| <input type="checkbox"/> Special Features  | <input type="checkbox"/> Trade-in Considerations  |
| <input type="checkbox"/> Past performance/experience   | <input type="checkbox"/> Maintenance availability |
| <input type="checkbox"/> Comfort/suitability of item   | <input type="checkbox"/> Delivery time            |
| <input type="checkbox"/> Technical qualifications  | <input type="checkbox"/> Warranty considerations  |
| <input type="checkbox"/> Probable life of item selected compared with that of a comparable item  |   |
| <input type="checkbox"/> Environmental considerations – e.g. recycled content, naturally renewable ingredients, bio-based content, energy efficiency, etc. (See Executive Order 13101) |   |
| <input type="checkbox"/> Other ( <i>specify</i> ):   |   |

**A narrative justification for each box checked above for other than low price selection must be attached.** Describe the evaluation factor, how the awardee's offer met or exceeded the standard for each factor, and why the higher priced quote represents the best value to the Government.

Yes No

- Is this requirement anticipated to be a sole source procurement? If so, attach a fully supported sole source justification in accordance with FAR 8.405-6.

If this purchase is for a specific project, cite project code and project begin and end dates:

This purchase is made in accordance with 40 U.S.C. 501.

**SUBMITTING OFFICIAL**

In accordance with FAR 8.404(b), all agency specific regulations and statutes applicable to this purchase are attached.

I have reviewed the findings and documentation attached and I have affirmatively determined them to be complete and accurate.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**FSS CONTRACTING OFFICER**

I have reviewed the agency findings and documentation supplied and I have affirmatively determined them to be in the best interest and of the best value to the Government.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_