

## 13.303-2 Establishment of BPAs.

(a) The following are circumstances under which *contracting officers may* establish BPAs:

- (1) There is a wide variety of items in a broad class of *supplies* or services that are generally purchased, but the exact items, quantities, and delivery requirements are not known in advance and *may* vary considerably.
- (2) There is a need to provide commercial sources of supply for one or more offices or projects in a given area that do not have or need authority to purchase otherwise.
- (3) The use of this procedure would avoid the writing of numerous *purchase orders*.
- (4) There is no existing requirements contract for the same supply or service that the *contracting activity* is required to use.

(b) After determining a BPA would be advantageous, *contracting officers shall-*

- (1) Establish the parameters to limit purchases to individual items or commodity groups or classes, or permit the supplier to furnish unlimited *supplies* or services; and
- (2) Consider suppliers whose *past performance* has shown them to be dependable, who *offer* quality *supplies* or services at consistently lower prices, and who have provided numerous purchases at or below the *simplified acquisition threshold*.

(c) BPAs *may* be established with-

- (1) More than one supplier for *supplies* or services of the same type to provide maximum practicable competition;
- (2) A single firm from which numerous individual purchases at or below the *simplified acquisition threshold* will likely be made in a given period; or
- (3) Federal Supply Schedule contractors, if not inconsistent with the terms of the applicable schedule contract.

(d) BPAs *should* be prepared without a purchase requisition and only after contacting suppliers to make the necessary arrangements for-

- (1) Securing maximum discounts;
- (2) Documenting individual purchase transactions;
- (3) Periodic billings; and
- (4) Incorporating other necessary details.

**Parent topic:** [13.303 Blanket purchase agreements \(BPAs\)](#).