

- 5.1 For each procurement under a FA, a firm shall be selected from the panel using the secondary procurement process, or one of the processes, described in the FA.
- 5.2 The secondary procurement for the call-off process shall take one or, as an option both, of the following forms:
- a. **mini-competition** based on objective criteria for call-offs that have been described in the FA, such as:
 - i. competitive quotes (RFQ - from some or all of the panel members) based on the lowest evaluated cost;
 - ii. competitive Bids or Proposals (RFB or RFP from some or all of the panel members), based on expertise, proposed solutions and value for money; and/or
 - b. **direct selection** based on objective criteria for call-offs that have been described in the FA, such as:
 - i. location where call-off contracts are awarded to the firm that is best able to deliver based on their location and the location where the Goods, Works, Non-consulting Services, or Consulting Services are to be delivered.
 - ii. balanced division of supply/scope/task where an upper value limit is fixed and call-off contracts are awarded in turn on a rotational basis when a firm reaches the upper value limit;
- 5.3 As part of the call-off process, firms shall be given a description of the scope of supply/tasks that they will be expected to provide. The statement of work or purchase order to be issued as part of the call-off process shall specify the objectives, tasks, deliverables, timeframes and price or price mechanism. The price for individual call-off contracts shall be based on the fees, charge rate or pricing mechanism detailed in the FA.



Figure 1. The figure shows a map of the United States with a shaded area in the western part of the country, possibly representing a specific region or state.

THE UNITED STATES
DEPARTMENT OF AGRICULTURE

