

## What is a Basic Ordering Agreement?

A Basic Ordering Agreement (BOA) is a written understanding, negotiated between EPA and a contractor (state, local, municipal, or commercial laboratory), which contains the following:

- 1) Terms and clauses applying to future purchase orders between the parties during the BOA's term;
- 2) Description, as specific as practicable, of supplies or services to be provided; and
- 3) Methods for pricing, issuing, and delivering future purchase orders under the BOA.

A BOA is **NOT** a contract; it is an agreement. It is the primary mechanism that EPA uses to enter into an agreement with state, local, municipal, and commercial laboratories for performing analytical services for chemical, biological, and radiological environmental samples under the Environmental Response Laboratory Network (ERLN) and its water component, the Water Laboratory Alliance (WLA).

## Why have a standing ERLN Basic Ordering Agreement with EPA?

Entering into a BOA means that a laboratory has been vetted and has proven that it is capable of providing certain services that meet the standards of EPA's ERLN. This agreement provides a mechanism for EPA to quickly task a laboratory to provide supplies or services during national emergencies or other EPA defined specific incidents (defined on a case-by-case basis). However, receiving a BOA does not necessarily mean that a laboratory will be asked to perform work for the ERLN. Requests for laboratory supplies and services will be incident-specific and dependent on the analytical capabilities and capacities needed.

## Are There Any Special Requirements for Receiving an ERLN BOA?

To receive a BOA, a laboratory must first apply and be accepted into the ERLN ([www.epa.gov/erln](http://www.epa.gov/erln)). The laboratory must also register with the Central Contractor Registration (CCR) online at [www.CCR.gov](http://www.CCR.gov).

## How Will EPA Access Services from ERLN Labs with BOAs?

EPA will order services from BOA holders either directly from the laboratory (sole source) or on a competitive basis. Sole-source purchase orders may be issued during national emergencies or other EPA defined specific incidents (defined on a case-by-case basis). Otherwise, EPA will generate a Request for Quote (RFQ). The RFQ and purchase order detail the level of effort required for a particular service and will include: the specific site or incident; description of

services; size (i.e., how many samples); analytical method(s) needed; reporting requirements; delivery schedule; any quality assurance (QA) or quality control (QC) measures that should be performed; and payment terms and conditions.

Orders for services originate with the data requestor (e.g., On-Scene Coordinator (OSC)). The data requestor should contact the EPA regional laboratory. The EPA regional laboratory will then coordinate with the project officer and contracting officer in EPA Headquarters to generate an RFQ.

How a purchase order is processed will depend on whether or not the situation is an emergency.

### Non-Emergency Situations:

- The Contracting Officer (CO) sends an RFQ to the selected ERLN laboratories.
- Laboratories will submit a quote to the CO at the time and date specified on the request (a laboratory is not obligated to bid on specific task orders).
- The CO will issue a purchase order to the laboratory whose price and other price related factors are the best value.

### Emergency Situations (where the CO is unavailable and time is of the essence):

- The OSC will issue a purchase order directly to the laboratory.

For more information, please visit the BOA FAQ Document at: <http://www.epa.gov/erln/> or

<http://www.epa.gov/oamsrpod/ersc/ERLN2/index.htm>

## Contact Information