

DOCUMENT NAME: Blanket Purchase Agreement
DAFIS DOCUMENT TYPE: 38

1. Description: A Blanket Purchase Agreement (BPA) is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. BPA's differ from Fixed Price Agreements because supplies or services are required on a routine basis and demand is often difficult to predict. In other words, a unit can obtain services or supplies on an as needed basis at different times during the billing period whereas a normal Fixed Price Agreement provides for services or supplies on a specific basis. Use a BPA if it is not known when, how much or what supplies or services are required.

Note: When a unit establishes a BPA, it may be paid with Purchase Cards (P-Cards) or Convenience Checks (C-Checks). If C-Checks are used, however, they incur a bank charge of 1.9% of the value of each check written (chargeable to the CG). C-Checks are therefore less preferable than P-Cards which incur no cost to the CG. With the P-Card, payment is processed to the vendor by the bank within 24 hours vice the monthly in arrears payment with C-Checks.

2. Primary Forms: CG-5398 (or OF-347), Order for Supplies or Services
 BPA, Blanket Purchase Agreement

3. Related Forms: DOT 4200.1, Procurement Request

4. Document Number: Standard Number - unit assigned

SAMPLE: 3802902FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Contract Region</u>	<u>Program Elements</u>	<u>Document Sequence</u>	<u>Document Suffix</u>
38	02	90	2	F	AB	001	Note

Note: See paragraphs 5 and 7.

5. Accounting Line: If multiple accounting lines are used on call sheets, change the letter to B for the second accounting line, C for the third, and D for the fourth, etc.

SAMPLE: 2/F/201/136/30/0/AB/12345/2674 A01
 2/F/201/136/30/0/AB/12346/2674 B01
 2/F/201/136/30/0/AB/12347/2674 C01

6. FINCEN Critical Processing Requirements:

- a. Issuing units should review invoicing procedures with the vendor to ensure compliance and avoid payment delays.
- b. Units must ensure the following information is provided on every completed CG-5398 (or OF-347):
 - (1) Matching DTCG and DAFIS numbers - blocks 3 and 4.
 - (2) Unit name, address and phone number - blocks 5 and 6.

6. b. (3) Five digit OPFAC of the contracting office - block 5.
- (4) Vendor name, phone number and address - block 7.
- (5) Shipping terms - block 12.
- (6) Block 17 MUST contain a general description of supplies or services to be provided, the specified time period of the agreement, the dollar limitation of each individual purchase, a list of individuals authorized to purchase under the BPA (title or position and name of individual), vendor invoicing/delivery ticket instructions.
- (7) Proper mail to instructions - BPA (Doc Type 38), USCG Finance Center, P. O. Box 4117, Chesapeake, VA 23327-4117 - block 21.
- (8) Contracting Authority signature - block 23.

SUBMITTED HARD COPY DOCUMENTS MUST BE LEGIBLE AND INCLUDE ALL PAGES OF THE ORDER.

- c. Call records must be submitted monthly by the 5th working day of the following month. Call records provide receiving report information and authorized payment amounts for BPA purchases. The following information must be provided:
 - (1) Vendor name.
 - (2) Standard DAFIS document number.
 - (3) Date and number of call.
 - (4) Signature of caller.
 - (5) Brief description or delivery ticket number.
 - (6) Authorized amount.
 - (7) Accounting data.
 - (8) Unit name and OPFAC.
- d. Units must promptly forward all call sheets with attached delivery tickets to BPA (Doc Type 38), USCG Finance Center, P. O. Box 4117, Chesapeake, VA 23327-4117 to ensure FINCEN receipt by the 5th working day following the end of the billing period.

SUBMITTED HARD COPY DOCUMENTS MUST BE LEGIBLE.

7. Other Information:

- a. All calls for a given month are associated with a specific standard document number. The second and third positions of the suffix of the document number designates the month of the fiscal year. The first position of the suffix is the letter "A" for the first accounting line assigned to the document. (i.e., A01 for October, A02 for November, etc.)
- b. BPA's being established for the procurement of subsistence items must follow procedures for document type 26.

8. LUFS Information:

- a. Individual call obligations will transmit electronically via LUFS.
- b. The initial document should be prepared using the BPA module of LUFS, printed, and mailed to the FINCEN. Each call made with the vendor must be entered in the BPA subledger. The name of the person who placed the call must be entered in the signature of caller block and the ticket number must be entered in the Description/Ticket block of the call record. The LUFS system will assign proper suffixes according to the scheme explained in section 6.
- c. LUFS Certified Sites: An obligation will be placed on your ledger for each individual call placed and will be transmitted to the FINCEN in your regular weekly batch transmission. This document should have the public/government indicator set to "P".

Note: A change in the LUFS project number will change the accounting line, but the call will remain the same.

- d. LUFS Site Procedures: Each call made with the vendor must be entered in the BPA subledger when the supplies are delivered and supported with a delivery ticket. The name of the person who placed the call must be entered in the signature of caller block. The LUFS system will assign the proper suffixes according to the accounting line charged. Ticket numbers must also be listed on the call sheet. An obligation will be created on your ledger for each individual call placed. On the last day of the month, the BPA monthly call sheet must be generated from the LUFS program.

9. Document Flow:

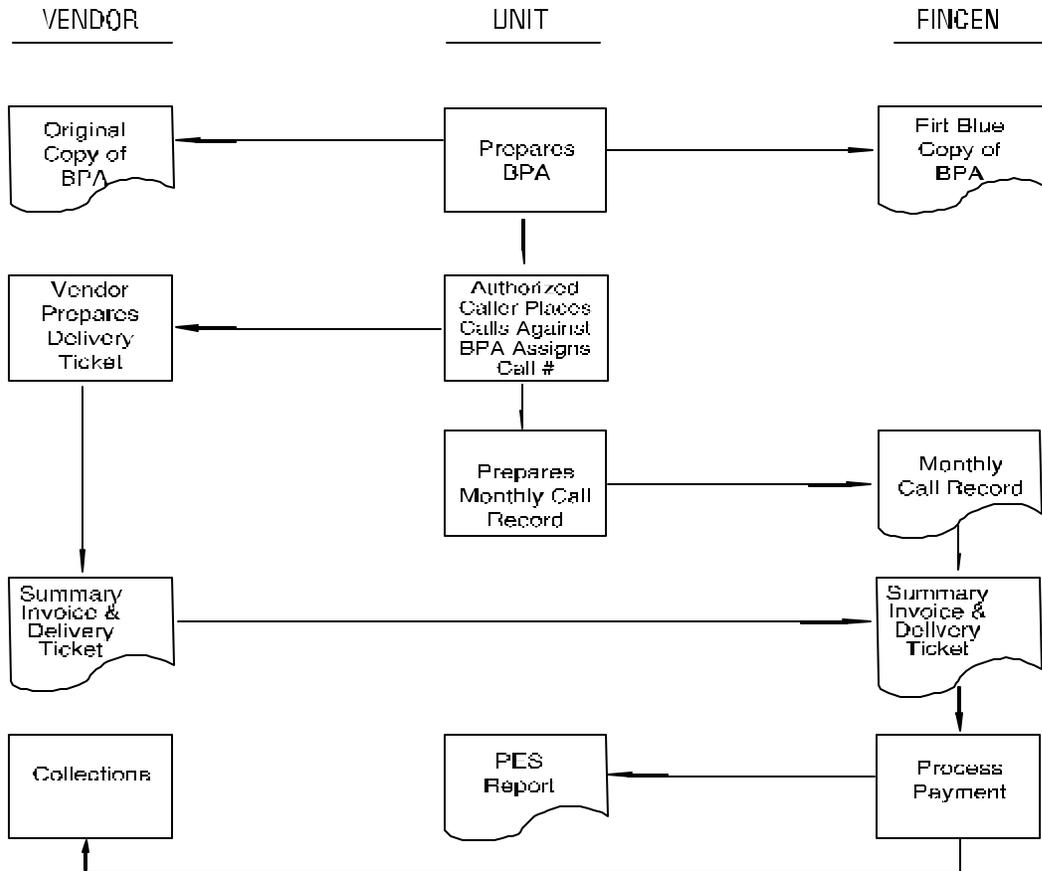


Figure: 12G-1 Blanket Purchase Agreement (BPA)

- 9. a. Figure: 12G-1 describes the procedures for processing the Blanket Purchase Agreement (BPA).
- b. The contracting office establishes a Blanket Purchase Agreement (BPA) with a vendor providing a list of individuals (identified by name or title of position) authorized to purchase under the BPA and the dollar limitation per purchase authorized for each individual. The original copy of the BPA is supplied to the vendor, a copy is provided to the target unit, FIRST BLUE COPY to BPA (Doc Type 38), USCG Finance Center, P. O. Box 4117, Chesapeake, VA 23327-4117, and the remaining copies to the purchasing unit files.
- c. The contracting officer and purchasing agents place calls against the BPA with the vendor. Acceptance of supplies received under BPA calls will be indicated by a Coast Guard signature on a sales slip or delivery ticket. Units on LUFS will transmit each call to the FINCEN for obligation. The unit should not forward delivery tickets to the FINCEN.
- d. A summary invoice shall be submitted monthly by the vendor directly to the FINCEN for BPA purchases. The summary invoice shall identify delivery tickets covered and their dollar value, and shall be supported by a delivery ticket or sales slip with a Coast Guard signature indicating that the material has been received.

10. Sample Form: See Figures 12G-2, 12G-3, 12G-4, 12G-5, 12G-6 and 12G-7.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3802902FAB001A04	073	02045FHBA	12345	2674	0.00	0.00	64.00	0.00
3802902FAB001A04	106	02058F106	12345	2674	0.00	0.00	64.00-	64.00

12. References: COMDTINST M4200.13, Small Purchase Handbook.
 COMDTINST M4200.13E New Simplified Acquisition Procedures Handbook (SAP)

2. EXTENT OF OBLIGATION: The Government is not obligated to order any supplies or services under this agreement. The Government reserves the right to award contracts or agreements to other vendors for like supplies or services during the same period of this agreement. The Government is obligated under this Agreement only to the extent of authorized calls actually placed against this Agreement.

3. PURCHASE LIMITATIONS: An individual call placed under this Agreement shall not exceed \$ 500.00

4. PRICING COMPLIANCE: The vendor warrants by performance of any call placed under this Agreement that the prices charged the Government shall be as low or lower than those charged most favored customers for comparable quantities under similar terms and conditions including any discounts for prompt payments. The vendor shall provide current pricing catalog to purchasing office, if and when requested by the Contracting Officer.

5. ORDERING PROCEDURES AND LIMITATIONS:

a. Call Orders: Calls placed under this Agreement will generally be made by oral solicitation without written confirmation by the Government. Each call will be assigned an identification number.

The identification number along with BPA number shown on the first page of this Agreement shall be used when calls are placed by the ordering activity and the vendor in the preparation of delivery tickets and invoices.

b. AUTHORITY TO PLACE CALLS: ALL CALLS PLACED WITH THE VENDOR UNDER THIS AGREEMENT MUST BE ACCOMPANIED BY A BPA "CALL NUMBER" AUTHORIZED BY THE CONTRACTING OFFICER. THE ROSTER BELOW INDICATED THOSE PERSONNEL WHO HAVE BEEN GRANTED AUTHORITY TO PLACE ORDERS AND COMMIT GOVERNMENT FUNDS.

Personnel who are authorized to Place Calls:

SK1 J. SMITH
CW03 CG JONES

Figure 12G-4 OF-347, Order for Supplies or Services (Cont'd)

6. **DELIVERY TICKETS:** All shipments under this Agreement shall be accompanied by a signed delivery ticket or sales slip which contains the following minimum information:
- a. Name of Vendor
 - b. Blanket Purchase Agreement Number
 - c. Date of Call
 - d. Description of commodities or services furnished
 - e. Quantity, unit price and extension of each line item less applicable discounts.
 - f. Date of delivery, pickup or shipment
 - g. Call identification number
 - h. Signature of Coast Guard receiving official.

7. **INVOICES:** The vendor shall accumulate delivery tickets for those deliveries actually made for the billing period. The billing period shall be monthly. The invoice shall include a list of the delivery tickets for which payment is requested, the amount of each, and the total due. The invoice shall be accompanied by signed delivery tickets. The original invoice with accompanying delivery tickets shall be mailed to Block 5 (Issuing Office).

8. **TO PROCESS FOR PAYMENT:** Block 5, Issuing Office will forward call record sheet, original invoice, and signed delivery tickets to:

BPA (DOC Type 38)
USCG Finance Center
PO Box 4117
Chesapeake, VA 23327-4117

Figure 12G-5 OF-347, Order for Supplies or Services (Cont'd)