

Ordering Procedures

Ordering instructions and the Jacobs pricelist for all schedules are contained in GSAs online, interactive electronic information and ordering system ([GSA Advantage!](#)). The basic steps outlined in GSA Advantage! for ordering against this schedule are:

1. Prepare a Request for Quote.
 - a.) Develop a Statement of Work (SOW) or Statement of Objectives (SOO), to include work requirements, location of work, period of performance, delivery schedule, applicable standards, acceptance criteria, and other special requirements such as security clearances, travel, and special knowledge.
 - b.) Determine type of order/proposal required (Fixed Price, Time and Materials, Labor Hour).
 - c.) Identify special proposal requirements such as a project plan, contractor's experience information, and past performance.
 - d.) Identify award criteria.
2. Identify candidate Contractors. Send Request for Quote to at least three candidate contractors unless sole source to Jacobs is justified based on criteria set forth in FAR.
3. Obtain Contractor proposals.
4. Evaluate responses and select Contractor to receive the order based on best value to the government.
5. Issue delivery order using DD Form 1155 or other delivery order award document.

