



An Energy Efficiency Workshop & Exposition

Palm Springs, California

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## **Using a Basic Ordering Agreement to Place Utility Energy Services Contracts**

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## *What is a Basic Ordering Agreement?*

**A Basic Ordering Agreement (BOA) is a written instrument of understanding, negotiated between an agency and a contractor**

It contains:

- terms and clauses applying to future contracts (orders) between the parties during its term.
- a description of supplies or services to be provided, and methods of pricing, issuing, and delivering future orders.

Governing regulation is FAR Part 16.703



## *When to Use a BOA*

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- May be used to **expedite contracting** when uncertain requirements for supplies or services are not known, but a substantial number of requirements is anticipated.
- **Reduces ordering time** for services and reduces negotiation time on the individual orders by presetting basic terms and conditions





## *What a BOA is not*

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- It is not a contract
- It is not an Indefinite Deliver, Indefinite Quantity vehicle
- It does not obligate funds



## *UESC Applications of BOAs*

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### **Use #1: As an ordering vehicle put in place between GSA and a utility for any agency to use**

- Under this use, the BOA serves a similar function as an AWC -- it offers a vehicle for agencies to use to contract under for utility energy services.
  - Example: Hawaii Electric Company BOA with GSA



## *UESC Applications of BOAs*

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**Use #2: An agency (with authority to contract with utility) puts in place with the Utility for all of that agency's facilities in the utility service territory.**

- The UESC model agreement could be used as a template for this use.
  - Example: Navy does this regularly



## *UESC Applications of BOAs*

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**Use #3: A site puts in place with its utility to serve as a master agreement for all future orders at that site.**

- The UESC model agreement could be used as a template for this use.
- Includes more site parameters than an agency-wide BOA.
  - Example: Many master agreements are set up this way.



## The Bottom Line...

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- A BOA is an ordering vehicle. Either GSA can put it in place for all agencies to use or an agency can put it in place.
- A BOA can reduce transaction time if you plan on placing multiple orders
- A BOA is not a contract; no funding obligation is included.

