

**Issued by Purchasing/Property Governance – CGP-7**

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**SUBJECT: BPI UPDATE 16-2, EFFECTIVE DATE 9/1/16**

An online copy of the Bonneville Purchasing Instructions (BPI) is available at <http://www.bpa.gov/Doing%20Business/purchase/Pages/default.aspx> . The online BPI is a conformed copy with all changes included as of the current date and is effective until superseded.

**SUMMARY OF SUBSTANTIVE CHANGES:**

| <b>Topic</b>                               | <b>BPI Section</b>                  | <b>Change</b>   | <b>Clauses</b>  |
|--|-------------------------------------|---|---|
| Definitions                                | BPI Part 1                          | New definitions introduced <ul style="list-style-type: none"> <li>• Advisory and assistance services</li> <li>• Architect-engineer services</li> <li>• Change order</li> <li>• Contract modification</li> <li>• Contracting</li> <li>• Day</li> <li>• Information technology</li> <li>• Responsible source</li> </ul> | N/A   |
| Section 508 of the Rehabilitation Act      | 6.8.4.1<br>26.3<br>28.1.3<br>28.2.2 | New policy language regarding electronic and information technology requirements and compliance with Section 508.   | N/A   |
| Printing                                   | 6.8.5                               | Revised policy regarding the use of printing.   | <u>Revised clause usage prescription:</u><br>6-2 Printing   |
| Leasing of motor vehicles                  | 6.11                                | New policy language regarding leasing of motor vehicles   | <u>New clauses:</u><br>6-4 Vehicle Lease Payments<br>6-5 Condition of Leased Vehicles<br>6-6 Marking of Leased Vehicles<br>6-7 Tagging of Leased Vehicles |
| Subcontracting Plan Requirement            | 8.3.3.1                             | Revised clause 8-4 to require subcontracting plans to also identify women-owned small businesses.   | <u>Revised clause:</u><br>8-4 Subcontracting Plan Requirement   |
| Equal Opportunity                          | 10.1.4                              | Revised policy to reflect the Executive Order 13672   | <u>Revised clause and usage prescription:</u><br>10-1 Equal Opportunity   |
| Equal Opportunity for Veterans             | 10.1.9                              | Revised policy to reflect changes in regulations of the Secretary of Labor for veterans.<br>Changed clause usage threshold from \$100,000 to \$150,000.   | <u>Revised clause and usage prescription:</u><br>10-19 Equal Opportunity for Veterans<br>10-20 Employment Reports on Veterans                             |
| Utility services                           | 11.2.1                              | Definition of utility services has been revised.  | N/A   |
| Required sources and Solicitation policies | 6.8<br>11.1                         | Clarified policy regarding the mandatory sources which must be considered before commercial sources.<br>Added language regarding BPA’s policy for use of vending facilities and preference for R-SA programs.   | N/A   |

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|--------------------------|---------|--|---|
| GSA Schedule Contracts   | Part 17 | Updated GSA schedule usage policy to direct users to the new policy language in Part 29.   | N/A   |
| Federal Supply Schedules | Part 29 | Incorporates new policy regarding BPA's usage of federal supply schedules.   | N/A   |
| Provisions and Clauses   | Part 35 | Revised references language for clarification purposes.<br><br>Reinstates clauses 28-8 and 28-10.2 which were inadvertently omitted under BPI Update 16-1. | <u>Revised Clause:</u><br>28-20 Requirements Unique to Government Contracts |

**Details of Substantive Changes and Instructions to the COs**

1. New solicitations, and awards issued after the effective date of this transmittal shall include new and revised clauses incorporated into this BPI Update.  
New orders and blanket purchase agreements issued against Federal Supply Schedules shall conform to the newly published Part 29 as of the effective date of this transmittal.
2. **Required Sources:** BPI section 6.8 has been revised to clarify the required sources of supply which shall be considered before using commercial sources. BPA shall use excess inventory and personal property prior to submitting requests for new supplies or products. Federal Prison Industries products and supplies, as well as AbilityOne products and services must be considered prior to using other sources. Requisitioners shall consider these sources in their market research before commercial sources.
3. **Section 508 of the Rehabilitation Act:** Policy has introduced new procurement requirements to comply with accessibility standards. From the effective date of this transmittal, all new procurements of electronic and information technology will require evidence that the supply and/or service meets the applicable standards or is exempt from the standards. Requisitioners and contracting officers shall ensure all requirements documents require contractor compliance of Section 508.
4. **Printing:** Clause 6-2 usage prescription has been revised to mandate use in all solicitations and contracts. This clause has been incorporated in Clause 28-20 for commercial contracts.
5. **Equal Opportunity:** Revised equal opportunity language to implement Executive Order 13672 which added sexual orientation and gender identity to the prohibited basis of discrimination established by EO 11246.
6. **Leasing of Motor Vehicles:** This update introduces new procurement policy requirements regarding the leasing (renting) of motor vehicles. As of the effective date of this transmittal, any leasing of motor vehicle will follow the requirements in subpart 6.11.
7. **Solicitation policies:** Subpart 11.1 has been revised to clarify the priority of mandatory sources for BPA supplies and services. For supplies, consideration shall be made as follows: (1) excess property/inventory, (2) Federal Prison Industries, (3) AbilityOne and then (4) commercial sources. For services, consideration shall be made to AbilityOne and vending facilities to Randolph-Sheppard Act programs before commercial sources. Contracting officers shall document the official file that these sources were considered, as well as the rationale for opting for a commercial source, for all solicitations and awards.
8. **Part 29 Federal Supply Schedules:** Part 29 has been incorporated to provide policy regarding usage of federal supply schedules. Use of federal supply schedules is not mandatory; however, if a CO elects to utilize federal supply schedules the policy and procedures of this part shall be followed.
9. This update corrects errors and omissions in Part 35 which were made under BPI Update 16-1. Re-inserts clauses 28-8 and 28.10.2. No changes to these clauses have been made.
10. Editorial changes have been made in throughout the document.