

DMEA DMSMS BPA

Steps to Place Your Order on BPA Master Agreement – DMEA90-02-A-0215

1. Contact the DMEA technical point of contact (POC) to discuss requirements and scope
2. Develop the task order statement of work
3. Provide the funding document (MIPR DD Form 448) to DMEA
4. DMEA issues task order request for quote
5. Contractor provides response to quote within 7 days or less
6. Requesting agency reviews and negotiates quote
7. Upon approval from requesting agency, DMEA issues task order

The total cycle-time goal from the time the MIPR is received is less than 19 days.

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