



U.S. Department  
of Transportation  
Federal Highway  
Administration

# Memorandum

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Subject: **ACTION:** Use of Basic Order Agreement Contracting Method under Special Experimental Projects No. 14 (SEP-14) Date: October 1, 2014

From: **/S/** Thomas D. Everett Director, Office of Program Administration In Reply Refer To: HIPA-30

To: Irene Rico  
Division Administrator  
Richmond, VA

This is in reference to Mr. Lorenzo Casanova's September 29 email message that forwarded a Special Experimental Projects No. 14 (SEP-14), workplan from the Fairfax County Department of Transportation and the Department of Public Works and Environmental Services. The County plans to evaluate the Basic Order Agreement (BOA) contracting delivery method for various transit, pedestrian and bicycle projects throughout the County.

We agree with Mr. Casanova's assessment that the County's use of the BOA contracting method is similar to the job order or indefinite delivery/indefinite quantity contracting methods used by other agencies under SEP- 14.

The workplan did not include a commitment to evaluate and report on the effectiveness of this method. Please inform the County, that a brief annual evaluation of all Federal-aid projects utilizing this contracting method will be required. The evaluation should include a comparison of the cost, schedule and quality obtained under the BOA contracting method in comparison with the traditional process.

This workplan is approved under our SEP-14 innovative contracting experimental program. Thank you for the opportunity to review and comment on this SEP- 14 request. Should you have any questions, please contact Gerald Yakowenko at (202) 366-1562.