

Aircraft Rental Agreement (ARA) Best Value Determination (BVD) Record
NOT TO EXCEED \$100,000 PER ORDER

Type of Requirement: (check one) Project _____ Emergency Use: _____

1. **Completion of this form is required for every ARA order exceeding \$3,000.00 (estimated)**
2. **Non-emergency Projects.** A completed copy of this form must be sent to the Regional Flight Coordination Center (FCC) for all projects exceeding \$25,000. (See Instruction Sheet for details)
3. **Emergency Hire Requirements.** A completed copy of this BVD Form must be sent to the Regional FCC for **Contracting Officer approval** when anticipated to **exceed** \$100,000. (See Instruction Sheet for **Emergency Hire Definition**).

Boise FCC Fax #: (208) 334-9303 Atlanta FCC Fax #: (770) 458-6677 Anchorage FCC Fax #: (907) 271-6080

Reference Number _____ Date Order Placed _____ Dates of Project _____

Ordering Official _____ Ordering Agency _____

Ordering Official E-mail Address _____

Ordering Official Phone #s _____ Fax #: _____

Mission Purpose: _____

Three Sources Meeting Specific Order's Requirements:

Co. Name:	Co. Name:	Co. Name:
A/C Type:	A/C Type:	A/C Type:
Price Analysis	Price Analysis	Price Analysis

Estimated Price: \$ _____ Funds are available: Yes Ordering Official: _____

Signature

Selected Vendor: _____ Registration Number of Aircraft: _____

Rationale For Best Value Vendor Selection: (Provide basis for your decision below)

NOTICE – Fill in the following information if Emergency Hire order is anticipated to exceed \$100,000.00

This Order Will Potentially Exceed \$100,000. Use is For Unusual and Compelling Urgency (Life and/or Property Threatened):

Funds are Available: Yes

Emergency Determination: (Explain) _____

Authorized Ordering Official: _____

For Emergency Hire _____ Signature

Print Name/Title

Approval of Contracting Officer: _____

Signature

Print Name/Title

Instructions For Completion Of ARA Best Value Determination Record (BVD)

- **Non-emergency Projects:** A completed copy of this form must be sent to the Regional Flight Coordination Center (FCC) for all projects exceeding \$25,000 for review of competition of sources. Once reviewed, the FCC will return the BVD Form back to the ordering official for attachment to the AMD 23 - Aircraft Use Report, when submitting to the Finance Office for payment.
- **Emergency Hire Requests:** A completed copy of this BVD Form must be sent to the Regional FCC for **Contracting Officer approval** when anticipated to *exceed* \$100,000. The ordering official signature is certifying that the Government would be seriously harmed if required to delay the ordering of aircraft services and authorizes the ordering official to place this order due to unusual and compelling circumstances. Once approved, a copy of the Contracting Officer approved BVD Form will be returned back to the ordering official for attachment to the AMD 23 - Aircraft Use Report, when submitting to the Finance Office for payment.

***Please read the Emergency Hire Definition below when determining the Type of Requirement your requesting. Project _____ or Emergency Hire _____**

***Definition of Emergency Hire:** FAR 6.302-2 – *When the agency’s need for the supplies or services is of such an unusual and compelling urgency that the Government would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals, full and open competition need not be provided. A Contracting Officer has to approve all emergency hire determinations over \$100,000.*

Reference Number: *May be unique number tied to emergency or organization’s ordering system.*

Date: *Date of order*

Date(s) of Project: *Hire and release date for project.*

Ordering Official: *Individual responsible for the ordering of resources*

Ordering Agency: *Self explanatory*

Ordering Official E-mail: *Individual responsible for the ordering of resources*

Ordering Official Phone #s and Fax #s: *Self explanatory*

Mission Purpose: *Sufficient information for Contracting Officer understanding*

Sources Meeting Specific Order’s Requirements: *Fill-in those competitors that have a reasonable chance of filling the order. Include a minimum of 3 sources, assuming 3 or more sources could fulfill the requirement.*

Price Analysis: *Ordering official’s best estimate of ultimate price to the Govt. for work performed by the vendor. Consider flight hour price, guaranteed hours (daily guarantee averaged over the length of hire) if applicable, standby, extended standby, vendor standby terms (standby free equal to flight time), additional fuel pricing, fuel truck charge, use tax for aircraft over 6,000# Gross Take-off Weight, Per diem, fuel costs and any special charges.*

Total Estimated Price: *Total From price analysis.*

Funds are Available: *“Yes” box checked by ordering official signifies that funds are available for this order. Copies of Resource Order/funding documents should be attached, when applicable.*

Ordering Official: *Self-explanatory*

Selected Vendor: *Vendors name that received the order. Aircraft: Tail No. Aircraft tail number hired for project.*

Basis For Selection Decision: *Evaluation of price is required, but the overriding basis can be proximity or ability to respond within a given time frame to an emergency, greater experience performing the work, superior past performance, or that no other competitor is available.*

Emergency Hire: *Orders with potential to exceed \$100,000 in total value must fill out the bottom portion of the BVD and submit to the FCC for Contracting Officer review and approval. A copy will be returned to the ordering agency for attachment to the AMD-23 Aircraft Use Report for submittal for payment*