



NATIONAL GUARD BUREAU

OFFICE OF THE UNITED STATES PROPERTY AND FISCAL OFFICER, NEBRASKA
JOINT FORCE HEADQUARTERS, 2433 NORTHWEST 24th STREET
LINCOLN NE 68524-1801

BPA Timelines

Definitions

BPA	Blanket Purchase Agreement
BPA Call	Order for the cycle (month), summary of BORs
BOR	BPA Order Request, used by Customer to provide information to Contracting for BPA Call. Contains all information needed for vendor to deliver the requested meals/subsistence.
Customer	G4 Food Program Management Office
Cycle	Each month will be one cycle.
Days Out	Days before delivery date.
Delivery Cycle	The cycle that the food will be delivered in.
POC	Point of Contact
RDD	Requested Delivery Date

Catered Meals (CM) and Groceries (GR) *{In Nebraska and outside of Nebraska}*

1. One cycle out from delivery cycle.
 - a. Contracting provides BPA Call to vendor. Once Call is signed, all BORs will be sent.
 - b. Contractor confirms receipt of BORs.
2. 14 days out from RDD.
 - a. Customer can adjust numbers. The only change allowed is Quantity. The change can be +/- 25% of the request.
3. 14 days out from RDD.
 - a. Entire BOR can be canceled.
4. 7 days out from RDD.
 - a. Vendor provides name of the delivery company and any details to POCs on BOR.
5. Delivery.
 - a. Meals are delivered according to the BOR.
 - b. Vendor completes Delivery Ticket on BOR and returns to contracting.
6. Invoice.
 - a. Vendor invoices after delivery of final BOR.
 - b. Customer accepts invoice within five (5) days of invoicing.

Edibles and Meal Events (ED)

1. Minimum 14 days from RDD.
 - a. Contracting provides BPA Call to vendor. Once Call is signed, all BORs will be sent.
 - b. Contractor confirms receipt of BORs.
2. 7 days out from delivery cycle.
 - a. Customer can adjust numbers. The only change allowed is Quantity. The change can be +/- 10% of the request.
3. Delivery.
 - a. Meals are delivered according to the BOR.
 - b. Vendor completes Delivery Ticket on BOR and returns to contracting.

4. Invoice.
 - a. Vendor invoices after cycle closes.
 - b. Customer accepts invoice within five (5) days of invoicing.

Short Notice (SN) CM or GR

1. Minimum 48 hours' notice from RDD.
 - a. Contracting makes BPA Call to vendor. Once Call is signed, all BORs will be sent.
 - b. Contractor confirms receipt of BORs.
2. Delivery.
 - a. Meals are delivered according to the BOR.
 - b. Vendor completes Delivery Ticket on BOR and returns to contracting.
3. Invoice.
 - a. Vendor invoices after cycle closes.
 - b. Customer accepts invoice within five (5) days of invoicing.