

BPA CONTENT INDEX
(SUPPLIES AND SERVICES)

BPA NUMBER		INSTRUCTIONS	
		Applicable items to be filed in chronological order in designated tabs. Highlight numbers used. FILE THIS FORM ON TOP OF TAB A.	
IN FILE	TAB A	IN FILE	TAB D
1	Purchase Request (if applicable) and Other Preaward Documents	1	Receiving Reports (Decentralized BPAs only)
2	Document Routing Sheet (if applicable)	2	Call Registers (Decentralized BPAs only)
3	Blanket Purchase Agreement		
4	Modification with Supporting Documents		
5	Letter of Instructions to Decentralized Activities		
IN FILE	TAB B	IN FILE	TAB E
1	Required Certificates, such as Insurance, Veterinarian, etc.	1	System Generated Call Registers (Centralized BPAs only)
2	Inspections (Veterinarian, etc.)	2	Individual Call Documents with Follow-up Actions in Sequence (Centralized BPA Calls only)
3	Letter Authorizing Persons to Place Calls		
IN FILE	TAB C	IN FILE	TAB F
1	Price Lists in Sequence by Date	1	Annual Contracting Officer Reviews
		2	Contracting Review of Decentralized BPA File
		3	Memos for Record/Correspondence in Sequence by Date

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).