GSA Federal Supply Service

GETTING ON GSA SCHEDULE

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WHAT IS A SCHEDULE?

- **Schedule—a grouping of similar or comparable supplies and/or services**
  - **Schedule contracts are awarded to multiple vendors at varying prices in order to ensure competition and to enhance Best Value Determinations by authorized ordering activities**

- **Special Item Numbers (SINs)—subcategories of supplies or services within a Schedule that are even more similar in purpose or function**

GSA

WHAT IS A MAS CONTRACT?

- Competitively awarded IDIQ contract
- Firm-Fixed price with Economic Price Adjustment provisions
- Mirrors commercial buying practices
- Encourages participation by all socio-economic concerns

PURPOSE OF A GSA MAS CONTRACT

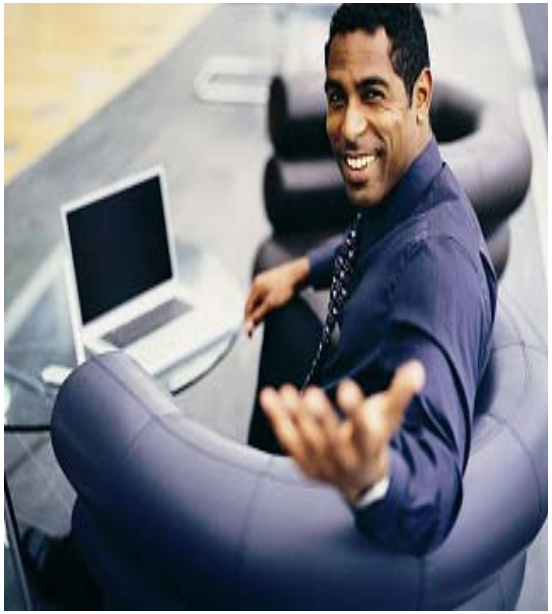
- Eliminates need for agency to write own RFP
- Allows ordering agencies to select products/services based on best value to the end user
- Offers products/services that meet definition of commercial item per FAR, Part 12
- Provides for optional use of Schedules program by ordering agencies
- Establishes a direct relationship between ordering agency and contractor

What a GSA MAS Is NOT:

- A guarantee of <u>any</u> business or of profitability
- An automatic introduction of your company's capabilities to the customer
- A way to start your business
- A socio-economic program

Questions to ask yourself

- Will being on schedule bring us more work?
- Will being on schedule make us more profitable?
- Will being on schedule bring new customers to my company?
- Will being on schedule help define my company?



HOW TO OBTAIN A GSA SCHEDULE CONTRACT

Where to Start

- **Identify products & services Schedule/SINs within Schedules e-Library**

  (www.gsaelibrary.gsa.gov)

- **Obtain Contract Solicitation from "FEDBIZOPPS" link in Schedules e-Library**

- **"Read Me First" file**

When Preparing an Offer, GSA Determines….

- **Responsiveness:**
  - -- **Read all documents in entirety**
  - -- **Fill in blanks accordingly**
  - -- **Provide signatures**

GSA DETERMINES…

- **<u>Responsibility</u>:**

  -- Contractor's integrity and business ethics;

  -- Financial capability; and

  -- Experience and performance capability

GSA DETERMINES...

- **<u>Fair and Reasonable Pricing</u>:**

  -- Substantial quantities sold to the general public at published or catalog prices; *or*

  -- Price comparison with similar products

THE PROCESS

- Submit offer
- Offer evaluated & clarifications requested
- Negotiate terms & conditions
- Award of contract

The Make-Up of an Offer

1. Solicitation
2. Attachments or Exhibits
3. Commercial price list
4. Subcontracting Plan (for Large Businesses only)

How to Submit an Offer

- Read the entire solicitation
- Respond to all requirements
- Have a corporate officer sign all required documents
- Submit as an e-Offer or send an original and one copy of the offer to the Acquisition Center

Past Performance Evaluation Report

- Follow the instructions given in the solicitation to receive an Open Rating Report; and
- Submit copy of the report with your offer.

REASONS FOR REJECTIONS OF OFFER

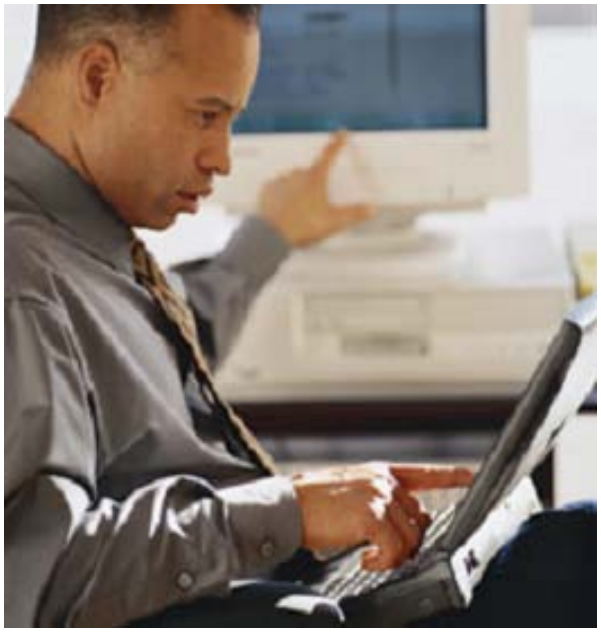
- Central Contractor Registration (CCR) (www.ccr.gov)
- On-line Representations & Certifications (ORCA) (http://orca.bpn.gov)
- Open Ratings Report
- Subcontracting Plan (if applicable)

REJECTION OF OFFERS…

- A COMMERCIAL PRICE LIST
- SOLICITATION & APPLICABLE ATTACHMENT
- CSP-1 (COMMERCIAL SALES PRACTICES)
- LETTERS OF COMMITMENT
- AGENT AUTHORIZATION LETTER

EVALUATION OF OFFER

- **Contracting Officer/Contract Specialist:**
  - **Reviews for responsiveness**
  - **Checks financial capability**
  - **Checks experience & performance capability**
  - **Contacts vendor for clarifications**
  - **Establishes timeframe for response**



NEGOTIATIONS

- **Identify Most Favored Customer (MFC)**

- **Establish Terms & Conditions**

NEGOTIATIONS…

- **Define/discuss clauses:**

  -- Price Reductions Clause
  -- Economic Price Adjustment (EPA)
  -- Modifications
  -- Sales Criteria
  -- Cancellation
  -- Industrial Funding Fee (IFF)
  -- GSA Advantage

PREPARATION FOR AWARD

- **<u>Final Proposal Revision</u>:**
  - **Basis for award clearly identified**
  - **Confirm MFC and Govt terms**
  - **GSA Contract Number issued via award package**

CONGRATULATIONS !!!

You have your GSA MAS contract, so now it’s time to get to work.

MARKETING TIPS

- GSA Advantage
- Industry trade shows
- GSA home page (www.gsa.gov)
- Federal Yellow Book:

  (www.leadershipdirectories.com/products/fyb.htm)
- Previous federal contacts
- Federal Business Opportunities (FedBizOpps)
- GSA EXPO (May 4 – 6, 2010)
- USA.Gov (www.usa.gov)

Contract Administration

- **Submit price list reflecting the GSA net pricing**
- **Report Sales – Vendor Support Center online: www.vsc.gsa.gov**
- **Pay Industrial Funding Fee (currently .75%) to GSA**

CONTRACT ADMIN…

- **Submit GSA product/services pricing and terms and conditions electronically via GSA *Advantage!* within 6 months after award**

GSA ADVANTAGE PO PORTAL

- Go to https://vsc.gsa.gov
- Click on GSA *Advantage!* Purchase Order Portal
- View, print, or download Purchase Orders
- Send status information to ordering customers

CONTRACT ADMIN. . .

Notify CO of any changes:

- Add/delete products
- Add new SINs
- Changes in pricing
- Changes to your commercial practices
- Changes within your company

OTHER ADVANTAGES OF GSA SCHEDULES

BLANKET PURCHASE AGREEMENTS (BPAs)

- Establish BPAs against a schedule contract to fill repetitive needs for supplies/services
- Establish with one or more schedule contractors
- Provides ordering activity an opportunity to negotiate greater discounts

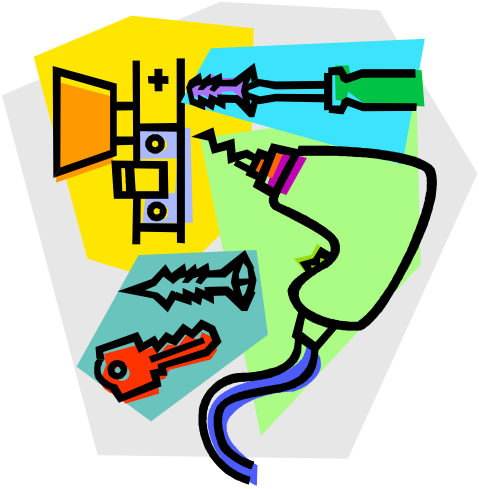
Contractor Teaming Arrangements (CTAs)

- **Two or more GSA schedule contractors work together to perform a task**
- **Contractor teams are issued one task order**
- **Task orders can be issued to Team Lead or directly to Team Member**
- **Enables Contractors to Consolidate Unique Capabilities**
- **Offers the Government the Best Combination of Performance, Cost and Delivery**
- **Allows Government to procure a total solution rather than making separate buys for each part of requirement**
- **Increases Small Business Participation**

www.gsa.gov/cta

GSA's COMMITMENT

At GSA, we have a continuous commitment to acquisition excellence. We provide policy, leadership, and expertly managed space, services, products and solutions at "Best Value" to enable federal employees to accomplish their missions.



Schedule 056 – Buildings and Building Materials/Industrial Services and Supplies

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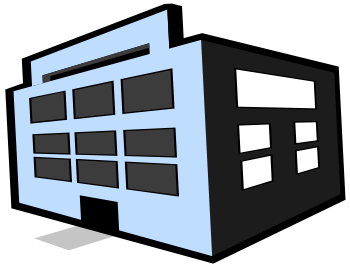

QUESTIONS

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