



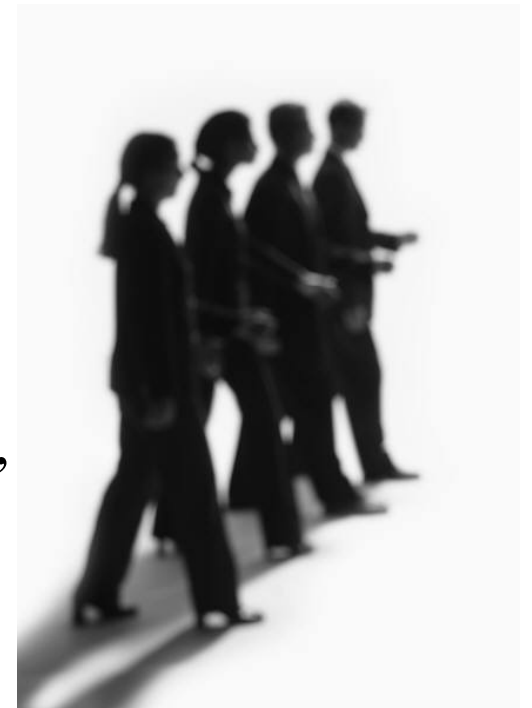
GSA



General Services Administration

Mission Statement

The General Services Administration (GSA) leverages the buying power of the Federal government to acquire best value for taxpayers and our Federal customers. We exercise responsible asset management. We deliver superior workplaces, quality acquisition services, and expert business solutions. We develop innovative and effective management policies.





GSA Office of Small Business Utilization

Doing Business with
The General Services Administration

Dinora Gonzalez

Region 4 / Southeast Sunbelt Region
Small Business Technical Advisor



As a courtesy to the class. . .

*Please turn all cell phones off,
or place them on vibrate.*

Thank You!



Discussion Topics

- General Services Administration –
 - Key Player in Federal Procurement
- GSA Schedule Contracts
- Vendor Requirements and Qualifications
- Finding Opportunities
- Q&A / Summary



Office of Small Business Utilization

Mission/Goal



- As the General Services Administration's (GSA) small business advocate, we engage in strategies that provide contracting opportunities for small minority, service disabled veteran, veteran, and women-owned (including small businesses located in HUBzones) businesses.



Regional Office of Small Business Utilization

Main Focus:



Education and Outreach

- Vendor Community
- In-House Acquisition Staff
- Prime Contractors

GSA



Regional Office of Small Business Utilization

GSA's advocate for the Small Business
Community

Established June 26, 1979 pursuant to
Public Law (P.L.) 95-507

<http://osdbu.gov/listofmembers.htm>

GSA



General Services Administration

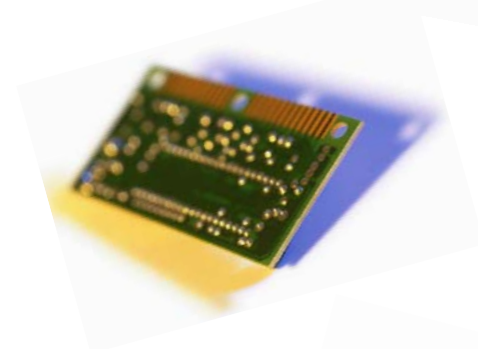
Key Player in the Federal Procurement Process



GSA Today

One GSA – One Voice

- Public Building Services (PBS)
- *Federal Acquisition Services (FAS)
 - Technology & Professional Services
 - General Commodities, Travel & Fleet
 - GSA Multiple Award Schedules
- *Recent reorganization merged Federal Technology Services (FTS) & Federal Supply Services (FSS) to form FAS.





U. S. General Services Administration

- The federal government’s procurement expert.
- Help federal agencies acquire the space, products, services and consulting they need from federal and commercial sources.
- Manage the Multiple Award Schedules Program
- Sell surplus federal property, such as real estate and vehicles to the public.



What We Buy: Products

- Environmentally-Friendly
- Furniture & Fixtures
- IT Hardware & Software
- Facilities Maintenance
- Office Supplies and Equipment
- Vehicle: Buying & Maintaining



What We Buy: Services

Citizen Relationship

Financial Services

Facilities Management

Integrated Workplace
Solutions

IT Procurement Assistance

Professional Services

Property Disposal

Relocation

Security

Transportation

Travel

Vehicle Leasing

Worldwide

Telecommunications



Public Building Services

- Builder and Landlord of over 8000 government-owned or leased buildings
- Physical/Electronic Security (Homeland Security)
- Central Facilities Management
- Cafeteria/Vending
- Landscaping Services
- Relocation Services



Public Building Services

Architectural and engineering services;
Construction of new buildings and facilities;
Paving and concrete work;
Elevator installation and repair;
Interior design and decorating;
Demolition
Building security
Environmental testing and remediation
Central facilities management



Technology & Professional Services

Information technology and
Telecommunication Products and
Services, ranging from laptop
computers to Professional
Engineering Services



Information technology and network solutions:

- Office systems support, design and integration projects;
- Software and data center management;
- Off-the shelf hardware/software;
- Local and metropolitan area telecommunications
- Long distance services and support
- Internet service
- Information security
- Wiring/cable
- Wireless and satellite services



*General Purpose Supplies,
Equipment, Fleet and Travel
Services*



General Commodities & Services

Hand and power tools and hardware

Paints, waxes, adhesives and brushes

Travel Management

Agency and Residential Locator

Laundry, cleaning equipment and supplies

Carpets, drapes and blinds

Event Planning / Marketing

GSA



GSA Schedule Contracts





What is a GSA Schedule Contract?

Pre-negotiated contracts where prices; contract terms; and, conditions have been agreed to in advance and are considered “*fair and reasonable*” by the government;

Agreements between the federal Government and eligible vendors who agree to honor negotiated prices, terms and conditions **IF and WHEN an agency places an order.**





GSA Schedules are grouped together by similar/related commercial products and services. For example. . .

Information Technology
Mission Oriented Business Integrated
Services (MOBIS)
Professional Engineering Services
(PES)
Environmental Services
Advertising & Integrated Marketing
Solutions (AIMS)
Financial and Business Solutions
(FABS)

Financial and Business Solutions (FABS)
Human Resources and EEO Services
Temporary Administrative &
Professional Staffing (TAPS)
Office Supplies and Administrative
Services
Office Furniture
Logistics Worldwide (LOGWORLD)
And Many More...





Features of GSA Schedule:

- Indefinite-Delivery, Indefinite-Quantity (IDIQ) contracts;
- Appropriate only for off-the-shelf” type commercial items;
- 5 year basic with 3 five-year option periods;
- Non-Bid Contract: Vendors can *apply* for a GSA Schedule Contract by filling out and submitting the appropriate “Schedule” solicitation.
- Contract issued to vendors who meet eligibility requirements and offer fair market pricing.
- Process takes approximately 3-6 months*



Other Features of a GSA Schedule Contract:

- Streamlined procurement process:
 - Contracting vehicles allow contracting officers to buy goods and services quickly without going through the traditional solicitation process
 - Contracting / Procurement officials can buy from your company without going to open solicitation
- Preferred method of buying for most federal & state agencies.



Who Can Buy From Schedule Contractors?

- Executive & Other Federal Agencies
- Mixed-Ownership Government Corporation (FDIC, Federal Home Loan Banks, etc.)
- The District of Columbia
- Cost Reimbursable Government Contractors authorized in writing by a Federal agency (48 CFR 51.1)
- State and Local Government for Information Technology ONLY (Cooperative Purchasing)





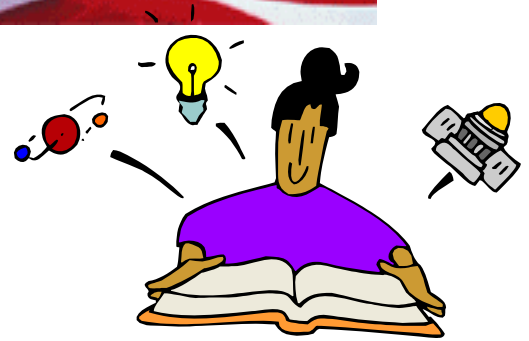
What Information Will GSA Request?

Product Companies	Services Companies
Administrative Data: Company Address, Tax ID Number, Representations and Certifications	
Customer References	
	Technical Proposal: Description of a minimum of three past performance projects, executive summary of company, company financial data (most recent annual report or financial summary); exceptions possible for emerging business
Pricing Information: a commercial sales practices chart (overview of company pricing/discounting policies)	
Pricing information: commercial pricelist/product descriptive information	Pricing Information: labor category comparison chart
Miscellaneous information	





Getting Started:



Is there a Schedule listing for your products or service?

www.gsaelibrary.gsa.gov



GSA E-Library

One-Stop-Information web page

Search by product / service; contractor; keyword, schedule number, or Special Item Number (SIN)

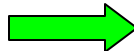
Quick Schedule link

The screenshot shows the GSA Schedules e-Library website in a Microsoft Internet Explorer browser window. The page title is "Welcome to Schedules e-Library - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support". The address bar shows "http://www.gsaelibrary.gsa.gov/ElibMan/ElibHome". The page content includes a "Welcome..." message, a "Search" section with a search bar and a "Search" button, a "Category Guide" with various product categories, and a "Quick Schedule" link in the top right corner. Two green arrows point to the search bar and the Quick Schedule link. The page also features a "Governmentwide Acquisition Contracts (GWAC)" section, a "State and Local Governments" section, and a "Disaster Recovery Purchasing" section. A "New Schedules e-Library" banner is visible in the middle of the page. The bottom of the page contains a warning message: "*** WARNING *** This is a U.S. General Services Administration computer system that is 'FOR OFFICIAL USE ONLY.' This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution. Privacy and Security".



Review the work summary.

Identify which SIN(s) your company would like to offer;



The screenshot shows the GSA Schedules e-Library website for schedule 899. The page title is "GSA Schedules E-Library Schedule Summary - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support". The browser address bar shows the URL: http://www.gsaelibrary.gsa.gov/EIRMan/ScheduleSummary?scheduleNumber=899. The page header includes "GSA Schedules e-Library", "GSA Advantage", and "e-Buy". The main content area is titled "899 ENVIRONMENTAL SERVICES" and includes a "Schedule Summary" section with contact information: "Phone: 1-800-241-RAIN" and "E-mail: environmental@gsa.gov". Below this, there are links for "GSA Contracts Online Federal Buyers..." and "Vendors". A "999 Category list" dropdown menu is visible. The main table lists the following categories and descriptions:

Category	Description
899 1	Environmental Planning Services & Documentation - Services to include, but not limited to: Environmental Assessments and Environmental Impact Statements under the National Environmental Policy Act (NEPA); Endangered Species, Wetlands, Watersheds and other Natural Resource Management plans; Archaeological and/or Cultural Resource Management Plans; Environmental Program Management and Environmental Regulation Development; Economic, Technical and/or Risk Analysis; and, other environmentally related studies and/or consultations. Homeland Security issues including vulnerability assessments, biochemical protection, identification of threats and protective measures to mitigate the threats and Crime Prevention through Environmental Design (CPTED) surveys.
899 2	Environmental Compliance Services - Services to include, but not limited to: Environmental Compliance Audits; Compliance Management and/or Contingency Planning; Permitting; Spill Prevention/Control and Countermeasure Plans; Pollution Prevention Surveys; ISO 14000/ Environmental Management Systems (EMS); and, Community Right to-Know Act reporting.
899 3	Environmental Occupational Training Services - Training to include standard (off-the-shelf), customized, and/or computer-based interactive courses, as well as converting existing courses to electronic media. Training may be conducted on or off site and may be on any number of environmentally related issues, including fire preparedness training and public fire safety education.
899 4	Waste Management Services - Contractors shall provide operational service, advice, or guidance in support of agencies- Waste Management Services. Examples include, but are not limited to: Data Collection, Feasibility or Risk Analysis; RCRA/CERCLA Site Investigation; Hazard and/or Non Hazardous Exposure Assessments; Waste Characterization and Source Reduction Studies; Review and Recommendation of Waste Tracking or Handling Systems; Waste Management Plans and/or Surveys; Waste Minimization/Pollution Prevention Initiatives; Review of Technologies and Processes Impacting Waste Management; Management, Furnishing or Inventory of Material Safety Data via CD, Internet, Facsimile, Mail or other Media; Development of Emergency Response Plans.
899 5	Reclamation, Recycling & Disposal Services - Establishment and/or operation of waste management and/or recycling systems to include waste collection, reuse assessments, inventory, destruction, inventory transfer and/or disposal after compliance with GSA Office of Personal Property Management requirements outlined in FMR's 101-42, 102-36, and 102-37 (as applicable). Types of waste management and/or recycling systems include, but are not limited to: Excess Inventory; Surplus Inventory; Management and oversight of HazMat disposal operations; Confiscated Materials; Electronic Equipment; Batteries; Chemicals; Solids; Biological; Cathode Ray Tubes (CRTs); and Waste Minimization/Pollution Prevention initiatives. This effort does not include nuclear or radioactive waste.
899 6	Remote Advisory Services - Provide remotely delivered advisory services in support of agency's environmental programs. Services to include, but not limited to:



View your competitor's offering and pricing;

Review their SIN(s);
corresponding prices;
and, other pertinent
information

The screenshot shows the GSA Schedules e-Library website in Microsoft Internet Explorer. The page title is "GSA Schedule e-Library Schedule Details - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support". The address bar shows the URL: <http://www.gsaelibrary.gsa.gov/ElbMain/ScheduleDetails?scheduleNumber=899&executeQuery=YES&specialItemNumber=899+1>. The page header includes "GSA Schedules e-Library", "GSA Advantage", and "e-Buy". The main content area displays "Schedule Details" for "ENVIRONMENTAL SERVICES" (SIN 899). A table lists 50 of 678 contractors, with columns for Contractor, Contract #, Phone, City, State, Socio-Economic, and Contract Terms & Conditions. A green arrow points to the "Socio-Economic" column for the contractor "A H ENVIRONMENTAL CONSULTANTS IN".

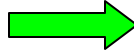
Contractor	Contract #	Phone	(Sort by) City, State	Socio- Economic	Contract Terms & Conditions	View Catalog
3D ENVIROLOGICS LLC	GS-10F-0240R	(434)975-0697	EARLYSVILLE ,VA	s/w		GSA Advantage!
4G CONSULTING LLC	GS-10F-0197N	(651)296-0926	SAINT PAUL ,MN	s/w		GSA Advantage!
A B S G CONSULTING INC	GS-10F-0218K	(865)966-5232	KNOXVILLE ,TN	o		GSA Advantage!
A D MARBLE & CO INC	GS-10F-0531P	(484)533-2500	CONSHOHOCKEN ,PA			GSA Advantage!
A H ENVIRONMENTAL CONSULTANTS IN	GS-10F-0034K	(757)873-4959	NEWPORT NEWS ,VA	s/d/o		GSA Advantage!
AARCHER INC	GS-10F-0451M	410-697-9100 ext 103	ANNAPOLIS ,MD	s		GSA Advantage!
ABR INC	GS-10F-0175M	(907)455-6777	FAIRBANKS ,AK	s		GSA Advantage!
ABT ASSOCIATES INC	GS-10F-0146L	(617)349-2857	CAMBRIDGE ,MA	o		GSA Advantage!
ADELANTE CONSULTING, INC.	GS-10F-0601P	(505)920-4150	SANTA FE ,NM	s/w		GSA Advantage!
ADVANCED ENGINEERING DESIGN INC	GS-10F-0295S	(301)683-2112	HYATTSVILLE ,MD	s/d/o		GSA Advantage!
ADVANCED ENVIRONMENTAL CONSULTAN	GS-10F-0043T	(601)362-1788	JACKSON ,MS	s/d/w/o		GSA Advantage!
ADVANCED ENVIRONMENTAL SERV INC	GS-10F-0039S	(800)850-8680	MISSION VIEJO ,CA	s/w		GSA Advantage!
ADVANCED GEOSERVICES CORPORATION	GS-00F-0035P	(610)840-9100	WEST CHESTER ,PA	o		GSA Advantage!
ADVANCED RESOURCE SOLUTIONS, INC	GS-10F-0261S	(530)676-1095	SHINGLE SPRINGS ,CA	s		GSA Advantage!



Schedule Sales Query:

<http://ssq.gsa.gov>

Enables you to create various GSA sales reports



You can search GSA sales by:

- Schedule; SIN;
- Contractor
- Fiscal Quarter/Year(s)

Schedule Sales Query Report Generation System

Step 2 of 3

We have various report formats from which to choose. Please see the *examples* of each report to determine which one will suit your needs. Please select the type of report you want to view.

- 1. All Schedules by Fiscal Year
- 2. All Schedules by all Available Fiscal Years
- 3. SIN & Schedule Totals by Fiscal Year
- 4. All Contract Sales by Schedule by Fiscal Year
- 5. Schedule Sales Grand Total by Quarter by Fiscal Year
- 6. Total for All Quarters by Contractor by Fiscal Year
- 7. Total by Quarter & SIN by Contract Number and Fiscal Year
- 8. Total for Each Quarter for a Specific SIN by Fiscal Year
- 9. Total by Quarter & Contract for a Specific Contractor and Fiscal Year
- 10. Total by Contractor for a Specific Schedule and Fiscal Year
- 11. All Sales by Fiscal Year for a Specific SIN Number

[View Example](#) [Generate Report](#)



After reviewing your competition return to the schedule summary web page

Link to the schedule solicitation on FedBizOpps to download the document

The screenshot shows the GSA Schedules e-Library website. The page title is "GSA Schedules E-Library Schedule Summary - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support". The address bar shows the URL: <http://www.gsaelibrary.gsa.gov/EIRMan/ScheduleSummary?scheduleNumber=899>. The page features a search bar and navigation links for Home, Federal Supply Schedule Listing, Basic Schedule Ordering Guidelines, and Help. The main content area is titled "899 ENVIRONMENTAL SERVICES" and includes a "Schedule (PDF)" icon, a "View Contract Clauses" link with a green arrow pointing to it, and a "Vendors" link with the text "Click here to view the current solicitation on FedBizOpps". Below this is a "899 Category list" with a dropdown menu and a "Go" button. The main table lists categories with descriptions:

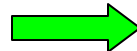
Category	Description
899 1	Environmental Planning Services & Documentation - Services to include, but not limited to: Environmental Assessments and Environmental Impact Statements under the National Environmental Policy Act (NEPA); Endangered Species, Wetlands, Watersheds and other Natural Resource Management plans; Archaeological and/or Cultural Resource Management Plans; Environmental Program Management and Environmental Regulation Development; Economic, Technical and/or Risk Analysis; and, other environmentally related studies and/or consultations. Homeland Security issues including vulnerability assessments, biochemical protection, identification of threats and protective measures to mitigate the threats and Crime Prevention through Environmental Design (CPTED) surveys.
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899 4	Waste Management Services - Contractors shall provide operational service, advice, or guidance in support of agencies- Waste Management Services. Examples include, but are not limited to: Data Collection, Feasibility or Risk Analysis; RCRA/CERCLA Site Investigation; Hazard and/or Non Hazardous Exposure Assessments; Waste Characterization and Source Reduction Studies; Review and Recommendation of Waste Tracking or Handling Systems; Waste Management Plans and/or Surveys; Waste Minimization/Pollution Prevention Initiatives; Review of Technologies and Processes Impacting Waste Management; Management, Furnishing or Inventory of Material Safety Data via CD, Internet, Facsimile, Mail or other Media; Development of Emergency Response Plans.
899 5	Reclamation, Recycling & Disposal Services - Establishment and/or operation of waste management and/or recycling systems to include waste collection, reuse assessments, inventory, destruction, inventory transfer and/or disposal after compliance with GSA Office of Personal Property Management requirements outlined in FMR's 101-42, 102-36, and 102-37 (as applicable). Types of waste management and/or recycling systems include, but are not limited to: Excess Inventory; Surplus Inventory; Management and oversight of HazMat disposal operations; Confiscated Materials; Electronic Equipment; Batteries; Chemicals; Solids; Biological; Cathode Ray Tubes (CRTs); and Waste Minimization/Pollution Prevention initiatives. This effort does not include nuclear or radioactive waste.
899 6	Remote Advisory Services - Provide remotely delivered advisory services in support of agency's environmental programs. Services to include, but not limited to:



Linked from the GSA web page

Solicitations are on-going, with no closing date

Solicitations may be taken down periodically for refreshment



Posting Results Drilldown - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support

File Edit View Favorites Tools Help

Address <http://www.fbo.gov/spg/GSA/FSS/10FT/TFTP%2DEW%2D990899%2DE/isting.html>

Google

Vendors
Federal Business Opportunities

General Services Administration

GSA

Business Opportunities

Office : Federal Supply Service (FSS)
Location : Management Services Center (10FT)

Solicitation number : TFTP-EW-990899-B
Title : R -- REFRESHED (#7) MULTIPLE AWARD SCHEDULE SOLICITATION FOR: ENVIRONMENTAL SERVICES

[Solicitation 01](#) - Posted on Aug 30, 2006
[Synopsis](#) - Posted on Aug 30, 2006

Register to Receive Notification

Numbered Notes

[SEARCH synopses Procurement Reference Library](#)

Done

Start Novell GroupWise - Mailbox Microsoft PowerPoint - [...] GSA Schedules E-Library... Posting Results Drill...

Internet 12:44 PM



Downloading The Solicitation

Click on “***all files***” to ensure that you get all the necessary materials

Keep a paper copy and electronic copy of the solicitation for your records

The screenshot shows a Microsoft Internet Explorer browser window displaying the FBO website. The page title is "Vendors Federal Business Opportunities". The main content area shows a solicitation for "R -- REFRESHED (#7) MULTIPLE AWARD SCHEDULE SOLICITATION FOR: ENVIRONMENTAL SERVICES" with ID "TFTP-EW-990899-B". A text box contains a disclaimer about document inconsistencies. Below this is a table of attachments:

Description	Size (Bytes)	File Format
Environmental Services Attachment No. 1	61,440	Microsoft Word
Environmental Services Attachment No. 2	33,792	Microsoft Word
Environmental Services Attachment No. 3	270,848	Microsoft Word
Environmental Services Attachment No. 4	95,744	Microsoft Word
Environmental Services Attachment No. 5	124,928	Microsoft Word
Environmental Services MAS Solicitation	1,274,880	Microsoft Word
All Files	338,122	Zip Compression

A green arrow points to the "All Files" link. Below the table is a "Register to Receive Notification" button. The right sidebar contains navigation links for "Find Business Opportunity", "Vendors Links", "Post by Agencies", "FBO Technical Support", and "FedBizOpps Home".



Understanding Contract Sales Criteria

Clause I-FSS-639

- A contract will not be awarded unless anticipated sales are expected to exceed \$25,000 within the first 24 months following contract award, and are expected to exceed \$25,000 in sales each 12 month period thereafter.
- The Government may cancel the contract in accordance with clause 552.238-73, Cancellation, unless reported sales are at the levels specified...



Contract Terms

-Load all prices, discounts, terms and conditions to GSA Advantage!® www.gsaadvantage.gov

-The contract is 5 years with three 5 year options (total of 20 years). Renewals must be mutually beneficial.

-Price increases and modifications to the contract are outlined in your contract.

Economic Price Adjustment – 3x a year / 4%

-Credit Card Acceptance



Vendor Requirements





Assumptions

That you are registered in all appropriate websites;

That you have a basic knowledge of federal contracting,
i.e. the FAR, how the process works;

That your company has been in business at least two
years;

That your company has actual commercial sales on the
products & services you are offering;



Business Basics

All Companies Desiring to work with the Federal government should at the very *least* complete these registrations.

- North American Industrial Classification Code (NAICS) www.census.gov
- Dun and Bradstreet (D & B) www.dnb.com 866-472-7362
- Central Contract Registration (CCR) www.ccr.gov
 - Dynamic Business Search
- Online Representations and Certifications www.bpn.gov/orca
- Small Business Certifications www.sba.gov



Do you know your NAICS code?

The North American Industry Classification Systems (NAICS)
(Pronounced NAKES)

What is it?

A 5-digit number that identifies your product, service or industry.

It also determines size standards.

All vendors must use the appropriate NAICS code for the product or service they want to offer.

<http://www.sba.gov/size>

Phone: 301-763-INFO (4636)





NAICS Code	Business Category	Size Standard In Millions of \$	Size Standard in number of employees
23622	Commercial/ Institutional Construction	\$31.0	
238160	Roofing Contractors	\$13.0	
541611	Admin/Mgmt Consultant	\$6.5	
541519	Information Technology Resellers		150





On-Line Registration

Do you have a Duns and Bradstreet Number or if “yes”, have you updated your information?

Duns and Bradstreet (D&B) provides a unique nine-digit identification called a D-U-N-S Number.

<http://smallbusiness.dnb.com.default.asp>

Phone: (866) 472-7362



Certifications: Small Business Programs

Formal Certifications

SBA 8(a) Program

HUB Zone

Small Disadvantaged
Business

Self Certifications

Small Business

Woman Owned Business

Service Disabled Veteran
Owned Small Business

Veteran Owned Business

Phone: 1-800-U-ASK-SBA





Performance Review

Past Performance Evaluations are completed through a private contractor called Open Ratings Inc. They will survey your customers and assign a score to your company according to the customers reply for a fee of \$125.00. This score will be used to compare your past performance with others.

www.openratings.com.



Open Ratings Report

1. Overall, how satisfied do you feel about the performance of this company during this transaction?
2. How reliably do you think this company follows through on its commitments?
3. How closely did your final total costs correspond to your expectations at the beginning of the transaction?
4. How well do you think the product/service delivered matched your order specifications?
5. How satisfied do you feel about the timeliness of the product/service delivery?
6. How satisfied do you feel about the quality of the product/service provided by this company?



Open Ratings Report

7. How easy do you think this company is to do business with?
8. How satisfied do you feel about the attitude, courtesy, and professionalism of this company's staff?
9. How satisfied do you feel about the customer support you received from this company?
10. How responsive do you think this company was to information requests, issues, or problems that arose in the course of the transaction?
11. What is the average purchase amount you made with this supplier in the past 12 months? (US\$)
12. How long have you been doing business with this company?



Are you financially stable?

All debts to government paid

Student loan, SBA Loans, no back taxes. . .

How's your credit?

Do you have access to capital?



Can you offer fair market pricing?

The program is designed to offer *Federal Government buyers better prices, terms and conditions than they have available in the commercial market.

Most Favored Customer Pricing

*Some “Schedules” available to State & local Governments.



Accept Government Purchase Cards

Schedule contractors are **REQUIRED** to accept the purchase card for micro-purchases (purchases \$3,000 and less).



What If You Need Assistance In Completing Your Offer?

Procurement Technical Assistance Centers

www.dla.mil/db/procurem.htm (listed by
State)

www.aptac-us.org

FREE COUNSELING



Review of: 7- Step Process. . .

1. Find the appropriate GSA MAS Solicitation for your product or service:

www.gsaelibrary.gsa.gov

2. Download the appropriate solicitation;
3. Complete Past Performance Information – Submit to Open Ratings; pay \$125 Fee



Review: 7- Step Process. . .

4. Fill out MAS Solicitation / Seek Assistance from the PTAC;
5. Sign the Standard Form 1449 (SF 1449) in Blocks 30 (a) and (b); Without signature your offer may be returned;
6. Mail your proposal/offer to the address listed in Block 9 of the SF 1449;
7. Questions about your submission should be directed to the POC in Blocks 7(a) and (b) of the SF 1449.



Acquisition Centers

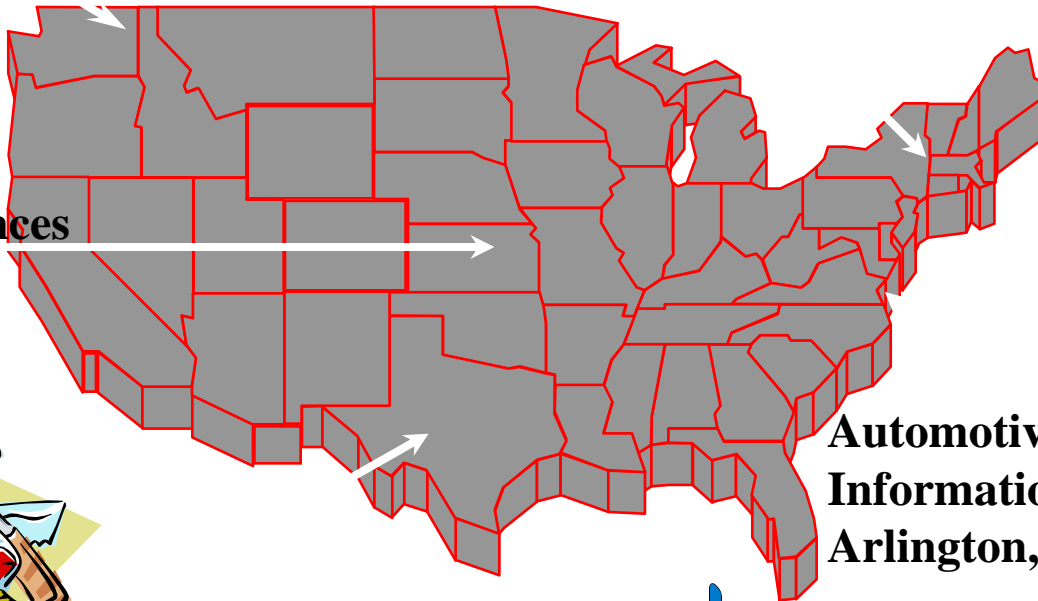
Management Services, Auburn, WA



Office Supplies & Paper Products – New York, NY



**Hardware and Appliances
Kansas City, MO**



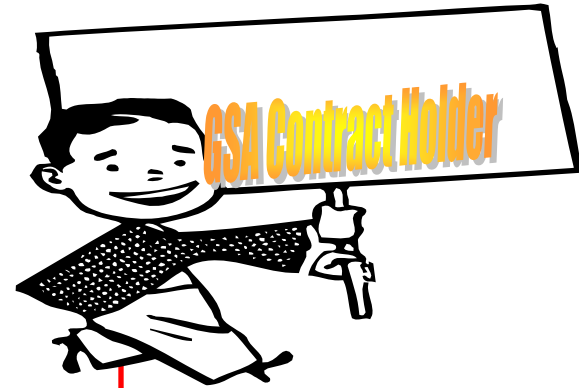
**Automotive, Furniture,
Information Technology -
Arlington, VA**

General Products – Ft. Worth, TX





Issuance/Evaluation/Award



Timeline

YOU:
Complete Online Registrations and Start Past Performance Review

YOU:
Obtain and Complete Solicitation

YOU:
Submit Completed Offer

GSA:
Evaluates /Reviews Offer

GSA/YOU:
Negotiate Offer

GSA: Rejects or Accepts the Offer If Rejected, request debriefing within 3 days

YOU: Load information to GSA Advantage

YOU: Proactively market your MAS contract to eligible buyers

3 - 6 MONTHS





Local Procurement Assistance Center

Chuck Schadl - Procurement Counselor

404-894-0932 chuck.schadl@innovate.gatech.edu

Dannie James - Procurement Counselor

404-894-8832 dannie.james@innovate.gatech.edu

Joe Beaulieu - Procurement Counselor

404-894-0266 joe.beaulieu@innovate.gatech.edu



The New Multiple Award Schedule (MAS) Express Program. New initiative to streamline the award process to 30 days or less

Website is: <http://www.GSA.Gov/Masexpress>.

Phone: (866) 472-5738

Email: MAS.Express@gsa.Gov.



Multiple Award Schedule Express Program.

Limited to the following GSA Schedules:

Professional Audio and Video /

Telecommunication & Security Solutions

Photographic Equipment

Information Technology: Some items

Promotional Items (trophies and awards)

Shipping, Packaging & Packing Supplies.



Multiple Award Schedule Express Program.

Continued. . .

Office Supplies / Office Furniture

Special-Use Furniture

Environmental services

Travel services

Training aids & Course Development services

Hardware

Food services and cleaning

Transportation, Delivery & Relocation services



Finding Opportunities. . .





GSA Advantage! And E-Buy

Online shopping and ordering system

- **Government Uses GSA Advantage! to:**
 - Search for items/services/suppliers; Place orders
 - Perform market research; Compare features, prices, and delivery
- **E-Buy:** To Request for Quotes and Proposals.
- **Contractors Use GSA Advantage! to:**
 - Research competition
 - Sell to the federal marketplace



FedBizOpps

FEDBIZOPPS:

www.fedbizopps.gov

or www.fbo.gov

**Opportunities over \$25,000 are posted
on this website**

A solid blue horizontal bar at the bottom of the slide.



On-Line Forecasts

Public Law 100-656 Business Opportunity
Development Reform Act of 1988

- Informs the business community of anticipated contracts offered by GSA for current fiscal year
- www.gsa.gov//smallbusiness
- www.gsa.gov/forecastcontractingopportunities.com



Subcontracting Opportunities

- Prime contractors for goods/services \$500,000+ and \$1 million+ for construction must subcontract a percentage of the contract to Small Business
- Goals: SB – 39%, SDB – 6%, WOB – 5%
HUB – 3%, VOSB – 5%, SDVOB – 3%
- Prime Contractor must submit contracting plan and demonstrate good faith effort



Subcontracting Opportunities

GSA posts a list of prime contractors in the Subcontracting Directory at <http://www.gsa.gov/smallbusiness>, look under Publications and click on Subcontracting Directory.

SBA has SUBNET where primes post subcontracting opportunities at <http://web.sba.gov/subnet>.



Matchmaking & Networking Events

Match viable small businesses with agency acquisition staff / decision makers

What They Look For:

- Vendor Registrations
- Performance History & Financial Stability
- GSA Schedule Holder preferred

www.gsa.gov//smallbusiness



Disaster Recovery Opportunities

www.fbo.gov: Follow directions for
“Hurricane Emergency Contracting Information”

www.sba.gov/GC: List of Procurement Center Representatives
specifically available to assist in answering questions about
Hurricanes Katrina and Rita relief.

US Army Corps of Engineers:

<http://www.lrl.usace.army.mil/DisasterEquip/>

Centers for Disease Control (CDC): Curtis Bryant: 770.488.2806
CDC focuses on medical services and medical supplies.



Disaster Recovery Purchasing Legislation

- All GSA Federal Supply Schedule contracts are open to state and local government agencies for the specific purpose of disaster recovery *only*

For More Information: www.gsa.gov/disasterrecovery

Tricia Reed, patricia.reed@gsa.gov,

571-259-9921



Training

The FSS Center for Acquisition for Excellence

Online, self-paced training course,

"How to Become a Contractor—GSA Schedules Program."

The Information Technology (IT) Acquisition Center

IT training seminars for GSA Schedule 70 on "How to Prepare a Quality Offer"



GSA



e-Tools...

- www.gsa.gov
- www.gsa.gov/
 - schedules
 - elibrary
 - gsaadvantage
 - VSC
- fsstraining.gsa.gov



GSA

U.S. General Services Administration



GSA

Schedules e-Library

GSA Federal Supply Service

 **GSA Advantage!**TM

on-line shopping....

Welcome to the FSS Center for Acquisition Excellence Virtual Campus

[Register](#) [Login](#) [Tour](#)



GSA

Vendor Support Center

GSA Federal Supply Service



Additional Support...

- mashelpdesk@gsa.gov
 - (800)488-3111
 - FAX (816) 926-6952
- **ROSBU**
 - (404) 331-5103 (Main Business line)
 - R4smallbiz@gsa.gov





Helpful Websites

- www.gsa.gov//smallbusiness
 - Forecast
 - Publications
- www.usa.gov
- www.sba.gov
 - www.sba.gov/8abd
 - www.sba.gov/hubzone
 - www.sba.gov/size/index.html
- <http://www.usbluepages.gov>





Questions?





Success Strategies. . .

- Familiarize yourself with the Federal Procurement Process
- Complete required Registrations/Certifications
- Know your Bottom line pricing
- Review Agency Forecasts
- Accept Government Purchase Cards
- Explore Subcontracting / Teaming opportunities
- Do you qualify for a GSA Schedule?
- Do you know the points of entry?



Regional Office of Small Business Utilization (ROSBU)

GSA, Region 4

77 Forsyth Street, Suite 650

Atlanta, GA 30303

Office: 404.331.5103 / r4smallbiz@gsa.gov

National Customer Service Center 1-800-488-3111