

consolidated *resources*

gsa's consolidated schedule offers
a single total solution (00corp)



GSA's Consolidated Schedule provides an array of commercially available services. This schedule encompasses most of the services available under the individual Federal Supply Schedules into a single acquisition vehicle. The Consolidated Schedule may be the solution for fulfilling requirements that fit under more than one Schedule. It's appealing to both customers and contractors as it provides an avenue for fulfilling requirements from a Total Solutions approach.



Customers may compete requirements under this schedule that include a combination of services available under the FSS Schedules program. These types of combined requirements may be acquired under this streamlined acquisition vehicle. Contractors that provide multiple services under a single Consolidated Schedule contract have the capability to fulfill these types of requirements. For example, combined services such as engineering, environmental, MOBIS and information technology services may be awarded under a single task order for a Total Solutions approach to fulfilling your requirements.

The array of services available under the Consolidated Schedule include:

- Business consulting (MOBIS)
- Office imaging and document solutions
- Information technology products and services
- Engineering services
- Environmental services
- Facilities maintenance
- Language services

- Logistics services
- Human resource services
- Energy management services
- Training services
- Financial services
- Advertising and integrated marketing solutions

Federal agencies award Consolidated task orders following the Schedule Ordering Procedures outlined in FAR 8.4 and the supplemental Ordering Procedures for Services (Requiring a Statement of Work) posted on the GSA website at www.gsa.gov.

- Develop a Statement of Work
- Conduct market research (GSA Advantage![®], e-Buy or Schedule e-Library)
- Prepare and distribute your Request for Quote
- Evaluate quotes received
- Determine Best Value and issue the task order

To view a list of the current Consolidated contractors go to Schedules e-library at www.gsa.e-library.gsa.gov. Select 00CORP in the dropdown menu under “Quick Schedule” and scroll down to view the appropriate Special Item Numbers.

For additional information regarding the Consolidated Schedule, please visit the GSA website at www.gsa.gov/consolidated or contact us directly at 800 241-7246 (RAIN) or via email at consolidated@gsa.gov.



look to gsa for
photography
equipment and
supplies
point



and shoot!

Schedule 67, Cameras, Photographic Printers, and Related Supplies and Services (Digital and Film-Based), is the place to look for photographic supplies. Do you need film or to have pictures developed? This schedule has it under Special Item Numbers (SINs) 19-1 and 19-100. Do you need to have photos restored or placed on a CD? These services also may be found under Schedule 67's, SIN 19-100. How about a scanner for your desk? You can find this item under SIN 20-320. Listed below are just a few of the items available under Schedule 67's various SINs.

19-1 Film, Paper, Etc. For Photo and Radiographic Applications

This SIN includes 35mm, 70mm, aerial, still picture, motion picture, and x-ray film, as well as paper and chemicals for photo and radiographic applications.

19-100 Photographic Services and Solutions

SIN 19-100 includes a variety of film processing services for 16mm and 35mm, microfilm, slides, and filmstrips. This SIN also allows customers to have photos scanned, retouched, restored, archived, duplicated, saved on CD, or even stored on a vendor-maintained website.

20-130 Photographic Laboratory Systems

Under SIN 20-130, Photographic Laboratory Systems, vendors can handle images on film, CDs, floppy discs, memory cards, or even in e-mails to perform many services. (For digital cameras, instant prints are available via the Internet.)

20-316 Cameras and Accessories

Digital, 35mm, photo ID, and microfilm cameras are available under SIN 20-316. (SIN 20-316 also offers print systems to produce quality IDs and software for microfilm cameras.)

20-320 Photographic Digital Technologies

SIN 20-320 offers desktop digital photo equipment such as scanners, inkjet, wide-format printers, and software to make your job easier.

262-53 Product Support for Photographic Projects and Services

Under SIN 262-53, customers can find photographic product support for a variety of jobs.

67-99 New Products and Technology

This SIN consists of new products or technology in the photographic field.

If you have any questions about Schedule 67, Cameras, Photographic Printers, and Related Supplies and Services (Digital and Film-Based), please contact GSA for additional information.

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you've got the power!



maximize the power of your purchase card with these simple strategies

by Michele Broccolino and Kristann Montague

Purchase cards have revolutionized the way the federal government acquires commercial products and services. They are easy to use, accepted virtually worldwide, and save the government over \$1.4 billion a year through administrative efficiencies. Purchase cards have the added benefit of providing rebates to agencies based on their spending volume. In 2003, the rebates exceeded \$100 million.

While these figures are impressive, they represent only part of the savings the government can achieve when purchase cards are used strategically. Here are three common-sense approaches that can stretch your purchasing budget even further:

Train Cardholders to Shop Smarter

Traditionally, cardholder training has focused on ensuring that cardholders are familiar with rules and ethics of using the card. Although these are still critical components of training, agencies should also encourage cardholders to get the best deal whenever feasible. To assist agencies with this process, GSA is updating its online cardholder training to provide cardholders more information on smart shopping. The free online training is available through the GSA SmartPay® website,

www.gsa.gov/gasmpay.

GSAAdvantage.® continues to be a premier one-stop source for discounted prices on millions of products and services. Since it accepts purchase cards for payment, it is one of the most convenient and effective ways for cardholders to shop. The newly updated GSAAdvantage.® website, www.gsaAdvantage.gov, contains a self-paced tutorial on using the site, so even new cardholders can begin using the system within minutes.

Finally, agencies that have negotiated blanket purchase agreements should ensure cardholders are familiar with them and use them when appropriate.

Obtain Point-of-Sale Discounts

The easiest way to obtain savings is to receive a discount right at the register – commonly referred to as point-of-sale discount. GSA has already negotiated point-of-sale discounts with major retailers such as Office Depot, Ace Hardware, and Barnes & Noble, so when transactions are processed the discount is automatically given. You can access the entire list of vendors who provide point-of-sale discounts at the GSA SmartPay® website.

Cardholders may also be able to obtain discounts on their retail purchases just by asking the cashier a simple question: “Do you offer discounts on government purchases?” Many vendors do, so it’s always smart to ask.

Negotiate Discounts with Top Vendors

All federal agencies have access to purchase card data on their top vendors and spending categories. This information can enable contract negotiators to obtain favorable discounts with those top vendors. In some cases, these discounts will exceed the discounts already available through the GSA Schedules program. For example, the Department of Agriculture negotiated significant discounts on office supplies using this methodology, resulting in an estimated savings of \$1.8 million.

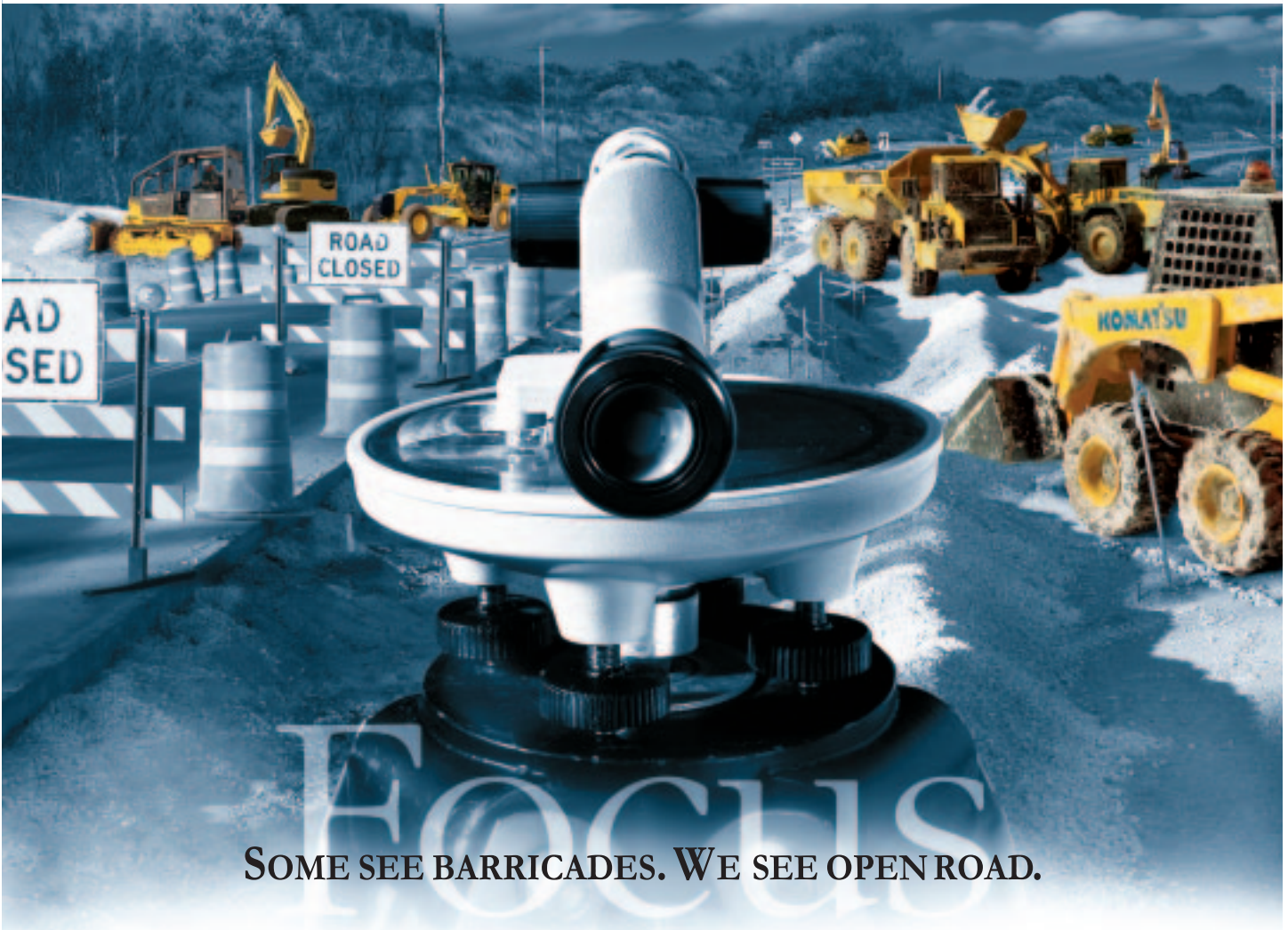
GSA continues to work with its industry partners to obtain more comprehensive data that can be translated into additional savings. Purchase cards have already proven to be a great simplifier for acquisition professionals and retailers alike. They may be small; but when used wisely, they can result in huge savings.

For Further Reading

The Government Accountability Office (GAO) recently published a report on how agencies can leverage their purchase cards to obtain additional savings. This report, GAO-04-430, is available through the GAO website, www.gao.gov. This report is highly recommended to agencies interested in achieving additional savings through their purchase card programs.



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