



Professional Support Services

Did You Know...

We now offer a wide variety of financial service programs. Our Multiple Award Schedules for financial services and GSA SmartPay provide you with assistance to track and control your agency's expenses, reduce administrative costs, manage and service financial assets, plus a whole lot MORE!!!

Auditing and Financial Management Services

Are GPRA, GMRA, the CFO Act and OMB regulations making alphabet soup out of your financial picture?

Well then, let the Services Acquisition Center help you bring your agency's financial picture into focus. Our multiple award schedule provides you with direct access to commercially available auditing and financial management services providers.

Get the specialized expertise you need, but may not have on staff, to help you meet the requirements of the Government Performance and Results Act, the Government Management Reform Act, the Chief Financial Officer's Act and various Office of Management and Budget mandates, circulars and bulletins.

Please visit on-line for more information:

**<http://pub.fss.gsa.gov/services/audit-mgmt-svcs>
or call (703) 305-6658.**

Business Information Services

Want the facts and only the facts? You can get just that with GSA's Multiple Award Schedule for Business Information Services.

Available to all Federal agencies our program provides a streamlined contracting vehicle to procure a variety of consumer and commercial reports.

Industry experts will collect, organize and store financial and business information and provide the data to you in the format of your choice.

If your agency makes investments, issues any type of loans, conducts background checks, handles credit reports, or needs financial or past performance information on a business or individual, *This Schedule Is For You!*

Please visit us on-line for more information:

**<http://pub.fss.gsa.gov/services/bis>
or call (703) 305-6658.**

GSA SmartPay

From Electronic Commerce to Smart Cards, we have solutions to take you into the future!

Use GSA SmartPay to pay for your agency's commercial goods and services as well as travel and fleet related expenses. GSA SmartPay assists you with reducing administrative costs and improving cash management practices by eliminating the need for imprest funds, third party drafts and purchase orders. With GSA SmartPay, your agency can minimize its purchasing processes while maximizing its purchasing power!

Visit us on-line for more information:

**<http://pub.fss.gsa.gov/services/gsa-smartpay>
or call (703) 305-6658.**

Financial Asset Services

Need to explore new revenue sources and meet the requirements of the Debt Collection Improvement Act of 1996?

That's a tough order to fill, especially since you're probably doing "more with less." Let the Services Acquisition Center help you refocus your attention to mission activities.

Our Financial Asset Services Program lets you choose from a wide variety of financial industry professionals who are qualified and committed to helping your agency sell, service and manage any asset that it is currently holding.

We can handle anything from selling notes, loans, buildings and nuclear reactors to servicing loans, managing funds, and restructuring portfolios.

Please visit us on-line for more information:

**<http://pub.fss.gsa.gov/services/asset-svcs>
or call (703) 305-6658.**

Domestic Express Small Package Delivery Services

You want fast, we'll give you fast...and save you money while we're at it! GSA contract for Domestic Express Small Package Delivery Services provides guaranteed next day and second day delivery of your urgent business letters and packages. Other features of this money-saving program include:

- Automatic money-back guarantee if shipments are late
- On-line tracking of your packages
- Saturday pickup and delivery
- Desktop pickup and delivery Optional insurance up to \$50,000
- Dangerous/hazardous goods services
- C.O.D. services

Use GSA's Domestic Express Small Package Delivery Services contract when it absolutely, positively has to be there. On time, very time, or there's no charge!

For more information on this service, visit us on line: <http://pub.fss.gsa.gov/services/fedex> or you can call us at (703) 305-6658.

A great deal just got better!

The General Services Administration (GSA) has extended its contract with Federal Express Corporation (FedEx) for next day and second day delivery services for another year. You've long known this program for great rates (45% better than other corporate contracts) for overnight and second day shipping of packages weighing up to 150 pounds. As a new benefit, you can now pay for FedEx services with the GSA SmartPay Government Purchase card. The Department of Defense can now also pay through its PowerTrack system.

To get the great contract rate, fill out your airbill to ask for Priority Overnight (with a delivery commitment by 10:30 a.m. the next business day or it's free under the contract) or FedEx 2Day (with a delivery commitment by 4:30 p.m. the second business day.)

If your agency is not already signed-up under this program, contact GSA today to start taking advantage of the exceptional contract rates and additional contract benefits.

Information on how to open an account or convert to either PowerTrack or the Government Purchase Card will be available on our website soon at: <http://pub.fss.gsa.gov/services/fedex>

For more information

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NEWS FLASH

Mandatory Source Items
are made by
National Industries
for the Blind,
NISH and
Federal Prison Industries, Inc.

Professional Services Information Available On-Line

The Management Services Center is pleased to announce a simple, new method to search for your service requirements using our website spreadsheets. Here is how it works:

- Download your chosen spreadsheet from our website at: <http://www.northwest.gsa.gov/fss/services/msc.htm>
- Manipulate the spreadsheet through its sort or edit features to find and locate the professional service you are searching for.

The following professional services now feature these new spreadsheets:

- Management, Organizational & Business Improvement Services (MOBIS) Schedule 874
- Environmental Advisory Services Schedule 899
- Mail Management Services Schedule 733 I

The spreadsheets supplement the Special Item Numbers (SINs) by providing a search and sort capability for specific information gathered from the contracts and contractors. They provide convenience to ease your workload and to help narrow your contractor search. The spreadsheets will be updated periodically with new contractors and contract information.

In addition, the spreadsheets can be downloaded and contain valuable information on the companies service specialties. For example, if you are looking for a MOBIS contractor who specializes in ISO 9000 work, simply download the spreadsheet. Then use your spreadsheet sort tool and/or edit find feature to locate that attribute in the Contractor Specialty column.

Please remember that these spreadsheets do not, nor were they ever intended to, replace any contracting requirements.

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New Translation and Interpretation Services

Translation and Interpretation Services are under the FSS Multiple Award Schedule 738 II. This new service helps meet agency needs for multilingual translation and/or interpretation services in native languages and sign language (on-site and one-on-one basis). The Solicitation Number (TFTP-GC-99-7382A) was posted July 1, 1999 at: <http://www.eps.gov.com/>. The first awarded contracts are expected to be available for use soon.

For more information on this new service, please call:
1-800-241-RAIN (7246)



Environmental Advisory Services

The Environmental Advisory Services Schedule provides help to comply with environmental initiatives. At GSA, we are committed to the environment. Through our new “Planet GSA” concept, we now have a coordinated way for the entire Federal community to become more involved in protecting the environment.

This schedule provides Federal agencies with environmental planning, compliance, and training services. It does not include services for excavation of a hazard waste site and is distinct from engineering, design and cleanup.

For more information on this new service, check out our website at:
<http://www.northwest.gsa.gov/fss/services/msc.htm>

GSA Contact Joan Rodgers
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Mail Management Services

The Mail Management Services Schedule assists agencies in conforming to FPMR Amendment A-53 Section 2 of Public Law 94-575 and the United States Postal Service regulations, policies and guidelines.

These services include administrative support such as providing daily mail room staffing, presort mail, bar-coding services, clean-up below standard address format, preparing/packaging mail, addressing, labeling, folding, inserting, bursting, collating, mail match, wrapping, software services, address label printing, lists management, list cleanup and much more.

For more information on this new service, check out our website at:

<http://www.northwest.gsa.gov/fss/services/msc.htm>

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Management, Organizational and Business Improvement Services

The Management, Organization and Business Improvement Services (MOBIS) program can help agencies improve management and organizational effectiveness through the use of specialized consulting, facilitation, survey and training services. In addition, a wide range of services are available to support your outsourcing and A-76 needs.

This schedule provides the Federal community assistance on process and systems improvement, business process engineering, change implementation, strategic and business planning, benchmarking and performance management.

To check out the new awards and see our full menu of FSS Multiple Awards Schedule visit our website at:

www.northwest.gsa.gov/fss/services/msc.htm

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**Watch for more information
in upcoming MarkeTips!**



**Are you
managing your
documents
or are they
managing you?**

Document Production Services (On-site/Off-site)

Imagine having your documents in hours rather than days with a copy and production center right on your site. Not only do you save money on state of the art equipment but our centers are fully staffed with operational and management personnel. All saving you time and money!

Document Conversion Services

Solve your "paperless environment" objectives. Our Document Conversion Services will scan then convert documents to an electronic format for easy storage and retrieval.

Record Management Services

Take the worry out of organizing, moving, archiving, destroying and maintaining large quantities of file records. Our team of professionals will come to your office and do it all.

Document Support Services

Our needs assessment and analysis services will help you determine what you need, show you how to implement it and train your staff for day-to-day equipment operations.

GSA — the One Place for Everything!



For more information, visit our Website at <http://pub.fss.gsa.gov/scientific> or call (703) 305-7425