

Dear Potential Schedule Partner,

Thank you for your inquiry expressing your interest in doing business with the General Services Administration, (GSA) Federal Supply Service (FSS).

To become a Multiple Award Schedules (MAS) FSS contractor, you must first be awarded a contract. Under the Multiple Award Schedules Program, General Services Administration establishes contracts with companies who furnish commercial services and products. GSA establishes the terms and conditions and negotiates the price. Then, we publish a document called a Federal Supply Schedule, which tells what products/services are covered by that Schedule. The Schedules are distributed to federal agencies that can then place orders directly from contractors, following the ordering procedures (which can be viewed at [fss.gsa.gov/schedules](http://fss.gsa.gov/schedules) and click on Ordering from Schedules). Attached is a listing of all of our current Federal Supply Schedules. In order to get a contract under this program, you would need to respond to the appropriate solicitation(s) and go through a review/evaluation process. This process takes approximately 120 days.

There is a wealth of information on the Federal Supply Schedules Program that is located on the FSS homepage at [fss.gsa.gov/schedules/](http://fss.gsa.gov/schedules/) and click on "Getting on Schedule" listed under Related Offerings. Listed are some steps that will assist you in getting started in applying for your GSA Federal Supply Schedule contract.

- Review the [Contractor Guide for GSA Schedules \(MAS\)](#)  
<http://apps.fss.gsa.gov/vendorsguide/>
- Identify the Federal Supply Schedule that covers the types of services or products sold by your company
- Obtain a copy of Federal Supply Schedule solicitation for the product or services on the Internet at <http://www.fedbizopps.gov>.
- Obtain a Dun and Bradstreet references check.
- Be sure you are financially sound.
- Complete all information in the solicitation.
- Be ready to negotiate your best offer.

The Contractor Guide will give you an overview of the Federal Supply Schedules Program, as well as information regarding the submission of a proposal under the Schedules Program. The Contracting Opportunities/Solicitation link will take you to the Federal Business Opportunities Web site: [www.fedbizopps.gov](http://www.fedbizopps.gov) where our current solicitations are available for downloading.

Once you arrive at the FedBizOpps just insert the solicitation number located (shown below) to download the solicitation.

GSA's Office of Enterprise Development assists small business vendors in obtaining information regarding contracting opportunities. The Office of Enterprise Development's Homepage at: <http://www.gsa.gov/oed> contains a variety of information which may be of use to you including specific information on how to register for the workshops which are held on the third Tuesday of every month to inform individuals and businesses how to obtain GSA Federal Supply Schedule

contracts. Also, if you click on Contacts for Small Business Support, you will be able to view a listing of Centers that have been established as the front door to assist vendors in obtaining information regarding contracting opportunities within GSA. The link contains a listing of locations throughout the country, so that you may call or visit the Small Business Center in your geographic area.

Below are some points of contact for specific items you may be interested in providing. Additionally, many offices conduct “How to Prepare a Quality Offer” sessions.

**Services Acquisition Center:** This center has established centers of expertise in three primary service areas: Financial, Professional and Travel and Transportation Services. Financial Support Services include auditing, financial management, accounting, financial asset, business information services, government employee relocations services and GSA SmartPay. Professional Services include engineering, marketing/media and public information services. Travel and Transportation Services encompass airline city pairs and domestic express small package delivery services.

Services Acquisition Center	Solicitation Number	Point of Contact
Domestic Express Delivery Service	FCXA-A3-000005-N	703-305-6962 (john.figard@gsa.gov)
Financial Asset Services	FCXB-BE-000001-N	703-305-3093 (shanna.smith@gsa.gov)
Governmentwide Employee Relocation Service	FCXA-A3-000001-N	703-305-7633 (janis.freeman@gsa.gov)
Business Information Services	FCXB-F5-980003-N	703-305-3093 (shanna.smith@gsa.gov)
Marketing, Media, & Public Information Services	FCXA-S7-990001-N	703-305-7633(janis.freeman@gsa.gov)
Professional Engineering Services	FCXB-B2-990001-N	703-305-6085 (jeffrey.manthos@gsa.gov)
Auditing & Financial Management Services	FCXB-BH-000003-N	703-305-3093 (shanna.smith@gsa.gov)

**Management Services Center:** This center has established centers of expertise in two primary service areas: Organizational Management and Environmental Services. Organizational Management Services include management, organizational and business improvement services (MOBIS), translation/interpretation services, logistics management and energy management services. Environmental Advisory services are also managed in this center.

Management Services Center	Solicitation Number	Point of Contact Joan Rodgers
Language Services	TFTP-GC-017382-B	253-931-7900 (joan.rodgers@gsa.gov)
Management, Organization, and Business Improvement Services	TFTP-MC-000874-1	253-931-7900 (joan.rodgers@gsa.gov)
Environmental Services	TFTP-EW-990899-3	253-931-7900 (joan.rodgers@gsa.gov)
Energy Management Services	TFTP-EJ-000871-B	253-931-7900 (joan.rodgers@gsa.gov)
Logistics Worldwide	TFTP-MB-0087405-B	253-931-7900 (joan.rodgers@gsa.gov)

**Information Technology Acquisition Center:** This center has established centers of expertise in IT products and services. This includes hardware, software, maintenance, repair, leasing, training, systems analysis, design, installation, programming, project management, database planning and design, telephones, radios, cellular telephones, cellular/paging (mobile) services,

financial management systems and navigation equipment. IT customer service: (703) 305-3038 or [IT.Center@gsa.gov](mailto:IT.Center@gsa.gov).

Information Technology	Solicitation Number	Point of Contact Stephanie Turner
Information Technology	FCIS-JB-980001B	703-305-5777 (stephanie.turner@gsa.gov)

**General Products Center:** This center has a wide variety of diverse services and products. Services managed include temporary help services and security services. Products managed include food service equipment and supplies; power distribution equipment; generators; batteries; athletic and recreational equipment and supplies; janitorial and cleaning equipment; detergents and chemicals; law enforcement and security equipment; forklifts; prefabricated buildings; construction and building materials/supplies; fire and rescue equipment (excluding fire trucks); water/sewer filtration systems; toiletries; TVs and VCRs; musical instruments; and trophies/awards.

General Products	Solicitation Number	Point of Contact Genni Brown
Solutions and More	7FXP-D4-01-0539-B	817-978-4545 (genni.brown@gsa.gov)
Temporary Support Services	7FXP-H7-00-7363-B	817-978-4545 (genni.brown@gsa.gov)

**GSA Hardware Superstore.** This center has established centers of expertise in tools and appliances. Services include landscaping, lawn maintenance and gardening, elevator maintenance and inspection services, chemical compound application, and tool kit assembly. Hardware and appliance items include paints, brushes, sealants, adhesives, woodworking, metalworking and agricultural machinery and equipment, tools, and household appliances.

GSA Hardware Superstore	Solicitation Number	Point of Contact Wanda Johnson
Hardware Superstore	6FEC-E6-970173-R5	816-926-7376 (wanda.johnson@gsa.gov)

**Office Supplies and Paper Products Center:** This center manages programs for commercial office supplies and paper products and accessories as well as human resource services, EEO services, training services, library lending and book services.

Office Supplies and Paper Products Center	Solicitation Number	Point of Contact Alan Rosner
Training Aids & Devices	2FYG-JH-00-0002-B	212-264-0868 (alan.rosner@gsa.gov)
Human Resources Management & EEO Service	2FYP-DR-99-0001-N	212-264-0868 (alan.rosner@gsa.gov)
Office Supplies; Plotting, Facsimile, Chart and Recording Paper and Supplies	2FYP-DT-99-0004-B	212-264-0868 (alan.rosner@gsa.gov)
Office Products/Supplies and Services and New Products/Technology	2FYS-AP-94-0001-N	212-264-0868 (alan.rosner@gsa.gov)
Office Supplies; Paper, Xerographic, Thermal Copy Paper, Self-Adhesive Labels, Card Stock and Tab Paper	2FYP-DW-940007-2	212-264-0868 (alan.rosner@gsa.gov)
Publication Media	2FYG-JB-99-0001-B	212-264-0868 (alan.rosner@gsa.gov)
Restroom Products	2FYP-DC-98-0002-B	212-264-0868 (alan.rosner@gsa.gov)
Shipping, Packaging and Packing	2FYP-DJ-00-0005-B	212-264-0868 (alan.rosner@gsa.gov)

Supplies		
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**Office and Scientific Equipment Center:** This center provides a full range of commercial products and services. Products include copying and printing equipment, microphotographic, paper handling and processing equipment; office machines; filing, recordkeeping and desktop equipment; photographic equipment, digital cameras and projectors; testing and measurement equipment and unmanned aerial vehicles; chemistry, biochemistry and clinical instruments; and geophysical environmental analysis equipment. Services include document management services; mail management services, film and video processing services; rental; maintenance; repair; leasing; and laboratory services.

<b>Office and Scientific Equipment Center</b>	<b>Solicitation Number</b>	<b>Point of Contact Denese Faulkner</b>
The Office, Imaging and Document Solution, Office Equipment Products and Services, Photographic Equipment, Supplies and Services and Video Services, Document Management Products and Services	FCGE-C1-00-0001-B	703-305-6041 (denese.faulkner@gsa.gov)
General Purpose Laboratory Equipment & Services	FCGS-W3-98-0316-N	703-305-6041 (denese.faulkner@gsa.gov)
Laboratory Testing and Analysis Services, Test and Measurement Equipment and Services, Electronic, Mechanical and Thermal Quantities, Avionics Test Equipment, Unmanned Aerial Vehicles, and Related Services	FCGS-W8-98-0316-N	703-305-6041 (denese.faulkner@gsa.gov)
Chemistry, Biochemistry and Clinical Instruments and Services	FCGS-W6-98-0310-N	703-305-6041 (denese.faulkner@gsa.gov)
Mail Management Services	To be determined	703-305-6041 (denese.faulkner@gsa.gov)
Geophysical, Environmental Analysis Equipment, and Services	FCGS-X6-98-0273-N	703-305-6041 (denese.faulkner@gsa.gov)

**National Furniture Center:** This center is the leading supplier of furniture and furnishings to Federal activities worldwide. The National Furniture Center can provide a solution that fits any environment and budget including purchase, lease or rental. Types of furniture offered include office and systems, household and quarters, specialty furniture for libraries, cafeterias, hospital rooms, schools, theaters, etc., as well as packaged furniture for an entire room or office. Furnishings include floor coverings, wall art, artificial plants, window treatments and lamps. The National Furniture Center also offers furniture-related services such as turnkey project management, design, installation, set-up, staging/phasing, inside delivery, site coordination and ancillary services, as well as personalized services such as customer assistance and order processing. Contact (703) 605-0550 for more information.

<b>National Furniture Center</b>	<b>Solicitation Number</b>	<b>Point of Contact Lela Leakey</b>
Professional Communications Equipment	3FNG-JC-010001-B	703-605-0550 (lela.leakey@gsa.gov)
Office Furniture	3FNO-M1-010002-B	703-605-0550 (lela.leakey@gsa.gov)
Household and Quarters Furniture	3FNH-F6-990001-B	703-605-0550 (lela.leakey@gsa.gov)
Packaged Furniture	3FNH-A3-000001-B	703-605-0550 (lela.leakey@gsa.gov)
Comprehensive Furniture Management Services	3FNC-B3-003001-B	703-605-0550 (lela.leakey@gsa.gov)

Special Use Furniture – Library, Hospital, Mailroom, Pre-school and Classroom, Cafeteria, and Industrial	3FNH-F6-010003-B	703-605-0550 (lela.leakey@gsa.gov)
Miscellaneous Furniture – Security Filing Cabinets, Safes, Vault Doors, Map and Plan Files and Accessories, COMSEC Containers, and Special Access Control Containers	3FNG-RB-990006-B	703-605-0550 (lela.leakey@gsa.gov)
Floor Coverings – Carpets, Rugs, Carpet Tiles and Carpet Cushions; Vinyl and Rubber Tiles and Rolls; Mats and Matting (with/without logos)	3FNH-F3-00F002-B	703-605-0550 (lela.leakey@gsa.gov)
Furnishings – Window Treatments, Wall Art, Artificial Plants, Lamps	3FNG-PL-990008-B	703-605-0550 (lela.leakey@gsa.gov)

**Automotive Center:** This center provides customer agencies with quality non-tactical vehicles and related services, while offering low prices and lease rates. By consolidating agencies' requirements, customers realize substantial savings from all major vehicle manufacturers. Purchased items include sedans, light trucks, ambulances, medium and heavy trucks, buses, trailers, construction equipment, wreckers and rollbacks, firetrucks, tankers, alternative fuel vehicles (AFVs) and special purpose vehicles. In addition, associated products and services such as tires, accessories, leasing of construction and highway maintenance equipment and commercial leasing of sedans and light trucks are available. There is a large selection of vehicles available on multi-year contracts and on Federal Supply Schedules. Contact (703) 308-CARS for more information.

<b>Automotive Division</b>	<b>Solicitation</b>	<b>Point of Contact Nancy Tyrrell</b>
Vehicular Multiple Award Schedule	FFAH-C2-99-0235-B	703-308-2277 (nancy.tyrrell@gsa.gov)
Tires, Pneumatic (New), for Passenger, Light Truck, Medium Truck, Bus, and Retread Services	FFAH-C2-99-0235-B	703-308-2277 (nancy.tyrrell@gsa.gov)
Leasing of Automobiles and Light Trucks	FFAH-C2-99-0235-B	703-308-2277 (nancy.tyrrell@gsa.gov)

**Corporate Contract:** In the event the products and services you offer can be classified in more than one solicitation or acquisition center, you may want to consider participating in the corporate solicitation. This solicitation includes all items under every solicitation we issue. It is designed for companies that are in horizontal markets--that is, they offer items that fall into various solicitations or acquisition centers, but not limited to such companies. Corporate provide a single entryway into the GSA Schedules program. It allows you to reduce your costs of participating in GSA Schedules, expand your menu of commercial offerings, reduce administrative costs by minimizing duplication, and lets you better manage your offerings.

<b>Acquisition Management Center</b>	<b>Solicitation</b>	<b>Point of Contact Mary Meredith</b>
Corporate Contracts	FCO-00-CORP-0000C	703-305-3324 (mary.meredith@gsa.gov)

Again, thank you for your interest in FSS. If you need further assistance, please contact the MAS Helpdesk at [MASHelpdesk@gsa.gov](mailto:MASHelpdesk@gsa.gov) or (703) 305-6566.