



U.S. General Services Administration

Federal Acquisition Service

How to Prepare a Quality Offer for IT Schedule 70 Solicitation FCIS-JB-980001B – Refresh #22

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Federal Acquisition Services
Center for IT Schedule Program**



Agenda

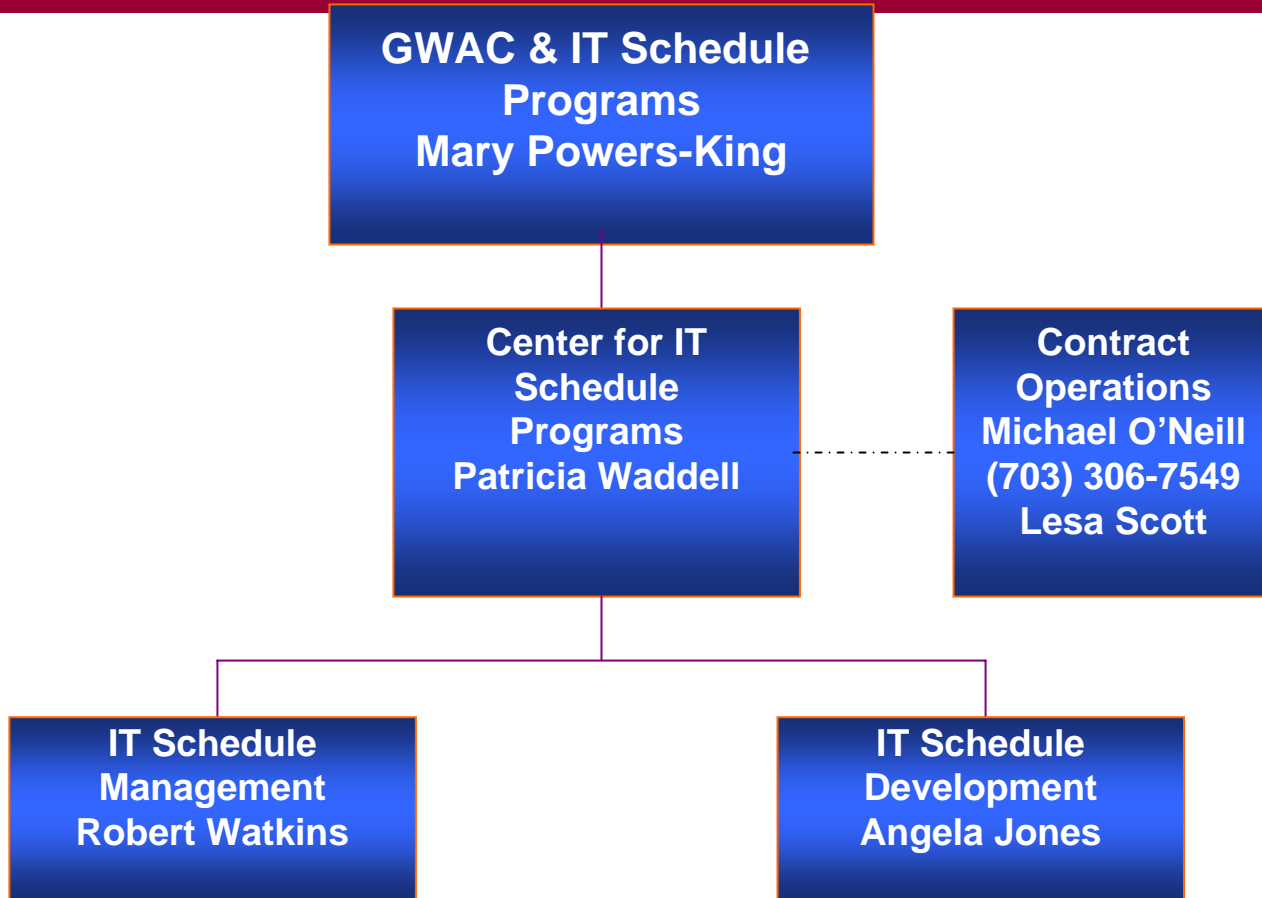
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- **Overview**
- **GSA Schedule 70 Solicitation**
- **Preparing your Offer**
- **Ways to Submit your Offer**
- **Questions and Answers**



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Overview – Multiple Award Schedule (MAS)

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➤ What is a Multiple Award Schedule (MAS)?

- A listing of vendors contracted with GSA to supply commercial products and/or services at varying prices to authorized users.

➤ For more information:

- www.gsa.gov/schedules
- www.gsa.gov/gettingonschedule



Overview – Multiple Award Schedule (MAS)

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➤ **Who can order from a GSA MAS?**

- All Federal Government Agencies
- The District of Columbia
- Mixed-Ownership Government Corporations

➤ **Authorized Users in accordance with 48 CFR 51.1**

- State and Local Governments
 - Cooperative Purchasing – Schedule 70 & 84
 - Disaster Recovery – All Schedules

➤ **For more information:**

- General Services Administration Acquisition Manual (GSAM) Clause 552.238-78
- www.gsa.gov/schedules



Overview – IT Schedule 70

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- **Open Solicitation – Offers can be submitted at any time**
- **Indefinite Delivery, Indefinite Quantity (IDIQ)**
- **“Evergreen Contract”**
 - A five-year base period, plus
 - Three five-year option periods
- **Economic price adjustment provisions**
- **Mandatory Acceptance of Credit Card for payments equal to or less than the micro-purchase threshold**
- **Selection based on “Best Value”; not limited to lowest price**



Overview – IT Schedule 70

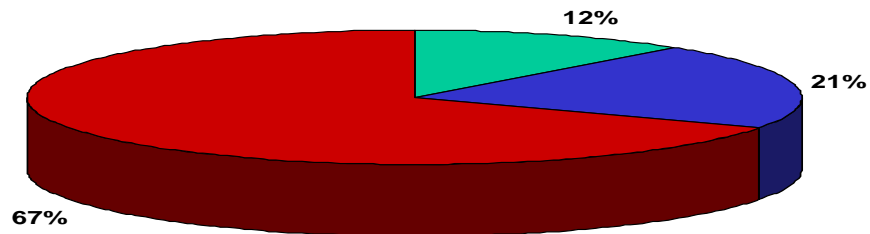
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FY08 Sales

- **Final sales in the process of being confirmed.**

- **Current Estimates indicate:**
 - Software:
 - 12%
 - Hardware:
 - 21%
 - Services:
 - 67%





Overview – IT Schedule 70

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➤ State and Local Cooperative Purchasing

- Section 211 of the e-Gov Act of 2002 authorizes GSA Schedule 70 sales of IT products and services to State and Local Governments
- Consolidated Schedule with IT Special Item Numbers (SINs)
- Local Preparedness Acquisition Act authorizes GSA Schedule 84 sales of total solutions for law enforcement, security, facilities management, fire, rescue, clothing, marine craft and emergency/disaster response
- Authorized Users:
 - All states, counties, municipalities, cities, towns and townships
 - Tribal Governments
 - Public Authorities
 - School Districts and Colleges
- For more information visit: www.gsa.gov/cooperativepurchasing



Overview – IT Schedule 70

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➤ Disaster Relief Purchasing

- Section 833 of the John Warner National Defense Authorization Act for Fiscal Year 2007 establishes:
 - Use of Federal Supply Schedules by State and Local Governments for Disaster Recovery
 - Advanced Purchasing for Disaster Preparedness only if Major Disaster is Declared by President or deemed necessary to facilitate recovery from:
 - Terrorism, nuclear, biological, chemical or radiological attack
 - Secretary of DHS determines eligible goods and services
- For more information visit: www.gsa.gov/disasterrecovery



Overview – IT Schedule 70

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Schedule 70 - Special Item Numbers (SINs)

SIN	Description	SIN	Description
132 3	Leasing of Product	132 34	Maintenance of Software
132 4	Daily/Short Term Rental	132 50	Training Courses
132 8	Purchase of Equipment	132 51	IT Professional Services
132 12	Maintenance of Equip./Repair	132 52	E-Commerce Services
132 32	Term Software Licenses	132 53	Wireless Services
132 33	Perpetual Software Licenses		

SINs for Identity Management Services HSPD-12 & E-Authentication

132 60	Access Certificates for Electronic Services (ACES) Program
132 61	Public Key Infrastructure (PKI) Shared Service Provider (SSP) Program
132 62	HSPD-12 Product and Service Components



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➤ HSPD-12 & E-Authentication

- Applicable SINs:
 - 132-60: Access Certification for Services (ACES) Program
 - 132-61: PKI Shared Service Providers
 - 132-62: HSPD-12 Product and Service Components
- Services and products qualified by NIST and/or GSA prior to award
- Only approved/qualified products and services can go under SIN 132-62



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➤ HSPD-12 & E-Authentication (continued)

- Proposed items must be determined to be compliant with Federal Requirements for that SIN
- Qualification Requirements and procedures are posted at: <http://www.idmanagement.gov>
- After award, Contractor agrees that certified products and services will not be offered under any other SIN on any GSA Multiple Award Schedule
- E-Authentication website: www.cio.gov/eauthentication



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Accessing the Approved Products List



The idmanagement.gov website is a portal. To access HSPD-12 approved products click on “Govt. Approved Services and Products”



Overview – IT Schedule 70

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➤ Identity Management Services HSPD-12 & E-Authentication Points of Contact

SIN 132-60	Stephen Sill 703-605-3445
SIN 132-61	Judith Spencer 202-208-6576
SIN 132-62 for Approved FIPS 201 Compliant	April Giles 202-501-1123
SIN 132-62 for Integration Services	Mike Brooks 703-605-3440
<u>http://idmanagement.gov</u>	



GSA Schedule 70 Solicitation

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Go to FedBizOpps (FBO):

www.fedbizopps.gov

Search by Solicitation Number:

FCISJB980001B

or

www.gsa.gov/schedule70solicitation



Preparing Your Offer

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➤ **A Complete Offer Includes:**

- Vendor Response Document
- Signed SF1449 – Solicitation/Contract/For Commercial Items
- GSA Required Attachments
- Offeror's Optional Attachments



Preparing your Offer – Vendor Response Document

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- **Provides overall instructions for preparing your Offer**
- **Establishes the following for your Offer:**
 - Points of Contact
 - Authorized Negotiators
 - Selected SINs
 - Offeror Responses
 - Contract Clauses
 - Solicitation Provisions
- **Provides a List of Required and Optional Attachments**
- **Document is provided as Item 03 of the Solicitation**



Preparing your Offer – SF1449

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SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30			1. ACQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO.	3. AWARD EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER PCIS-25-990001-B -- REFRESH #22	6. SOLICITATION ISSUE DATE D19: 07/26/1999 R#2: 06/07/2009
7. FOR SOLICITATION INFORMATION CALL:		8. NAME Tonya Ford	9. TELEPHONE NUMBER (Use area code) 703-605-2752	10. OFFER DUE DATE/ LOCAL TIME NONE
11. DELIVERY FOR FPO DESTINATION UNLESS BLOCK 12 IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS NAICS: _____ SIZE STANDARD: _____ <input type="checkbox"/> SERVICE DISABLED VETERAN: <input type="checkbox"/> (S) <input type="checkbox"/> (M) See Solicitation Part 4.		
13. THIS CONTRACT IS A RATED ORDER UNDER SPAS (S) OR TOC: _____	14. METHOD OF SOLICITATION <input type="checkbox"/> FPO <input type="checkbox"/> IEO <input checked="" type="checkbox"/> EPO	15. ADMINISTERED BY	16. PAYMENT WILL BE MADE BY	
17. CONTRACTOR/ OFFEROR	18. CONTRACTOR/ OFFEROR	19. ORDERING AGENCY		
17. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18. SUBMIT INVOICES TO ADDRESS BELOW IS CHECKED		
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE
See Part 1. of the Solicitation.				
25. ACCOUNTING AND APPROPRIATION DATA		26. TOTAL AWARD AMOUNT (Use Grid, See Only)		
27. SOLICITATION INCORPORATED BY REFERENCE PAR 52.212-1, 52.212-4, PAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDRESS ARE NOT ATTACHED		28. AWARD OF CONTRACT, REF. OFFER		
27. CONTRACT PURCHASE ORDER INCORPORATED BY REFERENCE PAR 52.212-4, PAR 52.212-5 IS ATTACHED. ADDRESS ARE NOT ATTACHED		29. DATE: _____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30. SIGNATURE OF OFFEROR/CONTRACTOR		31. UNITED STATES OF AMERICA SIGNATURE OF CONTRACTING OFFICER:		
30. NAME AND TITLE OF SIGNER (Type or print)	30. DATE SIGNED	31. NAME OF CONTRACTING OFFICER (Type or print)	31. DATE SIGNED	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
33. QUANTITY IN COLUMN 21 HAS BEEN					
<input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
33. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		34. DATE	35. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			33. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			33. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER	
PARTIAL	FINAL		<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		
38. SW ACCOUNT NO.	39. SW VOUCHER NUMBER	40. PAID BY			
41. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42. RECEIVED BY (Print)			
41. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41. DATE	42. RECEIVED AT (Location)		
			42. DATE REC'D (Y/M/DO)		
			42. TOTAL CONTAINERS		

SAMPLE



Preparing your Offer – Required Attachments

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- **Commercial Pricelist**
- **Production Point**
- **Descriptive Literature**
- **Offered Pricing**
- **Proposed Economic Price Adjustment (EPA) Mechanism (including supporting documentation)**
- **Organization Structure**
- **Discounting Policies**
- **Copy of Online Representations & Certifications Application (ORCA) Record**
- **Copy of Central Contractor Registry (CCR) Record**
- **Past Performance Evaluation Report (D&B)**
- **Commercial Sales Practices Format (CSP-1)**
-



Required Attachment – Commercial Pricelist

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- **Offeror must provide a copy of its Commercial Pricelist**
 - Catalog
 - Other Pricelist
 - If excerpted from another document, reference source document
- **If no Commercial Pricelist is available, (e.g. for Professional Services), provide data to substantiate rates, including:**
 - Labor Category
 - Experience Qualifications
 - Functional Responsibility
 - Educational Requirements
 - Contract Number
 - Billing Rate
- **Use Sample Labor Category Matrix included as Item 11 of the Solicitation**



Required Attachment – Production Point

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- **List where your offered products are manufactured**
- **May be included as a column in your Offered Pricing spreadsheet**
- **Included as well in Letters of Supply**
- **Not applicable for Service-only Providers**



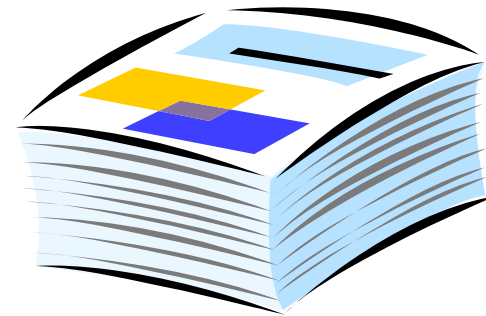
Required Attachment – Descriptive Literature

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➤ Samples of Marketing Materials

- Brochures
- Product Descriptions
- Services Descriptions





Required Attachment – Offered Pricing

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- **See Item 08 of the Solicitation - Proposal Price List Preparation**
- **Offered Pricing package should include:**
 - Pricelist Cover Page
 - Table of Contents
 - Information for Ordering Activities
 - Terms and Conditions Applicable to Specific SINs under IT Schedule 70
 - Any descriptive information relating to the equipment and/or software offered
 - Products and Services Pricelist - should include, at a minimum, the following:
 - Brand Name, Model and/or Catalog Number (as applicable)
 - Brief description of item
 - Negotiated unit price (NET PRICE) for the product or service
 - Blanket Purchase Agreements (BPAs)
 - Contractor Team Arrangements
 - List of Service and Distribution Points, as applicable
 - List of Participating Dealers, as applicable



Overview – IT Schedule 70

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➤ Industrial Funding Fee (IFF)

- The IFF must be built into your pricing
- Covers GSA's cost of operating the Schedules program
- .75% of Sales
- Reported and paid quarterly
- Reference GSAM clause 552.238-74



Required Attachment – EPA Mechanism

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➤ Pricing WITH an Established Commercial Pricelist

- Clause 552.216-70 applies
- Adjustments to prices can be based on reissues of commercial pricelist
- Limited to 3 increases per 12 month period
- Cannot exceed 10% per 12 month period
- Cannot be requested in the first 12 month period



Required Attachment – EPA Mechanism

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➤ Pricing **WITHOUT** an Established Commercial Pricelist

- Clause I-FSS-969 applies
- Adjustments to prices can be based on:
 - Published Index (e.g. Consumer Price Index)
 - Negotiated Escalation Rate
 - Economic Price Adjustment cannot exceed 10% per 12 month period
- Negotiated prior to award



Required Attachment – Organization Structure

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- **Describe the management and organization of the company**
- **The Offeror shall address the following:**
 - History and overview of the organization;
 - Org Chart; and,
 - Financial Statement/Annual Report





Required Attachment – Discounting Policies

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- **Additional Support Documentation for Offered Pricing**
- **Written Discount Policies provided as a narrative portion of the Commercial Sales Practices Format (CSP-1)**



Required Attachment – ORCA Registration

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➤ Proof of registration in Online Representations & Certifications Application (ORCA)

- <http://orca.bpn.gov>
- Online paperless collection point for Reps & Certs
- Annual completion/updates required



Required Attachment – CCR Registration

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- **Proof of registration in Central Contractor Registry (CCR)**
 - www.ccr.gov
 - CCR collects, validates, stores, and disseminates data in support of agency acquisition missions



Required Attachment – Past Performance Evaluation Report (D&B)

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- **Request a Past Performance Evaluation report from D&B Open Ratings, Inc. at:**
 - www.ppereports.com
- **Cost of report is \$175.00**
- **Report is sent directly to Requestor**
- **Request copy to be sent to GSA via e-mail at:**
 - it.center@gsa.gov
- **Additional information provided as Item 06 of the Solicitation**



Required Attachment – Commercial Sales Practices Format (CSP-1)

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➤ **CSP Format is provided as Item 09 of the Solicitation**

- Sales to the general public – 12 month period
- Projected Sales under this contract
- Discounting Policies
- Matrix of Customers and Discounts (see instructions in Item 9 for CSP Format)



Preparing your Offer – Optional Attachments

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- **Optional Attachments are REQUIRED depending on the size of your company and/or the SINs offered by your company.**

Attachment	Who Must Submit?
Subcontracting Plan	Large Businesses with expected sales >\$550K
Letters of Supply	Resellers
Professional Services Experience	Professional Service Providers
Labor Category Descriptions	Professional Service Providers
Authorized Dealer(s) Information	Resellers
Training Course Descriptions	Professional Service Providers – Classroom Training
Compensation Plan for Professional Employees	Professional Service Providers with expected sales >\$550K
Solicitation Exceptions	Any Offeror Taking Exception with any of the Applicable Terms and Conditions, FAR Clauses, or GSAR Clauses
Pricing Support	Any Offeror Wishing to Provide Additional Pricing Information in Support of the Pricing Proposal



Optional Attachment – Small Business Subcontracting Plan

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- **Required only by Large business concerns with expected sales >\$550K**
- **Outlines your company's:**
 - Small Business Subcontracting Goals
 - Reporting Requirements
 - Recordkeeping Requirements
- **Model Plan is provided as Item 07 of the Solicitation**

***Please Note: Your subcontracting goals should reflect the principal types of supplies and/or services that your company anticipates to be subcontracted. For example: This can consist of janitorial services, administrative, and indirect & overhead costs.**



Optional Attachment – Letter of Supply

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- **Required by all Offerors who are dealers/ resellers offering other manufacturer's products**
- **Demonstrate source of supply**
- **Submit letters of supply on company's letterhead**
- **Signed by corporate company official**
- **Template is provided as Item 12 of the Solicitation**



Optional Attachment – Professional Services Experience

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- **Required by all Offerors Providing Professional Services**
- **Provide the following information:**
 - Project/Contract Name
 - Project Description
 - Dollar Amount of Contract
 - Project Duration
 - Point of Contact and Telephone Number



Optional Attachment – Labor Category Descriptions

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- **Required by all Offerors Providing Professional Services**
- **Labor Category Descriptions**
 - Title of labor category
 - Functional responsibility performed
 - Qualifications
 - Education required



Optional Attachment – Authorized Dealer(s) Information

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- **Required by all Offerors Providing Products**
- **List of all Authorized Dealers for products offered**
- **You Must Keep this Up-to-Date**





Optional Attachment – Training Course Descriptions

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- **Required by all Offerors Providing Classroom Training as a Service**
- **Formal catalog, or written descriptions of class offerings**



Optional Attachment – Compensation Plan for Professional Employees

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- **Required by all Offerors Providing Professional Services, with expected sales >\$550K, per FAR 52.222-46**
- **Reflects a sound management approach and understanding of the contract requirements**
- **Your plan will be considered in terms of:**
 - its impact upon recruiting and retention;
 - its realism; and,
 - its consistency with a total plan for compensation
- **May submit general compensation practices from Offeror's Employee Handbook**



Optional Attachment – Solicitation Exceptions

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- **May be submitted by any Offeror taking exception with one or more of the following portions of the Solicitation:**
 - FAR Clauses
 - GSAR Clauses
 - Any other Terms and Conditions
- **Provide written documentation of the rationale behind your exception**



Optional Attachment – Pricing Support

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- **May be submitted by any Offeror wishing to provide additional information to support the Pricing Proposal**
- **Examples of Additional Pricing Support:**
 - Additional discounts
 - Volume;
 - Quantity; or,
 - Prompt payment, etc...
 - Why you believe pricing is fair and reasonable
 - Indicate if rates are audited by a Federal Agency



Ways to Submit your Offer

U.S. General Services Administration

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➤ Paper Offers

- Send to:
GSA/FAS
Center for IT Schedule Program
Solicitation No. FCIS-JB-980001-B
Attn: BOOCO
2200 Crystal Drive
CP #4, Room 606
Arlington, VA 22202



Ways to Submit your Offer

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➤ eOffers

- Web-based application
- Electronically prepare and submit MAS contract proposals
- For Information: www.eoffer.gsa.gov
- For Technical Assistance: 1-866-472-9114

- To use the eOffer system you must have a digital certificate
- If you have not yet applied for your digital certificate, you may do so by going to the eOffer website and clicking on the link “**Are you qualified to get an Electronic Authentication Certificate (Cert) at no cost?**”



Helpful Websites

U.S. General Services Administration

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- **View/Download the Solicitation:** www.fedbizopps.gov or www.fbo.gov
- **Federal Acquisition Regulation (FAR):** www.acquisition.gov/far
- **GSA Acquisition Manual (GSAM)/GSA Acquisition Regulation (GSAR):** www.acquisition.gov/far
- **Acquisition Central:** www.acquisition.gov
- **Review other Contractors via Schedules e-Library:** www.gsaelibrary.gsa.gov
- **GSA Schedules Program:** www.gsa.gov/schedules
- **Getting on Schedule For Vendors information:** www.gsa.gov/gettingonschedule
- **GSA MAS Express Offer Program:** www.gsa.gov/masexpress
- **GSA Advantage!** <http://gsaadvantage.gov>



Helpful Websites

U.S. General Services Administration

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- **GSA e-Buy:** www.ebuy.gsa.gov
- **GSA eOffer:** <http://eoffer.gsa.gov>
- **Dun & Bradstreet (D&B):** www.dnb.com/us
- **D&B Open Ratings, Inc., Past Performance Evaluation report:** www.ppereports.com
- **Central Contractor Registry (CCR):** www.ccr.gov
- **Online Representations and Certification Application (ORCA):** <http://orca.bpn.gov>
- **Wage Determinations OnLine.gov:** www.wdol.gov
- **Center for IT Schedule Programs:** www.gsa.gov/itcenter
- **Schedule 70 Solicitation:** www.gsa.gov/schedule70solicitation
- **U.S. Small Business Administration:** www.sba.gov



Helpful Websites

U.S. General Services Administration

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- **Small Business Size Standards and North American Industry Classification System (NACIS) Industry Codes:** www.sba.gov
- **72A Quarterly Reporting System:** <https://72a.gsa.gov>
- **Veterans' Employment & Training Service (VETS)-100:** <http://vets.dol.gov/vets100>
- **GSA SmartPay Program:** www.gsa.gov/smartpay
- **Excepted Parties List System:** www.epls.gov
- **Disaster Recovery Purchasing:** www.gsa.gov/disasterrecovery
- **Electronic Subcontract Reporting System (eSRS):** www.esrs.gov
- **MAS Schedule Sales Query (SSQ):** <http://ssq.gsa.gov>
- **Training – Center for Acquisition Excellence:** www.gsa.gov/centerforacquisitionexcellence



Need Assistance?

U.S. General Services Administration

Federal Acquisition Service

Customer Service

Phone: 703.605.2700

E-mail: it.center@gsa.gov



Questions?

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