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Introduction

Welcome! Thank you for expressing interest in doing business with the General Services Administration (GSA) Federal Acquisition Service (FAS) Center for Facilities Maintenance and Hardware. We provide a wide range of services to the Federal Community – Worldwide with our “**Facilities Maintenance and Management contract, Schedule 03FAC.**”

We contract for services using a variety of procedures governed by the Federal Acquisition Regulations (FAR). These procedures help ensure that GSA’s customers receive superior quality and best value; provide suppliers with a fair and equitable forum to market their services; and make prudent use of taxpayer dollars.

The GSA uses the Multiple Awards Schedule (MAS) program as a procurement vehicle to ensure we meet our customer’s requirements. With MAS, GSA enters into contracts with commercial firms to provide needed services to Federal customers.

We want your experience with our acquisition center and the government procurement process to be a positive one. Our staff is ready and willing to assist you throughout the process. Contracting officers and business development specialists work closely to answer your questions during this “pre-work” phase. We have found that taking the time to do your homework and understanding the requirements for submitting an offer, drastically reduces the number of incomplete submissions.

Once your offer is submitted, your contracting officer is the best source for information, answers, and issue resolution.

How To Start

- You must complete and submit a proposal in response to our Multiple Award Schedule solicitation.
 - The solicitation package is for submittal of offers on an indefinite delivery, indefinite quantity type contract.
 - There are no specifications or quantities shown in the solicitation.
 - The contract will be awarded for commonly needed services, identified by special item numbers (SINs).
 - You will find the SINs and their description listed in the “attachments” of the solicitation.
 - When practicable, offers must be based on non-government (commercial) price lists. Successful offers result in contracts that establish pricing, discount terms, delivery times, and other contractual requirements.
 - You will need to download the files, print them, provide the information requested, and then mail the completed original and 1 copy plus all applicable attachments to the address shown in the solicitation.

- **To access the solicitation, hit control and click**
<http://www.fbo.gov/spq/GSA/FSS/6FE/6FEC%2DE6%2D030292%2DB/Attachments.html>

- Take Pathway to Success, print certificate and submit with offer. Pathway to Success is an online tutorial that can accessed at the Vendor Support Center or at the following link:
http://webcast.gsa.gov/login.asp?lib=pn100381_gsa_pathways

You will also need the solicitation itself and the attachment(s) that applies to your service. (Expect to print about 130 pages).

As an alternative to the paper submission of offers, GSA has developed eOffer, a web based application that allows a vendor to prepare and submit a Schedule offer electronically. eOffer is designed to create an interactive, secure environment that simplifies the contracting process from submission of offers to contract awards. eOffer uses the latest digital authentication technology to ensure the integrity of data and to electronically sign the offer. Digital certificates are required to use eOffer. The eOffer website contains a variety of information regarding the eOffer application, including available training, information regarding digital certificates, and the 03FAC Schedules is included in this program. The web site is <http://eoffer.gsa.gov/>.

Please refer to our solicitation for comprehensive description of services listed below. NOTE: The reference to attachment will become very important when preparing your offer.

SINS/Categories

Our 03FAC MAS schedule includes but is not limited to:

Energy Management Support and Services Solutions (Attachment 15)

871 202 - Energy Management Planning and Strategies: A four-phase Comprehensive Energy Management Solution consisting of all four phases of an energy project and could pertain to a variety of energy projects that include, but are not limited to, renewable energy, sustainable energy, and energy efficient buildings certification programs such as LEED.

1. Consulting/Auditing/Energy Management Solutions - This includes the strategic planning, energy assessments e.g. feasibility, vulnerability and other detailed assessments, developing and executing of energy audits, audit plans and energy management solutions.
2. Concept Development and Requirements Analysis – This includes the analysis of the audit results and outlined requirements to design a detailed energy management project concept.
3. Implementation and Change Management - This includes the implementation and integration of more energy efficient practices and systems and training in using them effectively.
4. Measurement and Verification - This includes the performance assessment and measurement of the effectiveness and energy efficiency of the project and can include long term monitoring, verification of savings and benchmarking.

871 203 - Training on Energy Management: Including, but not limited to, reducing energy consumption, mitigating risk with energy systems, operating systems efficiently, making energy efficient system choices, and energy efficient buildings certification programs such as LEED.

871 204 - Metering Services: Including, but not limited to, the installation of metering equipment and software used for the collection of data and measurement of energy consumption through electric, gas, water or steam utilities, the utilization of data to ensure energy conservation goals are being met, and allows for the measurement and tracking of the cost effectiveness of energy technology investments. This could include basic metering services, advanced metering services, maintenance, installation, removal and disposal of new or existing equipment. Security clearances such as HSPD-12 may be required.

871 205 - Energy Program Support Services: Including, but not limited to, billing and management oversight and assistance in preparing energy services related agency statements of work. Energy efficient buildings certification programs such as LEED may be included.

871 206 - Building Commissioning Services: Including, but not limited to, comprehensive building commissioning services on new construction, major modernization projects, and existing energy consuming buildings and facilities designed to ensure the building systems are designed and built to operate as efficiently as possible. This includes re-commissioning and retro-commissioning services. Energy efficient buildings certification programs such as LEED may be included.

871 207 - Energy Audit Services: Including, but not limited to, developing, executing, and reporting on audit plans and/or perform energy and water audit services. Energy audits may range from cursory to comprehensive. Including, but not limited to data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption and pollution can include recommendations for using alternative Energy Sources. Energy efficient buildings certification programs such as LEED may be included.

871 208 - Resource Efficiency Management (REM): Including, but not limited to, providing information on possible steps that will improve energy efficiency. This information shall include estimates of cost savings and environmental benefits. This includes onsite analysis of current operations, equipment, and energy purchasing patterns. This may include the services of a resource efficiency advocate for individual or aggregated building(s) in order to maximize resource efficiency. Energy efficient buildings certification programs such as LEED may be included.

871 209 - Innovations in Energy: Innovative approaches to renewable and/or sustainable energy, sustainability services, and energy management technology and services. These might include, but are not limited to, new developments or improvements in providing renewable energy and managing energy through biomass conversion, solar energy, fuel cells, geothermal energy, hydropower (tidal power, wave power, tidal stream power, waterwheels, and hydro electricity), wind power or other sources. These approaches should be capable of providing renewable and/or sustainable energy and sustainability services that are more “carbon-neutral”, thereby lessening dependence on traditional non-renewable, “fossil fuel” sources of energy such as coal, oil, natural gas and propane. This could include sustainability and carbon management solutions such as analysis, foot printing, measuring, mitigation, verification and management, training on new energy technologies and systems, life-cycle costing, and maintenance and operational support of renewable energy systems; and the implementation, testing and evaluation of networked energy management systems and services that utilize Internet Protocol - Next Generation (IPv6) enabled systems that are configured using open standards architecture that can include Power over Ethernet (POE) implementation, wireless configurations, data security using IPSEC or 128 DES Encryption standards, high reliability, NIST compliant, and demonstrated energy efficiencies or cost savings, and are capable of integrating with existing information systems data infrastructure and backbone.

871 210 – Water Conservation: Services and consulting related to the reduction of water usage, recycling of water for multiple purposes, retention of water, improvement of water quality and water flow. These services can include, but are not limited to, facility water audits, water balance, and water system analysis.

Marine, Industrial and Aerospace Painting (Attachment 14)

801 001 - **SURFACE PREPARATION** - Surface Preparation – Services related to the preparation for application of chemical compounds to Federal vehicles, machinery and other equipment and Support Training/Consultation Services as they pertain to preparation for and application of chemical compounds to Federal vehicles, machinery and other equipment. THIS SIN DOES NOT COVER PASSENGER CARS, TRUCKS OR BUSES. These services include surface preparation for painting and sealant application on ships, aircraft, VEHICLES and other equipment or machinery surface that requires application of chemical compound, such as paint, sealant, coatings, or adhesives

801 002 - **APPLICATION OF CHEMICAL COMPOUNDS** - Application of Chemical Compounds – Services involving the application of chemical compounds to Federal vehicles, machinery and other equipment and Support Training/Consultation Services as they pertain to application of chemical compounds to Federal vehicles, machinery and other equipment. THIS SIN DOES NOT COVER PASSENGER CARS, TRUCKS OR BUSES. These services include painting and sealant application on ships, aircraft, VEHICLES and other equipment or machinery surface that requires application of chemical compound, such as paint, sealant, coatings, or adhesives.

801-099 - **INTRODUCTION OF NEW SERVICES** – New services within the scope of the schedule, but most specifically covered by a numbered SIN that has the potential to provide the Government with a more economical or efficient means of meeting mission requirements.

Dockside Facilities Maint., Repair Services & Dry Docking (Attachment 16)

812-001 - **DRY DOCKING SERVICES** - Service include, but are not limited to the lifting of vessels out of the water for inspection, maintenance and repair of hull surfaces and undocking after completion of work. This includes floating dry docks, graving dry docks, marine railways, vertical lifts, and travel lifts and cranes used in the removal of marine vessels from the water for the performance of inspection, testing, maintenance and repair services. Services include, but are not limited to, providing all provisioning, labor and materials for dry docking operation of a variety of classes of marine vessels removal.

812-002 - **DOCKSIDE MAINTENANCE AND REPAIR SERVICES** – Services include, but are not limited to, the performance of full inspection, testing, repair, and maintenance services for Federal marine vessels. These maintenance and repair services could include, one or more of the following: preservation of ship structures, deck covering systems, welding processes, temporary hull access, electrical and HVAC systems, auxiliary machinery systems, shipboard ventilation systems, electrical rotating machines, generators and motors, propulsion systems, and tank and void inspection, testing, repair and maintenance.

Facilities Maintenance and Management Solutions for Real Property
(Attachment 13)

811 002 - COMPLETE FACILITIES MAINTENANCE - Services related to the complete operations, maintenance and repair of military and government facilities. These services could include but are not limited to a combination of painting, pest control, grounds maintenance, landscaping, tree trimming, snow removal, elevator inspection and maintenance service, fire alarm maintenance and protection systems, locksmith services, collection and disposal of refuse, roofing repair, plumbing and pipefitting, electrical; including high/low voltage systems and utility service, Energy Management Control Services (EMCS), paving, telephone maintenance, janitorial/custodial, all mechanical, operations, maintenance and repair of building systems, heating/ventilation/Air Conditioning (HVAC). Also includes maintenance of facilities and systems to include instruments, carpentry, masonry, and refrigeration services; maintenance and repair of exterior electrical distribution system; operation and maintenance of HVAC; operation and maintenance of water distribution system; maintenance of the septic field and maintenance and repair of surface area; support training and consultation services; cemetery maintenance [For facilities maintenance services associated with logistics management and support refer to Schedule 874-V SIN 874-507.]

Offeror's seeking award under SIN 811-002 must submit an offer, which encompasses at least 3 of the specific tasks as listed in this SIN. In addition, Offeror's performing at least 3 of the specified tasks as listed in this SIN shall show understanding of requirements, have key personnel, and experience for continuous complete facilities maintenance in their technical offer. Continuous Complete Facilities Maintenance is defined as 1 (one) year or more for a minimum of 8 (eight) hours per day.

NOTE: Appendix A – Includes a sample statement of work used by the General Services Administration (GSA) Public Building Service. Federal Customers are required to issue a statement of work in accordance with G-FSS-920. The attached appendix A is only an example.

Offerors may refer to the current Building Owners and Managers Association (BOMA) Experience Exchange Report as a reference for pricing categories.

811 003 - COMPLETE FACILITIES MANAGEMENT - Services include management of Facilities in support of SIN 811-002 and associated with Complete Facilities Management services and to assure fully adequate and timely completion of all services. Included this service will be a full range of management duties including, but not limited to, planning, scheduling and quality control, including software support services, computer and/or facilities management systems, and upgrade. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices.

811 005 - REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION HVAC MAINTENANCE - Services related to providing heating and ventilation services.

Service could include, but are not limited to any combination of providing plant equipment, materials, tools, transportation, supervision, and labor to perform all repairs, periodic preventative maintenance (PPM) and emergency service work calls to ensure continual operations of refrigeration, heating, ventilation, and air conditions systems.

541 001 - INDEPENDENT ELEVATOR INSPECTION SERVICES - Services include the performance of complete independent inspection and testing of a variety of vertical transportation such as elevators, escalators, dumb waiters, wheelchair lifts, and moving walkways, and include but are not limited to systems, equipment and components such as hoist way and car doors, guides and operating devices; hoisting machines, sheaves and brakes, motors and motor generator sets; hoisting ropes, governor ropes, safety ropes, compensation ropes, operating cables, governors, safeties, interlock and contacts, guide rails and oiling devices, terminal, slowdown and leveling devices, elevator cars, counterweights, and buffers, machine rooms, hoist ways and pits, automatic and manual emergency fire service (phase I & II) and emergency power operations.

541 099 - INTRODUCTION OF NEW PRODUCTS/SERVICES (INPS) Introduction of New Products/Services (directly related to items accepted under this department) Products/Services

561 001 - FIRE ALARM SYSTEMS PREVENTIVE MAINTENANCE & REPAIR SERVICES

561 002 - FIRE SUPPRESSION SYSTEMS PREVENTIVE MAINTENANCE & REPAIR SERVICES

811 001 - ELEVATOR AND ESCALATOR PREVENTATIVE MAINTENANCE

800 1000 - OTHER DIRECT COSTS - Charges in direct support of services provided under all other SINS in the Services Department. These charges could include but are not limited to accessories or ancillary services needed for or utilized in performance of a specific task under this department.

371 001 - GROUNDS MAINTENANCE - Services include but not limited to, the planning, development, maintenance, management, and operation, for grounds maintenance at or on Federal facilities and/or properties. These services involve mowing, planting, seeding, fertilizing, raking, mulching, watering, pruning, weeding, aerating, and all services related to grounds maintenance.

371 002 - TREE PLANTING/TRIMMING/REMOVAL - Tree Planting, Trimming and Removal (Arborist Services) – Services include but are not limited to, the planning, development, management, operation, and maintenance of trees on Federal facilities and/or properties. These services involve planting, trimming, removal, and mulching and all other services relating to tree planting/trimming/removal.

371 003 - PEST CONTROL - Services include but are not limited to, the planning, development, management, operation, and maintenance for pest control and removal at or on Federal facilities and properties. These services involve applications of pesticides, trapping and/or removal of pests.

371 004 - CEMETERY MAINTENANCE - Includes the complete maintenance of the cemetery and surrounding grounds. Including but not limited to: grounds maintenance; tree trimming/planting/removal; landscaping; raising, setting and aligning headstones; cleaning of headstones; maintenance of pathways, drives, curbs and parking areas; trash removal; maintenance of existing fencing, railing, benches, flag poles, monuments or statues; maintenance of irrigation systems, drainage and water features.

811-004 - ELECTRICAL, AND ALL UTILITY SERVICES LIMITED TO FACILITY MAINTENANCE - Service includes all labor, materials, tools, equipment and supervision necessary to supply and deliver firm uninterrupted electrical energy, and Utility Services necessary to meet the Government's needs, resulting contracts could be responsible for the operation, maintenance, repair, future upgrades, and future utility system replacements labor, materials, tools, and equipment necessary to own, maintain operate the utility system(s) shall manage the maintenance, repairs, replacement, etc., of the system(and s) to ensure continuous, adequate, and dependable service for each Government or tenant. Including, Electrical, Telephone, Gas and Water Utility Service, Drinking water and Waste Water Services. Procurement of natural gas and/or electricity and other energy related services refer to the Energy Management Schedule.

811 006 - FACILITIES MAINTENANCE AND MANAGEMENT CONSULTING - Facilities consulting services that include, but are not limited to: the development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy and regulation development assistance for initiatives in areas of facilities maintenance and management solutions.

Ancillary Repair and Alterations (included in attachments 3, 4, 5 and 6)

003 97 - ANCILLARY REPAIR AND ALTERATIONS - Repair and Alterations ancillary to existing SINs under this Schedule. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alternation, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services. This SIN EXCLUDES: (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architect-Engineering Services subject to Public Law 92-582 (Brooks Act).

The work performed under this SIN shall be associated with existing SINs that are part of this Schedule. Ancillary Repair and Alterations shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary repair and alteration services may only be ordered in conjunction with or in support of products or services purchased under this Federal Supply Schedule contract.

This SIN includes all regulatory guidance outlined in accordance with FAR 36, including the Davis Bacon Act and the Miller Act.

Special Instructions: No award will be made under 003-97 Ancillary Repair and Alteration unless an offeror is awarded (or receives award concurrently) for another SIN under this Schedule. The Repair and Alteration work must be ancillary (incidental) to the primary services or products offered under the Schedule.

For Federally-owned space managed by GSA's Public Building Service (PBS), approval of the PBS Building Manager must be received by the ordering activity and contractor before any repair and alteration work may be ordered. A copy of the approval must be retained by both the ordering activity contracting officer and the contractor.

Owned or leased space outside the PBS inventory may also include approval requirements. A copy of the approval must be retained by both the ordering activity contracting officer and the MAS contractor performing the R&A services.

This R&A SIN shall not be used for PBS leased space.

Any Agency contracting officer ordering services under this SIN for Ancillary Repair and Alterations is responsible for complying with his or her agency's internal policies when procuring R&A services. This may include a specific warrant delegation for procuring "construction" services when the estimated amount of this portion of the task order exceeds \$2,000 (Ref. FAR 22.4).

Special Notice to Ordering Agencies: GSA or other landlords may require re-performance of any nonconforming work at agency expense. If applicable, agencies may seek appropriate recourse from the contractor responsible for the nonconforming work.

Point and Click

There is a wealth of information on the Schedules Program located on the [GSA Schedules homepage](http://gsa.gov/schedules) (gsa.gov/schedules) By clicking on "Getting on Schedule" at the left side of the screen, you'll find the following steps that will assist you in applying for your GSA Schedule contract:

- **Identify** the GSA Schedule solicitation that covers your services or products
 - Review the list of GSA Schedule Solicitations, below, to determine the applicable GSA Schedule and corresponding solicitation number under which your services or products may be offered. A point of contact is provided for each Schedule solicitation.
 - Search [Schedules e-Library](http://www.gsaelibrary.gsa.gov) (www.gsaelibrary.gsa.gov) by keyword to identify services or products covered by the Schedules. Each Schedule has a point of contact that can provide specific information about individual Schedule items.

- **Review** the [Schedules Contractor Guide](http://vsc.gsa.gov/stepstosuccess.pdf) (vsc.gsa.gov/stepstosuccess.pdf). This document will provide you with valuable information regarding the GSA Schedules Program.

- **Visit** [FedBizOpps](http://www.fedbizopps.gov) (www.fedbizopps.gov) to obtain a copy of the Schedule solicitation. From the FedBizOpps web site—
 - Click on "go" next to "Find Business Opportunity" on the left side of the screen.
 - Scroll down to the "Search by Solicitation/Award Number" bar and type in the applicable solicitation number for the services or products you are interested in offering.

- Scroll down to the bottom of the screen and click on “Start Search.”

Helpful Hints

- Obtain an Open Ratings Inc. reference check (see Past Performance Evaluation form in solicitation) and make sure you are financially sound. This is required and the cost is \$150.00 payable by you.
- Complete all information in the solicitation and submit your best offer. The Government must receive prices that are the same as, or better than those offered to your most favored customer.
- Marketing is one of your contract responsibilities. You will need to submit a marketing plan to address how you will market your products and/or services to the Federal Government. Here is some helpful sites for marketing information.
 - The SBA Government contracting site, <http://www.sba.gov/aboutsba/sbaprograms/gc/index.html>;
 - The GSA Office of Small Business Utilization, www.gsa.gov/sbu or www.gsa.gov/market2feds.
 - <http://wsd.dli.mt.gov/local/kalispell/bdkv7/pdf/createmp.pdf>
 - http://www.azot.gov/documents/Marketing_Tool_Kit.pdf

Points of Contact Educating our Federal Customers

| Customer Assignments | Business Development |
|--------------------------------------|--|
| Army, Air Force, National Guard, DHS | Gary Jenkins 816-823-1973 Gary.jenkins@gsa.gov |
| GSA;, Other DoD Agencies | Mary Snodderly 816-926-6750 mary.snodderly@gsa.gov |
| Department of Energy | Jennifer Hazelman 816-926-7193 jennifer.hazelman@gsa.gov |
| VA | Dana Fairley 816-823-4258 dana.fairley@gsa.gov |
| NASA, Navy, Marine Corps, DHS | Dave Schaad 816-823-1626 dave.schaad@gsa.gov |
| | Note: if you can't reach one of us call: 816-926-6760 |



Points of Contact Recruiting and Helping our Industry Partners

| GSA Center for Facilities Maintenance and Hardware Schedules 51V and 03FAC | Contracting Officers | Business Development |
|---|--|---|
| Hardware Store, Appliances, Woodworking and Metalworking Department, Appliances, Commercial Coatings, Lawn & Garden, and Tools (powered and non powered) | Ellen Upchurch 816-926-7808 ellen.upchurch@gsa.gov | 816-926-6760 or HSSMarketing@gsa.gov |
| Services Contracting: Pest Control; Grounds Maintenance, Landscaping & Arborist; Animal Trapping; Building Inspection Services; Comml & Industrial Machinery and Equipment Repair & Maint; Alarm Systems Svcs; Complete Facilities Maintenance and Facilities Management; Electrical and all Utility Services; Industrial – Aerospace and Marine Painting, Energy Management Support and Services, and Dry Dock and Dockside Services | Jay Willingham 816-823-1285 jay.willingham@gsa.gov | 816-926-6760 or HSSMarketing@gsa.gov |
| | | |

GSA’s Office of Small Business Utilization

GSA's Office of Small Business Utilization (OSBU) assists small business vendors in obtaining information regarding contracting opportunities. Their home page at <http://www.gsa.gov/smallbusiness> contains valuable information, regarding registration for OED workshops held on the third Tuesday of every month in Washington, DC.

The Procurement Technical Assistance Centers (PTAC) is a Government sponsored agency whose purpose is to help small businesses get started doing business with the Federal Government. Log on to their website <http://www.aptac-us.org/> to find the office nearest to your location.

NOTE: All your information comes from a common database, the Central Contract Registration (CCR). Go to www.ccr.gov for more information on registering.

CONTRACTORS MUST BE CCR REGISTERED!!

FedBizOpps:

Your Window To Federal Business Opportunities

FedBizOpps (<http://www.fedbizopps.gov>) became the single point of entry for Federal government procurement opportunities and awards over \$25,000 on October 1, 2001. Vendors can access FedBizOpps 24 hours a day, seven days a week.

Government buyers are mandated by the Federal Acquisition Regulation (FAR Part 5) to use FedBizOpps to publicize (post) their contracting opportunities. Vendors seeking Federal markets for their products and services can—through this single portal—search, monitor and print bidding documents posted by Federal contracting personnel.

Origin And Purpose

Originally called Electronic Posting System, FedBizOpps began as a pilot project on August 13, 1998, to help General Services Administration (GSA) reduce costs and streamline the Federal acquisition process. The result has been a shorter acquisition cycle, a reduction in paperwork and an increase in competition.

The Federal government and Military are using FedBizOpps to promote a paperless form of procurement. Most paper copies of solicitations have been eliminated, which has reduced printing and mailing costs. Paper copies are made available when release of construction drawings must be controlled to ensure adequate security. Occasionally exhibits or attachments incorporated in a solicitation may not be available electronically. The Contracting Officer will explain in the synopsis and solicitation how copies may be obtained.

FedBizOpps has been designed to provide easy access to synopsis, pre-solicitation notices, solicitations, Request for Proposals (RFPs), Request for Quotations (RFQs), sources sought, amendments or modifications, awards, market surveys and special notices. FedBizOpps has been expanded to include electronic receipt of some bids, proposals and quotes.

Using FedBizOpps

Vendors will find procurements posted by Federal agencies, Military, Congress, museums, commissions and boards on FedBizOpps. You can search for contracting opportunities by clicking on selected bidding documents, choosing appropriate classification code(s) or NAICS code(s), selecting offices or locations of Federal agencies and the Military, watching for current procurements by posted date, or checking on award data to identify subcontracting opportunities.

Bidding documents can be downloaded (printed in hard copy form) using Microsoft Word or Zip compressed files. Some documents are also available in Rich Text Format (RTF) and Adobe PDF format. Bidding documents can be printed directly from the computer screen or saved to your hard drive and printed later.

Among GSA's postings on FedBizOpps are the Multiple Award Schedule (MAS) solicitations. These solicitations are continuously open, with no bid opening or bid closing date. GSA awards MAS contracts to multiple companies supplying comparable commercial off-the-shelf products and services at various prices. The majority of MAS contracts are awarded to small businesses because they successfully compete with large businesses in offering over 4 million commercial products and services to the Federal government under these schedules.

If you want to explore procurement opportunities for your company, go to www.fedbizopps.gov and click on the **FBO Vendor guide**. From there, you can conduct several different types of searches.

Searching by classification code(s) or NAICS code(s);

Searching by solicitation number; or

Searching for current procurements.

Vendor Notification Service

Vendor Notification Service is the online Bidders Mailing List Application on FedBizOpps. You can receive automatic e-mail notification of postings for your products or services by following these steps:

1. Click on Register.

2. then follow the directions that lets you select the agencies you want to work with and the classification code(s) or NAICS code(s) for your products and/or services.
3. Enter your e-mail address.
4. Choose multiple classification codes or NAICS codes for your products and/or services by holding down the Control key and clicking on each applicable code.
5. Choose the agencies from which you want to receive posting notifications.
6. Click on **Subscribe to Mailing List** to complete your registration.

To update your information, click on **Unsubscribe**, type your e-mail address and then enter your registration again with your current information.

For help in identifying your classification code(s) and find solicitation(s) for your products and services, please contact:

GSA Office of Business and Support Services

1500 East Bannister Road, Room 1161, Kansas City, MO 64131-3088
(816) 926-7016/7203 (816) 823-1167 FAX business.counseling@gsa.gov

SMALL BUSINESS GUIDE TO GOVERNMENT CONTRACTING OPPORTUNITIES

FEDERAL ACQUISITION SERVICE
Center for Facilities Maintenance
and Hardware

SMALL BUSINESS GUIDE TO GOVERNMENT CONTRACTING OPPORTUNITIES

Step 1: Identify your product or service.

It is helpful to know the [Federal Supply Classification \(FSC\) code](#) and the [North American Industry Classification System \(NAICS\) code](#) for your product or service. Many federal government product/service listings and future procurements are identified by their FSC code and/or NAICS code. The [Small Business Administration](#) (SBA) has established a table of [small business size standards](#) based on NAICS.

Step 2: Obtain a DUNS Number and register in the Centralized Contractor Registration (CCR) System.

If you do not have a DUNS Number, contact [Dun and Bradstreet](#) to obtain one. You must be registered in [CCR](#) to be awarded a contract from the Department of Defense (DoD) and increasingly from federal civilian agencies too. CCR is a database designed to hold information relevant to procurement and financial transactions. CCR affords you the opportunity for fast electronic payment of your invoices.

Step 3: Register in the CCR and review SBA certifications.

The U.S. Small Business Administration, the Department of Defense, the Office of Management and Budget and the General Services Administration have taken steps to simplify the federal contracting process by creating an integrated database of small businesses that want to do business with the government. This replaces what was known as the [PRO-Net database](#). On Jan 1, 2004, [CCR](#) assumed all of PRO-Net's search capabilities and functions. This is an Internet-based database for and about small businesses used by federal government buying offices as well as many large DoD prime contractors. Determine if your firm qualifies for [8\(a\)](#), [SDB](#), or [HUBZone](#) certification. In addition, consider other resources including the [Service Corps of Retired Executives](#) and the [Women's Online Business Center](#)

Step 4: Identify current federal government procurement opportunities.

Identify current procurement opportunities in your product or service area by checking the federal civilian government single point of entry for many opportunities over \$25,000 at [FedBizOpps](#).

Identify current DoD procurement opportunities at [FedBizOpps](#).

Step 5: Familiarize yourself with federal Civilian and DoD contracting procedures.

Be familiar with the [Federal Acquisition Regulations](#) (FAR) and the [Defense Federal Acquisition Regulation Supplement](#) (DFARS). Some organizations have their own supplemental acquisition regulations to the FAR, e.g. the DoD DFARS, or have been permitted to operate under acquisition regulations other than the FAR.

Step 6: Investigate GSA'S Government Wide Agency Contracts (GWACs) and Schedule contracts.

Increasingly, many federal purchases are ordered from GSA's GWACs and Schedule contracts. Such order opportunities are rarely announced on the sites in Step 4 above, but are normally competed among pre-qualified vendors under a GWAC or FSS schedule contract vehicle. Contact the General Services Administration (GSA) [Small Business Solutions Development Center](#) for information on how to obtain an Information Technology GWAC in targeted socioeconomic areas and GSA FAS for [Schedule contracts](#)

Step 7. Seek additional assistance as needed in the federal civilian and/or DoD marketplaces.

There are several important resources that are available to assist you in the federal civilian marketplace:

- The GSA [Office of Small Business Utilization](#) – The GSA advocate for small, minority, and women business owners. Its mission is to promote increased access to GSA's nationwide procurement opportunities.
- The [Minority Business Development Agency](#) – operated out of the U.S. Department of Commerce
- The [Acquisition Reform Network](#) – A website operated by GSA used to disseminate authoritative federal civilian acquisition related information.
- [Procurement Technical Assistance Centers](#) (PTACs) – see the description below

Each federal civilian agency typically produces an Annual Procurement Forecast, as required by the Small Business Act, which is maintained by their Office of Small and Disadvantaged Business Utilization (OSDBU) or equivalent. You may contact each agency OSDBU for specifics, see, www.USA.gov for more information. You may also search for this information at the [SBA website](#).

There are several important resources that are available to assist you in the DoD marketplace:

- [PTACs](#) are located in most states and partially funded by DoD to provide small business concerns with information on how to do business with DoD. PTACs provide training and counseling on marketing, financial, and contracting issues at minimal or no cost. www.aptac-us.org
- The [DefenseLink website](#) provides links to the homepages of every DoD activity and notices of large contract awards. This information can be invaluable in researching the DoD marketplace and identifying your target market.
- Links to DoD Procurement Forecasts and other program information are available on the [DoD Small and Disadvantaged Business Utilization website](#) (SADBU).

Step 8: Explore subcontracting opportunities

Regardless of your product or service, it is important that you do not neglect the very large secondary market - subcontracting opportunities through prime contractors.

Although there is no single point of entry for subcontracting opportunities in the federal civilian procurement marketplace, [SBA's SUB-Net](#) is a valuable source for obtaining information on subcontracting opportunities. Solicitations or notices

may be posted here by prime contractors, government, commercial, and educational entities.

For DoD -The [Defense Acquisition University small business website](#) is a portal to DoD small business information. Investigate potential opportunities with these firms. Many of these firms also have websites that may be useful.

Step 9: Investigate government programs.

There are several SBA programs that may be of interest to you, such as the [8\(a\) Business Development Mentor-Protégé Program](#), the [Small Business Innovation Research Program and Small Business Technology Transfer Research Program](#) and the [Technology Resources Network](#). The [White House Initiative on Historically Black Colleges and Universities](#) is also noteworthy.

There are several DoD programs, some derived from the aforementioned programs, that may be of interest to you, such as the [Mentor-Protégé Program](#), and the [Small Business Innovation Research Program](#). Information on these and other programs is available on the [SADBU website](#).

Step 10: Market your firm:

Identifying your customers, researching their requirements, and familiarizing yourself with procurement regulations and strategies requires determination, direction, discipline and resources. There are many procuring organizations to consider, and educating yourself about their roles and missions will be no small task, but essential nonetheless.

When it is time to market your product or service, present your capabilities directly to the activities that buy it. Wherever possible, arrange marketing visits to agency project and program personnel. Provide catalogues and brochures to key personnel within the agencies. Many Federal agencies hold small business fairs that emphasize how to do business with the government and provide information regarding their program activities. Realize that, like your own, their time is valuable/limited. If the match is a good one, you may be able to provide them with a cost-effective, quality solution to their requirement.

About GSA

GSA's mission is to "help federal agencies better serve the public by offering, at best value, superior workplaces, expert solutions, acquisition services and management policies." GSA consists of the Federal Acquisition Service (FAS), the Public Buildings Service (PBS), and various Staff Offices, including the Office



of Congressional and Intergovernmental Affairs (OCIA). Eleven Regional Offices extend GSA's outreach to federal customers nationwide.

GSA Regional Offices are located in Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, Denver, San Francisco, Auburn (Washington), Washington, DC.

Approximately 12,000 GSA employees provide valuable support to other federal agencies and, in some cases, the general public. GSA is the government's "landlord," meeting the office and other space requirements of the federal workforce. GSA is also the premier federal acquisition and procurement force offering equipment, supplies, telecommunications, and integrated information technology solutions to customer agencies. GSA also plays a key role in developing and implementing policies that affect many government agencies and helps other federal agencies improve their service to and communication with the public by offering effective citizen-response tools and services.

GSA acts as a catalyst for nearly \$66 billion in federal spending—more than one-fourth of the government's total procurement dollars. The agency also influences the management of federal assets valued at nearly \$500 billion. These assets include more than 8,300 government-owned or leased buildings, an interagency fleet of 170,000 vehicles, and technology programs and products ranging from laptop computers to systems that cost over \$100 million.

Although GSA leverages billions of dollars in the marketplace, only one percent of the agency's total budget is provided through direct congressional appropriations. The majority of GSA's operating costs must be recovered through the products and services it provides.

In the 21st Century, GSA is focusing increasingly on adding value through new, efficient, and effective ways for federal employees to do their work. GSA, building on its strong record of accomplishment, is helping to create a citizen-centric, results-oriented government that is even more productive and responsible to all Americans.

FAS

The Federal Acquisition Service (FAS) was created by consolidating the Federal Technology Service (FTS) and the Federal Supply Service (FSS)'

The President's Management Agenda calls on federal agencies to meet twin goals of reducing government spending and improving performance. With these outcomes in mind, GSA Former Administrator Perry announced in Summer 2005 the agency's plan to restructure some of its primary functions.

The most significant outcome of this reorganization is a new GSA Service, the Federal Acquisition Service (FAS). FAS is the consolidation of GSA's Federal Technology Service (FTS) and Federal Supply Service (FSS). Many factors led

to the reorganization, including shifting customer needs, an evolution in how agencies acquire technology products and services, and a greater emphasis on GSA's role in federal procurement.

The FAS organization has ten program areas:

- Office of Administration—manages human capital planning and analysis, competitive sourcing program management, emergency management, employee development and training, space management and other service-wide managerial and administrative functions.
- Office of Acquisition Management—ensures that GSA's activities are fully compliant with federal laws, regulations, and policies, and that operating practices are consistent across business lines and regions.
- Office of Assisted Acquisition Services—complements the programs of the Integrated Technology Services portfolio by providing acquisition, technical and project management services that assist agencies in acquiring and deploying information technology and professional services solutions
- Office of the Chief Information Officer—develops and manages applications and systems in support of the needs of the FAS business lines and staff offices in accordance with policy established by the GSA Chief Information Officer.
- Office of the Controller—delivers financial and business information to FAS leaders and program managers to ensure sound resource and business decisions are made.
- Office of Customer Accounts and Research—enables GSA to better understand customer requirements and become a strategic partner in helping agencies meet their acquisition needs.
- Office of Integrated Technology Services—groups together in one portfolio the GSA business lines that acquire information technology, telecommunications, and professional services.
- Office of General Supplies and Services—groups together in one portfolio the GSA business lines that acquire a broad range of commercial products and closely-related services, as well as some specialized logistics-based activities.
- Office of Travel, Motor Vehicles, and Card Services—groups together in one portfolio GSA business lines that share commonalities and can provide opportunities for synergy and scale.
- Office of Strategic Business Planning and Process Improvement—provides a strategic vision for all of FAS, consistent with the overall GSA strategic vision, and also a consistent set of tools to help achieve the vision.

Benefits from the establishment of FAS includes a deeper understanding by GSA of customer requirements; stronger management of the agency's acquisition processes and programs; and greater integration of GSA business lines to provide multiple channels for customers to acquire the products, services, and solutions they need. The intended outcome is a GSA organization that is capable

of delivering excellent acquisition services efficiently and effectively and providing value to federal customers and the American taxpayer.

PBS

The mission of GSA's Public Buildings Service (PBS) is providing superior workplaces for federal customer agencies at good economies to the American taxpayer.

All PBS assets (which include human capital, technological resources and physical assets) are deployed in two fundamental activities.

- **Space acquisition through new construction or leasing.** This is a project management activity that translates customer agency's space needs into discrete requirements, marshals the resources necessary to fulfill the requirements and manages the execution of the project, resulting in the delivery of workspace.
- **Life cycle asset management of the acquired space.** This includes:
 - physical supervision of the buildings in the portfolio;
 - fulfillment of contractual obligations to our customer agencies;
 - ensuring continuation of operations cycle-asset management of the acquired space;
 - ensuring continuity of operations;
 - determining prudent investment in maintaining a property, and;
 - ultimately, when and by what means an asset will be divided.

PBS is the largest public real estate organization in the country. PBS has an inventory of over 342 million square feet of workspace for 1.1 million federal employees in 2,100 American communities. This comprises over 1,500 government-owned buildings, or approximately 51 percent of GSA's total inventory. The remaining 49 percent is in privately owned leased facilities.

Through the internationally recognized Design and Construction Excellence programs, PBS engages the best private sector architects, construction managers, and engineers to design and build award-winning courthouses, border stations, federal office buildings, laboratories, and data processing centers. It works to restore and maintain the vitality of communities where GSA has a presence.

PBS leases space to federal customer agencies. PBS also repairs, alters, and renovates existing facilities. It has over 100 child care centers. PBS is also responsible for the disposal of property not only for GSA, but for other federal agencies. PBS is a leader in energy conservation, sustainability, recycling, and historic preservation--maintaining more than 400 historic properties in the federal government's inventory. PBS commissions the country's most talented artists to create artwork for new federal buildings and conserves a substantial inventory of artwork from the past. Eleven regional PBS offices, located in major metropolitan centers across the country, deliver comprehensive real estate services.



PBS collects rent from federal tenants, which is deposited into the Federal Buildings Fund, the principal funding mechanism for PBS.

Each GSA office building, laboratory, and courthouse is a symbol of America's democracy, and a significant public investment that must contribute to the vitality of its neighboring community. PBS aims to be the provider of choice for federal agencies, to be easy to do business with, to help federal agencies use real estate more efficiently, and to provide lasting value in everything it does.

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