

[R10.Webinar@gsa.gov](mailto:R10.Webinar@gsa.gov)

[revised 2/27/09]

Please forward this announcement document to all participants at your webinar location!

## ***“Using GSA Schedules for Professional Services”***

**Wednesday March 25, 2009**

**9am to 1pm Pacific Time**

(12 noon to 4pm Eastern Time, 11am – 3pm Central Time, and 10am – 2pm Mountain Time)

Presented by Dan Briest, Dave Clemens, and Brad Powers

Contracting Officers, Federal Acquisition Service, Management Services Center (Region 10, Auburn WA)

Summary: This live web-based seminar covers the contracting issues raised by ordering agency Contracting Officers in procuring professional services from the GSA Schedules. After defining the scope of the GSA professional service schedules, we review the Request for Quote and Task Order award processes, particularly the differences between FAR Subpart 8.4 and FAR Part 15 procedures. Schedule contract clauses will be examined. We then explore how to use Contractor Teaming Agreements and Blanket Purchase Agreements for complex or recurring services. This FAR-based training is tailored for those in the GS-1102 Contract Specialist/Officer and related series, but Program Managers and others who generate service contract requirements, plan service contract acquisitions, and conduct market research for professional service procurements can also benefit. Whether looking at the Schedules for the first time in order to correctly procure services under the FY2009 Recovery Act or expanding your already-solid Schedules ordering literacy beyond buying Schedule supplies to procuring Schedule services, this webinar is for you. This training assumes basic familiarity with the GSA Schedules program terminology and basic FAR-based ordering terminology/procedures. This free webinar is four hours in total duration, including two brief breaks. It is certified for 4.0 Continuous Learning Points.

### Agenda (all times Pacific Time)

9:00 10:00 Overview of GSA Professional Services Schedules

GSA multiple-award contracts for services provide Federal agencies with direct access to industry expertise in a broad range of professions, including environmental services, engineering, technology, research & development support, management consulting, training, project management (including construction management), finance, acquisition support, database design, accounting, graphic design, and media. From legal services to sign language interpretation, from running a warehouse and distribution network to preparation of specialized environmental impact studies or even some ancillary repair and alteration, the GSA Schedules offer streamlined methods for the acquisition of innovative and flexible professional services solutions. This presentation covers the professional services included (*and excluded*) from GSA’s service Schedules with particular emphasis on managerial/organizational consulting, program/project management, environmental services, professional engineering, logistics solutions, and language services.

*10:00-10:10 Break*

10:10 11:30 Topics in Task Order Contracting

Once you've decided on the appropriate GSA Schedule or Schedules, what are the steps in soliciting, evaluating, and awarding a Schedule Task Order? We will use the GSA Task Order Checklist to review Schedule ordering. We will discuss the Request for Quote (RFQ), mixing open-market items with Schedule items, "ODC's," different types of task orders (FFP, LH, T&M) and best-value task order source selection. How do you know which clauses are included in the Schedule contract? We will review the clauses in the service Schedule contracts, with emphasis on the clauses that impact ordering. In addition, we will review best-value evaluation methods, period of performance, options, protests, socioeconomic preferences, and Schedule pricing issues.

*11:30-11:40 Break*

11:40 12:50pm Complex Service Requirements: Contractor Teaming Arrangements & Blanket Purchase Agreements for Services

Learn how your ordering agency can acquire complex and recurring requirements through GSA Schedules. Many comprehensive and complex service requirements can be accommodated under the Schedules program through the use of Blanket Purchase Agreements (BPAs) and Contractor Teaming Arrangements (CTAs).

*12:50-1:00pm Final Question Period*

**What do I need in order to participate?**

Webinar audio (the presenters' live voices) will be provided by a conference call phone line. The PowerPoint slides will be shown on a commercial web site as we discuss the issues. You need:

- 1) (Required) An Internet-connected computer in order to display the presentation slides via your web browser. It is not necessary to download any software to participate in the webinar. Test your system in advance of the webinar day at <http://events.vcall.com/VCall/SystemTest.aspx>. If you have technical problems identified there, contact [support@vcall.com](mailto:support@vcall.com) rather than anybody in GSA.
- 2) (Required) A speaker phone (with mute button) to hear us speaking about the slides. You won't be talking on the phone, only listening.
- 3) (Optional, if you wish to ask us questions during the webinar) An internet connection and e-mail capability independent of the computer used to access the web for the presentation slides. This could be a BlackBerry, a wi-fi-connected laptop, or a nearby cabled Internet-connected computer other than the one used to view the slides. During the webinar you will be e-mailing questions to [R10.Webinar@gsa.gov](mailto:R10.Webinar@gsa.gov) or, (if you don't have the second computer) faxing your questions to 253-931-7573 or -7174. We will answer as many of your questions during the webinar as time permits. Remaining questions will be addressed in a document posted during April 2009 at the same website where the webinar handouts are found.
- 4) (Optional, if all participants at your site can't be gathered around one computer.) You could connect a projector in order to better display the website presentation slide images in your conference/training room. If there are others in your office who would be interested in this webinar, you may wish to log

onto the webinar from a shared conference room. This allows us to offer more training to more locations with a limited number of phone lines.

The required and supplementary webinar handouts are posted at <http://www.schedulesolutions.net> (under *C. Webinars and Other Training Events*) with backup at <http://www.gsa.gov/mgmtservices> (under *MSC References*) **It is important that all webinar attendees have the Required Webinar Handout (which includes the slide note-taking pages) with them during the webinar. If not provided by the Site Coordinator, all attendees should print out the Required Webinar Handout from the above website prior to the webinar.**

### **Is this webinar right for me?**

- 1) The material presented will duplicate most of our June 2007 and February 2008 webinars. If you participated in the previous webinars, please pass this notice along to co-workers or others who did not attend our 2007-2008 webinars.
- 2) The focus on this webinar is using the Schedules for professional **services**. This webinar does **not** cover Schedules ordering for **products** (supplies) nor will this webinar include any training on using GSA websites (GSA eLibrary, GSA *Advantage!*®, and GSA eBuy). If you are interested in learning about these online Schedule eTools or want to know more about ordering products from Schedule vendors/GSA Global Supply, please send an e-mail to [R10.Webinar@gsa.gov](mailto:R10.Webinar@gsa.gov) and we will put you in touch with a local GSA Customer Service Director in your area.
- 3) In order to register, you should be serving in an acquisition-related (contracting or program) position in a Federal government agency. (In addition, employees of state or local governments interested in using the Schedules for disaster preparedness/response, security, or IT services may also register.) **This training is not for government contractors.** If you are a current or prospective contractor, please contact us for some suggestions on separate training for contractors.

### **How do I register my group for this webinar?**

[R10.Webinar@gsa.gov](mailto:R10.Webinar@gsa.gov)

1. Contact your local GSA Customer Service Director (CSD, <http://www.gsa.gov/csd>) to find out about locations in your area hosting the webinar. If there is not already a CSD-arranged webinar site nearby, you should only register if you are willing to be the Site Coordinator for your new location. That Site Coordinator is responsible for registering your group, preparing the site, and submitting the group's Attendance Sign-In Sheet and the individual Training Survey Forms after the webinar. (Note: Because of the limit on the number of phone lines, the webinar is not intended for individuals participating from their desks except in unusual situations coordinated through your GSA CSD (remote location with no other webinar sites in your area, employee mobility handicap, etc.).
2. **You must contact your local GSA CSD prior to registering.** The CSD has the discretion to combine/split webinar sites as necessary.
3. CSDs and other Site Coordinators will register their groups for the webinar by sending an e-mail to [R10.webinar@gsa.gov](mailto:R10.webinar@gsa.gov) with the following information:
  - a. Site Coordinator (full name, e-mail address, agency/organization, and commercial phone number)
  - b. Webinar Location (agency, building, city, and state)

- c. Your group's advance questions on using the GSA Schedules for professional services
  - d. A statement of your commitment to provide (1) this announcement document and (2) the Required Webinar Handout (which includes the slide note-taking handout) to every one of your participants **before the start of the webinar**. (The Site Coordinator will receive login and phone number information via e-mail a few days before the webinar.)
4. Have your participants complete the Attendance Sign-In Sheet and Training Survey Forms by the end of the webinar, and return them to us in accordance with the instructions provided on the forms.
  5. Upon receipt of both the completed Attendance Sign-In Sheet and Training Survey Forms from your site after the webinar, we will prepare the CLP certificates and send them out via e-mail. It's therefore very important that the names and e-mail addresses on the sign-in sheets are legibly printed.

**E-mail your group registration request and any questions to [R10.Webinar@gsa.gov](mailto:R10.Webinar@gsa.gov) by March 18, 2009.**