

The background of the page is a close-up, high-angle photograph of several gold coins. The coins are stacked and overlapping, with a strong focus on the top one. The lighting is warm and golden, creating a shimmering effect. The text "Financial & Business Solutions" is overlaid on the top half of the image. The word "Financial" is in a brown, serif font, and "&" is in a white, serif font. "Business Solutions" is in a white, serif font, with "Business" on the top line and "Solutions" on the bottom line.

Financial & Business Solutions

Your Guide to the Best in Financial Services

“Today, Federal entities...

operate in a dramatically changed environment. They allocate resources more carefully, deliver innovative services more quickly, and communicate performance to constituents more regularly. This environment presents Federal Government managers with distinct challenges—and opportunities... schedule programs like GSA's can help Federal managers take swift action to meet the challenges and capitalize on the opportunities.”

John Hummel • Partner, KPMG

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Quality Financial Services, Better Results

Obtain quality financial services and better results with fewer resources. If this sounds appealing, you need to learn more about the Financial and Business Solutions (FABS) Schedule, available through the General Services Administration (GSA). Although today's Government financial managers must provide more financial information than ever before, they have less staff to do the work. The GSA's FABS (Schedule 520) provides you solutions to your various financial dilemmas through a wide range of auditing, financial management, financial asset and business information services, and accommodates any financial services assistance you may need. This Multiple Award Schedule provides Federal agencies with direct access to commercial experts that can thoroughly address the needs of the Federal financial community. These contractors are available to assist you with the following types of financial services:

- Origination, evaluation, management, resolution and disposal of various assets;
- Financial audits, economy and efficiency audits, program audits, cost recovery audits and transportation audits;
- Full range of professional services in financial management;
- Budget formulation, execution and monitoring;
- Accounting;
- Consumer and commercial credit reports; and
- Compliance with the Government Performance and Results Act (GPRA), the Government Management Reform Act (GMRA), the Chief Financial Officers (CFO) Act, the Inspector General (IG) Act, and the Debt Collection Improvement Act (DCIA).

A One-stop Financial Services Schedule!

GSA realizes that agencies have limited staffing and budget resources, as well as varying needs. That is why FABS not only gives you access to a multitude of professional financial services, but also provides you with the ability to customize the services to meet your specific needs.

The FABS schedule allows for choice, flexibility, ease-of-use and access to quality firms in the financial arena (ranging from small businesses to the industry leaders).

GSA has worked with both potential and current users of the Schedule, as well as financial contractors on Schedule, to ensure that FABS accommodates the financial needs of the Federal government. These interview comments helped us to streamline many financial features previously offered. The end result is a one-stop financial services Schedule.

Here are just a few examples of how you can use GSA's new FABS Schedule:

- Assess your asset portfolio and obtain advice about what to keep, what to sell, or when to maintain partial ownership with a limited partnership agreement. After you make portfolio structure decisions, you can use the Schedule to manage, service and sell various Government assets such as loans, revenue streams, real property or intangible assets.



- Conduct background checks for hiring purposes, process business and consumer loan applications, obtain past performance history, and assess the financial stability of potential contractors.
- Acquire reliable financial and performance information to meet changing financial needs.
- Perform various audits for your agency,
- And so much more!

When you need resources, turn to the GSA Financial and Business Solutions Schedule—specifically developed to save you time and money.

A Complete Guide

This complete guide details the types of professional services available under the Financial and Business Solutions (FABS) Schedule. These services are grouped into three classifications to better explain how you can use them. After providing you with details of those services, this guide describes the benefits to you and proper usage of the Multiple Award Schedules program. Lastly you will find the Ordering Information for the Multiple Award Schedules program. For your convenience, this guide also contains

inserts on "Ordering and Best Value Determination Guidelines" for the schedules program, and a quick break out of the services offered, called "Financial Services At A Glance." The GSA FABS schedule provides the quickest and easiest way for your Federal agency to obtain the professional financial expertise you require.

success story

U S D E P A R T M E N T O F E D U C A T I O N

The Debt Collection Service (DCS) serves as the U.S. Department of Education's defaulted student loan recovery entity. In that capacity, DCS holds a portfolio that includes nearly 3 million individual defaulted student loan accounts. The current outstanding balance of this portfolio stands at \$10 billion. DCS recovers \$1 billion annually.

DCS needed a firm that could provide program financial advisor services. The firm would design and develop a comprehensive project plan with a multifaceted portfolio management/sales strategy—the end product being a stand-alone portfolio management/sales strategy. DCS turned to GSA's schedule to meet its needs immediately.

DCS issued a statement of work to the contractors on Schedule, evaluated the submitted proposals, and awarded a task order to the firm that offered the best overall solution within three weeks. The schedule enabled DCS to get the financial asset expertise it needed with minimal administrative time and cost.

From identification of potential vendors to contract award, [it] took us less than three weeks! As we announced the final award, an additional surprise awaited us as vendor after vendor, [even] those who did not win the award, called to applaud the entire process and thank both our organization and GSA for the reduction in bid costs and the swiftness of the final decision. Our winning vendor produced an excellent, comprehensive analysis and future strategy and the relationship could not have been better.

**Jack Reynolds • Former Acting Director, Debt Collection Service
U.S. Department of Education**



Financial and Business Solutions

First, FABS offers access to the industry's foremost companies that provide financial services to assist Federal agencies with all aspects of your asset origination, portfolio-identification, valuation, administration, management, monitoring, marketing, selling and disposal of various assets. Some of the various types of Government assets include loans, revenue streams, real property, or intangible assets. It is also the ideal tool to help you meet the requirements of the Debt Collection Improvement Act of 1996.

Services include:

**SIN 520-1
Program Financial
Advisor**

The Program Financial Advisor services offered through the GSA Schedule provide your agency with financial consulting services. The program financial advisor takes a global view of an agency's asset portfolio, provides advice, implements the design of the portfolio, and assists the agency on how to manage,

dispose of and resolve various assets, including equity monitoring. From there, the contractors on schedule can provide the agency with: overall program development and management of an asset sales program, originations, investment funds management, budget planning and analysis, credit reform analysis, marketing and asset resolution support, post-sale analysis and training. Further, most disposition strategies generate some need for transaction administration services which are available under this Schedule. These services may include pre-closing, interim and post-closing support services, operational support, project and database management, financial and accounting related services, record management and file archiving, servicer and trustee oversight, customer service support, and problem resolution and claims administration. To achieve your various objectives, you may choose to employ a wide range of portfolio management and disposition strategies, including equity partnerships,

securitization and portfolio loan sales. The equity oversight provides technical and advisory services to ensure that the ordering agency maximizes the net present value of its financial interest in its equity partnerships.

**SIN 520-2
Transaction Specialist**

A Transaction Specialist is the deal maker who will assist your agency in all asset resolution related areas which may include: whole loan sales; structured transactions; securitization; equity partnership/joint ventures; restructuring/workout; auction; real property sale (bulk or individual); privatization, public/private partnerships; competitive sealed bid; servicing and/or management; investment fund management; and closing and post-closing services. They can also make specific recommendations as to the best execution and provide marketing expertise, budget and credit reform analyses.

**SIN 520-3
Due Diligence & Support
Services**

Due Diligence and Support Services provide you with full-scale services to create asset history files for bulk sales. The contractors on schedule can confirm the financial status and history of an asset offered for sale by researching tax liens, performing title searches, offering brokers price opinions and conducting property inspections. All the information gathered can be transferred to disk and made available in a "war room", or offered to potential bidders via the Internet. These services provide you with an avenue to obtain complete asset history information

with which to make portfolio management decisions.

**SIN 520-4
Debt Collection**

Debt Collection contractors provide both debt collection and debt avoidance services. They assist agencies in servicing, monitoring and maintaining loan assets which may include establishing loan databases; remittance processing; verifying and updating borrower data; issuing forms and correspondence; processing loan cancellations and consolidations; billing services; credit bureau reporting; and transferring and discharging loans.

**SIN 520-5
Loan Servicing & Asset
Management**

Loan Servicing and Asset Management provides assistance to service, monitor and manage Government-held loans and assets such as: bank loans; single family and multifamily project mortgage loans; education, small business or agricultural loans; premiums; or reverse mortgages. Some of the methods used by the contractor may include: borrower negotiations, restructuring, foreclosure and supervision of the sale of the collateral and workout agreements.



Debt Collection
contractors provide

both debt collection and debt avoidance services.

**SIN 520-6
Professional Legal
Services**

Professional Legal Services covers the full spectrum of professional legal support required for the resolution, management and/or disposition of assets held by agencies of the Federal government. Individual agency needs for legal services depend, in part, on the asset portfolio resolution strategy such as: whole loan sales; structured transactions; securitization; equity partnership/joint ventures; restructuring/workout; auction; real property sale (bulk or individual); privatization, public/private partnerships; and competitive sealed bid. You may also obtain legal services to support servicing and/or asset management; investment fund management; equity monitoring; and closing and post-closing services.

The range of experience and expertise that the contractors on the GSA schedule can provide include*:

- Asset transactions
- Corporate law
- Tax law (local/state/Federal—depending upon jurisdiction)
- Bankruptcy law
- Major project financing
- Real estate law
- Securities law
- Contract law
- Mortgage banking law

* Professional legal services excludes litigation services.

The FABS Schedule does not just focus on financial assets. FABS also provides customer agencies access to numerous auditing and financial management services to help comply with regulatory requirements such as:

- the Chief Financial Officers Act (CFO Act),
- the Government Management Reform Act (GMRA),
- the Government Performance and Results Act (GPRA),
- the Inspector General Act (IG Act),
- OMB Bulletins and Circulars,
- Yellow Book Standards, and
- the Travel and Transportation Reform Act of 1998.

Choose the smart and easy way to obtain the financial information required by these acts! You're required to provide more financial information than ever before, and you need reliable financial and performance information to meet changing financial needs. We can help. The FABS Schedule provides Federal agencies with direct access to commercial experts in the auditing and financial management fields. Realizing too that agencies have limited resources of staff and budgets, as well as varying needs, GSA has contracted with companies ranging from small-specialized firms to large international businesses.

Just take a look at the range of financial services in the following SIN categories:

**SIN 520-7
Financial and
Performance Audits**

Financial and Performance Audits perform financial statement audits,



financial-related audits and performance audits. The contractors will provide an independent assessment of an audited entity's; a) financial statements in conformity with generally accepted accounting principles, b) financial information, adherence to financial compliance requirements and internal controls, or c) organization or program performance to identify areas for improvement. Examples of Financial Audits include but are not limited to: CFO Act financial statement audits; forensic audits conducted on behalf of the Office of the Inspector General as part of its responsibilities under the IG Act; cost incurred audits; and audits of financial statements prepared in conformity with standards of accounting discussed in the

Statement of Federal Financial Accounting Standards (SFFAS) and may also include standards issued by the American Institute of Certified Public Accountants (AICPA). In addition to these financial audits, here's a sampling of the types of Performance Audits that can be conducted: economy and efficiency audits (audits that determine whether: sound business practices were followed, resources were utilized at an appropriate cost and duplication of efforts was avoided, etc.); program and results audits (audits that determine whether a program achieved a desired level of performance, factors existed that inhibited the satisfactory performance of a program, there was

compliance with applicable laws and regulations, etc.); and program fraud audits.

**SIN 520-8
Complementary Audit Services**

Complementary Audit Services include, but are not limited to: creation of questions for use at hearings; development of methods and approaches to be applied in evaluating a new or proposed program; and forecasting of potential program outcomes under various assumptions without evaluating current operations.

**SIN 520-9
Recovery Audits**

Recovery Audits are performed to recover funds resulting from over-

payments, duplicate payments and underpayments. Work that may be performed includes, but is not limited to: identify and recover third-party liabilities, recover disability payments and recover health care costs. DoD audits are performed under the authority of Section 354 of the National Defense Authorization Act for Fiscal Year 1996 (Public Law 104-106; 110 Stat. 268; 10 U.S.C. 2461), and Section 831 of the National Defense Authorization Act for Fiscal Year 2002 (Public Law 107-107).

**SIN 520-10
Transportation Audits
(Small Business Set-Aside)**

Transportation Audits include administrative reviews and rate

examinations on transportation bills to ensure established rates, tariffs, quotations, agreements, tenders, or other applicable rate authority. Transportation Audits can be performed either before payment (pre-payment) or after payment (post-payment).

**SIN 520-11
Accounting**

Accounting Services include, but are not limited to: transaction analysis and processing; data analysis and summarization; technical assistance in devising new or revised accounting policies and procedures; accounting transactions classification; special

studies to improve accounting operations; accounting issues resolution; audit findings implementation; recovery reviews; accounting internal controls assessment or enhancement; and operating efficiency and effectiveness improvement.

**SIN 520-12
Budgeting**

Budgeting Services include current budget formulation process assessment, budget execution process creation or improvement, special reviews to resolve issues with budget formulation or budget execution, technical assistance necessary to implement budgets, and budgetary controls review.



to recover funds resulting from overpayments

SIN 520-13
Complementary Financial Management Services

Complementary Financial Management Services can assess and improve financial management systems, financial reporting and analysis, strategic financial planning and financial policy formulation and development. The contractors are also able to devise and implement performance measures, conduct special cost studies, conduct A-127 system compliance reviews, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking and much more.

SIN 520-14
Audit & Financial Training Services (Small Business Set-Aside)

Audit & Financial Training Services include, but are not limited to: course development and instruction required to support audits, reviews, financial assessments and financial management activities; training in compliance with Government laws and Office of Management and Budget (OMB) circulars and bulletins; and training in internal controls.

SIN 520-15
Outsourcing Recurring Commercial Activities for Financial Management Services

Outsourcing for Recurring Commercial Activities for Financial Management Services may include, but are not limited to: billing services, payroll processing, application processing, claims processing, grant application management, loans application management, inventory management and other financial management activities of an agency identified as recurring commercial activities.

Still, other industry experts under the FABS Schedule provide access to accurate and timely financial and business information to assist the Government in making responsible

“I urge you to take advantage of this simplified acquisition process when you deem it to be consistent with good business practices.”

Deidre A. Lee
Office of the Under Secretary of Defense • Director Defense Procurement



Corporate Contracting

provides you with a single entryway to the marketplace

and sound business decisions. The contractors will collect, organize and store the information and then provide the data to you in a customized format. The different reports listed below help you conduct background checks for hiring purposes, process business and consumer loan applications, obtain past performance history and assess the financial stability of potential contractors.

SIN 520-16
Business Information Services

Electronic and non-electronic transmission (excluding voice communication) of Consumer Credit Reports, Address Verification Reports, Skip Location Reports, Public Information, Domestic

Business Profile, International Business Profile, Mortgage Reports, Supplemental Credit Reference Reports, Bond Rating, Managed Fund Rating, Institutional Ranking, Data Processing (credit/financial) Credit Scoring, Merged Credit Files, Credit Risk Assessment and Miscellaneous Business Information (BIS) Services. The contractors on schedule may also provide computer software intended for BIS use and customization of reports.

FABS Goes Corporate!

To provide you a single storefront for all products and services under the Federal Supply Schedules, GSA introduced Corporate Contracting. It provides you with a single entryway to the commercial marketplace—no more searching through various

schedules to find needed items—and reduces your administrative work! FABS services are also available through the Corporate Schedule. Under a single contract number, a contractor can offer their entire business line including FABS services. The Special Item Numbers (SIN) listed in the previous pages are reduced to only one SIN under the Corporate Contract. For further information on the FABS SIN under the Corporate Contract (SIN C R710), please visit Schedules e-library at www.fss.gsa.gov/elibrary. Remember, total solutions for customer requirements are available, easily accessible and at competitive prices through the Corporate Contract too.



Using GSA Schedules Is Simple

The Multiple Award Schedule (MAS)

A MAS, also known as a Federal Supply Schedule or GSA Schedule, is one of the most powerful business tools you have available. It is essentially a listing of awarded contractors that can be used by all Federal entities to achieve their missions. GSA awards contracts to responsible companies that offer commercial items falling within the generic descriptions of the schedules. Contracting Officers determine that prices are fair and reasonable by comparing the prices or discounts that a company offers the Government, with the prices or discounts that the company offers to its own commercial customers. This negotiation objective is commonly known as "most favored customer" pricing.

You and other interested ordering agencies simply develop a task order request outlining the scope of work to be performed and invite schedule contractors to respond, since GSA already awarded the contracts. The

contractor's response is usually split into two parts: technical and price. Ordering agencies then determine which contractor is the best value (see the "How to Place Your Order" in the Ordering Information section).

It's That Easy

The MAS program mirrors commercial buying practices more than any other procurement process in the Federal government. Thanks to acquisition reform, GSA provides customers access to professional services at volume discount pricing on a direct delivery basis. This means you'll experience shorter procurement lead-times, lower administrative costs, and reduced internal staff hours devoted to obtaining these services. The MAS program was designed with you and all our Federal customers in mind. It provides a vast array of commercial items and services that can be purchased quickly and easily from the contractor of your choice. Your agency receives fast, direct access to industry leaders in the area of professional financial services.

Benefits for You

GSA uses its aggregate purchasing power to obtain goods and services at the best value and passes these savings on to our customers.

Flexibility

- A wide selection of service providers
- Contractors on schedule have various areas of specialization

Cost and Time Savings

- Drastically reduced procurement lead-times and administrative costs
- Reduced internal manpower to obtain the services you need
- Pre-negotiated fair and reasonable pricing
- Streamlined ordering procedures
- The ability to negotiate additional discounts during task order placements
- The Maximum Order (MO) Threshold was created to notify customers to ask for even greater discounts when their schedule order exceeds the MO amount
- There is NOT a maximum order limitation on any GSA Multiple Award Schedule

Peace of Mind

- Compliance with all applicable regulations and competition requirements, including CICA and FAR Part 6
- All contractors are technically qualified
- Task Orders count towards socio-economic goals

Control

- Direct relationship between the ordering agency and the service provider
- Total financial solutions provided by experts to meet the customer's various needs

Cutting the Red Tape

When placing orders under a Federal Supply Schedule, you do not need to seek further competition, synopsise

your requirements, make a separate determination of fair and reasonable pricing, or set aside for small business procurement. GSA has already determined that prices are fair and reasonable. By utilizing our schedules, you can avoid the stress and work normally associated with conducting your own procurement.

It Never Hurts to Ask for Extra Savings

The price reduction clause allows contractors to offer you a price reduction on ANY service at ANY time. The reduction is based on

individual circumstance such as ordering a large volume of services. Agencies may negotiate price reductions and schedule contractors are free to offer spot discount pricing.

Flexible Purchasing Options with Blanket Purchase Agreements

If you are dealing with repetitive buys, Blanket Purchase Agreements (BPAs) are for you!

By setting up a BPA, you save time and resources. Simplify ordering by processing a BPA once and then use it as your agency's needs occur. Setting up a BPA with a Federal



you do not need to seek further competition

Supply Schedule contractor is a convenient way to fill recurring needs while taking advantage of quantity discounts, saving administrative time and reducing paperwork. Agencies can locate the guidelines for establishing a BPA in the section titled "How to Place Your Order" on page 22 . For your convenience, we have also included a sample BPA. For further guidance on establishing a BPA, visit our online U-MAS Virtual Campus at www.fss.gsa.gov/schedules.

Total Solutions through Teaming Arrangements

For complex tasks, Contractor Teaming Arrangements are desirable from both a Government and industry perspective. Contractors complement each other's unique capabilities while offering Government agencies the best turnkey solutions based on a combination of performance, cost and delivery of acquired services. Contractors on the same schedule or across multiple schedules can conduct teaming. See FAR 9.6 for more information.

Small Business Means Big Business

The General Services Administration and the Small Business Administration (SBA) strongly support the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA policy requires agencies to include in their procurement base and goals the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. For more details, please visit www.sba.gov.

All Federal Supply Schedules provide contractors the opportunity to offer



worldwide coverage

The GSA Schedules E-Library website contains information on business size and socio-economic status. This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also encourage consideration of small, small disadvantaged, 8(a) firms, veteran-owned, disabled veteran-owned and women-owned small businesses when making a best value determination. To visit GSA Schedules E-library, go to www.fss.gsa.gov/elibrary.

Authorized Users

The agencies and activities named below may use contracts established under Federal Supply Schedules:

- All Federal agencies and activities in the executive, legislative and judicial branches;
- Mixed ownership government corporations (as defined in the Government Corporation Control Act);
- The Government of the District of Columbia;
- Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

Geographic Coverage

All Federal Supply Schedules provide contractors the opportunity to offer worldwide coverage. Schedule contractors have three categories of geographic coverage to offer:

1. Domestic, which covers the 48 contiguous states; Washington, DC; Alaska; Hawaii and Puerto Rico
2. Overseas only, which covers overseas destinations other than Alaska, Hawaii and Puerto Rico, and
3. Worldwide, which covers delivery domestically AND overseas.

success stories

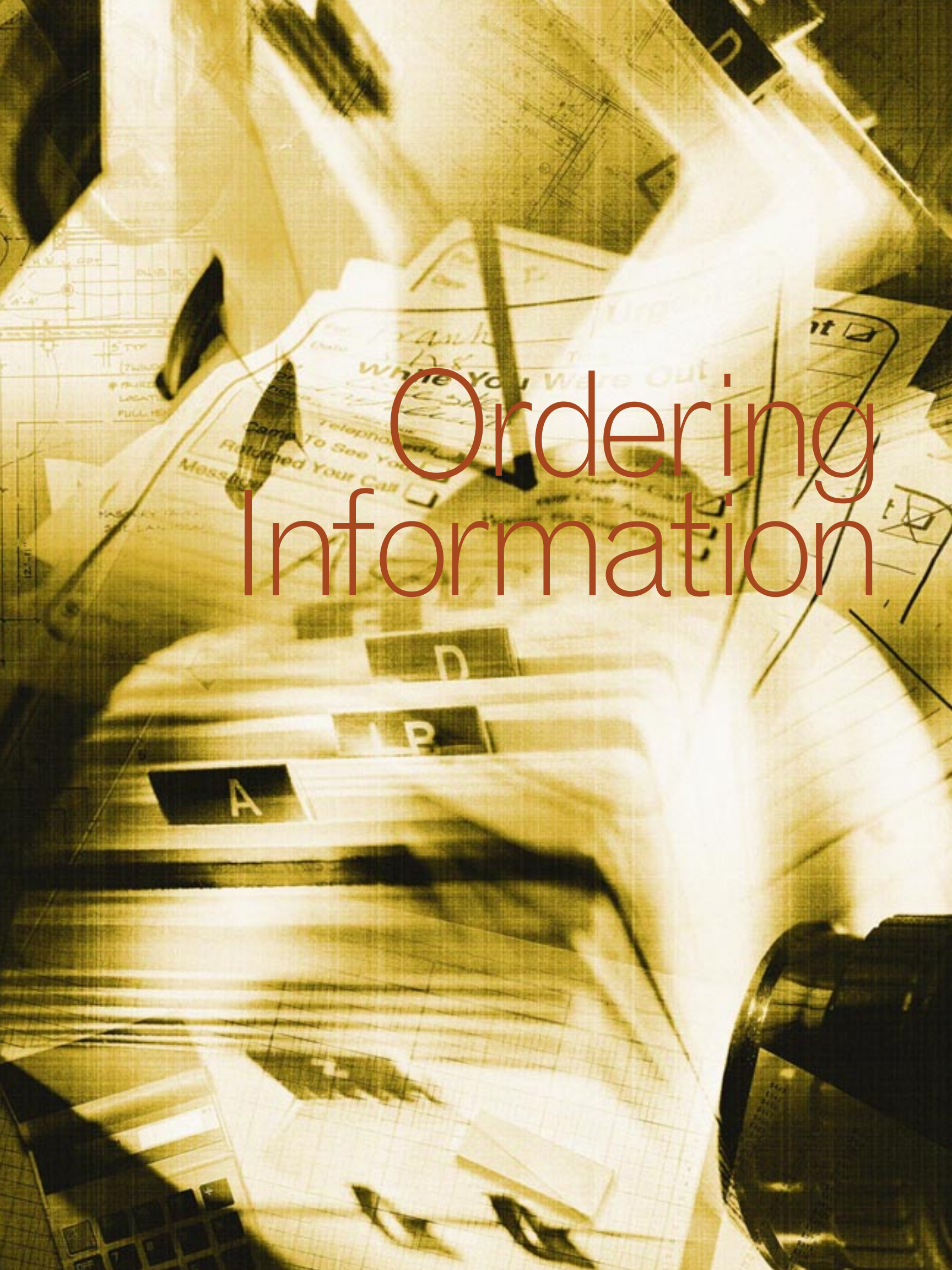
THE US LIBRARY OF CONGRESS

In 1997 and 1998, the Library of Congress suffered a well-publicized series of thefts. As a result, it needed to improve collection security but lacked the internal staff to accomplish this task. Consequently, the Library turned to GSA's schedules for Auditing and Financial Management Services [FABS] and MOBIS, and hired a skilled contractor for help. This contractor "developed a risk-based approach to identifying threats to the safeguarding of the [Library's] collections." The project began by defining the risks related to safeguarding the collections and identifying which types of collections were more vulnerable to risks than others. Since this contractor was skilled in performance audits, it was able to "understand the control environment and identify control weaknesses." Once these risks were identified, they were conveyed to Library management and an action plan was developed to address the weaknesses. Without the help of this GSA schedule contractor, the Library's collections would still be in danger.

SMALL BUSINESS ADMINISTRATION (SBA)

Our agency initially utilized the Schedule to obtain the services of a program financial advisor to assist us with the development of SBA's asset sales program. We were so pleased with our ability to obtain a quality contractor via this streamlined acquisition program that the SBA has since solicited and awarded task orders for transaction financial advisors and we are looking to the schedule for due diligence services. After two very successful sales, we look forward to continuing and expanding our relationship with GSA and its program!

**Richard C. Blewett • Director, Asset Sales Division
Small Business Administration (SBA)**



Ordering Information

How To Place Your Order* **Procedures for services priced on GSA schedules at hourly rates**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable. For additional guidance, review the "A Word About Price" section on page 25.

A. When ordering services, ordering offices shall—

1. Prepare a Request (Request for Quote or other communication tool):

a. A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

b. The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering

office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

c. The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

d. The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

* For up-to-the-minute ordering procedures, please visit www.fss.gsa.gov/schedules/ordering.

2. Transmit the Request to Contractors:

a. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate).

b. The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

3. Evaluate Responses and Select the Contractor to Receive the Order: After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

B. Blanket Purchase Agreements

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

1. Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

a. SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly

under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

b. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (A)(2)(b) above and then place the order with the schedule contractor that represents the best value.

(DOD ordering offices and non-DOD agencies placing orders on behalf of DOD must follow the policies and procedures in the DFARS 208.404-70 – Additional ordering procedures for services.)

2. Review BPAs periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

C. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

D. When the ordering office's requirement involves both products as well as executive, administrative and/or professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

E. The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for

any trade-offs made in making the selection.

Awarded non-labor hour costs are comprised of the components, which are listed in the individual price list of awarded contractors and are directly applicable to the service as described. Agency orders for services described may alter the type, quality, and timing of each component and thus result in a lower price for specific requirements. The contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required. Orders may not exceed the awarded non-labor hour costs as specified above without a modification to this contract.

Best Value

Customers are to make the best value selections. Best Value is a

process used to select services or products to meet your needs. Best Value determinations ensure good business decisions by the use of factors other than price. A good way to determine your Best Value requirements is to evaluate what is most important to your agency and organization other than price. Some factors might be:

- Administrative costs
- Corporate Experience
- Delivery
- Environmental and energy efficiency considerations
- Maintenance availability
- Past performance
- Probable life of the item selected
- Technical qualifications/solutions
- Trade-in considerations
- Training
- Warranty



sample bpa

BLANKET PURCHASE AGREEMENT

For further guidance, or to attend an online class at our U-MAS Virtual Campus, please visit our schedules website: www.fss.gsa.gov/schedules. Additional guidance can also be obtained by reviewing/using the "Best Value Determination" insert in the back pocket of this folder.

A Word About Price

Although GSA has made the determination that the price awarded on a service schedule is a fair and reasonable price, GSA has not determined that the level of effort or mix of labor proposed in response to any specific requirement is in itself, fair and reasonable. When buying services that require a statement of work, only you can make a determination that the price is fair and reasonable based on the level of effort and mix of skills proposed for your specific effort. That is why GSA has special ordering procedures for services that require a statement of work.

Even as GSA has leveraged governmentwide requirements, it is our experience that, as in the commercial marketplace, contractors will sharpen their pencils for large orders to get the business. Effective use of the MAS program requires agency engagement in the process! While GSA has determined that the price on MAS is fair and reasonable, it is a

proven best practice to seek out additional price discounts and/or concessions when ordering:

- "The Navy has signed four three-year blanket purchase agreements that give all Defense Department agencies a 15 percent to 25 percent discount off schedule prices for Microsoft Corp. server products" as reported in Government Computer News, August 7, 2000
- "Buyers will receive discounts ranging from 9 percent to 40 percent off the companies' General Services Administration schedule pricing" as reported in Government Computer News, June 19, 2000 on the Air Force's successful negotiations for four blanket purchase agreements for high-end workstations – their combined value is worth \$140 billion
- "Users of the BPAs will receive discounts of 1 percent to 10 percent off the prices for products available through the companies' General Services Administration schedule contracts...But volume discounts could vary widely, reaching up to 90 percent" as reported in Government Computer News, February 21, 2000 on the Air Force's \$200 million BPA for electronic records management and network services
- "DoD buyers can receive discount of up to 42 percent off" GSA schedules prices for maintenance and "up to 24 percent off the pricing for products" and includes a provision for buyers to receive "a 60.5 percent discount off" of use licenses as reported by Government Computer News, February 7, 2000 on the Army's BPA for software, maintenance and consulting services

- "By creating CIT-PAD, the Air Force was able to offer IT buyers a common contracting vehicle for consolidating orders and then push vendors for volume discounts through blanket purchase agreements. We offer volume in exchange for better pricing. IT companies will lower prices to get our orders" as reported in Federal Computer News, August 1, 2001 on Air Force's CIT-PAD GSA Schedule BPA which offers big price breaks by consolidating numerous small IT orders into larger buys to win discounts from vendors

You are encouraged to seek further price reductions as requirements may warrant! Price reductions allow agencies to take advantage of the flexible and dynamic commercial market-pricing environment that is the hallmark of MAS. When you ask for price reductions, it can maximize your use of MAS by taking advantage of competitive forces, technological changes, labor conditions, supply and demand, industry sales goals, inventory reductions and more!

The ability to seek additional price reductions and concessions allow the Government to not only leverage its combined requirement to obtain favorable terms, conditions, and pricing, but to also leverage agency requirements to take advantage of quantity or spot discounts available in a fluid, commercial pricing atmosphere!

BPA NUMBER _____ **CUSTOMER NAME** _____

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) *exclusively with* (Ordering Agency):

- (1) The following contract services/products can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

ITEM (Special Item Number or Type of Service)	SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

DELIVERY: DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.
 (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, paper, or oral communications.
 (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- | | |
|--|--|
| (a) Name of Contractor; | (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and |
| (b) Contract Number; | |
| (c) BPA Number; | |
| (d) Model Number or National Stock Number (NSN); | |
| (e) Task/Delivery Order Number; | (h) Date of Shipment. |
| (f) Date of Purchase; | |

- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.
 (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

***IMPORTANT**
 A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with FAR Subpart 9.6.

Blanket Purchase Agreements offer an easy-to-use, flexible



purchasing option

When using MAS, you are **required** to seek price reductions if your requirement exceeds the maximum order threshold established for that contract. The Maximum Order varies from contract to contract and is listed on every MAS contractor's price list and in GSA **Advantage**®. That Maximum Order threshold for the FABS schedule is broken out on a SIN-by-SIN basis. For SINs 520-1 through 520-15 the threshold is \$1 Million per SIN. For SIN 520-16, the threshold is \$500,000. In response to your request for a price reduction, the contractor may offer a lower price, offer the current contract price or decline the offer. If further price reductions are not offered, an order may still be placed if the ordering office determines that it is appropriate since GSA has determined the contract price to be fair and reasonable.

Remember, Blanket Purchase Agreements (BPAs) offer an easy-to-use, flexible purchasing option. Setting up a BPA with a Federal Supply Schedule contractor is a way to fill recurring needs while taking advantage of quantity discounts, saving administrative time and reducing paperwork. If you are interested in setting up a BPA, take a look at our suggested BPA format for guidance.

Finding Available Contractors

For more information about the FSS MAS program and awarded contractors, you can access our Schedules E-Library on www.fss.gsa.gov/elibrary or visit GSA's online shopping for e-business at GSA **Advantage**® www.gsaAdvantage.com

So, Now You Know

... that acquiring financial expertise need not be time consuming, costly, or intimidating.

Thanks to GSA's Financial and Business Solutions schedule, you can now obtain valuable financial expertise easily!

Need More Info?

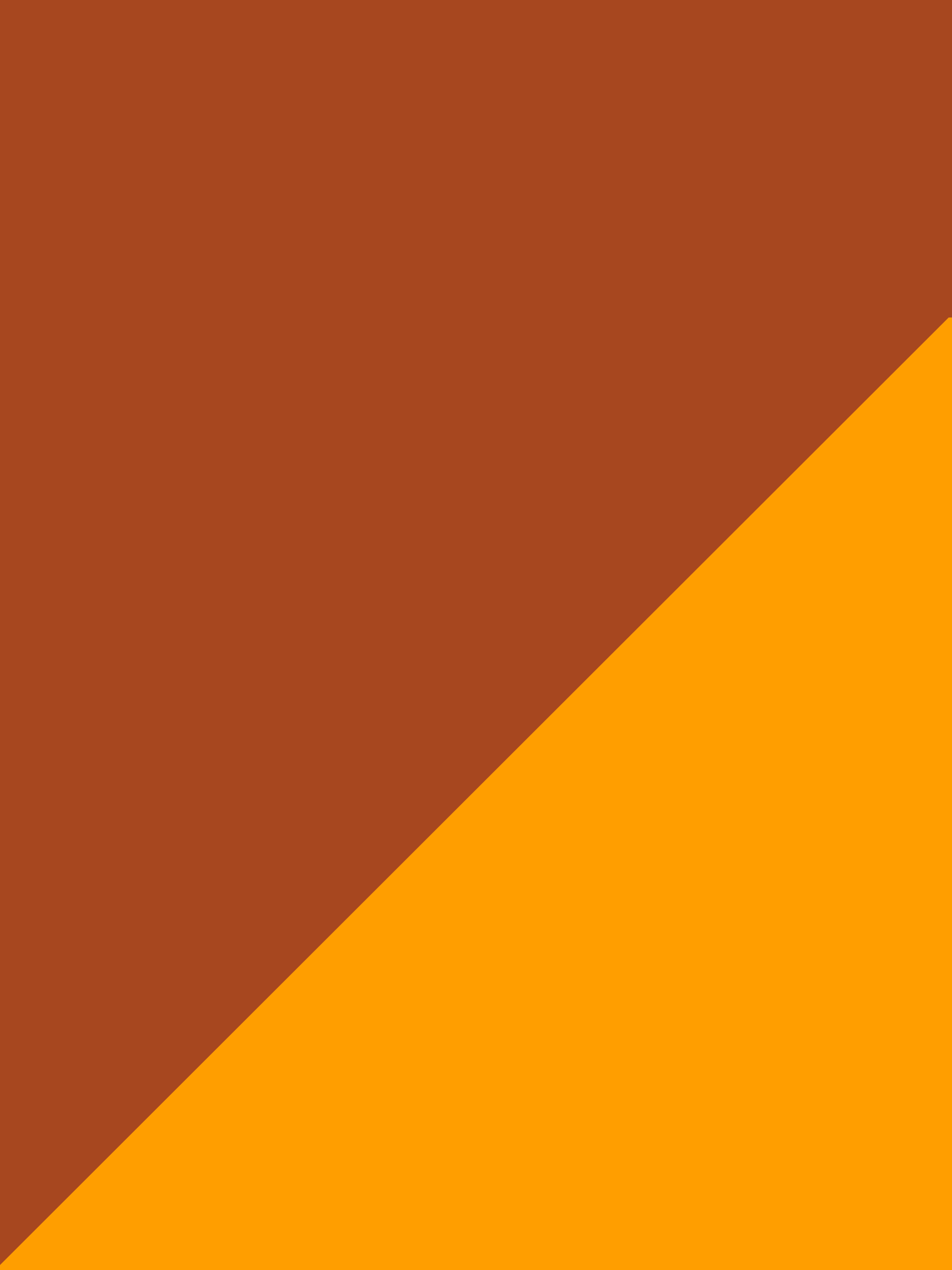
Visit our website for frequently updated information and publications: www.fss.gsa.gov/services

... or visit the Financial and Business Solutions (FABS) website at: www.fss.gsa.gov/services/fabs

Call us at: 703-305-6658

“Take full advantage of the GSA schedule contract if you need... services that are covered under them. Use of the contract meets DOD goals to simplify the acquisition process while at the same time increasing the contracting officer's authority and ability to make sound business judgments.”

Eleanor R. Spector
Office of the Under Secretary of Defense
Former Director Defense Procurement





Smarter Solutions

January 2003

**GSA Federal Supply Service
Services Acquisition Center**

U.S. General Services Administration
1941 Jefferson Davis Highway, Room 507
Arlington, VA 22202
www.fss.gsa.gov/services

5-3-00025

FINA-0003

Ordering and Best Value Determination Guidelines

multiple award schedule

It is important to follow the ordering procedures set forth in FAR 8.4 and the ordering procedures for services contained on the Federal Supply Schedule web site (www.fss.gsa.gov/schedules/ordering). They require that you make a best value determination before placing Multiple Award Schedule orders above the micro-purchase threshold (currently \$2,500).

Here is a quick checklist to ensure you've gone through best value determination process when following the ordering procedures for services on schedule buys.

Did you prepare a request for quote which included a statement of work that:

Outlined the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria and any special requirements

Requested a project plan or past performance/experience information, if necessary and appropriate

Requested contractors to submit either a firm-fixed price or a ceiling price to provide services outlined in the statement of work

Stated the basis to be used for selecting the contractor to receive the order

Did you provide the request to at least three sources under the Federal Supply Schedule?

Please list the contractor names to which the request was provided:

Ordering and Best Value Determination Guidelines

multiple award schedule

- Was the requirement in excess of the schedule's maximum order? If yes, did you provide the request to additional sources under the Federal Supply Schedule **and** ask for a price reduction? Please list the contract or names to which the request was provided:

- Did you evaluate responses against the factors identified in the request for quote and select the contractor that represents the best value? Indicate the factors, other than price, considered in your best value decision below:

Past performance
(e.g., experience)

Special features of the service

Warranty considerations

Technical qualifications

Training

Service availability

Other:

- Have you documented your schedule buy?
If yes, did you:

Identify the service purchased

Identify the schedule contractor from which the services were purchased

Identify the amount paid

Include, if other than a firm fixed price order, the basis for the determination to use a labor-hour or time-and-materials order

Document, for orders above the micro-purchase threshold, the evaluation of schedule contractor's quotes that formed the basis for selecting the contractor that received the order and the rationale for any trade-offs made in making the selection

Financial Services

at a glance

GSA's Schedule for Financial and Business Solutions (FABS) (703) 305-6658 | www.fss.gsa.gov/services/fabs

GSA offers a wide variety of professional financial services under FABS to provide assistance with audits, financial management, portfolio management, financial advisory services and business information services.

SIN 520-1 Program Financial Advisor

Assist agencies on crosscutting issues, asset marketability, program development, trust or other monetary fund management/benefit administration, equity monitoring, originations, and addresses any other considerations regarding the acquisition, management and/or resolution of an asset.

SIN 520-2 Transaction Specialist

Assist agencies in all asset resolution related areas including; valuation/pricing, portfolio stratification, restructuring and disposition strategies which best meet agency goals. Make specific recommendations as to the best execution. Conduct a sale or other disposition vehicle. Provide marketing expertise, budget and credit reform analyses.

SIN 520-3 Due Diligence & Support Services

Assist agencies in the confirmation and validation of specific elements of an agency's portfolio of assets. Collect and organize data from an agency's files or a third party source, create asset inventory database, provide support for asset sales (e.g., asset valuations, investor war room and asset packaging and closings), develop quality/information controls.

SIN 520-4 Debt Collection

Provide collection services and servicing of defaulted loans, which may include borrower negotiations, restructuring and workout agreements.

SIN 520-5 Loan Servicing & Asset Management

Assist agencies in servicing, monitoring and maintaining loan assets including: establish loan databases; perform remittance processing; verify and update borrower data; issue forms and correspondence; process loan cancellations and consolidations; provide billing services; perform/provide credit bureau reporting; and transfer and discharge loans. Provide servicing of troubled loans, which may include borrower negotiations, restructuring, fore-closure and supervision of the sale of the collateral and workout agreements.

SIN 520-6 Professional Legal Services

Assist agencies with the full spectrum of professional legal support required for the resolution, management and/or disposition of assets held by the Federal government.

Financial Services

at a glance

SIN 520-7 Financial & Performance Audits

Perform financial statement audits, financial-related audits and performance audits. An independent assessment of an audited entity's a) financial statements in conformity with generally accepted accounting principles, b) financial information, adherence to financial compliance requirements and internal controls, or c) organization or program performance to identify areas for improvement.

SIN 520-8 Complementary Audit Services

Other services performed by auditors including assist in developing questions for use at hearings, develop methods and approaches in evaluating a new or proposed program and forecast potential program outcomes.

SIN 520-9 Recovery Audits

Audits performed to recover funds resulting from overpayments, duplicate payments and underpayments. DoD audits performed under the authority of Section 354 of the National Defense Authorization Act for FY 96 (Public Law 104-106; 110 Stat. 268; 10 U.S.C. 2461), and Section 831 of the National Defense Authorization Act for FY 02 (Public Law 107-107).

SIN 520-10 Transportation Audits

Perform administrative reviews and rate examinations, prepayment and post-payment of transportation bills to ensure accuracy, completeness, and compliance with established rates, tariffs, quotations, agreements, tenders or other applicable rate authority.

SIN 520-11 Accounting

Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.

SIN 520-12 Budgeting

Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes.

SIN 520-13 Complementary Financial Management Services

Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

SIN 520-14 Audit & Financial Training Services

Plan and deliver audit and financial training services including but not limited to course development and instruction required to support audit, review, financial assessment and financial management activities.

SIN 520-15 Outsourcing Recurring Commercial Activities for Financial Management Services

Services that an agency identifies as recurring commercial activities, which may include billing, payroll processing, application processing, claim processing, grant application management, loan application management, inventory management, and other financial management activities.

SIN 520-16 Business Information Services

Electronic and non-electronic transmission (excluding voice communication) of Consumer Credit Reports, Address Verification Reports, Skip Location Reports, Public Information, Domestic Business Profile, International Business Profile, Mortgage Reports, Supplemental Credit Reference Reports, Bond Rating, Managed Fund Rating, Institutional Ranking, Data Processing (credit/financial) Credit Scoring, Merged Credit Files, Credit Risk Assessment and Miscellaneous Business Information (BIS) Services. May provide computer software intended for BIS use and customization of reports.



Financial and Business Solutions (FABS)

www.fss.gsa.gov/services/fabs

FABS Awarded Contractor
Information on e-Library

www.fss.gsa.gov/elibrary

GSA Schedules Information

www.fss.gsa.gov/schedules

GSA Advantage!®

www.gsaAdvantage.gov

Customer Service Hotline (703)305-6658



Customer Service Hotline (703)305-6658

www.gsaAdvantage.gov

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www.fss.gsa.gov/schedules

GSA Schedules Information

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Financial and Business Solutions (FABS)

