

**U.S. General Services Administration  
Multiple Award Schedule Advisory Panel  
Charter**

1. **Official Designation:** Multiple Award Schedule Advisory Panel ("the MAS Panel").
2. **Authority:** This charter establishes the General Services Administration (GSA) Multiple Award Schedule Advisory Panel in accordance with the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C., App. § 9 (c). The MAS Panel is in the public interest and supports GSA in performing its duties and responsibilities.
3. **Objectives and Scope of Activities:** The MAS Panel will provide independent advice and recommendations to the General Services Administration (GSA). The MAS Panel will review the MAS Policy Statement and implementing regulations, solicitations and contract provisions and internal GSA processes regarding the structure, use, and pricing, of the GSA Multiple Award Schedules program. Specifically, the MAS Panel will review the most favored customer provisions and price reduction policies and provisions in the context of current commercial pricing practices. The MAS Panel's advice and recommendations will assist GSA in assuring that such policies result in MAS prices that are the lowest overall price. The Panel will also identify other means of meeting this objective and recommend whether such alternate approaches satisfy competition requirements; protect the best interests of the Government; ensure financial and ethical integrity of Federal acquisitions; and promote the effective, efficient and fair award and administration of multiple award schedules program contracts.
4. **Description of Duties for Which the Panel is Responsible:** The duties of the MAS Panel shall be solely advisory. In its review of the MAS Policy Statement and implementing regulations, policies and procedures, the MAS Panel shall make any recommendations to modify the MAS Policy Statement and implementing regulations, policies, and procedures that are considered necessary to strengthen the MAS Program.
5. **Federal Official to Whom the Panel Reports:** The MAS Panel reports to the Administrator, General Services Administration.
6. **Agency Responsible for Providing Necessary Support:** GSA will be responsible for financial and administrative support. Within GSA, this support will be provided by the Federal Acquisition Service and the Office of the Administrator.

7. **Estimated Annual Operating Costs and Person-years:** The MAS Panel members will serve without compensation. The total annual operating costs are estimated to be approximately \$ 150,000.00. This includes 1.5 FTE.
8. **Designated Federal Officer (DFO):** A full-time or permanent part-time federal employee, appointed in accordance with agency procedures, will serve as the DFO. The DFO will approve or call all of the advisory panel's and subcommittee's meetings, prepare and approve all meeting agendas, attend all panel and subcommittee meetings, and adjourn any meeting when the DFO determines adjournment to be in the public interest.
9. **Estimated Number and Frequency of Panel Meetings:** It is anticipated that the Panel will meet approximately twice a month.
10. **Duration:** The MAS Panel shall submit its initial report of findings, conclusions, and recommendations within six months from the first meeting of the panel.
11. **Termination:** This charter will be in effect for two years from the date it is filed with Congress. After this two-year period, the charter may be renewed as authorized in accordance with Section 14 of FACA. The Administrator may terminate the Panel at any time prior to expiration of the charter.
12. **Membership and Designation:** The Multiple Award Schedule Advisory Panel consists of approximately 16 members, including the Chair, who are appointed by and serve at the pleasure of the Administrator of GSA. The MAS Panel will include stakeholders from differing viewpoints and perspectives, including small and large agency government customers, industry associations, and federal acquisition and auditing professionals. The MAS Panel membership will consist of a combination of Regular Government Employees (RGEs), and Representative members appointed from industry associations or coalitions who will represent commercial interests. Membership is not expected to include Special Government Employees (SGEs) unless GSA determines that such expertise is required to supplement the existing Panel membership.
13. **Subcommittees:** GSA may form subcommittees or workgroups for any purpose consistent with this charter. Such subcommittees or workgroups may not work independently of the chartered MAS Panel and must report their recommendations and advice to the MAS Panel for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered MAS Panel nor can they report directly to the Administrator.



14. **Recordkeeping:** Records of the MAS Panel will be handled in accordance with General Records Schedule 26, item 2. Committee records consist of, among other things, all papers, documents, and email pertinent to its establishment, membership, policy, organization, deliberations, findings, and recommendations, including its charter, member appointment letters, agendas, determinations for closed meetings, briefing materials, minutes, transcripts, audiovisual materials, reports made or received, and all documents related to its proceedings. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. **Approval:**  3.26.08  
SIGNATURE DATE

16. **Filing Date:**