



TO ALL PROSPECTIVE OFFERORS:

We appreciate your interest in the Multiple Award Schedule (MAS) Program. The General Services Administration (GSA) awards contracts under the Program to thousands of commercial firms each year. This letter provides you with pertinent background information on the MAS Program. We hope you will consider this information in deciding whether or not to submit an offer for a MAS contract and whether it is the right business decision for your company.

Currently, the MAS Program is enormous. The Program is designed to enable Federal Agencies to purchase commercial products and services quickly, efficiently, and at fair and reasonable prices. It enables Federal Agencies to comply with all Federal Acquisition Regulations (FAR) when “easy-to-use” MAS ordering procedures have been followed. The commercial products and services awarded under MAS contracts are divided into 43 distinct schedules. In total, there are over 18,700 MAS contracts in place, covering over 11,000,000 items, so competition is fierce. Each year, several thousand firms submit offers, and over 3,000 are awarded MAS contracts.

To become a successful MAS contractor requires that your company take a few key steps. Performing due diligence and understanding your commitment and obligations as a MAS contractor is the first step to success under the Program. The companies who have prepared well, understood their commitments and obligations, and have a plan to meet those commitments and obligations have thrived under the Program. In order to better understand the environment of the MAS Program, Attachment A lists the following key information for your review:

- Schedule Name
- Number of Contracts on the Schedule
- Total Sales for the Schedule
- Number of Contractors with sales of \$25,000 + for the last fiscal year

Next, to participate in the MAS Program, an offeror must identify which schedule(s) cover the products and/or services your company wants to offer. Getting on the right schedule(s) is the second step to success. To help you with this task, you may want to look at the following websites:

- www.gsaelibrary.gsa.gov
- <http://www.fedbizopps.gov>

Once you have identified the right schedule(s), read and understand the solicitation(s). The terms and conditions it contains are the rules of the road. If you receive a MAS contract, you will be required to follow these rules, which is critical to your success under the MAS Program

One of the most important things you need to understand is that a MAS contract IS NOT a guarantee of future sales. Federal agencies are not required to use the MAS Program. As you have seen, each schedule contains from scores to thousands of contracts already in place and competition is fierce for orders under the MAS Program.

GSA offers training and provides informational material to government buyers about the benefits of the MAS Program. The MAS Program helps reduce acquisition lead time and provides a wide selection of the state-of-the-art commercial supplies and services. GSA has already determined prices to be fair and reasonable and purchases conducted under the MAS Program do not require a synopsis of the requirement. Although GSA provides information material on the benefits of the Program, GSA does not market or promote specific contracts, does not distribute products of individual firms, and does not steer business to any individual contractor. Once you receive a MAS contract, you will be required to market your products or services to the federal community and other authorized users of the MAS Program. Because purchasing authority is spread out across the federal agencies and other authorized users of MAS contracts, marketing your products or services may not be an easy task. Accordingly, targeted marketing and relationship building is the third step to success.

TO HELP YOU DECIDE IF A MAS CONTRACT IS RIGHT FOR YOU

MAS solicitation numbers are listed on Attachment B. Each solicitation contains vital information relative to a MAS contractor’s responsibilities and the Government’s expectations if your company is awarded a MAS contract. Familiarizing yourself with these responsibilities and having a business plan to meet them will be critical to your success.

To help you better understand the meaning of key solicitation terms and conditions, here are some helpful ideas:

Go to the Vendor Support Center (VSC) Website at vsc.gsa.gov. Find the contractor orientation webcast under the Vendor Training Tab. While this webcast is directed at new contractors, it emphasizes the key contract requirements that they must follow and tells them how GSA will evaluate their performance. Watch this webcast and ensure that you are ready to be an excellent MAS contractor.

On the same Vendor Support Center (VSC) website, review the Steps to Success Publication under the Publications Tab. This document is a general overview of contract requirements; including key reporting requirements you will have to meet.

Identify your competitors. Visit the Schedules e-Library website at www.gsaelibrary.gsa.gov and the GSA Advantage website at www.gsaadvantage.gov. These websites contain information regarding the products and services that current MAS contractors already offer. This will aid you in identifying potential competitors under the MAS Program and help you to further assess your ability to compete for orders, if your company is awarded a MAS contract. You should look at such key information as your competitors' pricing, delivery time, warranty terms, services, and other conditions. Think about how you will be prepared to meet or beat such terms. In addition, you should examine other factors that purchasers under the MAS Program may consider when awarding an order such as your company's past performance and expertise in providing the products and/or services that your company is seeking to offer. Often, purchasers under the MAS Program make their award decision based upon "best value" as opposed to lowest price technically acceptable, so you need to assess your ability to compete for orders under all possible award evaluation criteria.

Visit our Schedule Sales Query website at <http://ssq.gsa.gov/> that provides detailed sales information on current MAS contractors. Specifically, you can search to see whether your competitors have successfully sold similar products and/or services under the MAS Program.

Your review and analysis of these websites should allow you to assess the competitive environment for the products and/or services you want to provide. Once you understand the terms you will have to follow and the market you will operate in, you can decide whether a MAS contract is the right investment for your company to make.

Remember, if your company decides to make an offer for a MAS contract and is awarded, your company will have two years to generate your first \$25,000 in sales and must reach that threshold every year thereafter, to keep your contract. If your company is newly established or has had low sales to date (less than \$50,000) in the products and/or services you want to offer under the MAS Program, you may need to recognize the difficulty of meeting this performance requirement of having a MAS contract. If you decide to make an offer under the MAS Program, having a business plan to meet this performance requirement and other performance requirements will be critical to ensuring your success.

Finally, how well you perform under your contract is the fourth and final step to success!

YES, I WANT TO SUBMIT AN OFFER

Excellent. GSA is always looking for highly qualified firms ready to increase competition under the MAS Program. While not all offers receive a MAS contract, in accordance with our statutory authority, the MAS Program is open to all responsible offerors as long as, your company demonstrates that you meet all of our requirements, including pricing.

Typically, it will take 3 – 6 months for your offer to be evaluated and for your company to be awarded a MAS contract. Well prepared and documented offers with competitive pricing are more easily evaluated and therefore may be awarded sooner. Offers requiring lots of corrections and clarifications take a lot longer to be evaluated. To help you submit a complete offer that can easily be evaluated the first time, here are some things that you can do:

- 1) Take the free Center for Acquisition Excellence on-line course "How to Become a Contractor—GSA Schedules Program." This ten-lesson course describes the features of the MAS Program, how to submit an offer, the contract award process, and how to market supplies and services. To register, go to www.gsa.gov/fsstraining.
- 2) Read the entire solicitation. Each solicitation is posted on the internet at the FedBizOpps website www.fbo.gov. FedBizOpps is the single point-of-entry for Federal Government procurement opportunities over \$25,000.

- 3) Attend a free training session offered by GSA on how to obtain a MAS contract. A listing of training events is available at www.gsa.gov (scroll down to “GSA Events” and click on “GSA Schedules Training.”)
- 4) Submit your offer, making sure that the items you are offering are clearly identified, that your pricing proposal is clearly stated and explained.

Once you submit an offer, GSA will look for several things. We will verify that you have submitted all of the required information and we will use this information to evaluate your offer. We will look at numerous areas including:

- Pricing
- Past Performance
- The products/services are within the scope of the Schedule
- Financial Capability
- Technical
- Subcontracting Plan (if you are not a small business)
- Other regulatory compliance.

Good luck. We want you to be successful, and look forward to the start of a long and successful partnership.

NO, I DO NOT WANT TO SUBMIT AN OFFER RIGHT NOW. WHAT OTHER OPTIONS DO I HAVE FOR FEDERAL BUSINESS

If you decide not to pursue a MAS contract at this time, you can still participate in other Federal Government Acquisitions. In some cases, pursuing other avenues may be even more advantageous.

Seek other Government contracting opportunities at FedBizOpps (www.fbo.gov), which is the single point-of-entry for Federal Government procurement opportunities over \$25,000. Commercial vendors seeking Federal markets can search, monitor, and retrieve solicitations for products and services issued by all Federal Agencies. Federal Acquisition Regulations (FAR) set-aside procurements estimated between \$2,500 through \$100,000 for small business.

Participate in subcontracting opportunities with companies already under contract to the Government. The U.S. Small Business Administration (www.sba.gov) provides information on subcontracting as well as other topics of interest to companies seeking business opportunities. Existing schedule contractors are always looking for opportunities to subcontract, especially to small, small disadvantaged, woman-owned small, and service disabled veteran-owned small businesses.

Remember, the MAS Program is continually open. Just because this may not be the right moment for you to participate, you may want to reevaluate this decision from time to time.

APPENDIX A

Schedule Number	Description	Total No. of Contracts (9/30/05)	Value of Sales in FY 2005	No. of Contracts with Over \$25,000 in FY 05 Sales	No. of Small Business Contracts with Over \$25,000 Sales
00CORP	The Consolidated Schedule	232	\$969,733,934	174	115
03FAC	Facilities Maintenance and Management	128	\$61,330,360	44	23
23 V	Vehicular Multiple Award Schedule (VMAS)	141	\$171,161,734	82	66
26 I	Tires, Pneumatic (New), For Passenger, Light Truck, Medium Truck, and Bus, and Retread Services	3	\$16,065,885	3	-
36	The Office, Imaging and Document Solution	382	\$756,494,926	199	139
48	Transportation, Delivery and Relocation Solutions	47	\$404,735,599	22	10
51 V	Hardware Superstore	311	\$588,170,	214	163
520	Financial and Business Solutions (FABS)	424	\$766,571,098	196	117
541	Advertising and Integrated Marketing Solutions (AIMS)	757	\$350,692,807	233	185
56	Buildings and Building Materials/Industrial Services and Supplies	764	\$517,367,433	412	343
58 I	Professional Audio/Video, Telecommunications, and security Solutions	253	\$200,234,069	156	129
599	Travel Solutions	66	\$81,146,173	26	13
66 II J	Test and Measurement Equipment, Aviation Instruments and Equipment Aircraft Components, Maintenance and Repair Services, and Unmanned Scientific Vehicles	152	\$260,720,823	100	71
66 II N	Chemistry, Biochemistry, Clinical Instruments, General Purpose Laboratory Instruments, Laboratory Furnishings and Accessories, and Related Services	218	\$244,653,475	161	110
66 II Q	Geophysical, Environmental Analysis Equipment and Services – Geophysical Environmental, Analysis and Hazard Equipment	120	\$68,540,791	81	62
67	Photographic Equipment – Cameras, Photographic Printers and Related Supplies and Services (Digital and Film-Based)	100	\$36,706,685	50	37
69	Training Aids and Devices, Instructor-Led Training; Course Development; Test Administration – Programmed learning devices	405	\$141,385,832	150	111

70	General Purpose Commercial Information Technology Equipment, Software, and Services – Pursuant to Section 211 of the e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA’s Schedule 70 and the Corporate contracts for associated special item numbers.	5386	\$16,435,458,361	2851	2357	
71 I	Office Furniture	452	\$861,254,835	309	228	
71 II	Household and Quarters Furniture	98	\$88,402,541	48	41	
71 II H	Packaged Furniture	67	\$97,470,170	48	38	
71 II K	Comprehensive Furniture Management Services (CFMS)		124	\$29,796,496	52	38
71 III	Special Use Furniture		160	\$79,608,421	107	87
71 III E	Miscellaneous Furniture		12	\$28,547,561	7	6
72 I A	Floor Coverings – Carpet Rugs, Carpet Tiles and Carpet Cushions		62	\$41,598,502	36	28
72 II	Furnishings		130	20,049,921	66	66
73	Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals and Services – Food Service Equipment, Supplies, and Services		594	\$178,096,947	310	252
736	Temporary Administrative And Professional Staffing (TAPS) – Temporary Administrative and Professional Staffing Services		236	\$113,157,450	132	132
738 II	Language Services		95	\$120,922,259	45	36
738 X	Human Resources and Equal Employment Opportunity Services		177	\$126,849,275	89	62
75	Office Products/Supplies and Services and New Products/Technology – Schedule 75 now includes Videotapes, Audiotapes, tape Cartridges, Diskettes/Optical Disks, Disk Packs, Disk Cartridges, Anti-Glare Screens, cleaning Equipment and Supplies, Ergonomic Devices, Next Day Desktop Delivery of Office Supplies, and Restroom Products such as Roll Toilet Tissue Dispensers, Toilet Tissue, Paper Towels, Toilet Seat Covers, Facial tissues, and Soaps for Restroom Dispensers		449	\$554,510,867	293	263
751	Leasing of Automobiles and Light Trucks		9	\$10,056,339	5	4
76	Publication Media		95	\$87,033,074	65	37
78	Sports, Promotional, Outdoor, Recreation, Trophies, and Signs (SPORTS) – Trophies, Awards, Presentations, Promotional Products, Briefcases and Carrying Cases, Trade Show Displays and Exhibit Systems And all Related Products		730	\$389,715,973	379	349
81 I B	Shipping, Packaging and Packing Supplies – Bags, Sacks, Cartons, Crates, Packaging And Packing Bulk Material		123	\$95,348,977	75	62
84	Total Solutions for Law Enforcement, Security, Facilities, Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response – Marine Craft and Equipment		1270	\$2,265,264,677	645	531
871	Professional Engineering Services		834	\$2,271,902,374	466	315

871 II	Energy Services	50	\$41,223,396	21	13
873	Laboratory Testing and Analysis Services	77	\$26,593,448	20	13
874	Mission Oriented Business Integrated Services (MOBIS)	1778	2,891,760,173	911	566
874 V	Logistics Worldwide (LOGWORLD)	266	\$442,510,185	137	63
899	Environmental Services	847	\$378,225,228	360	210

APPENDIX B

Schedule Number	Description/Title	Solicitation Number	Point of Contact
00CORP	The Consolidated Schedule	FCO-00-CORP-0000C	1-800-241-RAIN
03FAC	Facilities Maintenance and Management	6FEC-E6-030292-B	CFMH Brad Cornell (816) 823-1281
23 V	Vehicular Multiple Award Schedule (VMAS)	FFAH-C2_0235-B	Ira Herman, (703) 605-2986
26 I	Tires, Pneumatic (New), For Passenger, Light Truck, Medium Truck, and Bus, and Retread Services	FCAP-S2-96-2601	Ira Herman, (703) 605-2986
36	The Office, Imaging and Document Solution	3FNJ-C1-00-0001-B	Doris Marsh, (703) 605-1812 or Archie Willis, (703) 605-9289
48	Transportation, Delivery and Relocation Solutions	FBGT-GG-050001-B	Lisa Romano , (703) 605-2920
51 V	Hardware Superstore	6FEC-E6-060173-B	CFMH Ellie Upchurch (816) 926-7808 Jay Willingham (816) 823-1285
520	Financial and Business Solutions (FABS)	FCXB-F4-020002-B	Jacqueline Austin, (703) 605-2820
541	Advertising and Integrated Marketing Solutions (AIMS)	FCXA-M2-030001-B	Janis Freeman, (703) 605-2827
56	Buildings and Building Materials/Industrial Services and Supplies	7FCI-03-0056-B	Bill Lair, (817) 574-2374
58 I	Professional Audio/Video, Telecommunications, and security Solutions	3FNG-RG-020001-B	Robert Gever, (215) 446-5026
599	Travel Solutions	FBGT-RK-040001-B	(703) 605-5616
621 I	Professional and Allied Healthcare Staffing Services	797-FSS-00-0115-R2	VA FSS 621 I Help Desk, (708) 786-7722
65 I B	Pharmaceuticals and Drugs		Robert Setterfield, (703) 786-4955
65 II A	Medical Equipment and Supplier	797-FSS-99-0025-R4	Paul Skalman, (708) 786-5247
65 II C	Dental Equipment and Supplier	797-652C-04-0001	Sandra Perkins, (708) 786-4958
65 II F	Patient Mobility Devices – (Including Medical and Dental X-Ray Film)	797-652F-05-0001-R1	Sandra Perkins, (708) 786-4958
65 V A	X-Ray Equipment and Supplies – (Including Medical and Dental X-Ray Film)	797-655A-03-0001	Sandra Perkins, (708) 786-4958
65 VII	Testing and Measurement Equipment, Aviation Instruments and Equipment Aircraft Components, Maintenance and Repair Services, and Unmanned Scientific Vehicles	M5-Q52A-04-R1	Robert Setterfield, (708) 786-4955

66 II J	Test and Measurement Equipment, Aviation Instruments and Equipment Aircraft Components, Maintenance and Repair Services, and Unmanned Scientific Vehicles	7FCM-U5-04-6601-B	JoAnn Stanley, (817) 574-2336
66 II N	Chemistry, Biochemistry, Clinical Instruments, General Purpose Laboratory Instruments, Laboratory Furnishings and Accessories, and Related Services	7FCM-A7-04-6602-B	JoAnn Stanley, (817) 574-2336
66 II Q	Geophysical, Environmental Analysis Equipment and Services – Geophysical Environmental, Analysis and Hazard Equipment	7FCM-E4-04-6603-B	JoAnn Stanley, (817) 574-2336
66 III	Clinical Analyzers, Laboratory, Cost-Per-Test		Darleen McGary, (708) 786-7722
67	Photographic Equipment – Cameras, Photographic Printers and Related Supplies and Services (Digital and Film-Based)	2FYB-Bj-03-0001-B	(212) 264-0868
69	Training Aids and Devices, Instructor-Led Training; Course Development; Test Administration – Programmed learning devices	2FYA-06-000069-B-R2	(212) 264-0868
70	General Purpose Commercial Information Technology Equipment, Software, and Services – Pursuant to Section 211 of the e-Gov Act of 2002; Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA’s Schedule 70 and the Corporate contracts for associated special item numbers.	FCIS-JB-980001-B	IT Acquisition Center, (703) 605-2700
71 I	Office Furniture	3FNO-M1-01001-B	Lenda Lambert (703) 605-9236 or Moyra Cassidy (703) 605-9189
71 II	Household and Quarters Furniture	3FNH-F6-02002-B	Carmel Pizzuti (703) 605-9255 or Thomas Murray (703) 605-9247
71 II H	Packaged Furniture	3FNH-A3-00001-B	Walter Young (703) 605-9292 or Helen Zivkoviche (703) 605-9293
71 II K	Comprehensive Furniture Management Services (CFMS)	3FNC-B3-003001-B	Joanne Viola (703) 605-9279 or Terri Coley (703) 605-9191
71 III	Special Use Furniture	3FNG-F6-010003-B	Carmel Pizzuti (703) 605-9255 or Thomas Murray (703) 605-9247
71 III E	Miscellaneous Furniture	3FNG-BA-030001-B	Beth Arnol-Messick (703) 446-5024
72 I A	Floor Coverings – Carpet Rugs, Carpet Tiles and Carpet Cushions	3FNH-F3-00F002-B	Sherrill Marlow (703) 605-9240
72 II	Furnishings	3FNG-PL-990008-B	Pattie Longo (215) 446-5021
73	Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals and Services – Food Service Equipment, Supplies, and Services	7FCM-C4-03-0073-B	Bill Lair, (817) 574-2374
736	Temporary Administrative And Professional Staffing (TAPS) – Temporary Administrative and Professional Staffing Services	7FCM-N6-03-0736-B	Richard Armstead, (817) 574-2317
738 II	Language Services	TFTP-GC-07382-B	1-800-241-RAIN
738 X	Human Resources and Equal Employment Opportunity Services	2FYA-WA-0600738X-B	(212) 264-0868

75	Office Products/Supplies and Services and New Products/Technology – Schedule 75 now includes Videotapes, Audiotapes, tape Cartridges, Diskettes/Optical Disks, Disk Packs, Disk Cartridges, Anti-Glare Screens, cleaning Equipment and Supplies, Ergonomic Devices, Next Day Desktop Delivery of Office Supplies, and Restroom Products such as Roll Toilet Tissue Dispensers, Toilet Tissue, Paper Towels, Toilet Seat Covers, Facial tissues, and Soaps for Restroom Dispensers	2FYB-BU-05-0001-B	(212) 264-0868
751	Leasing of Automobiles and Light Trucks	FFAP-W1-00768-N	Ira Herman, (703) 605-2986
76	Publication Media	2FYG-JB-99-0002-B	(212) 264-0868
78	Sports, Promotional, Outdoor, Recreation, Trophies, and Signs (SPORTS) – Trophies, Awards, Presentations, Promotional Products, Briefcases and Carrying Cases, Trade Show Displays and Exhibit Systems And all Related Products	7FCM-M5-03-0078-B	Beth Hudson, (817) 574-2325
81 I B	Shipping, Packaging and Packing Supplies – Bags, Sacks, Cartons, Crates, Packaging And Packing Bulk Material	2FYB-DJ-05-0008-B	(212) 264-0868
84	Total Solutions for Law Enforcement, Security, Facilities, Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response – Marine Craft and Equipment	7FCI-L3-03-0084-B	JoAnne Offill, (817) 574-2482
871	Professional Engineering Services	TFTP-EX-000871-B	1-800-241-RAIN
871 II	Energy Services	TFTD-EJ-00871-B	1-800-241-RAIN
873	Laboratory Testing and Analysis Services	7FC M-H6-04-0873-B	JoAnn Stanley, (817) 574-2336
874	Mission Oriented Business Integrated Services (MOBIS)	TFTP-MC-000874-B	1-800-241-RAIN
874 V	Logistics Worldwide (LOGWORLD)	TFTP-MB-008745-B	1-800-241-RAIN
899	Environmental Services	TFTP-EW-990899-B	1-800-241-RAIN