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### Do you need Government Information?

Here is a great place to start!



## Why an Agency Should Use GSA Schedules!

- Accelerated Acquisitions at low cost to meet time sensitive acquisitions
  - For Services usually 15-60 days depending on acquisition complexity
  - For Products....just minutes if using *GSA Advantage!*
- Time savings means Agency Contracting Office:
  - Can spend more time on contracts not suitable for GSA Schedules (Cost Plus contracts)
  - Reduces customers desires to seek external contracting support
- Three ways to acquire GSA Services:
  - Customer Managed Acquisitions:
    - Agency Contracting Office makes procurement using Schedules
    - Low .75% fee paid by contractor
    - No Money is MIPRed
    - Agency in total control of acquisition
    - Agency gets Task Order Credit for FTE
  - GSA Managed Assisted Services:
    - GSA Acts in behalf of the Agency Contracting Office (some service task exceptions for Energy and Environmental Services)
    - 2-5% fee paid by Agency
    - For DoD Customers, money is MIPRed to GSA. Civilian agencies can use an Interagency Funds Transfer method.
  - Using other Acquisition Agency Fee for Service vendors and requesting use of GSA Contract Vehicles
    - Fee ranges vary
    - For DoD customers, money is MIPRed to Fee for Service Agency. Civilian agencies can use an Interagency Funds Transfer method.
- No Requirements to Advertise (synopsize) Task Orders
- Competition-in-Contracting Act (CICA) Compliant
- Task Orders Count towards Agency Socio-economic goals (with the exception of 8A)
- Task Orders Count towards Agency FTE work load, assuming Agency Policy allows it.
- There is no limit to the size of the orders

USA.gov is the website for access to government agencies. Some of the categories you will find are:

- Benefits and Grants
- Consumer Guides
- Defense and International
- Environment, Energy and Agriculture
- Family, Home and Community
- Health and Nutrition
- History and Arts
- Jobs and Education
- Money and Taxes
- Public Safety and Law
- Reference and General Government
- Science and Technology
- Voting and Elections

Users are encouraged to use the search engine for everything from taxes, passports, federal benefits and countless other topics from multiple federal, state, local, territorial and tribal government sources. This website used to be FirstGov.gov but is improved with greater search capacity.

## Past Articles for Review



Past editions are available at the Management Services Center website: [www.gsa.gov/mgmtservices](http://www.gsa.gov/mgmtservices)

- Pricing on GSA Advantage represents Ceiling Prices
  - Can ask for further discount depending on size of acquisition
  - Prices are based on “most favored customer”
  - Prices have already been determined to be fair and reasonable
- Products and Services offered World-wide
- Evergreen IDIQ Contracts awarded for 5 years with 3 five year options
  - FFP, FFPAF, FFPLOE, FFPEPA, FFPI, TM, LH type contracts
  - GSA manages and updated open solicitation at least every two years to incorporate changed in clauses or laws
  - Responds to request for contract Modifications and administration of basic contract vehicle
- Agencies with IDIQ contracts already established could still improve contracting support and save money by using GSA because:
  - The Agency at the end of the IDIQ must re-compete the contract at more cost than just using GSA’s contract
  - The Agency is carrying the administrative expenses of maintaining their IDIQ contract
- Can add clauses at the Task Order Level as long as they do not conflict with the basic Schedule contract
- Ability to award Single or Multiple Award BPAs using GSA Schedules
- Contractors can make use of Contracting Teaming Arrangements or Prime/Subcontractor Requirements to provide a total solution.
- E-Tools available to acquire goods & services or conduct market research
  - Agency can use GSA e-Tools for RFI’s, RFQ’s and to award contracts
  - Agency can use GSA e-Tools for market research and award and track GSA Schedule awards with their procurement systems
- With over 17,000 Contractors, Agencies most desired contractors likely already hold a GSA Schedule Contract
  - If they don’t, most GSA Acquisition Center will expedite an Agency request to award a Schedule Contract to a particular vendor
- Free training and assistance from local Customer Service Directors

Here is a list of articles in past editions:

#### Oct 2005

Strategic Sourcing and the Fed Gov  
MOBIS News – New Name for MOBIS  
Vendor Support Center  
GSA Expo 2006

#### Jan 2006

Consolidated Schedule, Multiple Solutions  
Upcoming MSC Industry Days  
Teaming vs Subcontracting  
How to Market to the Fed Gov  
Links to Helpful Information  
Pricing Questions

#### Apr 2006

Alert! Contract Administrator Change  
Contract Administration and You  
Schedule Specific Data Available for You  
Schedule Sales Query  
The Prognosis for GSA  
Upcoming MSC Industry Days  
What is a Mass Mod?  
Outreach Europe 2006  
Outreach Europe 2006 Booth Info  
So Much Information at the Vendor support Center  
How to Submit a Modification Request

#### Jul 2006

What is the Maximum Order?  
New Contractor Orientation  
Tis the Season for Mass Modifications!  
Electronic Tools  
How GSA Schedules Meet Agency Needs  
Questions and Answers  
The Next MSC Industry Day



# You are Invited to the Joint Services Environmental Management (JSEM) Conference & Exposition!

**Dates:** May 21-24, 2007

**Location:** The Convention Center in  
Columbus, Ohio

Come and meet two of our General Services Administration representatives at the Joint Services Environmental Management (JSEM) Conference and Exposition in Columbus, Ohio at the convention Center on May 21-24, 2007. Come by and visit the GSA/FAS Management Services booth #414 or attend the presentation on Tuesday, May 22<sup>nd</sup> at 3:30 p.m. To learn more about the event or to register click on link below:

[www.jsemconference.com](http://www.jsemconference.com)

## Disaster Recovery Purchasing by State and Local Governments through Federal Supply Schedules

In the wake of September 11, 2001, and Hurricane Katrina the Federal Government must be in a position to respond to situations immediately and effectively.

Section 833 of this year's Defense Authorization Act gives the Administrator of The General Services Administration (GSA) the authority to open up all schedules to state and local governments in recovery from a major disaster declared by the President. The authority also covers facilitating recovery from terrorism or nuclear, biological, chemical, or radiological attack. This Recovery Cooperative Purchasing is voluntary both for state and local Government and for the contractor.

State and Local Governments may use the Federal Supply Schedule contracts to purchase products and services in advance of a major disaster declared by the President as well as in the aftermath of an emergency event. State and Local Governments are responsible for ensuring that products or services purchased are to be used to facilitate recovery.

The use of Schedules for Disaster Recovery is non-mandatory for both State and Local Governments and Schedule contractors. Businesses have the option of deciding whether to accept orders placed by State or Local Government buyers. State and Local Governments have full discretion to decide if they wish to make a Federal Supply Schedule purchase, subject, however, to any limitations that may be established under state and local law



## GSA Organizational Update

### Commissioner Williams Appoints Barney Brasseux Acting Deputy Commissioner

Federal Acquisition Service (FAS) Commissioner James A. Williams today announced the appointment of Barnaby (Barney) L. Brasseux as FAS Acting Deputy Commissioner effective February 1, 2007. Mr. Brasseux will serve in this role until a permanent selection is made while continuing in his current position as FAS Assistant Commissioner for Travel, Motor Vehicles, and Card Services. "I'm looking forward to working more closely with Barney on the major challenges facing FAS," said Commissioner Williams. "His experience and background more than qualify him for the role." Mr. Brasseux has been with GSA for the past 13 years and has held a variety of positions, including Assistant Commissioner for Vehicle

and procedures.

As a current contractor, you will soon be hearing more about this program and how GSA plans to roll it out. The Multiple Award Schedules will undergo a refresh and you will be given the opportunity to accept a modification to your contract that designates your company as a participant in this cooperative purchasing program.

GSA is also in the process of crafting a marketing plan to launch this program to state and local governments and to the contractor community. A web page will be created so that we can share the latest information. Keep an eye out for more news on this front!

## Management Services Center Industry Day November 29, 2006 Trip Report

The Management Services Center's third Industry Training Day was a huge success. There were 167 contractors in attendance! Speakers from the Chief Acquisition Officer's office, Mr. Roger Waldron, the Acting Assistant Commissioner for Acquisition Management, Mr. Jeff Koses and the Director, Systems Management Center office, Mr. Charles Popelka, all provided current status of initiatives involving federal acquisition.

Breakout sessions (one for each Schedule) and two Marketing briefs were offered and all well attended. The Schedule breakout sessions were structured to provide a ten minute presentation from the GSA staff about current issues in each Schedule. The remainder of the session was used for questions and answers and general discussion.

The same Marketing brief was given twice to allow vendors to get to one Schedule session and one Marketing session. Marketing did a presentation that was about 45 minutes long and then did questions, answers and discussion. A few of the issues that came up were:

- Q. How does a contractor change his/her password in E-buy?
- A. Call the Vendor Support Center at (877) 305-6235 and they will provide replacement passwords (they must verify that they are working with an authorized negotiator on the GSA contract.)
- Q. How do I get to the materials that were presented at the MSC Industry Day?
- A. All of the presentations are being posted on the MSC web-site at [www.gsa.gov/mgmtservices](http://www.gsa.gov/mgmtservices) under the MSC References in the left column.
- Q. How can I convince DoD agencies that they are allowed to use GSA?
- A. Each Agency has its own rules but the basic ability to use GSA is supported by a DoD document telling Agencies they may use GSA. This document may be accessed at: Proper Use of Non DoD Contracts please go to [www.gsa.gov/mgmtservices](http://www.gsa.gov/mgmtservices) and click MSC References
- Q. Where can I find information specific to Teaming arrangement?
- A. go to [www.gsa.gov](http://www.gsa.gov) in the search box type in CTA

Overall, the conference went well. In retrospect, we will discuss adding a "New Contractors" session and will try again to see if many people register for the session. We are very interested in your feedback! If you attended and didn't hand in a critique of the conference please send in your thoughts to:



Acquisition and Leasing  
Services and Chief of Staff for  
GSA's Federal Supply Service.



The Department of Defense (DoD) is, by far, the largest user of the schedules program. As a schedules contractor, it is important that you keep up on the latest procurement news coming from the Defense Procurement and Acquisition Policy (DPAP) office. We highly encourage you to bookmark

[www.acq.osd.mil/dpap](http://www.acq.osd.mil/dpap) and refer to it often.



[Maureen.Duckworth@gsa.gov](mailto:Maureen.Duckworth@gsa.gov). We are very interested in your ideas.

## The Next Management Services Center Industry Day

Date: 15 May 2007

Time: 9 a.m.-11:30 a.m.

Location: Orlando, Florida at GSA Expo

Who: All GSA Contractors for PES, Environmental, MOBIS, Language, Logworld and Consolidated are invited!

This opportunity continues to be without charge and this year does not require a reservation. This year we will dedicate the entire time to Marketing. A presentation, question and answer period and one-on-one question period are scheduled. Mr. Andy Randles (the guru of MSC sales data – possible and actual) will be the presenter.

## So many Opportunities at the GSA Expo!

Date: 15-17 May 2007

Location: Orlando, Florida.

A unique opportunity is available with this MSC Industry Day! This year Expo classes will include Schedule specific training specifically for MSC Schedules (Professional Engineering Service-PES, Environmental, MOBIS, Language, Logworld, and Consolidated).

In the past, if these courses were offered they had to include so much data about E-buy, GSA Advantage!, etc that there was very little time for the Schedule specific data. The rules have changed! Now you will get 90 minutes of intensive, Schedule specific information.

Our Contracting Officers will be presenting these courses and then will be available for one-on-one conferences with agencies and vendors alike. In order to maximize this process our MSC Industry Day will be solely about marketing and the remainder of your day can be used to see Schedule specific courses, talk to a MSC Contracting Officer and network with small and large companies as your needs dictate.

Companies that have Expo booths get complete access to the training courses. Other vendors may attend Expo by registering for a fee of \$500. Information about the GSA Expo may be seen at [www.gsa.gov/Expo](http://www.gsa.gov/Expo).

# MSC

## Points of Contact

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## Hands-On Program Management Training

As a Federal Agency, what is it worth to you to attend a class that not only promotes basic management training, but also incorporates hands on, reality based workshops that feature real life examples?

For GSA's FEDSIM office it meant a great deal. Recently, FEDSIM was looking for a company that could provide risk management training for their program managers. Celerity Works was one of many companies that submitted a proposal for this task. The services Celerity provided were within the scope of MOBIS and SIN 874-1, and FEDSIM was very satisfied with the performance of this firm.

Celerity performed a program management organizational assessment, risk management assessment and interviewed several FEDSIM senior staff to provide a detailed assessment report of FEDSIM program management system weakness and recommended associated improvements to the senior staff members.

Basic program management training provides an essential foundation for government program managers, but it doesn't necessarily prepare them to deal with many of the everyday problems that arise on most projects, especially as it relates to their own unique organizational and contractual relationships.

Michael Lisagor, founder of Celerity Works, had been exploring various ways to provide cost effective reality based risk management training to program managers and contracting officers. He developed a one day Reality Based Risk Management assessment and customized training program using lessons learned through a combination of role playing scenarios, case studies and group exercises. The idea was to conduct a one day workshop to begin to mitigate future risks and increase the probability of project success.

The workshop emphasized five key IT program risk activities drawn from their own organization previous program experience:

- Risk planning
- Risk identification
- Risk analysis
- Risk mitigation
- Risk monitoring, control and assessment

Lisagor hope that many more GSA managers will be given the opportunity to deal with real life challenges in a safe setting. There is a large demand for this type of training. This reality based risk management training will be presented at the 2007 GSA Expo in Orlando, Florida and the National Services ITS Conference in Denver, Colorado. Learn more about reality risk management at: <http://www.fcw.com/columnists/lisagor/1/lisagor.html>.

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