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Management Services Center Reorganization

Dear Schedule Partner

The Management Services Center (MSC), in an effort to improve efficiency of acquisition operations, has determined it necessary to reorganize its staff and multiple award schedule programs into two distinct divisions: Pre Award and Post Award.

As a result of this major realignment, all modifications and options for MOBIS, PES, Logworld, Language, Environmental and Consolidated will now be processed out of one division made up of two branches (one focusing on modifications and one focusing on contract options).

- *So how will this affect my contract?* While many of our industry partners will continue to work with the contract specialist/contracting officer currently assigned to their contract, we do have approximately 1000 contracts that do require reassignment.
- *When will this change actually become effective?* The change will become effective on October 26, 2009.
- *Where do I check to see if there has been a change and/or who my contract specialist/contracting officer is?* All contracts can be viewed at www.gsa.gov/eLibrary on or after October 26, 2009 to find your assigned contract specialist/contracting officer. Please be advised that it is extremely important that you check this site for any noted changes to your contract point of contact.
- *What if I have a modification or option in process?* In most cases, those modifications and options currently in house are being completed by the person originally assigned. We do have approximately 40 Professional Engineering Services (PES) options being reassigned however all affected contractors have been or will be contacted by October 26, 2009. While some files may have to be transferred, all actions will be completed as quickly as possible.

Do you need Government Information?

Here is a great place to start!



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.

MSC workload is currently at a record level, which has caused increased processing time. However our goal is to complete the reorganization as quickly as possible with the least amount of interruption to any actions you may have in house. This realignment is intended to improve service and efficiency in the post award process. We thank you for your continued support and cooperation and we look forward to an improved process in doing business with your firm.

Should you have any questions or need additional information, please contact the contract specialist/officer assigned to your contract.

LogWorld Update

Congratulations LogWorld contractors! LogWorld sales have gone up to \$ 837 Million dollars this year. This is a 17 % increase over 2008 sales. Each year LogWorld sales have increased, even in times of financial turmoil.

If you are not sharing in this prosperity, now is a good time to review some basic marketing tips. There is free marketing training provided at the MSC Industry Days which is then posted at our main webpage: www.gsa.gov/mgmtservices. Look under the August 18-19, 2009 MSC Industry Days link on the left, or use this address: <http://www.gsa.gov/graphics/fas/HaworthHowtoMarketPresentationIDSeattle.ppt>

- Make sure someone in your company is checking eBuy on a daily basis because a lot of purchases are made through the eBuy system. You have complete access to bid on the tasks placed against your awarded Special Item Numbers (SINs). (An agency might only select 3 companies to be notified about the task order – but any company, who sees the task order in eBuy, is eligible to bid.)
- Make sure your GSA Advantage file is up to date and readable. Agencies do research in eLibrary with word searches. If you file is in .pdf format it is possible that the search software will not look at your file. For Schedules providing services (such as LogWorld) it is critical that agencies can find your company with a word search. It is strongly recommended that your GSA Advantage and eLibrary file be either .txt, .doc or .rtf.

SIN 874-597 still needs more contractors so that there is competition on this SIN. 874-597 allows a company to do the minor construction required on task orders like installing a warehousing system (perhaps opening a section of wall so that a conveyor belt can go through the wall, or running an electrical outlet to a new location so that a computer can be positioned in a specific spot, or placing a pedestrian door on a loading dock). There are millions of reasons to use this SIN



in conjunction with your LogWorld task. This SIN allows LogWorld contractors to provide a greater scope of service in one contract vehicle – the agency doesn't have to contract separately for the odd, small repair needed on so many logistical tasks.

Do you know your GSA Contracting Officer? An easy way of identifying this person is through eLibrary. Pull up either site (GSA eLibrary or GSA Advantage) and put your contract number in the search box (for example: GS-10F-0251V). Your company name will be displayed in red. Click on your company name and a page of information will come up which includes or GSA CO with contact information.

Do you know of a service that should be in the scope of the LogWorld Schedule but is not? Please send an email to your Business Manager, Maureen Duckworth at Maureen.duckworth@gsa.gov and let her know! We are always interested in updating the Schedule to meet the current needs of federal agencies.

Language Schedule Information

Dear Schedule Partner,

The MSC receives calls periodically asking about contractors that provide Visual and Hearing Impaired services. We also receive calls asking if the scope of the schedule covers more advanced Linguistic Analytical services and which contractors offer those services. In response to these calls the customers are directed to schedules e-Library where they can search through a list of vendors who offer these services or they are walked through GSA Advantage and shown how they can narrow their search down.

Neither one of these responses offered the customer a quick and easy solution. We want to make it quicker and easier for the customer to find you. And we also want a solution that made the contractors who offered these types of service more visible to the customer.

So, when the Language Schedule was refreshed on September 16, 2008, significant changes were made. These changes included the addition of two new Special Item numbers (SINs). These SINs were developed to better identify services offered under the schedule to meet the demands of our customers. To read a description of the new SINs please click on the red links below.

[382 4 COMPREHENSIVE LINGUISTIC ANALYTICAL SUPPORT SERVICES \(CLASS\)](#)

[382 5 SERVICES FOR THE VISUAL AND HEARING](#)

If you are interested in having your company name and text file listed under these new SINs and have services/labor categories currently



awarded under your contract **and** they fall within the scope of one or more of the new SIN(s), you may submit a written modification request to have the new SIN(s) added to our current contract. You will need to be specific in your request and identify each labor category/service you wish to delete from the current SIN and add to the new SIN. Resultant services that are awarded under the new SIN(s) will not be duplicated under other SIN(S).

For example, if you have these services awarded under SIN 382-2 and request a modification to have them added to 382-4 and your contract is modified, they will be deleted under SIN 382-2. The intent of the additional SINs is to segregate the more specialized services based on customer demands and ordering patterns.

If you have the capability of providing the services that fall within the scope of the new SIN(s) but they are not listed in your current contract and you wish to have them added to your contract, you must request a written modification in accordance with the modification clause, 552.243-72. You will also need to submit a technical proposal for the services proposed, a price proposal, your latest commercial pricelist (if applicable) and Commercial Sales Practices information with the request.

Please include a list of government agencies (including contact information) that you provide these services to with all modification requests. Please do not include any other type of modification request with the additional SIN request in order to expedite the process. Other types of modification should be submitted separately. You should submit your request electronically to msc.mods@gsa.gov. If you have further questions, please contact Gwendolyn V. Parker, Contracting Specialist at gwendolyn.parker@gsa.gov or (253) 931-7186 or Tam Lindsley, Business Management Specialist at tam.lindsley@gsa.gov (253) 931-7627.

GSA Training Conference and Expo

“Be Part of the Action” Plan on exhibiting at the 16th annual GSA Training Conference and Expo 2010 in Orlando, Florida. Exhibit booths will go on sale on November 2, 2009, at 1 p.m. EDT. There were over 900 exhibit booths available to companies that hold current contracts with GSA. The exhibit floor layout plan and pricing plus booth application FAQ’s are posted at expo.gsa.gov. This year’s conference is designed to help government and military personnel achieve and maintain “Excellence in Action”. Take advantage of this opportunity to meet and network with acquisition professionals and program managers from the military and Federal, state and local government. If you have any questions about exhibiting, visit expo.gsa.gov or call MC2 at (800) 343-2171.

Eligibility to Use GSA Sources of Supply

GSA Order ADM 4800.2F, Eligibility to Use GSA Sources and Services, provides detailed information regarding those agencies and organizations that have been determined to be eligible to use GSA Schedule contracts. The GSA Order also provides definitive guidelines concerning eligibility requirements and limitations for a variety of other GSA sources of supply and services. This is a good reference to have in your tool kit as you market your services to various entities. The order now contains an entire section (page 5) on Use of Schedules by State and local Governments. To download the order go: www.gsa.gov/eligibility-gsasource.

Marketing to the Federal Government

This training is designed for vendors who have already obtained a GSA MAS contract.

Participants will learn:

- Agency ordering procedures
- Techniques for finding agency buyers
- Tips and Resources for identifying Agency use of products and services
- Additional points of contact for more marketing information

Registration for this session is limited to 1000 participants. Registration in excess of 1000 will be denied attendance.

For more opportunities to attend sessions with our office, please visit www.gsa.gov/sbu.

NOTE: This class has been set at 1:00 PM EDT to accommodate businesses across the country. Please adjust the time for your area.

Register for the session below:

Tue, Dec 1, 2009 1:00 PM-3:00 PM EST

<https://www2.gotomeeting.com/register/871376522>

System Requirements

PC-based attendees

Required: Windows 2000, XP Home, XP Pro, 2003 Server, Vista

Macintosh based attendees

Required: MAC OSX10.4 (Tiger) or newer





Information on Service Contract Act (SCA)

Contracts with SCA Labor Categories awarded, please be advised that you must insert the following SCA matrix when submitting your SIP information.

See the sample below for how labor categories subject to the SCA are to be submitted through SIP. Labor category titles and rates are shown for example purposes only.

Labor Categories	Hourly Rate
Principal	\$100.00
Engineer	\$80.00
Secretary**	\$20.00
Scientist	\$80.00
Driver**	\$25.00
Engineering	\$26.00
Technician**	\$22.00
Administrative Assistant**	\$18.00
**Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.	

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Secretary	01115 General Clerk I	52059
Driver	31361 Truck driver, Light Truck	52059
Engineering Technician	29081 Engineering Technician I	52059
Administrative Assistant	01011 Accounting Clerk I	52059



Points of Contact

Professional Engineering Services (PES)

Language Services

Tammy Lindsley

(253)931-7627

tam.lindsley@gsa.gov

MOBIS

Staci Oetting

(253) 931-7611

Staci.oetting@gsa.gov

MOBIS

Helen Jay

(253) 931-7063

Helen.jay@gsa.gov

Environmental Services

Carolyn DiCugno

(253) 931-7042

carolyn.dicugno@gsa.gov

LOGWORLD Services

Maureen Duckworth

(253) 931-7514

maureen.duckworth@gsa.gov

Consolidated

Maureen Duckworth

(253) 931-7514

maureen.duckworth@gsa.gov

SIP (Schedule Input Program) Point of Contacts

Did you know that there is one specific Business Manager responsible for your contract when you submit your SIP information? Below is a list of Business Manager's and the first letter of the contract that they are responsible for. If you need assistance, please don't hesitate to contact us. Also, please remember that if you need assistance with submitting your SIP file, you can contact the Vendor Support Center at 1-877-495-4849 and they will be happy to assist you.

Contract Beginning Letter	Business Manager	Phone Number	E-Mail
A,B	Barry Nelson	253 931-7268	barry.nelson@gsa.gov
C,D	Tam Lindsley	253 931-7627	tammy.lindsley@gsa.gov
E,F,G	Maureen Duckworth	253 931-7514	maureen.duckworth@gsa.gov
H,I,J,K	Staci Oetting	253 931-7611	staci.oetting@gsa.gov
L,M,N	Cindy Duncan	253 931-7068	cindy.duncan@gsa.gov
O,P,Q,R	Helen Jay	253 931-7063	helen.jay@gsa.gov
S,T	Carolyn DiCugno	253 931-7042	carolyn.dicugno@gsa.gov
U,V,W,X,Y,Z	Jon Bearscove	253 931-7066	jon.bearscove@gsa.gov