



GSA Office of Small Business Utilization

# *GSA Schedules for Small Business*

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## *Discussion Topics*

- GSA Overview
- What are GSA Schedules?
- GSA Schedule Process and Qualifications
- Finding Opportunities / Helpful Links



# *U. S. General Services Administration*

GSA.....

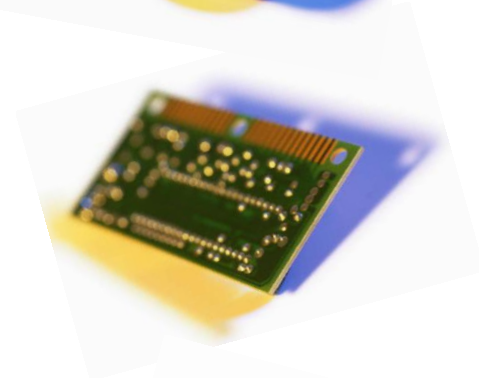
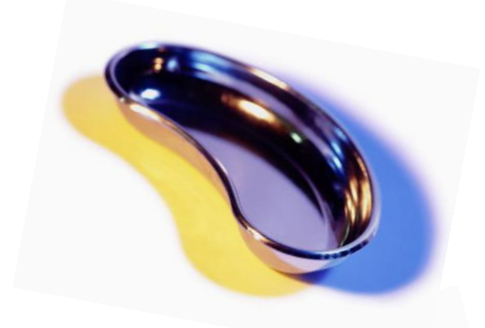
- helps Federal Agencies acquire the space, products, services and consulting they need from federal and commercial sources.
- manages the Multiple Award Schedules Program
- sells surplus Federal property, such as real estate and vehicles to the public.



# *GSA Today*

## *One GSA – One Voice*

- Public Building Service (PBS)
- Federal Acquisition Service (FAS)





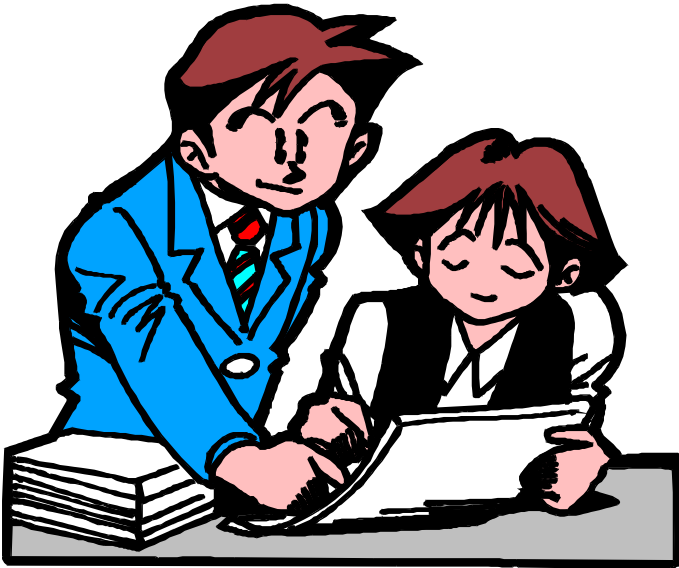
*Multiple Award Schedule Contracts  
(GSA Schedules)*



# What is a GSA Schedule Contract?

Pre-negotiated contracts where prices and contract terms and conditions have been agreed to in advance and are considered “*fair and reasonable*” by the Government;

Contracts between the Federal Government and eligible vendors who agree to honor negotiated prices, terms and conditions **IF and WHEN an agency places an order.**





## Primary GSA Multiple Award Schedules

Information Technology  
Mission Oriented Business Integrated  
Services (MOBIS)  
Professional Engineering Services  
(PES)  
Environmental Services  
Advertising & Integrated Marketing  
Solutions (AIMS)  
Financial and Business Solutions  
(FABS)

Financial and Business Solutions (FABS)  
Human Resources and EEO Services  
Temporary Administrative &  
Professional Staffing (TAPS)  
Office Supplies and Administrative  
Services  
Office Furniture  
Logistics Worldwide (LOGWORLD)  
*And Many More...*



## Features of a GSA Schedule:

- Multiple Award, Indefinite-Delivery, Indefinite-Quantity (IDIQ) contracts
- For commercial items and services
- 5 year base period with 3 five-year option periods
- Contract issued to vendors who meet eligibility requirements and offer fair market pricing
- Process takes approximately 3-6 months\*





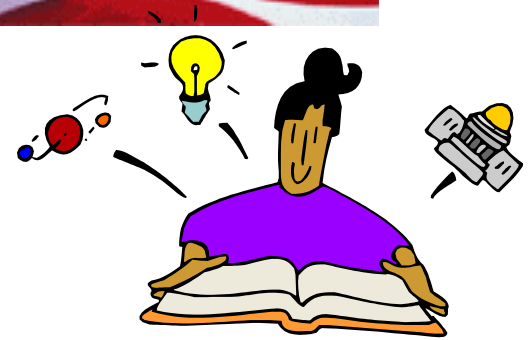
# *Who Can Buy From Schedule Contractors?*

- All Federal Agencies
- Mixed-Ownership Government Corporations (FDIC, Federal Home Loan Banks, etc.)
- The District of Columbia
- Cost Reimbursable Government Contractors authorized in writing by a Federal agency (48 CFR 51.1)
- Some State and Local Agencies (Cooperative Purchasing)





## *Getting Started:*



*Is there a Schedule listing for your products or service?*

[www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)



# GSA E-Library

Search by product / service; contractor; keyword, schedule number, or Special Item Number (SIN)

Locate the schedule that best fits your offerings

The screenshot shows the GSA Schedules e-Library website in a Microsoft Internet Explorer browser window. The address bar shows the URL <http://www.gsaelibrary.gsa.gov/EI/Man/EIHome>. The page features a navigation bar with tabs for "Home", "Federal Supply Schedule Listing", "Basic Schedule Ordering Guidelines", and "Help". A "Quick Schedule" section includes a search bar with a dropdown menu set to "schedule" and a "Go" button. A "Search" section below it has a text input field, a dropdown menu set to "all the words", and a "Search" button. A "Category Guide" section lists various product categories such as "Spring/Summer", "Disaster Relief", "Homeland Security", "IT Solutions & Electronics", "Law Enforcement, Fire, & Security", "Recreation & Apparel", "Tools, Hardware, & Machinery", "Vehicles & Watercraft", "Building & Industrial", "Furniture & Furnishings", "Hospitality, Cleaning, & Chemicals", "Laboratory, Scientific, & Medical", "Office Solutions", "Services", "Travel & Transportation Solutions", and "Wildland Fire & Equipment". A "New Schedules e-Library" banner is visible, along with sections for "GSA Federal Supply Schedules" and "VA Federal Supply Schedules". A "Disaster Recovery Purchasing" section is also present. The page footer contains a warning message: "\*\*\* WARNING \*\*\* This is a U.S. General Services Administration computer system that is 'FOR OFFICIAL USE ONLY.' This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution. Privacy and Security".



Upon finding the Schedule that best fits your company's product or service offerings

Link to the schedule solicitation on FedBizOpps to download the document

The screenshot shows a Microsoft Internet Explorer browser window displaying the GSA Schedules e-Library website. The browser's address bar shows the URL: <http://www.gsaelibrary.gsa.gov/EIRMan/ScheduleSummary?scheduleNumber=899>. The website header includes the GSA logo, "Schedules e-Library", and navigation links for "Home", "Federal Supply Schedule Listing", "Basic Schedule Ordering Guidelines", and "Help". A search bar is present with the text "all the words" and a "Go" button. Below the header, the page title is "899 ENVIRONMENTAL SERVICES". There are two main buttons: "View Contract Clauses" with a green arrow pointing right, and "Vendors" with a link to "Click here to view the current solicitation on FedBizOpps". A "999 Category list" dropdown menu is also visible. The main content area is a table with the following data:

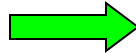
Category	Description
899 1	<b>Environmental Planning Services &amp; Documentation</b> - Services to include, but not limited to: Environmental Assessments and Environmental Impact Statements under the National Environmental Policy Act (NEPA); Endangered Species, Wetlands, Watersheds and other Natural Resource Management plans; Archaeological and/or Cultural Resource Management Plans; Environmental Program Management and Environmental Regulation Development; Economic, Technical and/or Risk Analysis; and, other environmentally related studies and/or consultations. Homeland Security issues including vulnerability assessments, biochemical protection, identification of threats and protective measures to mitigate the threats and Crime Prevention through Environmental Design (CPTED) surveys.
899 2	<b>Environmental Compliance Services</b> - Services to include, but not limited to: Environmental Compliance Audits; Compliance Management and/or Contingency Planning; Permitting; Spill Prevention/Control and Countermeasure Plans; Pollution Prevention Surveys; ISO 14000/ Environmental Management Systems (EMS); and, Community Right to-Know Act reporting.
899 3	<b>Environmental Occupational Training Services</b> - Training to include standard (off-the-shelf), customized, and/or computer-based interactive courses, as well as converting existing courses to electronic media. Training may be conducted on or off site and may be on any number of environmentally related issues, including fire preparedness training and public fire safety education.
899 4	<b>Waste Management Services</b> - Contractors shall provide operational service, advice, or guidance in support of agencies- Waste Management Services. Examples include, but are not limited to: Data Collection, Feasibility or Risk Analysis; RCRA/CERCLA Site Investigation; Hazard and/or Non Hazardous Exposure Assessments; Waste Characterization and Source Reduction Studies; Review and Recommendation of Waste Tracking or Handling Systems; Waste Management Plans and/or Surveys; Waste Minimization/Pollution Prevention Initiatives; Review of Technologies and Processes Impacting Waste Management; Management, Furnishing or Inventory of Material Safety Data via CD, Internet, Facsimile, Mail or other Media; Development of Emergency Response Plans.
899 5	<b>Reclamation, Recycling &amp; Disposal Services</b> - Establishment and/or operation of waste management and/or recycling systems to include waste collection, reuse assessments, inventory, destruction, inventory transfer and/or disposal after compliance with GSA Office of Personal Property Management requirements outlined in FMR's 101-42, 102-36, and 102-37 (as applicable). Types of waste management and/or recycling systems include, but are not limited to: Excess Inventory; Surplus Inventory; Management and oversight of HazMat disposal operations; Confiscated Materials; Electronic Equipment; Batteries; Chemicals; Solids; Biological; Cathode Ray Tubes (CRTs); and Waste Minimization/Pollution Prevention initiatives. This effort does not include nuclear or radioactive waste.
899 6	<b>Remote Advisory Services</b> - Provide remotely delivered advisory services in support of agency's environmental programs. Services to include, but not limited to:



Linked from the GSA web page

Solicitations are on-going, with no closing date

Solicitations may be taken down periodically for refreshment





# *Things You Should Know*

# Registrations and Certifications

- **CCR** [www.ccr.gov](http://www.ccr.gov) or call 888-227-2423
- **NAICS** [www.census.gov/epcd/www/naics.html](http://www.census.gov/epcd/www/naics.html) or call 301-763-INFO (4636)
- **D&B** [www.smallbusiness.dnb.com](http://www.smallbusiness.dnb.com) or call 866-472-7362
- **ORCA** <https://orca.bpn.gov>



# *Are you financially stable?*

- All debts to Government paid
- How's your credit?
- Do you have access to capital?





## *Can you offer fair market pricing?*

The program is designed to offer Government buyers better prices, terms and conditions than they have available in the commercial market.

## **Most Favored Customer Pricing**



## 7- Step Process. . .

1. Find the appropriate GSA MAS Solicitation for your product or service:  
[www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)
2. Download the appropriate solicitation
3. Start Past Performance Review –Open Ratings  
([www.ppereports.com](http://www.ppereports.com))
4. Fill out MAS Solicitation



## Review: 7- Step Process. . .

5. Sign the Standard Form 1449 (SF 1449) in Blocks 30 (a) and (b); Without signature your offer may be returned
6. Mail your proposal/offer to the address listed in Block 9 of the SF 1449;
7. Questions about your submission should be directed to the POC in Blocks 7(a) and (b) of the SF 1449.



# Issuance/Evaluation/Award



## Timeline



**YOU:**  
Complete Online Registrations and Start Past Performance Review

**YOU:**  
Complete Solicitation

**YOU:**  
Submit Completed Offer

**GSA:**  
Evaluates /Reviews Offer

**GSA/YOU:**  
Negotiate Offer

**GSA:** Rejects or Accepts the Offer If Rejected, request debriefing within 3 days

**YOU:** Load information to GSA Advantage

**YOU:** Proactively market your MAS contract to eligible buyers

**\*3 - 6 MONTHS**

# Contract Terms

- Load all prices, discounts, terms and conditions to GSA Advantage!<sup>®</sup> [www.gsaadvantage.gov](http://www.gsaadvantage.gov)
- The contract is 5 years with three 5 year options (total of 20 years)
- You will need to exercise your option years with your Contracting Officer. Renewals must be mutually beneficial.
- Price increases and modifications to the contract are outlined in your contract.



# *Helpful Links. . .*



## ***GSA E-Buy***

- Online RFQ system for GSA Schedule products and services (Must have a GSA Schedule to view and bid on opps)
- [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov)
- Review new opportunities and submit bids online



## *Other GSA Opportunities*

GSA posts a list of prime contractors in the Subcontracting Directory at

<http://www.gsa.gov/smallbusiness>

GSA Forecast of Small Business Opportunities

<http://www.gsa.gov/smbusforecast>





# *Matchmaking & Networking Events*

Match viable small businesses with agency acquisition staff / decision makers

What They Look For:

- Performance History & Financial Stability
- GSA Schedule Holders preferred

[www.gsa.gov/smallbusiness](http://www.gsa.gov/smallbusiness)



GSA



## *e-Tools...*

- [fsstraining.gsa.gov](http://fsstraining.gsa.gov)
- [www.gsa.gov/](http://www.gsa.gov/)
  - schedules
  - elibrary
  - gsaadvantage
  - VSC



GSA

U.S. General Services Administration



GSA

*Schedules e-Library*

*GSA Federal Supply Service*



**GSA** Advantage!™  
on-line shopping....

Welcome to the FSS Center for Acquisition Excellence Virtual Campus

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## *Additional Support...*

- [mashelpdesk@gsa.gov](mailto:mashelpdesk@gsa.gov)
  - (800)488-3111
  - FAX (816) 926-6952
- **ROSBU**
  - (404) 331-5103 (Main Business line)
  - [R4smallbiz@gsa.gov](mailto:R4smallbiz@gsa.gov)





*Questions?*