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## Announcing Schedule 48, the Transportation, Delivery and Relocation Solutions Schedule

The Transportation, Delivery and Relocation Solutions (TDRS) Schedule — available through GSA's Multiple Award Schedules program — offers an array of solutions to help meet all your transportation, delivery and relocation needs. The TDRS Schedule offers a wide variety of products and services within these industries under a single procurement vehicle, providing you with a simplified process and peace of mind. Corporate housing, rental supplemental vehicles, local courier services, office relocation services, and relocation software and technology tools are new additions to long-standing service offerings including domestic delivery services, ground passenger transportation services, and governmentwide employee relocation services. When you use the TDRS Schedule, you are ensured direct and easy access to the full spectrum of these transportation services. The contractors available through the TDRS Schedule have been carefully chosen based on rigorous criteria. They reflect a high caliber of industry professionals that are pre-approved to do business with you.

Using the TDRS Schedule not only means effortlessly finding a contractor that can address your transportation and relocation needs, it also assures you that you will receive the most for your budget dollar and greater flexibility in meeting your deadlines — all while maintaining control of your project. The TDRS Schedule takes the stress out of the acquisition process so you can focus on your agency's mission.



## Flexibility

- Contractors on Schedule have diverse areas of specialization and expertise
- Off-the-shelf and tailored solutions to meet a variety of needs
- No Maximum Order (MO) *limitation* on any GSA Multiple Award Schedule
- Varying contract end dates to ensure coverage

## Cost and Time Savings

- Drastically reduces procurement lead times and administrative costs
- Frees up internal resources to concentrate on your agency's mission
- Fair and reasonable pricing
- Ability to negotiate additional discounts during Task Order placements
- Easy ordering procedures
- Aggregated purchasing power obtains goods and services at the best value and makes these savings available to you

## Peace of Mind

- Compliance with all applicable regulations and competition requirements, including the Competition in Contracting Act (CICA) and the Federal Acquisition Regulation (FAR) Part 6, whenever easy-to-use ordering procedures are followed
- All contractors are determined to be responsible and technically qualified
- Task Orders to small-business concerns count towards your socioeconomic goals

## Control

- Provides a direct relationship between the ordering agency and the service provider
- Offers timely, expert attention to your agency's transportation, delivery and relocation needs
- Allows requirements to be tailored within the scope of the contract



## Domestic Delivery Services

The Domestic Delivery Services program offers your agency a variety of options for every shipping need, with delivery to the Continental United States (CONUS), Alaska, Hawaii, and the Commonwealth of Puerto Rico. This program will help you meet all your domestic express and ground shipping needs for urgent business letters, small packages, and heavyweight shipments.

Some benefits of using Domestic Delivery Services Program are:

- Choice and flexibility with multiple contractors
- Same-day, next-day, two-day and three-day delivery of express small package and express heavyweight shipments
- One-to-seven-day, routine, day-definite delivery of ground small package shipments
- Door-to-door delivery for express small packages
- Money-back guarantees and service-failure adjustments
- Liability coverage (increased insurance available)
- Package tracking and proof of delivery
- Dangerous/hazardous goods service
- Saturday and Sunday pickup and delivery offered by select contractors
- Prices substantially lower than commercial rates





## Services

Below is a description of domestic delivery services available under the TDRS Schedule and their respective Special Item Numbers (SINs).

### **Express Small Package and Express Heavyweight Delivery Services, SIN 451-1**

Typical tasks include domestic express same-day, next-day, two-day, and three-day delivery of extremely urgent letters, small packages, and heavyweight shipments, including any accessorial services offered to the general public.

### **Ground Small Package Delivery Services, SIN 451-2**

Typical services include ground, one- to seven-day and routine day-definite domestic delivery of small package shipments, including any accessorial services offered to the general public.

### **Local Courier Delivery Services, SIN 451-3 (Small Business Set Aside [SBSA])**

Local courier delivery services are available for same-day delivery of extremely urgent letters, small packages, heavyweight shipments, and accessorial services, within domestic metropolitan areas.

## Ground Passenger Transportation Services

Ground transportation utilizing shuttle, limousine and driver services offers ground passenger shuttle transportation for federal employees. The service coverage can be for any city located in CONUS, Alaska, Hawaii, the Commonwealth of Puerto Rico, or worldwide. This new service offers time-definite pick-ups and delivery of government personnel, and can be customized to meet an agency's specific needs.

Some benefits of using ground transportation services include:

- Choice and flexibility with multiple contractors in different cities
- Local and long-distance services
- Includes van, motor coach (bus), VIP or limousine services
- Between and among buildings, and within or between cities
- Airport transport and VIP transport
- Scheduled or unscheduled routes



## Services

Below is a description of ground passenger transportation services available under the TDRS Schedule and the respective Special Item Numbers (SINs).

### **Ground Passenger Transportation Services, SIN 411-1**

Services available under new SIN 411-1 include vans, motor coaches (buses), limousines and driver services. Coverage can be for scheduled or unscheduled routes, on a regional, national or worldwide basis.

## Rental Supplemental Vehicle Program (RSVP) (Coming Soon)

The RSVP offers your agency the ability to supplement your fleet and/or vehicular needs for official business purposes unrelated to travel. Some features to using the RSVP:

- Choice and flexibility with multiple contractors
- Convenient pickup and return services
- Timely driver and roadside assistance

### **Rental Supplemental Vehicle Program (RSVP), SIN 411-2**

Vehicle rental services to supplement federal fleets and/or official business vehicular needs for *other than temporary duty travel purposes*. Typical rental requirements include temporary replacement of a fleet vehicle damaged as a result of an accident or incident; temporary replacement of a fleet vehicle undergoing maintenance, supplemental transportation support for fleets; supplemental transportation support for special events (e.g., G8, training); transportation support for natural disasters, emergencies, and/or continuity of operations tests and drills, etc. Services include reservation services, online booking, pick up and return services, vehicle delivery services, fueling, driver, roadside, and navigation assistance, special vehicle needs (e.g., hand controls, wheelchair lifts), reporting, and billing services.



## Relocation Services

The Governmentwide Employee Relocation Services program provides assistance for relocating employees (and their families) who are transferring to a new duty location. This program offers flexible services, allowing agencies to customize a solution that will most effectively meet their unique requirements. Relocation experts can help you market and sell your home, find a new home, ship possessions, and obtain information on schools, taxes and commuting. Office relocation services have been added to Schedule 48, offering an array of office move services to organizations with relocation requirements.

Some benefits of using relocation services are:

- Employee selection of appraisers
- Reduced marketing time and closing time through negotiating assistance and listing
- Equity advance for purchase of a new home
- In full compliance with the Federal Travel Regulation
- Office relocation service offerings reduce stress associated with office moves and allow agencies to concentrate on mission
- Pre-move planning and designing available under office relocation
- Drastically reduced procurement lead times and administrative costs
- Frees internal resources to concentrate on the agency's mission

### Services

Below is a description of relocation services available under the TDRS Schedule and their respective SINs.

#### **Relocation Home Sales Services, SIN 653-1**

The basic relocation services package includes home marketing assistance, home-sales service, destination area services, move management services and transportation services. Destination-area services cover renter assistance, buyer assistance, and mortgage counseling. Other services include property management assistance for transferees desiring to rent, rather than sell, their homes.

#### **Reserved, SIN 653-2**



### **Relocation Software, Technology Tools and Services, SIN 653-3 (Coming Soon)**

This SIN is for relocation software and automation/technology tools that help agencies track, manage and report on their relocation programs. It includes authorization, planning, repatriation, expense management, tax gross ups, expense entry, communications, and integrations with financial systems, etc.

### **Additional Services, SIN 653-4**

This SIN offers an array of services, including cost-of-living analysis, closing assistance, expense management, rental management, entitlement counseling, group-move assistance, and international move assistance. Typical tasks include customized management reports, customized data communication capabilities, and customized preparation and distribution of program materials and related correspondence.

### **Agency Customization Services, SIN 653-5**

The services available under this SIN include special property services (for property that is difficult to sell or is ineligible under SIN 653-1), home sale and marketing assistance, close-only services, and a buyer value option.

### **Reserved, SIN 653-6**

### **Move Management Services, SIN 653-7**

With these services, the contractor provides a total package of move management support, including: transferee entitlement and pre-move counseling; overseeing carrier evaluation process and carrier selection; preparation of bills of lading; shipment booking; transportation, service performance and prepayment audits; assistance in claims preparation, filing and settlement; management information reports; and on-site quality control.

*Note: Individual contractors under this Schedule may not necessarily offer all the services listed under Relocation above and/or may offer additional services not specifically listed such as additional sub-items under SIN 653-4.*

### **Office Relocation Services, SIN 653-8**

A full range of office relocation services is available, including: removal of existing office furniture, office equipment, and related supplies from present location; transportation of items to the new location; placing moved items according to the direction of the federal agency; pre-move planning; relocation planning design; providing packaging materials, packing/crating, loading/unloading and delivery/setup services.



### **Corporate Housing Services, SIN 653-9**

This SIN is for corporate housing solutions for short term (30 or more days) temporary housing generally associated with employee relocations (temporary or permanent) or extended training needs. Corporate housing facilities are typically in an apartment or condominium type property. Amenities may include, but are not limited to, furnished and unfurnished rooms, housewares, private mailboxes, full kitchens, in-suite laundry facilities, linens/towels, television, VCR/DVD player, utilities, telephone, parking, ground transportation, business services, fitness facilities, concierge services, housekeeping, etc.

### **New Services, SIN 451-99**

Any service or product that can enhance the Transportation, Delivery and Relocation Schedule can be offered at any time. GSA will make available all services and products within scope of the GSA Schedule that add value to the program.



### **How to Review Offerings and Prices**

This publication lists all the categories of services on the TDRS Schedule, with the SINs and brief descriptions. Up-to-date vendor information can be found at the GSA Schedules e-Library ([www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)) by performing a search by Schedule number 48. Contractor information is available on GSA's online shopping service *GSA Advantage!*<sup>®</sup> ([www.gsaAdvantage.gov](http://www.gsaAdvantage.gov)) and on [www.gsa.gov/tdrs](http://www.gsa.gov/tdrs).



## The Multiple Award Schedule

A Multiple Award Schedule (MAS) is one of the most powerful procurement tools available to you. Essentially, a MAS is a listing of awarded contractors that can be used by all federal entities to achieve their missions. GSA awards contracts to responsible companies that offer commercial items falling within the general descriptions of the Schedules. GSA determines that prices are fair and reasonable by comparing the prices or discounts that a company offers the government with the prices or discounts that the company offers its best commercial customers. This negotiation objective is commonly known as “most favored customer” pricing. Interested ordering agencies simply follow the streamlined ordering procedures contained in Federal Acquisition Regulation Subpart 8.4 (see “How to Place Your Order” on page 13).

## It's That Easy

The MAS program mirrors commercial buying practices more than any other procurement process in the federal government. GSA provides customers access to professional services at volume discount pricing on a direct delivery basis. This means you'll experience shorter procurement lead times, lower administrative costs, and reduced internal staff hours devoted to obtaining these services.

The MAS program was designed with federal customers in mind, and it provides a vast array of commercial items and services that can be purchased quickly and easily. Not only does your agency receive fast, direct access to industry leaders in the areas of transportation, delivery and relocation services, but you can also obtain many other services and products through other Schedules as well.





## Cutting the Red Tape

When placing orders under a Multiple Award Schedule, you do not need to synopsise your requirements, formally “set aside” for small business, or make a separate determination of fair and reasonable pricing. GSA has already complied with these requirements and determined that prices are fair and reasonable. By utilizing the Schedules, you can avoid the stress and work normally associated with conducting your own procurement.

## It Never Hurts to Ask for Extra Savings

The price reduction clause allows contractors to offer you a price reduction on *any service at any time*. The reduction can be based on individual circumstance such as ordering a large volume of services. Agencies may negotiate price reductions, and Schedule contractors are free to offer spot discount pricing.

Additionally, FAR 8.405 requires ordering activities to seek price reductions when the order value is expected to exceed the established Maximum Order (MO) Threshold. GSA establishes the MO Threshold based upon the price point at which firms typically offer additional discounts commercially within their industry.



## Flexible Purchasing Options with Blanket Purchase Agreements

If you are dealing with repetitive buys, Blanket Purchase Agreements (BPAs) are for you. A BPA is a simplified method of filling recurring needs for services and products, while leveraging your buying power by taking advantage of quantity discounts, thereby saving administrative time and reducing paperwork. A BPA can be thought of as an “account” established by you (the customer) with a Schedule contractor. By setting up a BPA, you save time and resources. Simplify your ordering by processing a BPA once and then use it as your agency’s needs occur.

With a MAS BPA, you can order as little as you want, as much as you want, and as often as you want. You are not restricted by any dollar limitations when placing orders under a MAS BPA. Also, a BPA can be set up for your field offices across the nation to use, allowing them to participate in your BPA and place orders directly with Schedule contractors. In doing so, your entire agency reaps the benefits of additional discounts negotiated into your own BPA.

Agencies can locate the guidelines for establishing a BPA in the section titled “How to Place Your Order” on page 13. For your convenience, we have also included a sample BPA (see page 22). For further guidance on establishing a BPA, visit our FSS Center for Acquisition Excellence Campus at [www.gsa.gov/schedules](http://www.gsa.gov/schedules).

## Total Solutions through Contractor Teaming Arrangements

For complex tasks, Contractor Teaming Arrangements may be desirable from both government and industry perspectives. A Contractor Teaming Arrangement allows two or more GSA Schedule contractors to work together to meet agency requirements, allowing them to compete for orders for which they may not qualify independently. Contractors on the same Schedule, or across multiple Schedules, can team up.

By using Contractor Teaming Arrangements, contractors can complement each other's unique capabilities while offering government agencies the best turnkey solutions, based on a combination of performance, cost and delivery of acquired services. You can benefit from using Contractor Teaming Arrangements by buying a total solution, rather than making separate buys from various contractors. Visit [www.gsa.gov/schedules](http://www.gsa.gov/schedules) for more information.



## Small Business Means Big Business

The GSA and the Small Business Administration (SBA) strongly support the participation of small business concerns in the Multiple Award Schedules program. To enhance small business participation, SBA policy requires agencies to include in their procurement base and goals the dollar value of orders expected to be placed against the Multiple Award Schedules, and to report accomplishments against these goals. For more details, please visit [www.sba.gov](http://www.sba.gov).

The GSA Schedules e-Library Web site contains information on business size and socio-economic status. This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. While utilizing the information found on this Web site, you are also encouraged to consider small, 8(a), small disadvantaged, veteran-owned, service-disabled veteran-owned, HUBZone and women-owned small businesses when making a “best value” determination. To visit GSA Schedules e-Library, log on to [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov).

*Please Note: Local Courier Delivery Services, SIN 451-3 is a Small Business Set Aside (SBSA).*

## Authorized Users

Agencies and activities named below may use contracts established under GSA's Multiple Award Schedules:

- All federal agencies and activities in the executive, legislative and judicial branches
- Mixed ownership government corporations (as defined in the Government Corporation Control Act)
- The government of the District of Columbia
- Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply

For more details, please visit [www.gsa.gov/eligibility-gsasource](http://www.gsa.gov/eligibility-gsasource).

## Geographic Coverage

All Multiple Award Schedules provide contractors the opportunity to offer worldwide coverage. Schedule contractors have three categories of geographic coverage to offer:

- Domestic, which covers the 48 contiguous states, Washington, D.C., Alaska, Hawaii and Puerto Rico
- Overseas only, which covers overseas destinations other than Alaska, Hawaii and Puerto Rico
- Worldwide, which covers delivery domestically and overseas





## How to Place Your Order or Establish a BPA\*

Federal Acquisition Regulation (FAR) Subpart 8.405 sets forth the easy-to-use ordering procedures for purchasing services from the TDRS Schedule. Ordering activities shall use the procedures in FAR 8.405-1 when ordering Schedule contract supplies and fixed-price services for a specific task, where a statement of work is not required (e.g., installation, maintenance, and repair). When a statement of work is required, ordering activities shall use the procedures in FAR 8.405-2 when ordering Schedule contract services priced at hourly rates.

### Ordering Tips

Ordering activities should consider using the ordering procedures contained within FAR 8.405-1 (Ordering Procedures for Supplies and Services Not Requiring a Statement of Work) when placing a task order for the following SINS:

- 411-2 Rental Supplemental Vehicle Program
- 653-3 Relocation Software, Technology Tools and Services

Ordering activities should consider using the ordering procedures contained within FAR 8.405-2 (Ordering Procedures for Services Requiring a Statement of Work) when placing a task order for the following SINS:

- 653-1 Relocation Home Sales Services
- 653-4 Relocation Additional Services
- 653-5 Agency Customization Services
- 653-8 Office Relocation Services





Depending on specific items being acquired under the following SINs, ordering activities should determine whether use of FAR 8.405-1 or FAR 8.405-2 is required to achieve best value:

- 411-1 Ground Passenger Transportation Services
- 451-1 Express Small Package and Express Heavyweight Delivery Services
- 451-2 Ground Small Package Delivery Services
- 451-3 Local Courier Delivery Services
- 653-7 Move Management Services

To establish and administer a single or multiple BPAs, ordering activities must also follow the ordering procedures contained in FAR 8.405-3. Remember, BPAs offer an easy-to-use, flexible purchasing option. Setting up a BPA with a GSA MAS contractor is a way to fill recurring needs while taking advantage of quantity discounts, saving administrative time and reducing paperwork. If you are interested in setting up a BPA, take a look at our suggested BPA format on page 22.

When ordering services exceeding \$100,000 using Department of Defense (DoD) funds, ordering activities shall follow the Defense Federal Acquisition Regulation Supplement (DFARS), which has been amended to implement Section 803 of the National Defense Authorization Act for Fiscal Year 2002 (Public Law 107-107). DoD offices and non-DoD activities placing orders on behalf of DoD should refer to DFARS 208.404-70 for additional information regarding ordering procedures and documentation requirements.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, when ordering services requiring a statement of work (FAR 8.405-2), the ordering office is responsible for considering the level of effort and mix of labor proposed to perform the specific task(s) being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable. Ordering offices are encouraged to conduct an evaluation of proposals to determine the best value to the government for the specific tasks required. This could involve requiring and evaluating: (1) technical proposals to determine the offerors' understanding of the stated requirements; (2) the corporate experience of the offerors; and (3) technical and/or price proposals from teams/partners to determine the best overall value for the entire scope of work projected.

For additional guidance, review the "A Word about Price" section on page 18. To attend an online class at our FSS Center for Acquisition Excellence Campus, please visit our Schedules Web site at [www.gsa.gov/schedules](http://www.gsa.gov/schedules). It may also be beneficial to review/use the "Ordering and Best Value Determination Guidelines" on page 24 of this brochure.

\* Please check the FAR at [www.arnet.gov](http://www.arnet.gov) or, for the most up-to-date ordering procedures, log on to [www.gsa.gov/schedules-ordering](http://www.gsa.gov/schedules-ordering).

Remember: Ordering activities placing GSA Schedule contract orders (*particularly if government-wide commercial purchase cards are used*), should advise Schedule contractors that they are authorized Schedule users and cite the appropriate GSA Schedule contract number on each ordering document, in order to ensure that they receive Schedule contract services at Schedule contract prices. All services ordered shall be within the scope of the GSA Schedule contract.

### **Special Ordering Procedures for Corporate Housing, SIN 653-9**

Ordering activities shall use the following special ordering procedures when acquiring Corporate Housing services under the TDRS Schedule:

"These ordering procedures apply to those purchases made under this schedule or through a travel management system as defined by the Federal Travel Regulation for civilian agencies and Joint Travel Regulations for military agencies. Based on the traveler's review of government-preferred suppliers and their negotiated rates through the travel management system for the designated destination, the traveler will select a lodging property on a best-value decision based on his/her agency's policies, the property's location, amenities, availability, price and mission needs. Payment is normally made directly to the property by the individual traveler. Any payment method can be used, however, the most frequent form of payment is anticipated to be the government-wide commercial charge card for travel. Travel cards are approved and issued to travelers through their respective agency. Currently, Bank of America, Citibank, Bank One, and US Bank are the Government's card issuers. Additional information about the government-wide commercial charge card can be found at the [GSA SmartPay](#) Web site.





Net billing is required. The Contractor shall honor the contract rate when presented/provided with the proper government-wide commercial charge card number or other authorized form of payment. In order to effectuate the recognition of contract rates at the point-of-sale, the current government-wide commercial charge cards use the following 4-digit prefixes:

MasterCard: 5568

Visa: 4486 or 4716

The Contractor shall also have the capability of direct billing to an ordering agency as a form of payment such as a purchase order. The Government assumes no liability for payment of rooms booked by or on behalf of individual travelers unless otherwise specified for direct billings between the Contractor and the ordering agency.”

The following Web sites may provide helpful information:

GSA SmartPay® at [www.gsa.gov/smartpay](http://www.gsa.gov/smartpay)

Federal Travel Regulation at [www.gsa.gov/fttr](http://www.gsa.gov/fttr)

Joint Travel Regulations at <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Other Direct Costs and GSA MAS

Project costs, other than labor costs, are commonly referred to as Other Direct Costs (ODCs). The Government Accountability Office (formerly the General Accounting Office) decision regarding the Pyxis Corporation, decision number B-282469, stated that agencies must follow applicable regulations when purchasing non-FSS items. However, agencies may easily use Contract Support Items as a substitute for typical non-FSS ODCs to support Task Orders placed against GSA Multiple Award Schedules because they have been evaluated and determined fair and reasonable by GSA. As a result, Contract Support Items are part of the contractor's GSA approved Schedule price list. For more information regarding non-FSS ODCs, see Federal Acquisition Regulation Subpart 8.4.

## Best Value

Customers are to make the “best value” selections. “Best value” signifies a process used to select services or products to meet your needs — and it ensures good business decisions by the use of factors other than price. A good way to determine your “best value” requirements is to evaluate what is most important to your agency and organization other than price. Some factors might be:

- Administrative costs;
- Corporate experience;
- Delivery;
- Past performance;
- Technical qualifications/solutions;
- Training; and/or
- Warranty.

For further guidance, or to attend an online class at our FSS Center for Acquisition Excellence Campus, please visit our Schedules Web site at [www.gsa.gov/schedules](http://www.gsa.gov/schedules). Additional guidance can also be obtained by reviewing/using the “Ordering and Best Value Determination Guidelines” on page 24 of this brochure.

## GSA e-Buy, an Electronic Way to Order Services

e-Buy, a component of *GSA Advantage!*<sup>®</sup> is an online Request for Quote (RFQ) tool designed to facilitate the request for submission of quotes for a wide range of commercial services and products that are offered by GSA Multiple Award Schedule contractors who are on *GSA Advantage!*<sup>®</sup>.

e-Buy allows federal agencies (buyers) to maximize their buying power by leveraging the power of the Internet to increase Schedule contractor participation, in order to maximize competition and produce a more favorable “best value” purchase decision. e-Buy provides agencies with a tool that will result in saving time and money.

While using the e-Buy system, buyers may prepare and post an RFQ for specific services and products for a designated period of time. Each RFQ is assigned to a GSA Multiple Award Schedule Special Item Number (SIN) category by the buyer. The category assignment determines which sellers may receive the e-mail notice to quote. Sellers are automatically listed under their awarded SIN categories. Buyers may notify all sellers listed under a particular SIN category or may choose to notify a lesser number of sellers. (FAR 8.4 and the Ordering Procedures for Services Requiring a



Statement of Work stipulate that buyers must submit their respective RFQs to three or more sellers for purchases that exceed the micro-purchase threshold.) Sellers not notified may still submit a quote for an RFQ placed under their awarded SIN.

Contractors who wish to quote must do so at the e-Buy Web site. Only those contractors who have submitted their catalogs for inclusion in *GSA Advantage!*<sup>®</sup> will have an opportunity to participate in e-Buy and receive RFQs.

Once an RFQ has closed, buyers may then evaluate and accept the quote that represents the best value. Buyers may then issue an order to any contractor whose quote was accepted. To visit GSA e-Buy, log on to [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov).

## A Word About Price

Although GSA has made the determination that the price awarded on a service Schedule is a fair and reasonable price, GSA has not determined that the level of effort or mix of labor proposed in response to any specific requirement is in itself, fair and reasonable. When buying services that require a Statement of Work (SOW), only you can make a determination that the price is fair and reasonable, based on the level of effort and mix of skills proposed for your specific effort. That is why GSA has special ordering procedures for services that require an SOW.

Even as GSA has leveraged governmentwide requirements, it is our experience that, as in the commercial marketplace, contractors will sharpen their pencils for large orders to get the business. Effective use of the MAS program requires agency engagement in the process!





While GSA has determined that the price on a MAS is fair and reasonable, it is a proven best practice to seek out additional price discounts and/or concessions when ordering.

While ordering activities are encouraged to seek price reductions for any size Schedule contract order, they are required to seek price reductions if the requirement exceeds the Maximum Order threshold established for that Schedule contract. The Maximum Order threshold varies from contract to contract and is listed on every MAS contractor's price list and in *GSA Advantage!*<sup>®</sup>. The Maximum Order threshold for all SINs under the TDRS Schedule is \$1 million.

In response to your request for a price reduction, the contractor may offer a lower price, offer the current Schedule contract price, or decline the order. If further price reductions are not offered, an order may still be placed if the ordering office determines that it is appropriate since GSA has determined the contract price to be fair and reasonable.

Refer to FAR 8.405-4 for further specific price reduction directions.

The following examples highlight some of the benefits of using Schedules:

- “Users of the BPAs will receive discounts of 1 percent to 10 percent off the prices for products available through the companies' General Services Administration Schedule contracts ... but volume discounts could vary widely, reaching up to 90 percent,” as reported in *Government Computer News* on the Air Force's \$200 million BPA for electronic records management and network services.
- “DoD buyers can receive a discount of up to 42 percent” off GSA Schedules prices for maintenance and “up to 24 percent off the pricing for products,” including a provision for buyers to receive “a 60.5 percent discount” for user licenses, as reported by *Government Computer News* on the Army's BPA for software, maintenance and consulting services.
- “By creating CIT-PAD, the Air Force was able to offer IT buyers a common contracting vehicle for consolidating orders and then push vendors for volume discounts through BPAs. We offer volume in exchange for better pricing. IT companies will lower prices to get our orders,” as reported in *Federal Computer News* on Air Force's CIT-PAD GSA Schedule BPA, which offers big price-breaks by consolidating numerous small IT orders into larger buys to win discounts from vendors.
- “The Navy has signed four three-year Blanket Purchase Agreements (BPAs) that give all Defense Department agencies a 15 percent to 25 percent discount off Schedule prices for Microsoft Corp. server products,” as reported in *Government Computer News*.
- “Buyers will receive discounts ranging from 9 percent to 40 percent off the companies' General Services Administration Schedule pricing,” as reported in *Government Computer News* on the Air Force's successful negotiations for four BPAs for high-end workstation — their combined value is \$140 billion.



## Finding Available Contractors

For more information about the GSA MAS program and awarded contractors, you can access the Schedules e-Library at [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov) or visit GSA's online shopping site GSAAdvantage!® at [www.gsaAdvantage.gov](http://www.gsaAdvantage.gov).

Also, don't forget to utilize GSA e-Buy at [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov) to post your RFQs to contractors who are listed on GSAAdvantage!®.

*Now that you're aware that acquiring transportation expertise doesn't have to be time-consuming, costly or intimidating, you can obtain valuable services easily — thanks to GSA's Transportation, Delivery and Relocation Solutions Schedule.*





For contract-specific and technical information, visit the TDRS Schedule Web site at [www.gsa.gov/tdrs](http://www.gsa.gov/tdrs).

For general information and price lists, contact the National Customer Service Center at (800) 488-3111 or e-mail: [ncscustomer.service@gsa.gov](mailto:ncscustomer.service@gsa.gov).

## Where to Get Contracting Assistance

Phone: (703) 605-5616

E-mail: [onthego@gsa.gov](mailto:onthego@gsa.gov)

Or contact the MAS Helpdesk via e-mail at [mashelpdesk@gsa.gov](mailto:mashelpdesk@gsa.gov) or call 1(800) 488-3111.

## Access to Multiple Award Schedules

### To request hard copies of Schedules:

General Services Administration  
Centralized Mailing List Service  
501 W. Felix Street  
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P. O. Box 6477  
Ft. Worth TX 76115-6477

Phone: (817) 334-5215  
Fax: (817) 334-5561  
E-mail: [cmls@gsa.gov](mailto:cmls@gsa.gov)

To access Multiple Award Schedules on the Web, log on to [www.gsa.gov/schedules](http://www.gsa.gov/schedules), visit the Schedules e-Library at [www.elibrary.gsa.gov](http://www.elibrary.gsa.gov), or link from *GSA Advantage!*<sup>®</sup> at [www.gsaAdvantage.gov](http://www.gsaAdvantage.gov) and perform a search by Schedule Number (48), SIN, or keywords.







**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH \_\_\_(Ordering Agency)\_\_\_:

- (1) The following contract services/products can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

ITEM (Special Item Number or Type of Service)

SPECIAL BPA DISCOUNT/PRICE

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

- (3) The government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, paper, or oral communications.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Task/Delivery Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**\*IMPORTANT – The Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with FAR Subpart 9.6.**



# MULTIPLE AWARD SCHEDULE

## Ordering and Best Value Determination Guidelines

It is important to follow the ordering procedures set forth in FAR 8.4. They require that you make a best value determination before placing Multiple Award Schedule orders above the micro-purchase threshold (currently \$2,500). Here is a quick checklist to ensure you've gone through a best value determination process when following the ordering procedures for services on schedule buys.

### Did you prepare a request for quote, including a statement of work, that:

- Outlined the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria and any special requirements
- Requested contractors to submit either a firm-fixed price or a ceiling price to provide services outlined in the statement of work
- Requested a project plan or past performance/experience information, if necessary and appropriate
- Stated the Basis to be used for selecting the contractor to receive the order

**Did you provide the request to at least three sources under the Federal Supply Schedule?** Please list the names of the contractors to whom the request was provided:

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**Was the requirement in excess of the schedule's maximum order? If yes, did you provide the request to additional sources under the Federal Supply Schedule AND ask for a price reduction?** Please list the names of the contractors to whom the request was provided:

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**Did you evaluate responses against the factors identified in the request for quote and select the contractor that represents the best value? Indicate which of the non-price factors below were considered in your best value decision:**

- |  |   |
|--|---|
| <input type="checkbox"/> Past performance (e.g., experience) | <input type="checkbox"/> Training             |
| <input type="checkbox"/> Special features of the service     | <input type="checkbox"/> Service availability |
| <input type="checkbox"/> Warranty considerations             | <input type="checkbox"/> Other: _____         |
| <input type="checkbox"/> Technical qualifications            |   |

**Have you documented your schedule buy? If yes, did you:**

- Identify the service purchased
- Identify the schedule contractor from which the services were purchased
- Identify the amount paid
- Document the evaluation of schedule contractors' quotes that formed the basis for selecting the contractor that received the order and the rationale for any trade-offs used in making the selection (if above the micro-purchase threshold)
- Include the basis for the determination to use a labor-hour or time-and-materials order (if other than a firm-fixed price order)







Smarter Solutions



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