

# **Adding a Professional Services GSA Schedule**

Kathy Jocoy and  
Kristann Montague

## **Session Objectives**

Two Alternatives to Adding a Professional Services  
Schedule Contract

Prepare and Submit a New Offer (Kristann Montague)

Request Migration to OOCORP (Kathy Jocoy)

## Submitting a New Offer

- Do Your Research (Schedule scope, competition/partners, market trends)
- Download Solicitation (Access through GSA Schedules webpage or individual Schedule webpage
  - PES: [www.gsa.gov/pes](http://www.gsa.gov/pes)
  - MOBIS: [www.gsa.gov/mobis](http://www.gsa.gov/mobis)
  - Language: [www.gsa.gov/language](http://www.gsa.gov/language)
  - LOGWORLD: [www.gsa.gov/logworld](http://www.gsa.gov/logworld)
  - Environmental: [www.gsa.gov/environmental](http://www.gsa.gov/environmental)

## Submitting a New Offer (Continued)

- Use templates provided in solicitation or develop your own to ensure the offers submitted comply with proposal instructions.
- Call / e-mail GSA if there are questions *prior to* submitting offer
- Perform a quality control review prior to submitting offer
  - At least 50% of all offers are rejected based on serious deficiencies
- Take “Marketing Matters” free webinar at <http://interact.gsa.gov> on marketing to federal government
- Due to volume of offers received, it takes 9-10 months to award most offers; your patience is appreciated!

## **Migrating to OOCORP (Consolidated)**

- To be eligible, you must be in compliance with all terms and conditions of your current GSA Schedule contract(s) including
  - Contract sales of at least \$25K per year
  - Successful (or better) ACO Report Cards
  - OOCORP is not solution to avoid cancellation of a non-performing contract!
- Modification rather than new offer; faster processing time
  - MSC/Auburn is lead on all migrations where IT is not the preponderance of estimated sales
  - IT Center is lead on all migrations where IT is the preponderance of estimated sales

## Considerations

- Contract sales of at least \$25K per year
- Successful or better ACO Report Cards
- Firm must be in compliance with all terms and conditions of existing contract(s). Includes addressing all Mas Mods.

## What is needed in the Migration Process

- Submit a Contract Migration Request (document 16 under latest solicitation found under [www.gsa.gov/consolidated](http://www.gsa.gov/consolidated) )
- Submit copy of contract award if migrating any contract NOT managed by the MSC. This will include price lists, labor category descriptions/education/experience
- Submit an updated CSP
- Submit an updated subcontracting plan if required.

## Benefits

- Migration process is usually faster and less complex than submitting a new offer
- Your firm will have fewer GSA Schedule contracts to manage (less administrative burden)
- Your firm will be visible on all awarded Schedules as if you had those separate Schedule contracts
- Example, if you have MOBIS and PES SINs, your firm will show up on the MOBIS, PES, and OOCORP web pages
- Migration instructions are published in both the OOCORP solicitation and OOCORP website, [www.gsa.gov/consolidated](http://www.gsa.gov/consolidated)



# **Management Services Center Points of Contact**

## **Mission Oriented Business Integrated Services (MOBIS)**

Schedule 874 / TFTP-MC-000874-B / [mobis@gsa.gov](mailto:mobis@gsa.gov)

## **Professional Engineering Services (PES)**

Schedule 871 / TFTP-MC-990871-B / [pes@gsa.gov](mailto:pes@gsa.gov)

## **Language Services**

Schedule 738 II / TFTP-GC-017382-B / [language@gsa.gov](mailto:language@gsa.gov)

## **Environmental Services**

Schedule 899 / TFTP-EW-990899-B / [environmental@gsa.gov](mailto:environmental@gsa.gov)

## **Logistics Worldwide (LOGWORLD)**

Schedule 874 V / TFTP-MB-008745-B / [logworld@gsa.gov](mailto:logworld@gsa.gov)

## **Consolidated Schedule Schedule**

00CORP / FC00CORP0000C / [consolidated@gsa.gov](mailto:consolidated@gsa.gov)

**(800) 241-7246**