



Getting on Contract

Do you qualify?

To qualify for a VA FSS contract you should:

1. Be able to demonstrate that your firm is responsible. It is recommended that your firm be in business for at least two (2) years prior to submitting a proposal for a VA Schedule contract.
2. Have \$150,000 in Commercial sales or \$25,000 in Government sales.
3. Complete the GSA "Pathway to Success" education seminar. Submit a copy of the certificate of completion with your proposal.
4. Meet all the requirements of the solicitation.
5. Be able to fulfill all contract obligations outlined in the solicitation.

Online Resources

Doing Business with the VA

<http://www.va.gov/oamm/oa/nac/fss/prospective.cfm>

Getting on Schedule

<http://www.va.gov/oamm/oa/nac/fss/gettingschedule.cfm>

VA Schedule Programs

<http://www.va.gov/oamm/oa/nac/fss/schedules.cfm>

The Department of Veterans Affairs operates a nationwide system of hospitals, clinics, Veterans Integrated Service Networks (VISN), data processing centers, and National Cemeteries, all of which require a broad spectrum of goods and services. These goods and services are purchased on a national, regional, and local level — so no matter how large or small your business is the VA is a potential customer.

The VA Federal Supply Schedule (FSS) Program establishes long-term governmentwide contracts that allow VA and other government agencies to acquire a vast array of healthcare related products and services directly from commercial suppliers.

What You Need to Know...

Assess Your Competition

VA FSS contracts are awarded to responsible vendors that offer the same or similar products or services. It is recommended that you assess your competition prior to submitting a proposal to ensure you can be competitive.

Trade Agreements Act

Under the terms of the Trade Agreements Act **only** US-made or designated country end products shall be awarded to responsible VA FSS contractors.

Minimum Sales Criteria

The VA expects all FSS contractors to exceed \$25,000 in sales within the first two years after contract award and \$25,000 each succeeding year in order to retain a VA FSS contract. It is recommended that you draft a business plan detailing how you intend to meet this performance requirement.

Best Practices

1. Read the solicitation in its entirety
2. Ensure all submitted information is, to the best of your knowledge, current, accurate, and complete.
3. Verify your company meets the minimum requirements of the solicitation and will be able to fulfill all obligations in the event of contract award.
4. Provide timely and complete responses to all clarification and additional information requests. Late submissions may result in your offer being returned without further consideration.
5. Ask questions! If you are not sure what information to provide, contact the FSS Help Desk, helpdesk.ammhinfss@va.gov, or your assigned contract specialist.



National Acquisition Center
Federal Supply Schedule Service

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Visit us online at <http://www.fss.va.gov>!