



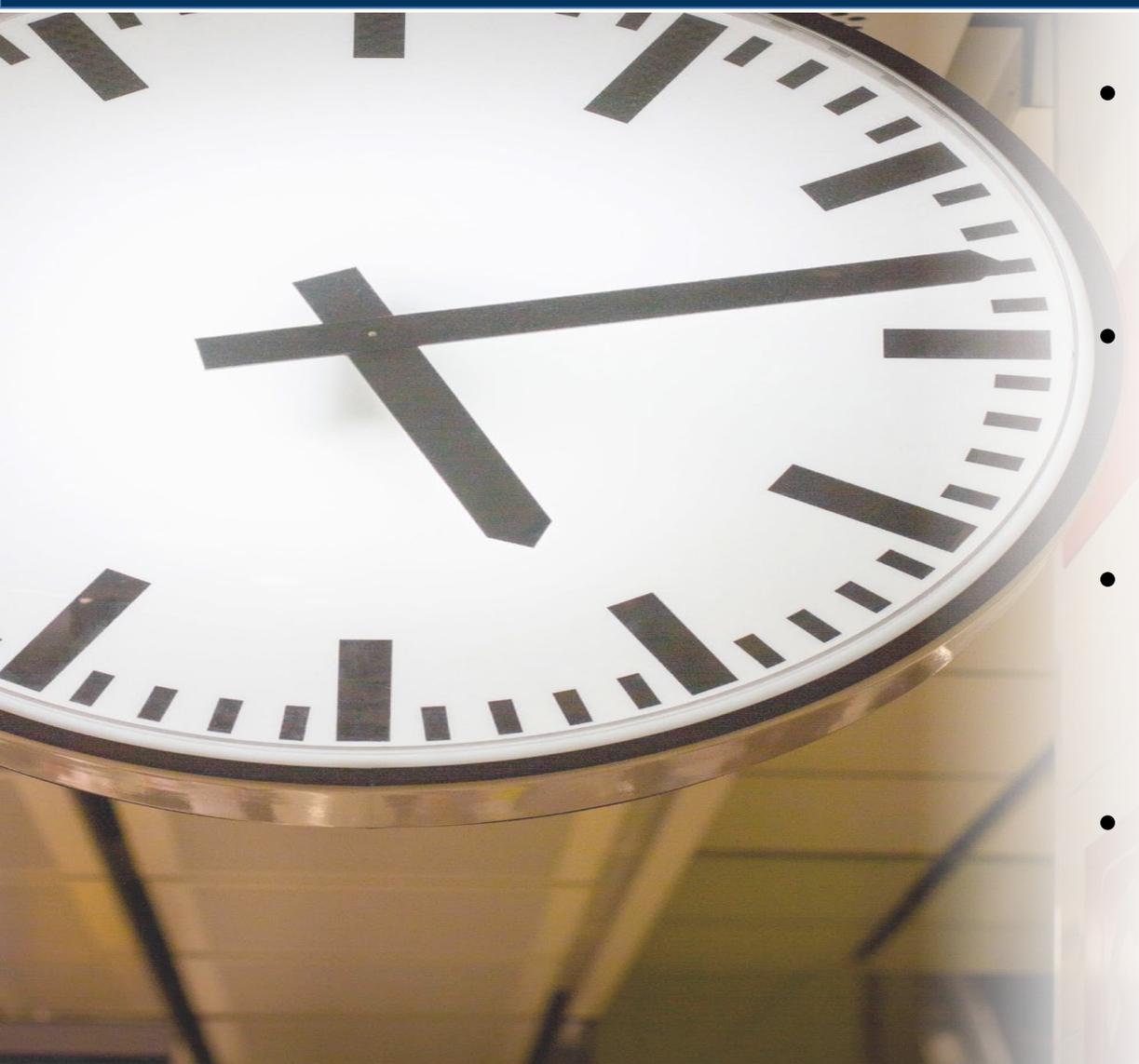
DOING BUSINESS
WITH GSA 



The GSA Schedules Program: What You Need to Know!



Today's Agenda

- 
- Overview of OSDBU: What we do!
 - The Importance of Market Research
 - Prerequisites for the Schedules Program
 - Process for Getting on Schedule

GSA OSDBU Overview

According to the Small Business Act as amended by Public Law 95-507, the Office of Small & Disadvantaged Business was established to:

- Advocate, within each Federal Executive Agency, for the **maximum practicable** use of all designated small business categories within the Federal Acquisition process.
- Ensure inclusion of small businesses as sources for goods and services in federal acquisitions as **prime contractors** and **subcontractors**.
- **Manage the small business utilization programs** for each respective organization.

GSA OSDBU Overview



GSA'S Regional Offices

- Region 1: Boston, MA
- Region 2: New York, NY
- Region 3: Philadelphia, PA
- Region 4: Atlanta, GA
- Region 5: Chicago, IL
- Region 6: Kansas City, MO
- Region 7: Fort. Worth, TX
- Region 8: Denver, CO
- Region 9: San Francisco, CA
- Region 10: Auburn, WA
- Region 11: Washington, DC



What is a GSA Schedule?

- Indefinite delivery, indefinite quantity (IDIQ), long-term contracts
- Provide fast, flexible, cost-effective procurement solutions
- Represents approximately 21% of overall Federal procurement spending
- Requires commitment and effort to be successful

Overview of Consolidation Phases

MAS Consolidation



Phase One

Develop the New Schedule

- ✓ Create a new solicitation for the single schedule
- ✓ Review every term and condition
- ✓ Map duplicate Special Item Numbers (SIN) across the current solicitations
- ✓ Use Category Management to better organize offerings
- ✓ Release new schedule and close existing schedules to new offers

Phase Two

Mass Modifications

- Complete mass modification for all existing contract holders (simply to update terms and conditions)
- Contracts retain current schedule contract number
- Vendors may select SINs that were previously on separate schedules

Phase Three

Multiple Contract Consolidation

- Consolidate multiple contracts into a single contract for those contractors

✓ One Solicitation

✓ One Schedule

✓ From 888 SINs to 317 SINs

The 12-MAS Categories

IT

**Professional
Services**

**Industrial
Products &
Services**

Transportation

Travel

Human Capital

Office MGMT

Furniture

Facilities

**Scientific
MGMT**

Security

Miscellaneous

Things to Consider:

Minimum Qualifying Sales:

- You must generate at least \$25,000 in sales within the first 2 years of your GSA Schedule contract and at least \$25,000 each year thereafter.
- The average time it takes to secure a contract is between 18-24 months (according to the SBA).
- The government may cancel your schedule contract in accordance with clause 552.238-73, for failure to meet minimum sales criteria, specified above.

Market Research & Marketing

- Market research and marketing your GSA Schedule contract is critical to your success!



Prerequisites

- Must be in business for two years and you must provide two years of financial statements. (unless you are seeking an IT Schedule 70 contract)
- Ability to demonstrate past performance
- Products must be commercially available
- Products must be compliant with the Trade Agreements Act

IT Schedule 70 Startup Springboard:

The Springboard focuses on companies with fewer than 2 years of experience. In lieu of the 2-year corporate experience requirement, you can now:

- Use professional experience of executives and key personnel as a substitute
- Use project experience of key personnel, and
- Provide financial documentation that demonstrates the company's financial responsibility in lieu of submitting 2 years of financial statements.

For more information visit: www.gsa.gov/springboard

Registrations & Certifications

Data Universal Numbering System D-U-N-S Number

- The DUNS number is like a social security number—it allows us to go into SAM to make sure you are a viable company that has not been suspended or debarred.
- Is a unique 9 digit code to identify your business
- Please visit Dun & Bradstreet
- You should receive your DUNS within 1 business day. Save your number for future use

System for Awards Management (SAM)

- You must have an active SAM registration within **1 year** of your GSA Schedule application
- You need to use your D-U-N-S Number to register in SAM
- SAM confirms your company meets eligibility requirements to do business with the government
- eOffer will automatically pull your SAM registration information
- Questions? Visit the Federal Service Desk at fsd.gov

Registrations & Certifications

Obtaining a Digital Certificate:

- This verifies your identity and enables you to electronically sign documents.
- This is necessary because the entire application is digital and all documents must be submitted through eOffer.
- Visit either IdenTrust or Operational Research Consultant to obtain your digital certificate.
- Save your digital certificate. You must upload it to eOffer.
- **Cost: \$119** and takes **7-14 days** to receive your digital certificate.

Required Training

Pathways to Success

- Guidance on GSA's Multiple Award Schedule contracts.
- Guidance on how to be a successful contractor, process requirements, and guidance on the offer process.
- **Completed within 1 year of application**
- Visit the Vendor Education Center to take the course at: vec.gsa.gov

Readiness Assessment

- Mandatory process that walks you through questions that help you determine if pursuing a GSA Schedule is the right business decision for your company.
- **Completed within 1 year of application**
- Visit the Vendor Education Center to take the course at: vec.gsa.gov

Required Documents

Document Name	Definition
Agent Authorization Letter	<ul style="list-style-type: none">• If applicable. Must be signed by a company official.
Readiness Assessment	<ul style="list-style-type: none">• Completed and Signed by Officer of the Company (Offeror). Not accepted from Consultants or Agents. Must be completed/dated within 1 year from date of offer.
Pathways to Success	<ul style="list-style-type: none">• A copy of the Training Certificate should be uploaded.
Past Performance	<ul style="list-style-type: none">• CPARS, Narrative Customer References, Relevant Work Performed
Subcontracting Plan	<ul style="list-style-type: none">• Must be submitted by “Other than small” concerns, if the contract value is expected to be \$750,000 or more, and has a possibility of subcontracting opportunities.

Required Documents

Document Name	Definition
Commercial Sales Practice Format (CSP-1)	<ul style="list-style-type: none">• Template provided to outline commercial sales only. Sales should be provided for each SIN you are applying to. Will ask about any written discount policies and if these discounts are better than or equal to the pricing offered to the government.
Financial Statements (2 Years)	<ul style="list-style-type: none">• From date of offer (Balance Sheet, Income Statement, Net Income/Loss). Provide an explanation for any negative financial information disclosed, including negative equity or income.
Price Proposal Template	<ul style="list-style-type: none">• Outlines prices you will offer to the government. This document should not be modified in any way. Do not leave any sections blank to avoid a possible rejection of your offer.
Pricing Support (Invoices/SOW)	<ul style="list-style-type: none">• Should be the same percentage discounts being offered in the CSP-1. Should show the same prices in the Price Proposal Template (invoices/SOW dated in current year).
Commercial Price List or Market Rate Sheet	<ul style="list-style-type: none">• (Whichever applies) List of current Commercial Prices dated between 1 to 3 years of offer.
Professional Compensation Plan	<ul style="list-style-type: none">• Submission of the general compensation practices printed in the offeror's employee handbook is often sufficient. State uncompensated overtime.

Required Documents

Document Name	Definition
Technical Proposal	<ul style="list-style-type: none">• A Technical Proposal is a description of the items being offered in sufficient detail, and is similar to how businesses would respond to RFPs and RFQs.• It should confirm all the information that you have submitted.• Each schedule has its own technical proposal.
Letter of Supply	<ul style="list-style-type: none">• This is a form letter that binds the supplier or manufacturer to the GSA Schedule contract holder, to ensure products will be provided for the duration of the contract.
Previous FSS Rejections	<ul style="list-style-type: none">• If your company has received any previous Schedule contract offer rejections, you should include copies of any rejection letters received within the last 2 years of your offer.
Previous Cancellations	<ul style="list-style-type: none">• Include a copy of the cancellation letter or notification• Low Sales (12 months-One year)/ Cancelled for something else, you can re-apply immediately• Current Federal sales in excess of \$25,000, as evidenced by copies of contractual documents that identify the Federal entity and the date and value of the product or services provided, Demonstration that there is a reasonable expectation that any future award will comply with clause I-FSS-639 Contract Sales Criteria.• A marketing plan detailing the steps you plan to take to generate sales through a new GSA Schedule contract.



Required Documents



TRAVEL

REAL ESTATE

ACQUISITION

TECHNOLOGY

POLICY & REGULATIONS

ABOUT US



Home > Acquisition > Purchasing Programs > GSA Schedules > Industry Partners > Guide To Preparing A MAS Offer >

INDUSTRY PARTNERS

Overview

> Guide to Preparing a MAS Offer

1: Get Ready

2: Assemble Your Offer

3: Finalize Your Offer

Responding to a Solicitation

Managing a Schedules Contract

Resources, Training, and Tools

GSA Schedule Solicitations

Now You Have Your Schedule

Guide to Preparing a MAS Offer

This guide helps new offerors understand how to submit an offer to sell commercial products and services under the Multiple Award Schedules (MAS), also known as the Federal Supply Schedules, or GSA Schedules Program.

In order to be considered for a MAS contract, you will need to provide accurate and complete information that describes your company, your experience, and your commercial products and services. The following information outlines the process:

- Offers are completed and submitted through the **eOffer/eMod** system and received by a GSA contracting representative who will review and evaluate your offer.
- GSA strives to award offers efficiently and effectively. Comprehensive review, potential negotiations, and award may take up to 12 months.
- Complete, well documented offers with competitive pricing are easier and faster to review.
- Receipt of a contract does not guarantee your company will receive orders. You still need to market your business -- the "Sell" section of this guide provides more information.

The following pages provide a RoadMap through the offer process. These are the steps you'll take to create and submit an offer under MAS. Please utilize the links below for more information during your offer submission process.

Get Ready

- Train
- Register
- Read the Solicitation

Assemble Your Offer

- Complete These Forms
- Compile This Information

Finalize Your Offer

- Submit Your Offer
- Review and Negotiate
- Sell

CONTACTS

National Customer Service Center (NCSC)
NCSCcustomer.service@gsa.gov
1-855-472-7088

- [View Contact Details](#)

For more details visit:

www.gsa.gov/masroadmap

Subcontracting Opportunities

GSA's Subcontracting Directory:

The screenshot shows the GSA website's navigation menu with categories: TRAVEL, REAL ESTATE, ACQUISITION (highlighted), TECHNOLOGY, POLICY & REGULATIONS, and ABOUT US. Below the menu is a breadcrumb trail: Home > Acquisition > Assistance For Small Businesses > Find And Pursue Government Contracts > Seek Opportunities > Subcontracting Directory >. A sidebar on the left lists 'SEEK OPPORTUNITIES' with sub-items: Overview, Mentor-Protege Program, Set-Asides & Special Interest Groups, and Subcontracting Directory (selected). The main content area is titled 'Subcontracting Directory for Small Businesses' and includes the following text:

Using the Subcontracting Directory

Who the GSA Subcontracting Directory is for: The GSA Subcontracting Directory is published for small business concerns seeking subcontracting opportunities with General Services Administration (GSA) prime contractors. The directory lists large business prime contractors who, by law, are required to establish plans and goals for subcontracting with small business firms.

Who Is in the Subcontracting Directory:

Large prime contractors who have received federal contracts:

- for goods & services other than construction, valued at over \$700,000
- for construction valued at over \$1.5 million

Disclaimer: The General Services Administration (GSA) obtains the names and addresses for this listing from the Federal Procurement Data System (FPDS) when a large business receives a Federal contract over \$700,000 (\$1.5 million for construction contracts). Please note that GSA does not have the authority to require a prime contractor to use a particular small business. However, GSA's Small Business Technical Advisors (SBTAs) can provide assistance to small businesses on how to market their products and services to the prime contractors in this directory. To locate an SBTA [click here](#).

At the bottom of the page is a blue button labeled 'View All Contractors'.

Subcontracting Criteria:

- Subcontracting provides additional opportunities to obtain experience if you are not yet a Federal contractor.
- Other-than-small businesses are required to submit a subcontracting plan for approval when:
 - ❖ The total value of the award is expected to exceed \$700,000 (or \$1.5 million for construction) and
 - ❖ Subcontracting opportunities exist.
 - ❖ Plans must demonstrate “Maximum Practicable Opportunities” for small business concerns to participate

For more details visit: <https://www.gsa.gov/subcontracting>



Still Have Questions? Contact Your Local Small Business Specialist

Buying & Selling ▾ Real Estate ▾ Policy & Regulations ▾ Small Business ▾ Travel ▾ Shared Services ▾ Technology ▾ About Us ▾

Home / Small Business

assessments, and registrations.

communications when needed.

First, go to gsa.gov/osdbu, scroll down to “Small Business Resources,” then select “News, Events, and Contact”

- Training for Small Businesses
- Video Resources
- Policy & Regulations
- News, Events, and Contact
- Follow OSDBU on Twitter or explore other GSA social media
- Find out the latest contract award info at [FBO.gov](https://fbo.gov).

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Last Reviewed: 2020-04-06

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Home / Small Business / Small Business Resources / SBU Events and Contacts

Small Business

Overview

Become a GSA Vendor

Compete for Contracts

Maintain and Renew Your Contracts

Small Business Resources

Training Resources

Video Resources

Policy and Regulations

SBU Events and Contacts

Events

Events	Date/Time	Location
Veteran Focused Training: GSA's Global Supply Program	Thursday, November 14th, 2019 2:00 pm - 3:00 pm EST	Online
Veteran Focused Training: GSA Global Supply Program	Tuesday, November 19th, 2019 2:00 pm - 3:00 pm EST	Online

Contacts by region

Review the small business support contacts and choose an advocate near you.

Submit a question

Use the form below to contact us with a question or register for an event. For issues with registering contact Rob Keyes, Rob.Keyes@gsa.gov.

Select Any One Option Below

Ask a Question or Introduce your Company

Register for an Event/Meeting and Ask a question

Register for an Event/Meeting

Thank you for visiting. Please select an option below to ask your question, request a meeting, or register for an event.

Second, go to contacts by region and select “small business support contacts.:

GSA U.S. General Services Administration

Buying & Selling ▾ Real Estate ▾ Policy & Regulations ▾ Small Business ▾ Travel ▾ Shared Services ▾ Technology ▾ About Us ▾

Home

Contact information for Small Business Support

This group provides access to GSA's nationwide procurement opportunities through outreach, training and counseling. They are advocates for small and disadvantaged businesses, including woman-owned, veteran-owned, service disabled veteran-owned and Hubzone firms.

< Back

Filter by State or Region:

All Locations

Go >

Name	Contact Info	State or Region	Serves
Chasity Ash Procurement Analyst 401 W PEACHTREE ST NW ATLANTA, GA 30308-3510	Phone: 404-215-6856 Email: chasity.ash@gsa.gov	AL, FL, GA, KY, MS, NC, SC, TN	• General Services Administration
Shannon Banks Supervisory Small Business Specialist 3800 230 S Dearborn St CHICAGO, IL 60603-1425	Phone: 312-353-1100 Email: shannon.banks@gsa.gov	IL, IN, MI, MN, OH, WI	• General Services Administration
La'Vida Barnes (La Vida) Small Business Specialist 11A00 819 TAYLOR ST FORT WORTH, TX 76102-6124	Phone: 817-978-0441 Email: lavida.barnes@gsa.gov	AR, LA, NM, OK, TX	• General Services Administration
Janice Bracey Small Business Specialist	Phone: 212-264-1235		

Finally, select your state location for the nearest OSDBU POC near you.

Additional Resources



U.S. Small Business
Administration



Association of
Procurement
Technical
Assistance
Centers



**MINORITY BUSINESS
DEVELOPMENT AGENCY**
U.S. DEPARTMENT OF COMMERCE



DOING BUSINESS
WITH GSA

www.gsa.gov/events

www.gsa.gov/smallbizresources

QUESTIONS?