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

Locate the schedule that best fits your offerings
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
Linked from the GSA web page

Solicitations are ongoing, 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](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

2. Download the appropriate solicitation


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**

**YOU:**
- Complete Online Registrations and Start Past Performance Review
- Submit Completed Solicitation
- Evaluate and Review Offer

**GSA:**
- Evaluates Offer

**GSA/YOU:**
- Negotiate Offer
- Rejects or Accepts the Offer

- If Rejected, request debriefing within 3 days

**YOU:**
- Load information to GSA Advantage
- Proactively market your MAS contract to eligible buyers

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**Timeline**

*3 - 6 MONTHS*
Contract Terms

- Load all prices, discounts, terms and conditions to GSA Advantage!® [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

- 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
e-Tools…

- fsstraining.gsa.gov
- www.gsa.gov/
  - schedules
  - elibrary
  - gsaadvantage
  - vsc
Additional Support…

- mashelpdesk@gsa.gov
  – (800) 488-3111
  – FAX (816) 926-6952

- ROSBU
  – (404) 331-5103 (Main Business line)
  – R4smallbiz@gsa.gov
Questions?