



U.S. General Services Administration

Federal Acquisition Service

Multiple Award Schedule Contracting **MBI 2007 Government & Military Construction Conference**

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What is a Schedule?

- Schedule – groupings of similar or comparable supplies and/or services
- GSA Schedules (also referred to as Multiple Award Schedules) Program has over 10 million commercial supplies and services on Schedules contracts
- Special Item Numbers (SINs) – subcategories of supplies or services within a Schedule that are even more similar in purpose or function

What is a Schedule? cont.

- Schedule contracts are awarded to multiple vendors at varying prices in order to ensure competition and to enhance Best Value Determinations by ordering agencies
- Allows Government agencies (and eligible users) to place orders for commercial items efficiently and conveniently directly from GSA Schedule contractors

What is the benefit to the Government to use a contractor on Schedule?

- Ease of Use
- Administrative savings due to reduced acquisition time
- Latest technology, wide selection of commercial services & products
- Competitive contracts—synopsized, full & open competition, responsibility determination, subcontracting, EEO, etc.
- Competitive pricing – already determined to be fair and reasonable

What is the benefit to the Government to use a contractor on Schedule? cont.

- Allows for Best Value Determinations by the ordering activity
- Credit toward small business contracting goals
- Government wide commercial purchase card acceptance
- Flexibility—Blanket Purchase Agreements (BPAs), contractor teams, turn-key solutions
- Information just a “click” away

Schedule 56 – Buildings and Building Materials

- Power Distribution Equipment, Generators, and Batteries
- Warehouse Equipment and Supplies
- Air and Water Purification Equipment and Sewer Treatment Equipment
- Maintenance and Repair Shop Equipment

Schedule 56 – Buildings and Building Materials cont.

- Building Materials
- Solar Energy Systems, Energy Saving Lighting Products, and Specialty Lighting
- Above Ground Storage Tanks/Systems, Fuel Dispensing Units, and Fuel Management Systems
- Pre-engineered/Prefabricated Buildings and Structures

Pre-engineered/Prefabricated Buildings and Structures

Special Item Number (SIN)	Description
361 10	Pre-Engineered Buildings including accessories and options
361 10A	Pre-assembled/Prefabricated Modular Buildings (metal, steel, aluminum, wood and fiberglass) and accessories/options, including but not limited to Utility Buildings, Storage Buildings/Sheds, Site Shelters and Chemical Containment Storage Buildings
361 10B	In-Plant Offices, Prefabricated Modular Wall/ Partition Systems and Enclosures, Mezzanines and Wire Partitions including accessories and options

Pre-engineered/Prefabricated Buildings and Structures cont.

361 10C	Precast Concrete Buildings including accessories and options– Multi use, including but not limited to Equipment Shelters, Telecommunications and Power), Utility/Storage Buildings, Chemical/Hazardous Material Storage, Restroom/Restroom Shower Buildings, Guard Booths, Concession Stands and Smoking Shelters
361 10D	Military Shelters and Container Systems and related accessories/options including but not limited to Military Vans, Expandable Shelter Systems, Operations/Command Centers and Command Post Systems
361 10E	Modular/Mobile Office Buildings and accessories/options including but not limited to office and classroom use

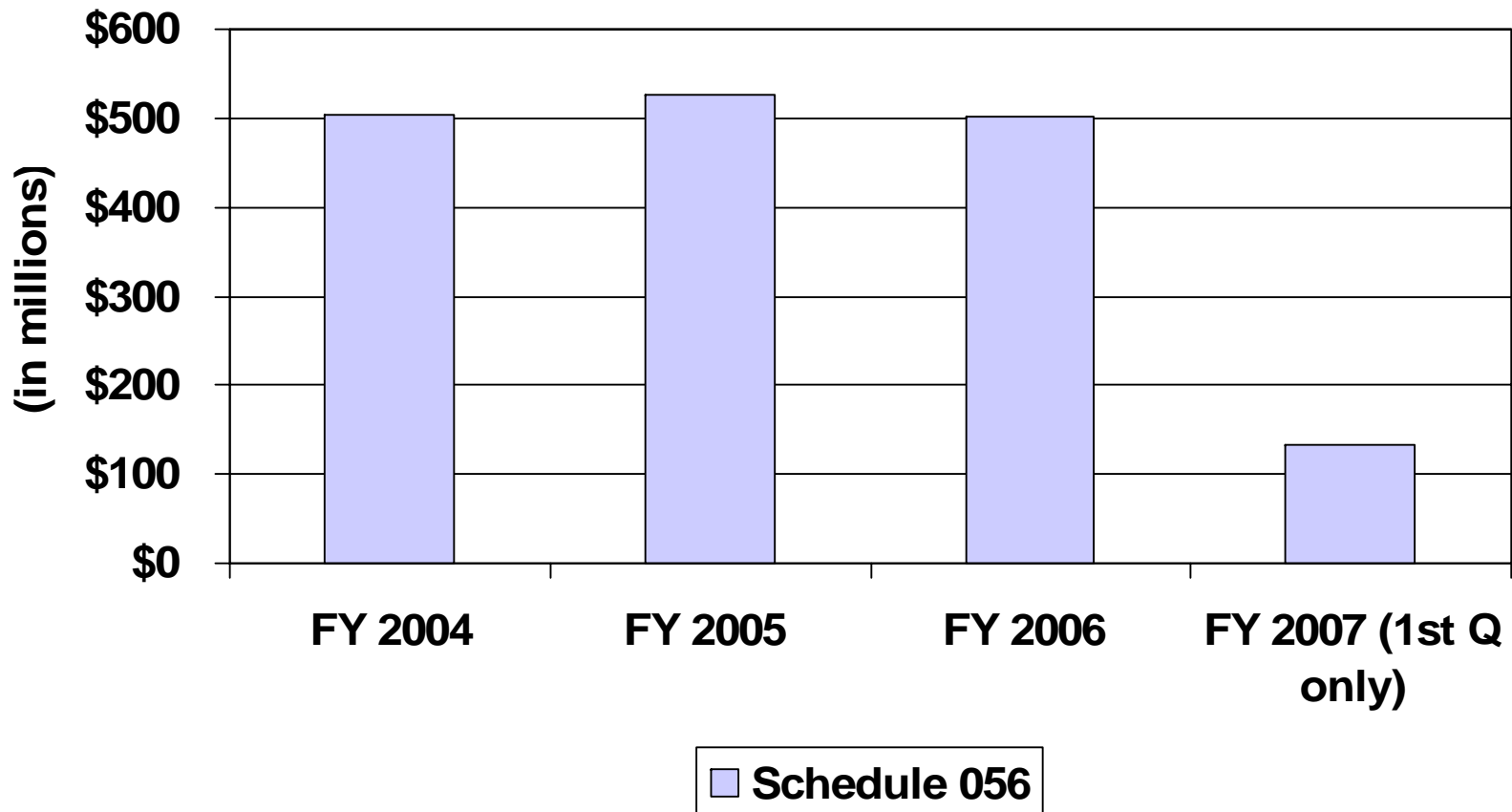
Pre-engineered/Prefabricated Buildings and Structures cont.

361 10F	Tension Fabric Structures and Canopies and Other Membrane Structures including accessories/options, including but not limited to wide span structures for aviation, environmental, dehumidified, materials handling, marine, military and port storage – Industrial and/or Recreational use
361 10G	Guard and Security Buildings, Booths, Houses, Shacks, Shelters (with or without Bullet Resistance) Portable or Stationary, Assembled and Unassembled including accessories and options - excludes precast concrete types
361 10H	Tension Fabric Structures and Canopies and Other Membrane Structures including accessories/options, including but not limited to wide span structures for aviation, environmental, dehumidified, materials handling, marine, military and port storage – Industrial and/or Recreational use.

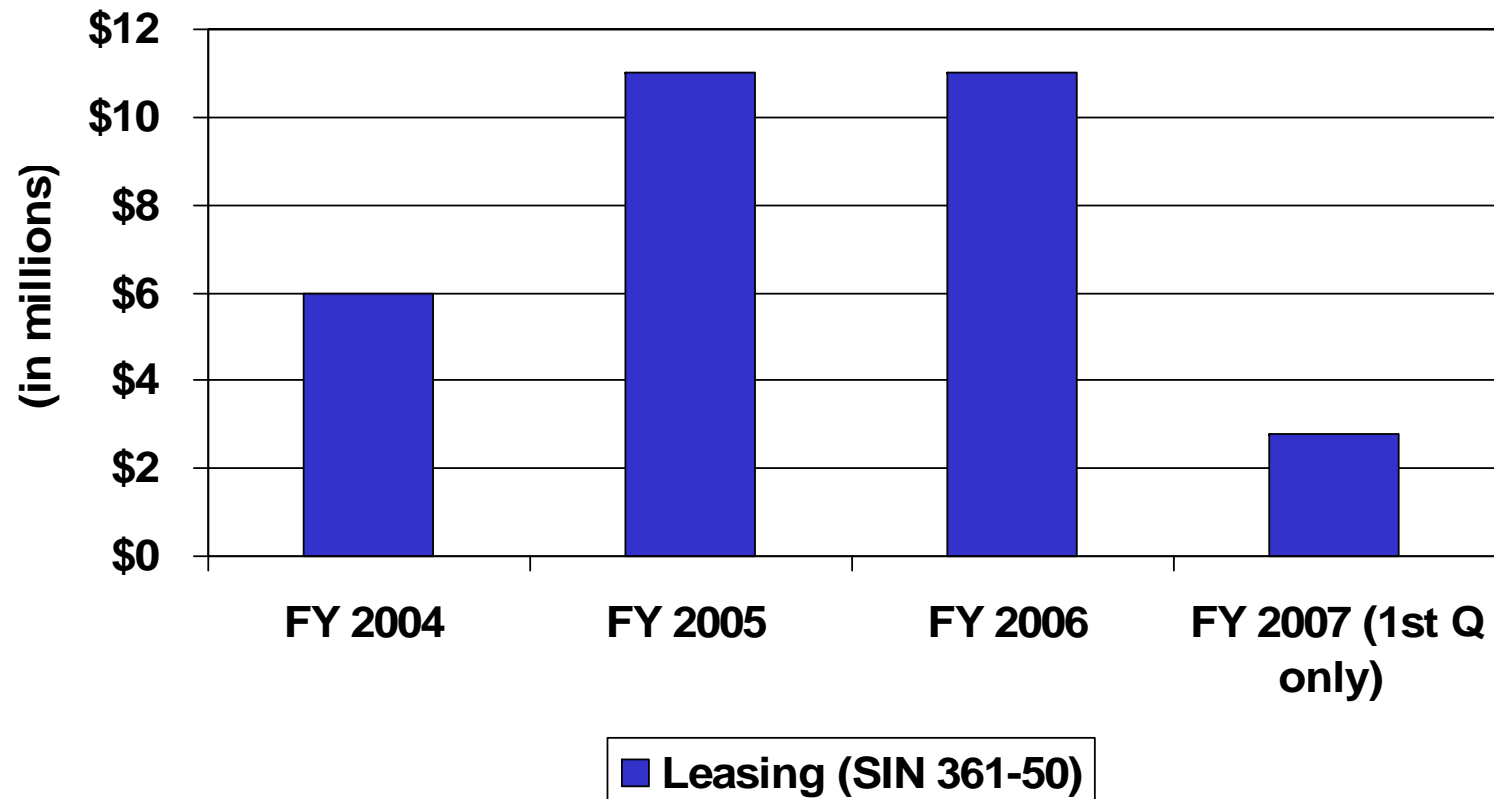
Pre-engineered/Prefabricated Buildings and Structures cont.

361 11	Smoking Shelters/Rooms, Bus/Passenger Shelters including accessories and options - excludes precast concrete types
361 30	Ancillary Services related to Pre-Engineered/Prefabricated Buildings and Structures – Includes field assembly, training, consultation and design assistance. <i>Excludes Construction as defined by FAR 36.102</i>
361 32	Installation and Site Preparation Services for Pre-Engineered/Prefabricated Buildings and Structures
361 50	Leasing and/or Rental of Pre-Engineered/Prefabricated Buildings and Structures
361 99A	Introduction of New Products/Services of Pre-Engineered/Prefabricated Buildings and Structures

Total Schedule 056 MAS Contract Sales



SIN 361-50 Leasing and/or Rental of Pre-engineered/Prefabricated Buildings



How do I apply for a Schedule contract?

- Review GSA Schedules e-Library (www.gsaelibrary.gsa.gov) to find the appropriate Schedule with similar products and/or services
- Visit FedBizOpps (www.fbo.gov) to obtain a copy of the solicitation and any related attachments (or click link in e-Library)
- Read the entire Schedule solicitation thoroughly and respond to all requirements
- Offer based upon commercial pricing/price list

How do I apply for a Schedule contract? cont.

- Obtain a DUNs number
- Register with Central Contractor Registration (CCR) at www.ccr.gov
- Complete the Offeror Representations and Certifications (ORCA) at orca.bpn.gov
- Obtain an Open Ratings Inc. Past Performance Evaluation
- “How to Become a Contractor – GSA Schedules Program” available at the Center for Acquisition Excellence (centerforacquisitionexcellence.fas.gsa.gov)

What Happens Once I Submit an Offer?

- Initial review of the offer for compliance with the required elements in solicitation's "All Read Me Solicitation Instructions" file
 - Commercial price list
 - Completed solicitation and all applicable attachments
 - Price discount relationship spreadsheet
 - Open Ratings Past Performance Evaluation
 - ORCA – Online Representations and Certifications
 - Letters of Commitment (if offeror is a dealer)
 - Agent Authorization Letter (if necessary)
 - Subcontracting Plan (if offeror is a large business)
 - Completed CSP-1 Commercial Sales Practices Format (located at the end of each product/service attachment)

What Happens Once I Submit an Offer? cont.

- Contracting Officer (CO)/Contract Specialist (CS) is assigned the offer
 - Clarification of offer for responsiveness
 - Responsibility determinations and price analysis
 - Negotiations
 - Preparation for award

eOffer/eMod

- Web based application for preparation and electronic submission of GSA Schedule offers/contract modifications
- Uses digital authentication technology to ensure the integrity of data and to electronically sign the offer /mod
- Digital certificates are required in order to use eOffer/eMod.
- **Certificate Process for Offerors**
Digital authentication certificate Industry Partners:
- **Digital Signature Trust**
http://www.digsigtrust.com/federal/aces_public_1.html
- **Operational Research Consultants (ORC)**
<http://www.aces.orc.com>
- **Wells Fargo**
www.wellsfargo.com/biz/wellssecure

Post-Award Contract Administration

- **Submit price list reflecting the negotiated contract terms and conditions and GSA Schedule pricing**
- **Submit GSA product/services pricing electronically via *GSA Advantage!*® within 6 months of award**
- **Report Sales Quarterly– Vendor Support Center online: vsc.gsa.gov**
- **Pay Industrial Funding Fee (currently .75%) to GSA**
- **Keep Contract Current via Contract Modifications**
 - **Economic Price Adjustments**
 - **Addition/Deletion of Items**
- **Notify CO of any changes:**
 - **Administrative Changes**
 - **Price reduction clause**

Schedules *e-Library*

- www.gsaelibrary.gsa.gov
- **On-line search tool for finding GSA Schedule Information**
- **24-hour / 7-day access**
- **Millions of services and products**
- **GSA points of contact**
- Search by keyword or category
- Links to download solicitation
- Contractor information
 - Links to vendor websites/email
 - Links to contract terms and conditions
- Direct links to GSA *Advantage!*[®] and GSA e-Buy
- Information on the latest Schedule program changes, including an "e-Library News" area



Federal Acquisition Service



GSA Advantage![®]
...Working for the U.S. Government

- www.gsaadvantage.gov
- The Government's premier online shopping superstore
- Find products and services offered under Multiple Award Schedule (MAS) contracts
- Register - Enables users to use enhanced features of GSA Advantage![®]
- Search Capability - By keyword and category with advanced and enhanced search functions
- Allows for Customers to Order On-Line

- www.gsa.gov/ebuy
- Online Request for Quotation (RFQ) Tool
- Designed to facilitate the request for submission of quotations
- Interactive Application - Allowing for communication of requirements and quotations via the web and e-mail
- Streamlines the acquisition process

Benefits of e-Buy

- Notification of new government requirements for specific supplies or services
- Business opportunities are sent directly to contractors via e-mail and quotations can be sent electronically
- Fast and easy to use

Helps Contractors by:

- Maximize opportunities to offer quotations to the Federal Market
- Reduce the cost of finding government business opportunities
- Reduce lead time and cost to submit quotations
- Increase business volume for supplies and services provided
- Establish new business relationships
- Increase sales potential
- Expand customer base

Authorized Users of MAS Contracts

- Executive Agencies
- Federal Agencies
- Mixed-ownership Government Corporation
- The District of Columbia
- Cost-reimbursable contractors authorized in writing to use MAS contracts. (IAW FAR 51.1)
- Activity or organization authorized by statute or regulation to use MAS contracts as sources of supply
- Disaster Recovery Purchasing - Section 833

TEAMING



CONTRACTOR TEAM ARRANGEMENTS (CTA)

- Two or more GSA Schedule contractors work together, by complementing each other's capabilities, to offer a total solution to meet an ordering activity's requirement.
- GSA Schedule contractors may compete for Schedule orders for which they may not independently qualify.
- Ordering activities may procure a total solution rather than making separate buys for each part of a requirement

CONTRACTOR TEAM ARRANGEMENTS

How They Work

- **Ordering Agency identifies Requirement**
- **Schedule Contractor submits Team Solution**
- **Customer Selects Best Value**

Benefits

- **Satisfies the Customer's requirement with a single solution**
- **Focuses on core capabilities and integrates different skills**
- **Keeps GSA Schedule order in scope and minimizes open-market items**
- **Increase Customer Base and Contract Sales**

CONTRACTOR TEAM ARRANGEMENTS

- **Written agreement between team members detailing the responsibilities of each team member**
- **GSA Schedule contractors are responsible for crafting the CTA document. GSA does not approve CTA**
- **Terms of CTA cannot conflict with underlying terms and conditions of each team member's GSA Schedule contract**
- **Pricing and Terms and Conditions for each Schedule Contractor are incorporated into the CTA**
- **Price quotation cannot exceed the awarded unit prices or hourly rates under the GSA Schedule contract.**

We Want You to Succeed!

➤ Steps You Can Take:

- **Become familiar with the Federal Acquisition Regulations (FAR) and gain a basic understanding of federal contracting**
 - <http://acquisition.gov/far/>
 - FAR 8.4 – Ordering Procedures for Federal Supply Schedules
- **Participate in GSA *Advantage!*®**
- **Monitor & Respond to eBuy RFQ postings**
- **Display GSA Logo on all Literature and Exhibits**
- **Attend and Exhibit at GSA Expo (www.expo.gsa.gov)**

We Want You to Succeed!

- Register in FedBizOpps (www.fbo.gov) – Receive automatic notification of solicitations
- New Contractor Orientation Webcast
- Attend Acquisition Center sponsored “Industry Partnership” Council
- Exhibit at industry events with heavy federal presence – See listing posted on GSA Website
- GSA MarkeTips advertising

GSA Websites to Remember

- Schedules e-Library www.gsaelibrary.gsa.gov
 - Online source for the latest contract award information with access to information on millions of supplies and services available on schedule.
- GSA Advantage![®] www.gsaadvantage.gov
 - Online convenient one-stop shopping source to meet all your procurement needs. Provides a comprehensive selection of approved products & services and the ability to complete purchases quickly, with confidence, and at best value.
- GSA e-Buy www.ebuy.gsa.gov
 - Electronic Request for Quote (RFQ) / Request for Proposal (RFP) system designed to allow Federal buyers to request information, find sources, and prepare RFQs/RFPs, online, for millions of services and products offered through GSA's Multiple Award Schedule (MAS).

QUESTIONS?

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