



Gain a competitive advantage with JumpStart!



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Placing an Offer

Introduction

BidSync Links has 1,000 government agency members using our software to procure goods and services. These agencies use BidSync Source to post their solicitations online sending automatic notifications to registered suppliers. In addition, agencies can extend personal invitations to selected suppliers which also include automated updates.

BidSync LinksPlus™

BidSync offers an additional notification service to suppliers called BidSync LinksPlus™. BidSync posts tens of thousands of new solicitations each month from agencies not using the BidSync Source procurement software. Our BidSync LinksPlus research team locates bidding opportunities posted on agency's websites and sends automatic notification to the corresponding suppliers that provide a product or service in that specialty.

Subscribed BidSync LinksPlus members are notified of these opportunities and are provided with a link to the bid page on the agency's website. Non-subscribed members can also receive BidSync LinksPlus notifications, however, the content is limited to title and state. Suppliers must be subscribed to BidSync LinksPlus in order to access URL links to bids.

Once you have selected a plan and registered, you will be able to go to the BidSync [homepage](#) and begin viewing and responding to solicitations. This manual will walk you through the process of placing an offer on BidSync Links™ bids.

*Note: Despite being a registered user, some agencies may impose transaction fees. Fees are clearly marked whenever applicable.

Responding to a Solicitation

Listed below are the three primary steps in responding to a solicitation.

- Finding a bid of interest.
- Viewing and accepting documents.
- Uploading Attachments
- Submitting an offer.
- Finding a Bid of Interest

How to Place an Offer and Upload

Attachments Log into your Bidsync account:

www.periscopeholdings.com/bidsync

To log in, click on My Account in the top, right-hand corner.



REGISTER FOR FREE

MY BIDSYNC ACCOUNT

- Type in your username and password to log into your account.

BidSync login

Not registered? [Sign up now](#)

Passwords are case-sensitive

Username

Password

[Forgot password?](#)

Login

- Once logged in, you will see a Search Bids box towards the top, center of your screen. Type in either a keyword for the bid, or the bid number. You may also select the Region that the bid takes place. Click Go.

Search Bids

[Advanced Bid Search](#)

Bid title or description (3 words or less)

All Regions



Current Bids



- Once the search results come up, you will need to click on the link that says Links Bids in the orange bar above the search results.

Search results

BidSync Links PLUS™: These bids were found on the web by BidSync I

(0) Links PLUS bids
(1) Links bids

Product type
Bid number
T

- Click on the title of the bid that you are interested in.

(0) Links PLUS bids
(1) Links bids

Bid number	Title	Agency	Location	Bid end
833-11100	Rehab, Lishon IFB	City of Fort Lauderdale	FL	1 day, 4 hrs

Results per page: 10

- If you want to receive notifications about this bid, for example, when changes occur, a question is added, and pre-bid conference notifications; you will need to click on the button that says Notify me about this bid.

Notifications are OFF

With notifications turned off you will not be notified of the following information for this bid: Addendums, Q&A, and Pre-bid conferences

Notify me about this bid

Viewing and Accepting Documents

- You should now be on the main page of the bid. To begin responding to the bid, you will need to click on the Documents tab, and accept/view the needed documents.

Download bid packet
Add to My bids

Details
Documents
Line items
Q&A
Pre-bid conference
Vendor ads

Bid #833-11100 - Rehab, Lishon IFB

- You will need to view or accept the documents that are listed under the document tab.

Details
Documents
Line items
Q&A
Pre-bid conference
Vendor ads

Bid #833-11100 - Rehab, Lishon

You must view/accept all documents before you can place an offer on this bid.

To accept or view a pending document, click on the name of the document, NOT on download only if you want to save the document to your computer and/or print

Select the documents you want to view:

<input type="checkbox"/>		COVER PAGE [download] Optional Accepted	
<input type="checkbox"/>		Lishon.AD.SOW.doc [download] [pdf] Not viewed	
<input type="checkbox"/>		lishon.doc [download] [pdf] Not viewed	
<input type="checkbox"/>		General Contractors Proposal.doc [download] Pending acceptance	
<input type="checkbox"/>		NON COLLUSION STATEMENT [download] Pending acceptance	
<input type="checkbox"/>		General Terms Conditions Formal 4 16 12.doc [download] [pdf] Not viewed	
<input type="checkbox"/>		Lishon addendum.pdf [download] Not viewed	

Placing an Offer

- Once finished, you will be able to move onto the next step of responding to the bid. Scroll down to the bottom of the page, and click Place Offer.



[Back to bid list](#)

- You will then come to the page where you enter in your pricing for the line items.
- You will need to enter in values in the required fields (the product code is optional).

OFFER	Default Lot: Permit Fees Product Code <input type="text"/> (optional)	Unit Price \$ <input type="text"/>	Qty/Unit 1 / lot	Total Price \$ <input type="text"/>	<input type="button" value="Save"/>
Notes for Buyer - Alternate Details (Required)		Attachments [Upload Attachment]			
<div style="border: 1px solid #ccc; background-color: white; padding: 5px; min-height: 30px;"></div>					

Uploading Attachments

- If you need to upload an attachment, you can click on the link that says Upload Attachment. This link is towards the right of the page, right under the pricing area.

Unit Price	Qty/Unit
\$ <input type="text"/>	1 / lot
Attachments	[Upload Attachment]

- You should then see a window that comes up that should look like the picture below. Click on Browse.

UPLOAD DOCUMENT

[Browse...](#)

Note: Please do not close this window until the upload is complete.

Note: PDF Files that contain security or encryption create viewing errors for the bidding agency. Please remove the security/encryption before uploading the file.

- You will see a window where you will need to select the document, and click Open.
- Then, click on Submit to upload your attachment.

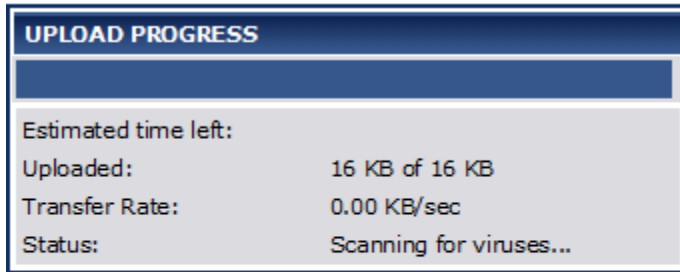
UPLOAD DOCUMENT

\\fs1\Profiles\$aevans\Desktop\Need-To-C

Note: Please do not close this window until the upload is complete.

Note: PDF Files that contain security or encryption create viewing errors for the bidding agency. Please remove the security/encryption before uploading the file.

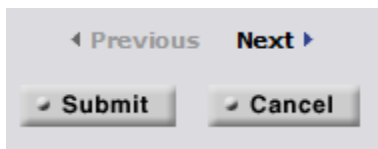
- You will see a box that shows the progress of the document you are uploading. Do not close this window until it is finished uploading.



Note: Your document is being scanned for viruses. Please do not close this window as it may take a few minutes, depending on the size of your document.

Waiting for www.bidsync.c...

- Once you finish entering all of the information in your bid response, you can click Submit. The next page will show you a summary of what you have entered in your response, and you will need to put in your password to confirm the response.



- If you need to update your response, you may re-submit your bid up until the time that the bid closes. By re-submitting your response, it will not submit it twice, it will just update with what you most recently submitted.

Federal Government Contracts

The following information has been organized from the US Small Business Administration (SBA)

How the Government Buys

Unlike private sector buyers, the Federal Government has an extraordinarily transparent purchasing system. Selling to the Federal Government can provide significant revenues for your business –and the process is not as complicated as you may think.

FAR

When any Federal agency buys products or services, it must apply standardized procedures that conform to the Federal Acquisition Regulation ([FAR](#)). The FAR is a set of regulations that establish procedures for every step in the procurement process, from the time someone in the government discovers a need for a product or service to the time the purchase is complete.

Contracting Methods

When the government wants to purchase a certain product or service, it can use a variety of contracting methods. In many cases, contracting officials search the Central Contractor Registration (CCR) a government-maintained database of companies wanting to do business with the government, to identify qualified small business contractors. That's why it's important to register your business on CCR (see [Register Your Company](#)).

Simplified Purchases

Federal agencies can solicit and evaluate bids on government purchases of less than \$100,000 using simplified procedures that require fewer administrative details, lower approval levels, and less documentation.

All Federal purchases above \$3,000 but under \$100,000 must be reserved for small businesses, unless the contracting officer cannot obtain offers from two or more small businesses that are competitive on price, quality, and delivery.

All purchases of up to \$3,000 in individual items, or multiple items whose aggregate amount does not exceed \$3,000, are classified as "micro-purchases" and can be made without obtaining competitive quotes. These purchases are not reserved for small businesses. Agencies can make micro-purchases using a government credit card. In addition, in support of contingency operations or to facilitate defense against or recovery from nuclear, biological, chemical or radiological attack, as determined by the head of the agency, the micro-purchase threshold has been established at \$15,000 for any contract purchased, awarded, or performed within the United States, or \$25,000 for any contract purchased, awarded, or performed outside of the United States.

Contract Negotiation

In certain cases, when the value of a government contract exceeds \$100,000 or when the product or service being acquired is highly technical, the government may issue a Request for Proposal (RFP). A typical RFP solicits proposals from prospective contractors on how they intend to deliver the requested product or service, and at what price. Proposals can be subject to negotiation after they have been submitted.

Contracting Goals

To ensure that small businesses get their fair share, contracting goals have been established by law for Federal executive agencies:

- 23 percent of prime contracts for small businesses;

- 5 percent of prime and subcontracts for women-owned small businesses;
- 3 percent of prime contracts for HUBZone small businesses;
- 3 percent of prime and subcontracts for service-disabled veteran-owned small businesses.

While these government-wide goals are not always achieved, they are important because Federal agencies have a statutory obligation to reach out to and consider small businesses for procurement opportunities.

For more information concerning Minority Owned Business Enterprises and Disadvantaged Enterprises, [click here](#) to see state and local sponsored MBE and DBE programs.

Marketing Your Business

Selling to the Federal Government is, in some ways, similar to selling to the private sector. Federal procurement procedures may have a different set of rules and regulations, but many of the same marketing techniques and strategies you already employ may work here. Once you have listed your business in the government's Central Contractor Registration (CCR), use your common business sense to match and market your business products and services to the buying needs of Federal agencies.

General tips:

- Where appropriate, get to know the agency and understand the context in which your product or service could be used.
- Obtain available information on past awards, quantities, costs and awarders through our historical bid search.
- Think about your company's products and services, and what makes your company unique.
- Consider what the government will look for when considering you for a contract award, such as financial status, staff capabilities and track record.
- Where appropriate, make yourself known to potential purchasers and, most importantly, to the people in the agency who will be using your product or service.
- Make personal contact where appropriate. Set up a face-to-face meeting with agency personnel - and don't forget to call to set up an appointment first.
- Be smart when you're talking to agency people - focus on selling the merits of your products/services, rather than on the agency's ability to use your company to meet their small business contracting goals.

Just as you have to market your business to possible clients in the private sector, you need to market yourself to potential government buyers as well. The key steps are determining which government agencies buy the products or services you sell, learning the contracting procedures of those agencies, and developing a focused marketing strategy targeting those agencies.

Tips for marketing to the Federal Government:

- Where appropriate, familiarize yourself with the agency. Get to know the people who will actually use your products or services, as well as the procurement officers who are responsible for approving contracts.
- Focus on opportunities in your niche and prioritize your efforts in pursuing them.
- Make appointments and attend contracting sessions.
- Network as frequently and broadly as you can. The more you know about each agency and each opportunity, the better your chances of winning contracts. Participate in procurement-related conferences, activities and matchmaking events. SBA's district offices sponsor events and participate in a wide variety of procurement events. Find the [SBA district office](#) nearest you.
- Most Federal agencies have an Office of Small and Disadvantaged Business Utilization ([OSDBU](#)), which promotes small business prime and subcontracting opportunities. The small business specialists in these offices are important marketing contacts. The OSDBU can assist you in navigating through the agency to identify the end-user of your product or service.
- Be persistent, consistent and professional. Follow through on every commitment you make.

How Certifications Help You Win Bids

The following information has been organized from the Minority Business Development Agency (MBDA)

Certification can significantly help your business gain access to government contracts. Whether you are just starting a business or your company is already established, you can drastically benefit from these "set aside" contracts. These are several government agencies at the local, state or federal level which offer certification. Your minority business may be able to qualify as:

- HUBZone business - SBA Administrated Program
- Section 8(a) Business Development Program - SBA Administrated Program
- Veteran-Owned business
- Women-Owned business (WBE)

How do MBEs participate in the section 8(a) program?

The section 8(a) business development program is statutorily authorized to provide a vehicle through which Federal agencies can make prime contract awards to small businesses owned and controlled by individuals certified as socially and economically disadvantaged. Federal agencies are authorized to set aside specific requirements for competitions limited to 8(a) participants, and sole source awards may be made to participants where their dollar values do not exceed, inclusive of options, \$5 million for manufacturing requirements and \$3 million for all others.

To qualify for the program, a small business must be certified by SBA. By law, certain groups may be presumed to be socially disadvantaged. The legislation specifically refers to the likelihood that African Americans, Hispanic Americans, Asian Pacific Americans, Native Americans, and Subcontinent Asian Americans are socially disadvantaged. Other individuals can be admitted to the program if they show through a “preponderance of the evidence” that they are disadvantaged because of race, ethnicity, gender, physical handicap, or residence in an environment isolated from the mainstream of American society.

In order to meet the economic disadvantage test, all individuals must have a net worth of less than the applicable threshold, excluding the value of the business and personnel residence. Successful applicant firms must also meet applicable size standards for small business concerns; be in business for at least two years (absent a waiver); and display a reasonable potential for success.

It is important that MBEs understand the requirement for “potential for success.” If SBA finds that a small MBE lacks that potential, the MBE will not be certified for 8(a) participation, and about half the minority applicants for the 8(a) program are denied certification based on this or economic reasons.

The SBA regulations determine potential for success in terms of:

- Access to credit and capital, including, but not limited to, access to long-term financing, access to working capital financing and bonding capability;
- Technical and managerial experience of the applicant concern’s managers, the operating history of the concern, the concern’s record of performance; and
- Requisite licenses if the concern is engaged in an industry requiring professional licensing.

Once certified, a firm is approved for program participation for nine years following notification of approval, and remains SDB certified for three years following the date of its last annual review.

For more information visit [SBA 8\(a\) Program](#).

How can MBEs participate In the HUB Zone Program?

The HUB (Historically Underutilized Business) Zone Empowerment Contracting Program is statutorily authorized to stimulate economic development and create jobs in urban and rural communities by providing Federal contracting preferences to small businesses.

In order to qualify for participation in the HUBZone program, a small business must be located in a “historically underutilized business zone. A “HUBZone” is an area that is located in a qualified census tract or a qualified “non-metropolitan county.” These areas are defined in the Internal Revenue Code as having a median household income of less

than 80 percent of the State median household income or with an unemployment rate of not less than 140 percent of the statewide average, based on US Department of Labor recent data; or lands within the boundaries of federally recognized Indian reservations. Additionally, to qualify as a HUBZone firm, a business must be owned and controlled by one or more US Citizens, and at least 35% of its employees must reside in a HUBZone.

A competitive HUBZone contract can be awarded if the contracting officer has a reasonable expectation that at least two qualified HUBZone small businesses will submit offers and that the contract can be awarded at a fair market price. In rare instances sole source HUBZone awards are permitted. However, a sole source contract can be awarded only if two or more qualified HUBZone firms will not likely submit offers and the government estimate will not exceed \$5 million for manufacturing or \$3 million for all other requirements. Also, price evaluation preferences may be given to HUBZone firms submitting offers on requirements to be filled through full and open competition. A firm that is certified both 8(a) and HUBZone may qualify for additional preference points.

Many MBEs have found that they are located in areas designated as HUBZones and many have successfully applied for HUBZone certification. However, many others have been challenged by the HUBZone residential employee requirement. MBDA and our resource partners can provide counseling to MBEs that seek to achieve HUBZone status.

For more information, visit [SBA's HubZone Program](#).

What opportunities are available to MBEs that are Veterans?

Many minority group individuals have served America in the armed forces, and are eligible to take advantage of programs and services for veterans and service-disabled veterans. In 1999, the law expanded the eligibility for certain small business assistance programs, including those administered by SBA, to include veterans, and directed Federal departments and agencies establish and achieve a participation goal of 3% of the total value of all prime contract and sub-contract awards for each fiscal year for small businesses owned and controlled by veterans with service-connected disabilities.

There are no set-aside programs for veterans. There is, however, a 3% Federal prime contract and 3% subcontracting goal for all Federal agencies to achieve that applies to service-disabled veteran-owned small businesses. The 3% contract goal for Federal agencies applies only to service-disabled veteran-owned businesses, not veteran-owned small businesses. According to the law, a concern owned and controlled by veterans or service-disabled veterans is a small business concern which is at least 51 percent owned by one or more veterans or service-disabled veterans; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans or service-disabled veterans; and, whose management and daily

business operations are controlled by one or more veterans or service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent care-giver of such veteran.

Registering on the Vendor Information Pages (VIP) database is a way of self-certifying your status as a VOSB or SDVOSB. If you are a veteran business owner who is not already registered, please go to <http://www.vip.vetbiz.gov> to register your business.

It is very important to note that Federal buyers can receive credit toward their veteran-owned small business goals by utilizing a small veteran-owned business that is also a GSA schedule holder. Thus, an MBE who is a veteran should very seriously consider obtaining a schedule contract and aggressively marketing federal purchasers for issuances of task orders against their schedules.

What opportunities are there for MBEs in Women-Owned Business (WOB) Programs?

Of course, many MBEs are owned and controlled by women. Minority group women have substantial representation in the 8(a) and SDB programs and Women-Owned Businesses (WOBs) are awarded the majority of DOT DBE contract and subcontract dollars. Federal departments and agencies establish annual goals for contracting with WOBs, and some have achieved success in increasing WOB participation in prime and subcontracting. The FAR defines a WOB as a small business concern at least 51 percent owned by one or more women; or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by one or more women. The management and daily business operations must also be controlled by one or more women.

The federal government does not require any formal certification for women-owned small businesses that are proposing as prime contractors on federal procurements. If your business meets the definition as stated above, and you are submitting a proposal for Federal procurement, you can "self-certify." To self-certify your firm as a WOSB with the federal government, you must meet the definition listed in FAR 19.001. The reason that there is no certification requirement for prime contracts is because there are no preference programs to award prime contracts to women-owned small business. In addition, there are private, national women's business organizations that certify qualified women-owned businesses.

Women's Business Enterprise National Council

1120 Connecticut Avenue, NW, Suite 950

Washington, DC 20036

Phone: (202) 872-5515

Fax: (202) 872-5505

National Association of Women Business Owners Corporation

1411 K Street, NW, Suite 1300

Washington, DC 20005-3407

Phone: (202) 347-8686

Fax: (202) 347-4130

Most federal agencies have designated a point of contact for women business owners in the Offices of Small and Disadvantaged Business Utilization (OSDBUs). These contacts, or the OSDBUs, can help you determine the appropriate procurement personnel to whom you should market.

Working with the Defense Logistics Agency (DLA)

The following information has been organized from the Defense Logistics Agency (DLA)

What is the DLA?

The Defense Logistics Agency supplies the Nation's military services and several civilian agencies with the critical resources they need.

DLA provides wide-ranging logistical support for peacetime and wartime operations, as well as emergency preparedness and humanitarian missions.

It supplies almost every consumable item America's military services need to operate, from groceries to jet fuel. In short, if America's forces can eat it, wear it, drive it, shoot it, or burn it, chances are that DLA helps provide it. DLA also helps dispose of material and equipment that is no longer needed.

Before you can sell to the DLA

- Get a D-U-N-S number – Dun & Bradstreet (1-800-333-0505)
 - Takes about 10 minutes – free of charge
 - Or register for your DUNS number at: <http://fedgov.dnb.com/webform>

- Register in the Central Contractor Registration (CCR) and Online Representations & Certifications Applications (ORCA): <https://www.sam.gov/portal/public/SAM/>
 - If Small, register on CCR's Dynamic Small Business Database site – a search engine for buyers, a marketing tool for small firms and a “link” to procurement opportunities: http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
- Be able to receive electronic funds transfers, have email and fax capability.

Solicitation Types

- Request for Quotations – Under \$100,000
- Most common type at DSCC – Average award is < \$4,000
- Generally quoted directly on the web site: http://www.allianceforbiz.com/events/ppt/4_1_125.pdf
- 70% are awarded without human intervention
- Request For Proposals (RFPs) – over \$100,000
- Solicitation must be filled in by hand and returned to DSCC by a specific time and date
- Proposals may be negotiated
- Invitation for Bids (IFBs) – over \$100,000
- Sealed Bid process
- No negotiations

How DLA Buys

- Fully Competitive
 - Bidsets and Drawings Available
 - The solicitation will state “Full and Open Competition Apply”
- Approved CAGE Code & Part Number

Cage Codes

The CAGE Code is a five position code that identifies contractors doing business with the Federal Government, NATO member nations, and other foreign governments.

Defense Logistics Information Service (DLIS) has sole responsibility for assigning and maintaining the CAGE Code Master File. The CAGE Code is used to support a variety of mechanized systems throughout the government and provides for a standardized method of identifying a given facility at a specific location. The code may be used for a facility clearance, a pre-award survey, automated Bidders Lists, identification of Debarred Bidders, fast pay processes, etc.

Additional Information concerning the DLA

- National Stock Number (NSN) – A thirteen-digit number consisting of the Federal Supply Class for the item followed by a nine-digit identification number. This number is used to label and categorize each item that is stocked. Example: 2915009060842
- Federal Supply Class (FSC) – The first four digits of a stock number identifying the group and class of an item. Example: 2915
- Solicitation Number – A thirteen-position alpha/numeric identification assigned to a document used to communicate government requirements to prospective contractors. The first three digits of all DIBBS solicitations are “SPM” Example: SPM7L406R0047
- Nomenclature – The basic noun designation by which an item is commonly known. Example: Filter
- Issue Date – This search is for solicitations posted on a specific date. Date must be entered in format mm/dd/yyyy. Example: 10/01/2006
- Close Date – This search is for solicitations closing on a specific date. Date must be entered in format mm/dd/yyyy. Example: 10/31/2006

General Services Administration (GSA) Schedule

The following information has been organized from Federal Schedules, Inc

What is GSA?

GSA stands for the General Services Administration which is a centralized authority for the acquisition and management of federal government resources. While GSA manages historical properties, government-owned and leased buildings, and fleets of government vehicles, it is most widely known for its development of the Multiple Award Schedules (MAS) Program. The purpose of the Schedules Program is to leverage the buying power of the federal government in order to negotiate streamlined contracts with commercial businesses.

What is a GSA Schedule Contract?

GSA Schedule Contracts, also known as Federal Supply Schedules, are indefinite delivery, indefinite quantity (IDIQ), long-term contracts under the General Services Administration’s Multiple Award Schedule (MAS) Program. GSA Schedule Contracts were developed to assist federal employees in purchasing products and services, and contain pre-negotiated prices, delivery terms, warranties, and other terms and conditions.

How do I Get a GSA Number or GSA Certified?

Contractors who successfully receive a GSA Schedule Contract Award after going through a lengthy proposal process are assigned a GSA Contract Number. For more details see, [Getting on the GSA Schedule](#).

How do GSA Schedule Contracts Simplify Procurement?

Acquisitions through GSA Schedule Contracts are issued using full and open competition. Prices have already been deemed fair and reasonable, and Contracts are in compliance with all applicable laws and regulations, reducing evaluation cycles. Purchases can be made directly from a contractor's GSA Schedule Contract, eliminating time-consuming responses to complex RFP's and lengthy negotiations.

- Blanket Purchase Agreements (BPAs) between agencies and contractors under the GSA Schedule are established to meet recurring product/service needs. BPA's reduce administrative costs by eliminating repetitive ordering procedures.
- Contractor Team Arrangements (CTAs) are agreements between two or more GSA Schedule Contract holders to work together in order to provide a complete solution to an agency's need.
- GSA Advantage!, is an online shopping mall for federal government agencies to view, compare, and directly purchase products and services available through GSA Schedule Contracts.

Who is Eligible to Purchase from the GSA Schedule Contract?

A GSA Schedule Contract can be used to solicit hundreds of federal customers, including:

- Federal and Executive Agencies
- Department of Defense (DOD)
- Government of the District of Columbia
- Government Contractors Authorized to Spend Federal Dollars
- Certain Institutions and International Organizations

[Click here for a complete list of Eligible GSA Schedule Users.](#)

What Can Be Offered on the GSA Schedule Contract?

GSA awards Schedule Contracts to responsible companies that offer Commercial off-the-shelf (COTS) products and services falling within the descriptions of the Schedules. Combined, the GSA Schedules are a comprehensive, categorical offering of almost every product and service available. To date, there are over 11 million commercial products and services available through the GSA Schedules.

There are, however a few products and services that are restricted from the Schedules Program. Currently firearms and ammunition, as well as construction and architectural services are not allowed on the GSA Schedule. While it is unlikely that firearms and ammunition will ever be permitted on the GSA Schedule, there has been recent talk of adding construction services to the program. In the meantime, there are some aspects of construction and architectural services that may fall under the scope of Schedule 871, Professional Engineering Services.

Does My Company Need a GSA Schedule Contract to Sell to the Government?

There is no law that requires a contractor to hold a GSA Schedule in order to conduct business with the federal government. However, many agencies will only place orders through GSA Schedule Contracts. As a result, companies that conduct significant business with the federal government ultimately find it necessary to obtain a Schedule Contract.

Is My Company Eligible to Obtain a GSA Schedule Contract Award?

The qualifications needed to obtain a GSA Schedule Contract vary slightly from Schedule to Schedule. However, for the most part a company must meet the following criteria:

- Financial Stability
- Past Performance
- Products Commercially Available
- Products Compliant with the Trade Agreements Act. End product must be manufactured or substantially altered within the U.S. or a 'designated country' as defined by the Trade Agreements Act. [Click here for a list of designated countries.](#)

Getting on the GSA Schedule

Steps to Get a GSA Contract Award

There is no single application that a company can fill out to obtain a GSA Schedule or get on the GSA list. Companies interested in obtaining a GSA Schedule must undergo a lengthy and time-consuming proposal process. The following details the steps involved in getting a GSA Schedule Contract.

Determine Eligibility

- The first step to getting a GSA Schedule is determining if your company/organization is eligible to receive a GSA Schedule Contract Award. Before beginning the GSA Schedule proposal process the following must be met:

- Financial Stability
- Past Performance
- Products Commercially Available
- Products Compliant with the Trade Agreements Act. End product must be manufactured or substantially altered within the U.S. or a 'designated country' as defined by the Trade Agreements Act.

Identify the Appropriate GSA Schedule

There are currently over 11 million products and services available through nearly 50 GSA Schedules. It is important you pick the appropriate Schedule for your product/service offerings. Depending upon your offerings, the appropriate Schedule may be immediately obvious, or may require an in-depth analysis of your products/services in comparison with the scope of various Schedules. If the correct Schedule is not identified before beginning the proposal process, you risk wasting months worth of work preparing a proposal that will be rejected. A list of GSA Schedules can be found on the [GSA eLibrary website](#).

Prepare a Proposal

In general, each solicitation will require data including, but not limited to: corporate and financial information, past performance, commercial practices, and a proposed GSA price list. The exact information and format required will vary from Schedule to Schedule. If your company/organization chooses to pursue a GSA Schedule Contract without outside assistance, this may be the most time-consuming step of the process. The Solicitations are not always clear and contractors frequently end up submitting proposals that are incorrectly formatted, incomplete, and swiftly rejected by GSA.

TIP: Be cognizant of a possible Solicitation Refresh. Many companies who decide to take the GSA acquisition project in-house can take anywhere from months to over a year to complete the proposal. In this time GSA can issue a Solicitation Refresh which is an amendment that can potentially change the entire scope of the Solicitation. Once a Refresh is issued, contractors are typically given a set amount of time to submit proposals under the old Solicitation. After this time, proposals submitted under the outdated guidelines will be rejected.

Proposal Review

Your completed GSA Schedule Contract proposal should be submitted to the appropriate GSA Regional Office. Once there, it will be assigned to a Contracting Officer who will conduct an intense and thorough review. During this review the Contracting Officer will request additional information and/or clarifications.

GSA Contract Negotiation

The purpose of the GSA Schedules Program is to leverage the government's vast buying power to pre-negotiate discounted pricing. Once your Contracting Officer has completed a satisfactory review of your proposal, a conference call will be scheduled to negotiate pricing. It is crucial that you plan a negotiation strategy in advance to ensure the agreed upon discount is favorable to both potential government buyers and your company/organization.

Final Proposal Revision

After negotiations are complete you will prepare and submit a Final Proposal Revision (FPR) that synthesizes your entire proposal and includes the finalized pricing as negotiated with GSA.

GSA Contract Award!

Contractors will receive a Contract Award and GSA Schedule Contract Number approximately a week after submitting the Final Proposal Revision. Once awarded, you may begin selling from your Schedule immediately.