

Want to Contract with the General Services Administration?

Are you interested in a long term contract with the General Services Administration? Take a look at these steps before submitting an offer to be a GSA Schedule contractor. This process to a GSA contract is broken into three sections: Training, Registering and Identifying Opportunities.

Training –

GSA requires businesses to complete the Pathways to Success training and the Readiness Assessment Training, which are both free web-based courses that help you understand the Multiple Award Schedules (MAS) program. GSA recommends the decision makers and contract signers in your organization complete the training. The courses help to explain the offer process for a GSA schedule, how to find the correct schedule for your company and how to be successful as a vendor.

Register –

GSA requires your company to register in several places prior to submitting your offer. The registrations should be started as early as possible since they may take some time to complete.

DUNS Number -

GSA requires a DUNS (Data Universal Numbering System) Number, managed by Dun & Bradstreet, as the unique code to identify your business. Register for a DUNS Number first as it is required for SAM.gov registration.

System for Award Management (SAM) -

You must register in SAM to do business with the federal government. The name attached to the DUNS number must match the name entered into SAM. SAM is the official registration system used to do business with the Federal Government. The information you provide in SAM is used for a number of purposes, including:

- Confirm your company meets eligibility requirements to do business with federal, state, local government as well as tribal and educational institutions;
- Your company is categorized appropriately in various ways; and
- Your company has a Taxpayer Identification Number (TIN).

Digital Certificate -

GSA uses a digital certificate to verify your company identity when you sign and submit your offer in eOffer. You must provide a copy of a digital certificate for each individual having signatory rights for the Schedule. This ensures the information you provide is secure and cannot be accessed by others. There are two private companies who provide a digital certificate:



- [IdenTrust](#)
- [Operational Research Consultants \(ORC\)](#)

Types of Certificates accepted by the GSA for access and signature within the eOffer/eMod applications

- ACES Business Representative Certificate
- DOD ECA certificate

Open Ratings Report -

Dun & Bradstreet administers The Past Performance Evaluation for Open Ratings Inc. The evaluation is a group of surveys completed by your customers that GSA will use to evaluate your company's past performance. GSA requires at least six customers complete an online survey. Based on the responses given by your customers, Dun & Bradstreet calculates an overall performance rating on a scale of 0 to 100, where 100 is the highest level of customer satisfaction. Dun & Bradstreet also provides a breakdown of the survey feedback, categorized as "positive," "neutral," or "negative."

Identify Opportunities -

In pursuing a GSA contract, you must determine the best schedule for your commercial products and services. Review the information at the [MAS Schedule Program Locator page](#) to find the correct Schedule number and subcategories, also known as Special Item Numbers (SINs). GSA eLibrary is the online source for MAS award information, including descriptions of each Schedules' SINs. At FedBizOpps you can search all active federal opportunities and download the solicitation files and instructions related to a particular contract.

The solicitation is GSA's formal request for vendors to submit offers in order to obtain a schedule contract. The solicitation provides detailed information and instructions about the:

- Required elements of your offer;
- Criteria GSA will use in determining whether to award a contract to your company; and
- Specific terms and conditions you will need to comply with as part of your contract.

The solicitation will have all the detailed instructions for submitting an offer as well as the details on the specifics of the products and/or services requested by the agency.

Assemble Your Offer -

Assembling your offer for a Schedule is a long process that will require some effort. You are required to provide documents about your company's finances, experience, products and services offered, and your company's business dealings. All documents will be completed and uploaded to [eOffer](#), as an attachment or entered directly into text fields in eOffer.



You must complete the following forms:

- o [Agent Authorization Letter](#)
- o [Letter of Supply](#)
- o [Price Proposal Template](#)
- o [Sample Labor Category Matrix](#)
- o [Financial Statements](#)
- o [Subcontracting Plan](#)
- o [Technical Proposal](#)
- o [Professional Compensation Plan](#)
- o [Previous Cancellation/ Rejection Letters](#)
- o [EULAs or TOS](#)
- o [Commercial Sales Practice-1](#)
- o [Commercial Pricelist](#)
- o [Pricing Support Documentation](#)
- o [Price Narrative](#)

If you have a third party contract consultant like Select GCR, helping you prepare or negotiate your Schedule offer you will need an Agent Authorization Letter.

Price Proposal Template -

The price proposal template has your products or services' costs and justifies the price you are proposing. This document is used to verify that you are offering your best price to the government, what we call your Most Favored Customer (MFC) pricing. Additionally, your MFC's price must be considered highly competitive and determined to be fair and reasonable for it to be accepted by the GSA.

Sample Labor Category Matrix (applicable on some Schedules)

You must provide a detailed position description if your offer includes services. This should include functional responsibilities, minimum years of experience, minimum educational/degree requirements, and any applicable training or certification requirements. If you usually substitute experience for education, explain how you calculate it (e.g., five years of experience equates to a BA/BS degree). The Matrix should also include information for three previous contracts that show what you charged for these labor categories. Non-professional services must include a matrix that outlines the Service Contract Labor Standards (SCLS), formerly Service Contract Act (SCA), categories with corresponding wage determination numbers and relevant pricing.

Company Information -

You need to find information about your company and the work you have done. After you gather this information, have it ready to upload or input into [eOffer](#).



Financial Statements -

Gather your company's financial statements for the previous two-year period (audited, if available). At a minimum, each financial statement must consist of a balance sheet and income statement. GSA will use this information to ensure that your company is financially stable. Explain any information you disclose that reflects negatively upon your business.

Technical Proposal -

The technical proposal details information and examples of your company's experience that prove you can provide the products and services you are offering under your Schedule. Your technical proposal must include narratives that you need to draft and submit via eOffer, along with the past performance evaluation that you previously obtained from Open Ratings, Inc. Depending on your Special Item Number (SIN), your technical proposal might require you to submit additional documents.

Draft the following narratives within eOffer:

1. Factor One - Corporate experience (10,000 character limit).
2. Factor Three - Quality control (10,000 character limit).
3. Factor Four - Relevant Project Experience - this is only applicable if offering services. You will have to submit a narrative describing two relevant projects.

Gather the following information:

1. Factor Two - Past Performance - Open Ratings report and narrative for any negative feedback.
2. Factor Five - Technical Capability - certain Special Item Numbers require additional information and/or certifications, see the solicitation for further detail.

Professional Compensation Plan -

You must submit a professional compensation plan for your employees if you are proposing professional services. The plan explains the company policies on salaries and fringe benefits for employees who will work under your contract. Individual compensation disclosure is not required.

Previous Cancellation/Rejection Letters -

Include copies of any cancellation or rejection letters for any previously awarded Schedule contracts that your company has received within the last two years with your offer.

End User License Agreements (EULAS) or Terms of Service (TOS)

Some Schedules may require you to submit the End User License Agreements or Terms of Service. This makes it easier for GSA to review and negotiate each individual set of terms for compliance with federal law. Agreements must be in an editable format (such as Microsoft Word), and preferably with the portions of the documents that are federally non-compliant already removed. EULAs must be from the manufacturer. If you are the reseller of a product any changes to the EULA must have a signature of approval from the manufacturer.



Commercial Sales Practices-1 (CSP-1)

This is where you describe what you offer to your customers compared to what you are offering the Federal government. GSA uses this document to verify that you are offering your BEST price to the government or what we call your “Most Favored Customer” (MFC) pricing. GSA’s goal is to obtain equal to or better than your MFC under the same or similar terms and conditions. Depending on your Special Item Number/s (SIN/s), we may require you to submit additional documents. We’ll ask for them after we’ve assigned a contracting officer to review your offer. Templates are provided in some cases for reference. Information will be entered into eOffer directly.

Commercial Price List or Market Rate Sheet

You should have already identified your business’s commercial pricelist while you were preparing your Price Proposal Template. You need this document to help show the prices you provide to your current customers. If you do not have a Commercial pricelist, please provide a Market Rate Sheet. GSA uses these documents to evaluate whether you are providing competitive pricing to the government as well as a price that is better or equal to that of your Most Favored Customer.

Pricing Support Documentation

You must provide supporting documentation for each product and/or service you are offering and enter it into the Price Proposal Template. GSA uses this to verify the information you are submitting is accurate. Examples of documentation include: published and publicly available catalogs, price lists, copies of invoices, contracts, quote sheets, etc. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to support. Each supporting document must be clearly labeled with the name of the corresponding proposed product or service.

Price Narrative

You must write and submit a detailed price narrative containing sufficient information for each of the products and/or services offered to enable our Contracting Officer to determine that offered prices are fair and reasonable. Fair and reasonable means that the prices are highly competitive and same (or better) than what you offer your Most Favored Customer (MFC). If a price offered to GSA is not equal to or better than the price offered to the offeror's designated Most Favored Customer, the narrative must explain the rationale for proposing such a price in a manner sufficient to enable the Contracting Officer to determine that the rate is fair and reasonable. Any deviation from the offeror's commercial sales practice must be explained,

Finalize Your Offer -

eOffer, GSA’s web-based system, allows you to complete information, download and upload templates, sign, and finally submit your completed offer. In many places, eOffer has specific requirements for how information should be entered, character limits, etc. and this can be challenging to work through. Please note, GSA contracting representatives and other staff do not have access to your information within eOffer.

Review and Negotiate -

Your offer will be assigned to one of our contracting representatives for review after it is submitted to eOffer. He or she is responsible for ensuring that your company is responsible, capable of delivering the products and services you plan to offer, and that the government buyers receive the best possible pricing. You will work directly with your assigned representative to clarify any questions or issues, correct any errors or inconsistencies, and negotiate pricing or other elements of your offer, if necessary. At the end of this process you will know if you will receive a Schedule contract based on the determination of the GSA Contracting Officer.

Need To Contract In a Hurry -

For Companies looking for a quicker path to contract with the GSA, the FASTlane program was put in place to assist companies in certain technology areas with an expedited contracting process to get you up a running with a GSA contract in less than 45 days. There is also a springboard program for new technology startups with less than 2 years of corporate experience.

FASTLane:

The FASTLane program provides quicker access to emerging technologies and innovative suppliers. With FASTLane, suppliers can get contracted on GSA IT Schedule 70 as quickly as 45 days.

Based on offer requirements, the assigned GSA contracting officer will review new offers to provide any necessary feedback. FASTLane participants must respond within 48 hours to any inquiries or requested information from GSA contracting officers.

Companies not yet on GSA Schedule 70 must meet the following criteria may be eligible for FASTLane:

1. Suppliers operating within the scope of one of the following GSA initiatives may participate following a scope review:
 - o Agile Delivery Services - We welcome agile delivery services suppliers to join IT Schedule 70. Contact FASTLane@gsa.gov for information on participating.
 - o [Cloud Special Item Number \(SIN\)](#) - We added SIN 132-40, Cloud Computing Services in 2015. Suppliers can find more on our [Cloud SIN](#) page and contact FASTLane@gsa.gov for additional information.
 - o Cybersecurity Solutions - See what we offer for [cybersecurity](#).
 - o [Health IT Services](#) - We welcome Health IT suppliers to join IT Schedule 70. Suppliers can find more on our [Health IT Services](#) page or contact FASTLane@gsa.gov for information on participating.
 - o Other customer initiatives that may arise (may include contract modification initiatives)
2. If a federal agency ordering activity requests in writing that suppliers may participate in FAST Lane to support the agency's current requirements.
3. Suppliers who need to migrate services from the consolidated Schedule to IT Schedule 70 may participate in FAST Lane.
4. GSA reserves the right to randomly select industry partners through the offer process for FAST Lane. (Suppliers may opt out.)



IT Schedule 70 Startup Springboard:

GSA needs the latest technologies for federal agencies. The Springboard program was put in place to get innovative IT companies with fewer than two years of experience onto IT Schedule 70.

Companies are allowed to use their executives and key professionals' professional experience to substitute for two years of corporate experience. The past project experience of the company personnel can be reviewed as past performance and financial documentation of responsibility can replace corporate financial statements.

How to Get Started

1. Learn how to apply at the [IT Schedule 70 Roadmap](#).
2. Contact our Startup Springboard support team at S70Springboard@gsa.gov.

List of GSA Schedules and Descriptions

Schedule Number	Description
BPA	<p>MAS Blanket Purchase Agreements (BPAs) - In order to support agencies with their strategic sourcing requirements, GSA is developing a number of MAS Blanket Purchase Agreements for selected commodities and services. These BPAs can be used by all agencies to fulfill requirements. MAS BPAs leverage the government's buying power and achieve significant cost savings through the aggregating of federal demand.</p> <p>Click here for info on BPA ordering procedures.</p>
00CORP	<p>The Professional Services Schedule (PSS) - The Professional Services Schedule (PSS) enables Federal agencies to procure a wide variety of professional services using a single Schedule contract.</p>
03FAC	<p>FACILITIES MAINTENANCE AND MANAGEMENT - GSA offers a vast array of innovative, customer-focused facilities products and services. Facilities Maintenance and Management, Schedule number 03FAC, is a Multiple Award Schedule that provides federal agencies a streamlined procurement device to acquire all of the services necessary to maintain and manage a facility.
</p>
23 V	<p>AUTOMOTIVE SUPERSTORE - GSA purchases many types of new vehicles and vehicle related products for government agencies and DoD. Use AutoChoice to purchase: Alternative fuel vehicles; Ambulances; Buses; Light trucks; Light trucks - vocational; Medium and heavy trucks; Sedans; Wheelchair vans; Wreckers and carriers. When using this schedule, you can access vendors directly to place an order for vehicles or accessories or you can contact GSA to place the order on your behalf! More information on these options is available through our CARS line at 703-605-CARS (2277). The following vehicles and accessories are available under GSA Schedule: Aerial Devices and Digger/Derricks; Construction Equipment, Road and Snow Maintenance; Fire Trucks; Low Speed Vehicles (Gas or Electric); Mobile Command Centers; Remanufactured Engines; Snow Maintenance Equipment; Tankers; Tires; Trailers; Trash Collectors and Recycling Vehicles; Truck Bodies; and Vehicle Accessories and Equipment.</p>
36	<p>THE OFFICE, IMAGING AND DOCUMENT SOLUTION</p>
48	<p>TRANSPORTATION, DELIVERY AND RELOCATION SOLUTIONS</p>
51 V	<p>HARDWARE SUPERSTORE - Includes Household and Office Appliances; Commercial Coatings, Adhesives, Sealants and Lubricants; Hardware Store Catalog and Store Front; Lawn and Garden Equipment, Machinery and Implements; Rental and Leasing (as pertains to products offered under this schedule); Tools, Tool Kits, Tool Boxes; Woodworking and Metal Working Machinery; All Parts and Accessories Related to Products Offered Under This Schedule.</p>

- 56 [BUILDINGS AND BUILDING MATERIALS/INDUSTRIAL SERVICES AND SUPPLIES](#) - This Schedule provides a full range of commercial products and services covering such areas as buildings and building materials/industrial services and supplies. In addition, this program offers energy saving building supplies, alternative energy solutions, and related services.
- 58 I [PROFESSIONAL AUDIO/VIDEO TELEMETRY/TRACKING, RECORDING/REPRODUCING AND SIGNAL DATA SOLUTIONS](#)
- 599 [TRAVEL SERVICES SOLUTIONS](#) - [Click here to view GSA BPAs for Emergency Lodging Services](http://www.gsa.gov/els)
- 621 I [PROFESSIONAL AND ALLIED HEALTHCARE STAFFING SERVICES](#)
- 621 II [MEDICAL LABORATORY TESTING AND ANALYSIS SERVICES](#)
- 65 I B [PHARMACEUTICALS AND DRUGS](#) - Includes Antiseptic Liquid Skin Cleansing Detergents and Soaps, Dispensers and Accessories.
- 65 II A [MEDICAL EQUIPMENT AND SUPPLIES](#)
- 65 II C [DENTAL EQUIPMENT AND SUPPLIES](#)
- 65 II F [PATIENT MOBILITY DEVICES](#) - Includes Wheelchairs, scooters, walkers.
- 65 V A [X-RAY EQUIPMENT AND SUPPLIES](#) - Includes medical and dental x-ray film.
- 65 VII [INVITRO DIAGNOSTICS, REAGENTS, TEST KITS AND TEST SETS](#)
- 66 [SCIENTIFIC EQUIPMENT AND SERVICES](#) - Test and Measurement Equipment, Unmanned Scientific Vehicles; Laboratory Instruments, Furnishings and LIMS; Geophysical and Environmental Analysis Equipment; and Mechanical, Chemical, Electrical, and Geophysical Testing Services
- 66 III [CLINICAL ANALYZERS, LABORATORY, COST-PER-TEST](#)
- 67 [PHOTOGRAPHIC EQUIPMENT - CAMERAS, PHOTOGRAPHIC PRINTERS AND RELATED SUPPLIES & SERVICES \(DIGITAL AND FILM-BASED\)](#)
- 70 [GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES](#) - Pursuant to Section 211 of the e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA's Schedule 70 and the Corporate contracts for associated special item numbers. Contracts with the COOP PURC icon indicate that authorized state and local government entities may procure from that contract.
- 71 [FURNITURE](#)
- 71 II K [COMPREHENSIVE FURNITURE MANAGEMENT SERVICES \(CFMS\)](#)
- 72 [FURNISHING AND FLOOR COVERINGS](#)

- 73** **FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES** - offers a variety of cleaning equipment and accessories, and cleaning products for daily cleaning - products that keep facilities clean in an environmentally friendly manner. Housing Managers and Facility Managers will enjoy the full range of Hospitality Solutions under this Schedule. In addition, all food service needs from eating utensils to an entire custom designed food court kiosk concept that supports new branding initiatives are available.
- 736** **TEMPORARY ADMINISTRATIVE AND PROFESSIONAL STAFFING (TAPS)** - Temporary Administrative and Professional Staffing Services
- 738 X** **Human Capital Management and Administrative Support Services**
- 75** **OFFICE PRODUCTS/SUPPLIES AND SERVICES AND NEW PRODUCTS/TECHNOLOGY** - Includes Videotapes, Audiotapes, Tape Cartridges, Diskettes/Optical Disks, Disk Packs, Disk Cartridges, Anti-Glare Screens, Cleaning Equipment & Supplies, Ergonomic Devices, Next Day Desktop Delivery of Office Supplies, and Restroom Products such as Roll Toilet Tissue Dispensers, Toilet Tissue, Paper Towels, Toilet Seat Covers, Facial Tissues, and Soaps for Restroom Dispensers.
- 751** **LEASING OF AUTOMOBILES AND LIGHT TRUCKS**
- 76** **PUBLICATION MEDIA**
- 78** **SPORTS, PROMOTIONAL, OUTDOOR, RECREATION, TROPHIES AND SIGNS (SPORTS)** - Sports equipment and supplies, fitness equipment, sounds of music, child's play, sports clothing and accessories, safety zone products, camping and hiking equipment, park and playground equipment, wheel and track vehicles, recreational watercraft, flags, awards, trophies, presentations, promotional products, briefcases and carrying cases, trade show displays and exhibit systems and all related products and service.
- 81 I B** **SHIPPING, PACKAGING AND PACKING SUPPLIES** - Bags, Sacks, Cartons, Crates, Packaging And Packing Bulk Material
- 84** **TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE** - The Local Preparedness Acquisition Act, signed June 26, 2008, authorizes state and local governments to purchase from GSA alarm and signal systems, facility management systems, firefighting and rescue equipment, law enforcement and security equipment, marine craft and related equipment, special purpose clothing, and related services.