



An Energy Efficiency Workshop & Exposition

Palm Springs, California

**Please be courteous
to our speakers**



***Turn off all cell phones
and
set pagers to vibrate***



An Energy Efficiency Workshop & Exposition

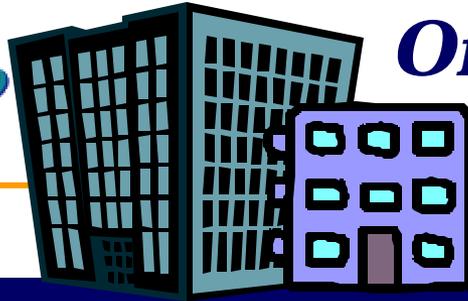
Palm Springs, California

General Services Administration
Office of Enterprise Development
How to Become a Federal Supply Schedule
Contract Holder

June 2, 2002

www.energy2002.ee.doe.gov





Office of Enterprise Development

GSA's advocate for
today's small, minority,
and women business
owners

June 2-5, 2002

www.energy2002.ee.doe.gov



Mission Statement

The mission of the Office of Enterprise Development is to promote and facilitate programs and activities that support an environment that provides "Access to Opportunity" to small, disadvantaged, women-owned, HUBZone, and Veteran-owned businesses in GSA contracting nationwide."



GSA's Regional Structure ***11 Regional Offices***

Boston, MA

New York, NY

Philadelphia, PA

Atlanta, GA

Chicago, IL

Kansas City, MO

Ft. Worth, TX

Denver, CO

San Francisco, CA

Auburn, WA

Washington, DC

Small Business Centers are located in these 11 major metropolitan cities, including a satellite center in Los Angeles, CA.



General Services Administration

**Office of Enterprise Development (4E)
401 West Peachtree Street, Room 2832
Atlanta, GA 30365-2550**

(404) 331-5103 ■ Fax: (404) 331-1813

<http://www.gsa.gov/regions/4k/index.htm>

***Servicing Alabama, Florida, Georgia, Kentucky, Mississippi,
North Carolina, South Carolina, and Tennessee.***



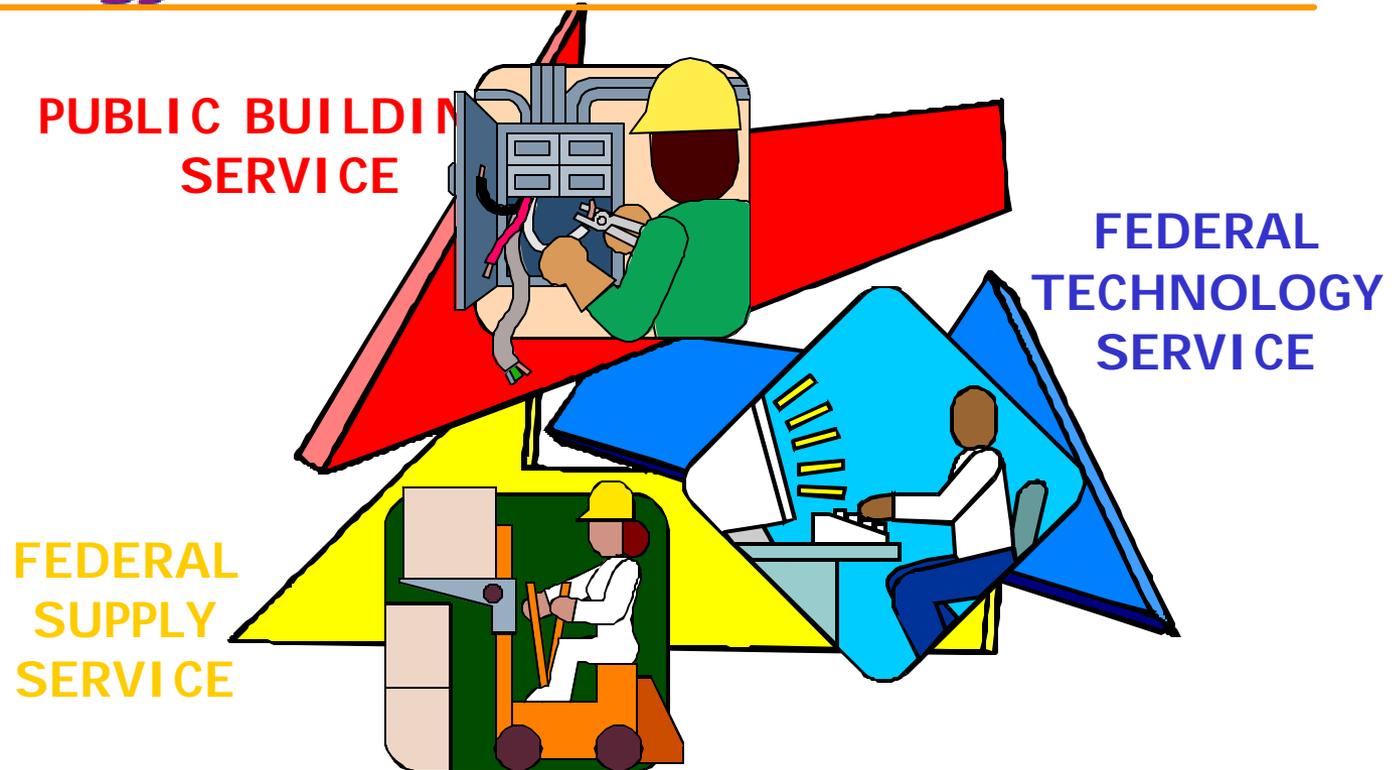
Top Ten Federal Agencies FY 1999 Total Procurement Dollars (dollars in billions)

AGENCY	TOTAL PROCUREMENT DOLLARS
1. Department of Defense	\$119.7
2. Department of Energy	\$15.6
3. NASA	\$11.0
4. General Services Administration	\$7.4
5. Department of Health and Human Services	\$4.9
6. Department of Veterans Affairs	\$3.8
7. Department of Justice	\$3.6
8. Department of Agriculture	\$3.5
9. Tennessee Valley Authority	\$2.6
10. Department of Treasury	\$2.1

Source: Federal Procurement Data System/SBA, Office of Government Contracting, 4/24/00



GSA's Three Business Lines



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- ✓ What is a **schedule**?
- ✓ What is a **GSA Number**?
- ✓ Who uses **schedule contracts**?
- ✓ Is it **mandatory** for Federal agencies to use schedule contracts?
- ✓ What are the **benefits**?



Federal Supply Schedules Program Statistics

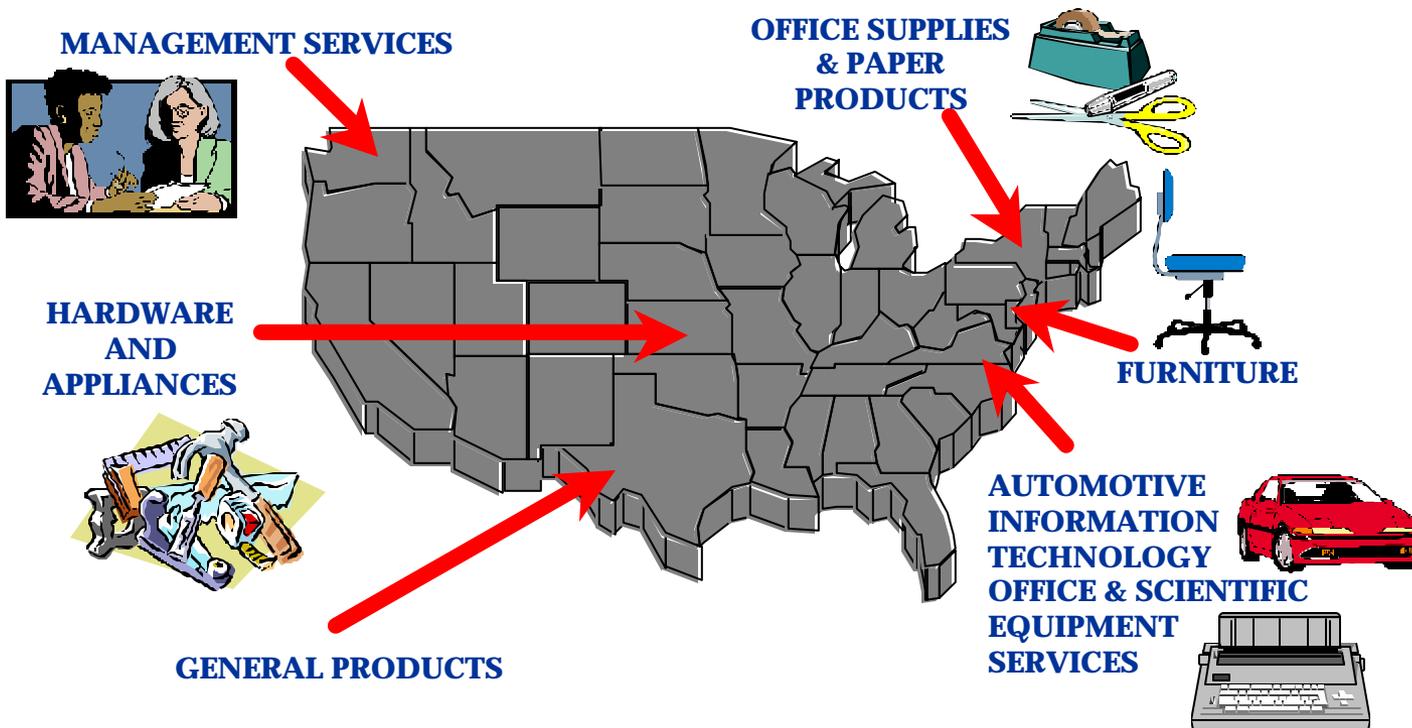
- ✓ 84 schedules covering various commodities and services
- ✓ \$10.5 billion program
- ✓ 7,972 schedule contract holders
 - 6,198 small businesses
 - 637 small woman-owned businesses
 - 707 small disadvantaged businesses
- ✓ 5-year with 1 five-year option period

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Acquisition Centers



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Most Popular Schedules

INFORMATION TECHNOLOGY (IT)

General purpose commercial information technology equipment, software and services

MANAGEMENT, ORGANIZATIONAL AND BUSINESS IMPROVEMENT SERVICES (MOBIS)

Consulting services, facilitation services, survey services, training services, support products, privatization support services and documentation (a-76), introduction of new services



Information Technology (IT) Schedule

Website: [**http://pub.fss.gsa.gov/it/**](http://pub.fss.gsa.gov/it/)

Solicitation Number: **FCIS-JB-98001-B**

Contracting Activity:
IT Acquisition Center,
Stephanie Turner, (703) 305-3038



IT Schedule Statistics ***Fiscal Year 2000 (To date)***

- ✓ 2,533 IT Schedule Contract Holders
- ✓ 1,399 small, 546 small disadvantaged, 122 Section 8(a), and 237 women-owned
- ✓ 10 new vendors added each week

Source: IT Acquisition Center
8/30/00



IT Schedule Sales Fiscal Year 1999

	Dollars	Percent
Total	\$6.9 billion	
Small Business	\$1.4 billion	21%
SDB	\$557 million	8%
Women-owned	\$278 million	.04%

Source: IT Acquisition Center, 1/12/00



Management, Organizational and Business Improvement Services (MOBIS) Schedule

Website:

<http://www.northwest.gsa.gov/fss/services/msc.htm>

Solicitation Number: TFTP-ML-980874-B

Contracting Activity:

Management Services Center

Pat Austin, (253) 931-7083



Number of MOBIS Contracts in Place Fiscal Year 1999

Business Size	Number of Businesses	Dollar Value
Large	154	\$361,249,958
Small	190	\$35,632,820
SDB	43	\$7,815,257
Women-owned	64	\$5,991,906

Source: Management Services Center



Other Federal Supply Schedules

- ✓ Marketing, Media, and Public Information Services
- ✓ Professional Engineering Services
- ✓ Auditing & Financial Management Services
- ✓ Human Resources Management and EEO Services
- ✓ Temporary Support Services
- ✓ Translation/Interpretation Services
- ✓ Environmental Advisory Services
- ✓ Office Supplies and Equipment
- ✓ Office Furniture
- ✓ Paints, Tools, Chemicals



Corporate Contracting

5 years with three 5-year option periods

Solicitation Number: FCO-00-CORP-0000C

Contracting Activity:

Corporate Contracts

Rebecca Koses,
(703) 308-3727



TIMELINE

Federal Supply Schedule Issuance/Evaluation/Award





Download Solicitation



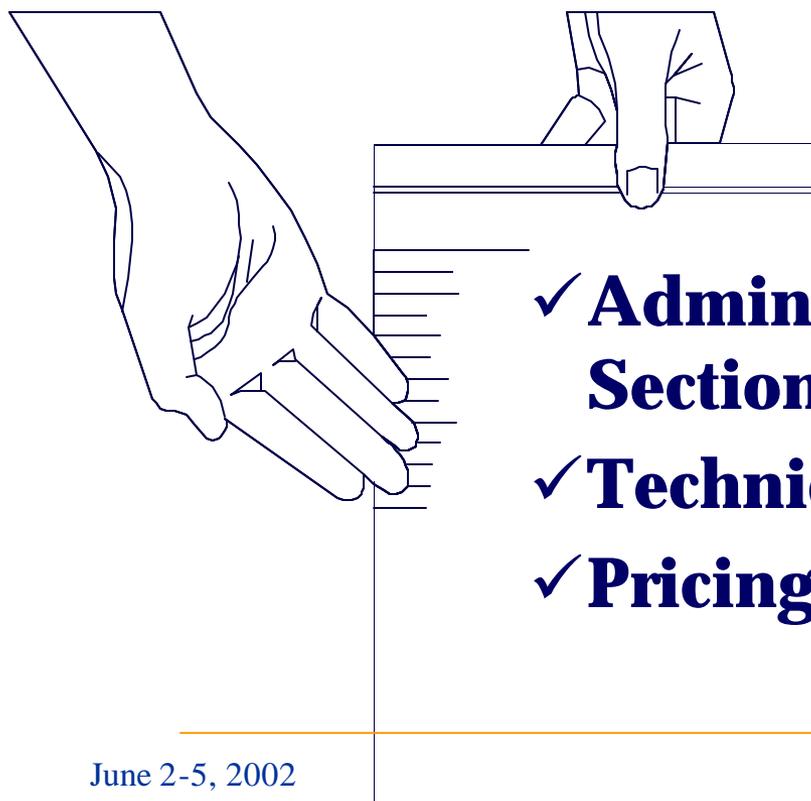
www.FedBizOpps.gov

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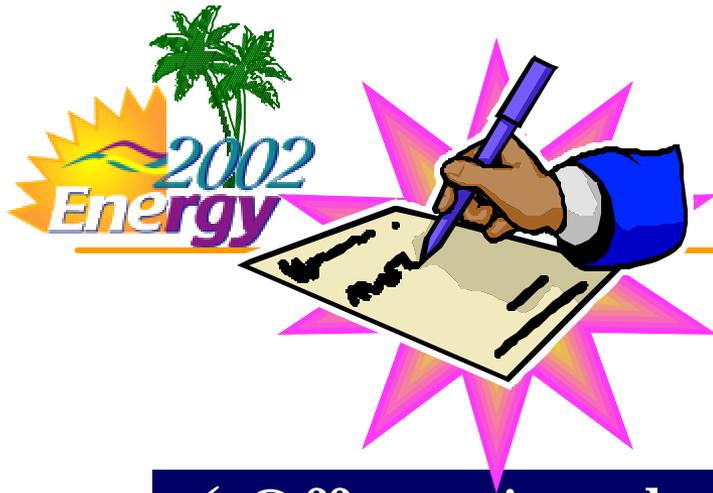
What needs to be included in your proposal?



- ✓ **Administrative Section**
- ✓ **Technical Proposal**
- ✓ **Pricing Proposal**

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Technical Proposal

- ✓ Offerors' understanding of requirements
- ✓ Professional staff
- ✓ Relevant corporate experience



Dun & Bradstreet Past Performance Evaluation Report

- ✓ 20 past or present customers
- ✓ \$125 fee payable to D & B





Price Proposal

- ✓ **Provide pricing for each product or service (hourly, daily, weekly)**
- ✓ **Government Price, Commercial Price, Government Discount**



Submit Proposal



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Special Features of Federal Supply Schedules Contracts



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Price Reductions



- ✓ **Quantity**
- ✓ **Can offer reductions to one agency, but not all**



No Maximum Order Limitation



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Blanket Purchase Agreements (BPAs)

- ✓ **Fill recurring needs**
- ✓ **Quantity discounts**
- ✓ **Save administrative time**
- ✓ **Reduce paperwork**





Economic Price Adjustments (EPA)

- ✓ Increase or decrease
- ✓ Effective on or after first year of contract period





Contractor Team Arrangements

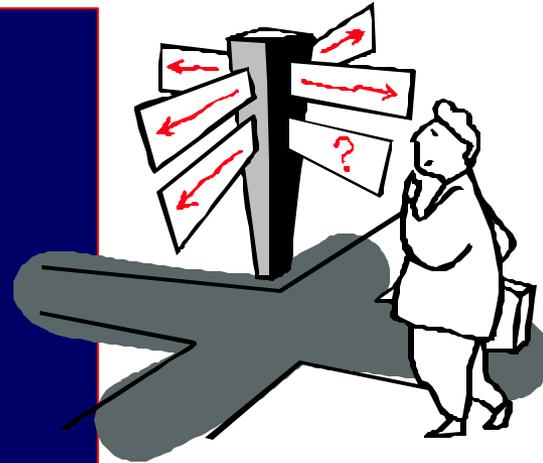
- ✓ **Help in responding to a requirement**
- ✓ **Each team member must have own Schedule contract**





Next Steps

Where do I go
from here?
How do I get
business?





**Latest
Technology**

GSA Advantage!TM

**On-Line Shopping:
www.fss.gsa.gov**

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Ordering Procedures for Federal Agencies

- ✓ Under \$2,500
 - Order from any Schedule contractor
- ✓ Over \$2,500
 - Obligated to review *GSA Advantage!*TM or three Schedule contractors' pricelists
 - Prepare and transmit a Request for Quote (RFQ) and Statement of Work (SOW)
 - Select the "Best Value"





Smart Pay

Schedule contractors are **REQUIRED to accept the purchase card for micro-purchases (purchases \$2,500 and less).**



Citibank - 888-474-0317

First National Bank of Chicago - 800-984-9982

Mellon Bank - 800-832-5212

Bank of America - 888-38EAGLS

U.S. Bank - 800-334-1941



Report of Sales

- ✓ **Form 72A**
- ✓ **Submitted quarterly**

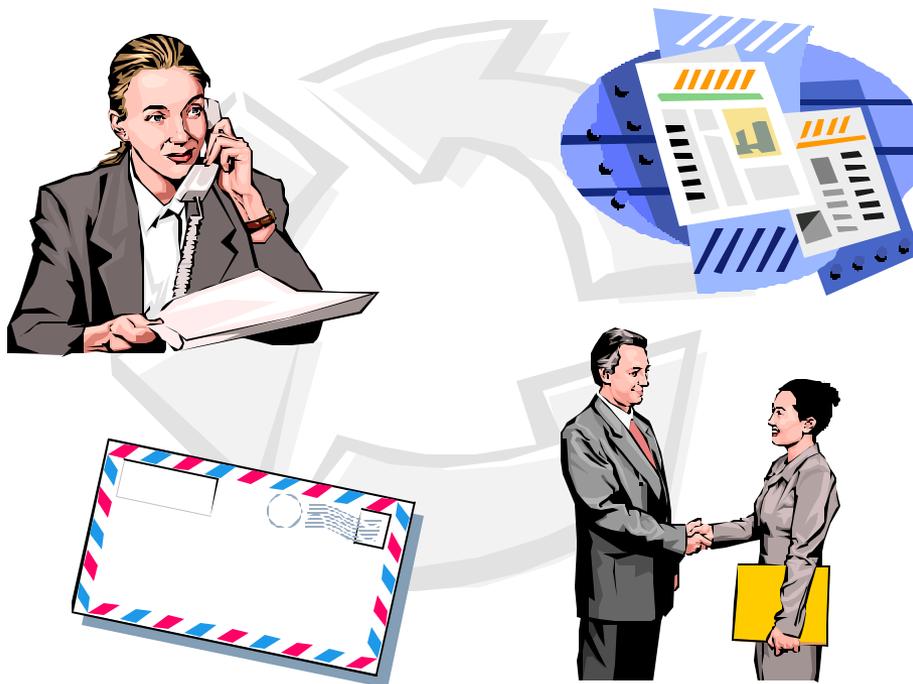


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Market Your Firm



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Marketing GSA's Customer Agencies



- ✓ Obtain from GSA contracting officer or point of contact a listing of current customer agencies or those who expressed an interest in the schedule
- ✓ Review Commerce Business Daily (CBD) and FedBizOpps
- ✓ Obtain information/guidance from Small Business Offices in the agencies you wish to market
- ✓ Review ***Forecast of Contracting Opportunities***



Marketing GSA's Customer Agencies *(continued)*



- ✓ Subscribe to trade magazines and professional journals
- ✓ Attend Procurement Networking Sessions, vendor outreach events, small business conferences, workshops, seminars, etc.
- ✓ Obtain information through the Freedom of Information Act
- ✓ Obtain a copy of a standard report issued by the Federal Procurement Data Center; or request a special report



Federal Procurement Data System

Agency Breakout

- ✓ Small Business
- ✓ Small Disadvantaged
- ✓ Women-Owned
- ✓ 8(a)
- ✓ Ranking

State Breakout

- ✓ Top 5 Counties
- ✓ Top 5 Agencies
- ✓ Top 5 Contracting Offices
- ✓ Top Product/Service
- ✓ Top Contractors

<http://fpds.gsa.gov> or (202) 401-1529



Marketing Tips

- ✓ Accept the Government's purchase card
- ✓ Have access to the Internet
- ✓ Get an electronic-mail address
- ✓ Get a web site
- ✓ Always provide quality products and/or services
- ✓ Know your competitors, customers and potential customers
- ✓ Compile your contact list
- ✓ Network





Assistance Available



FSS Schedules Information Center:

Telephone: (703) 305-6477 or 1-888-377-0070

Fax: (703) 308-4168

Walk-in assistance: 1941 Jefferson Davis Highway,
(Crystal Mall Building 4), Room 104, Arlington,
VA; Monday-Friday, 8:00 a.m. - 4:30 p.m.

Written inquiries: General Services Administration,
Federal Supply Service Information Center (FML),
Washington, DC 20406



Helpful Internet Addresses



FSS Contractor Guide:

<http://pub.fss.gsa.gov/vendorguide>

Federal Acquisition Regulations:

<http://www.arnet.gov/far>

Information for Contractors:

<http://pub.fss.gsa.gov/contractors.cfm>

Commerce Business Daily:

<http://www.govcon.com/>

Dun & Bradstreet:

<http://www.dnb.com/dunsno/whereduns.htm>



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Office of Enterprise Development

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