



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](http://www.energy2002.ee.doe.gov)





**Office of Enterprise  
Development**

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

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**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."

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

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<b>Boston, MA</b>	<b>Ft. Worth, TX</b>
<b>New York, NY</b>	<b>Denver, CO</b>
<b>Philadelphia, PA</b>	<b>San Francisco, CA</b>
<b>Atlanta, GA</b>	<b>Auburn, WA</b>
<b>Chicago, IL</b>	<b>Washington, DC</b>
<b>Kansas City, MO</b>	

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

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## **General Services Administration**

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**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.***

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### 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
<b>4. General Services Administration</b>	<b>\$7.4</b>
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

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### GSA's Three Business Lines

PUBLIC BUILDING SERVICE



FEDERAL TECHNOLOGY SERVICE



FEDERAL SUPPLY SERVICE



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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**?

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### ***Federal Supply Schedules Program Statistics***

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- ✓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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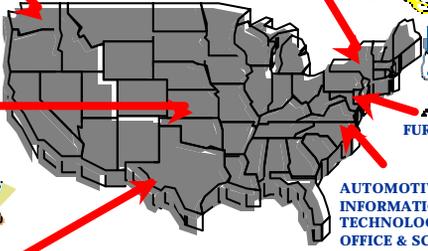
## Acquisition Centers

**MANAGEMENT SERVICES**



**OFFICE SUPPLIES & PAPER PRODUCTS**





**HARDWARE AND APPLIANCES**



**FURNITURE**



**GENERAL PRODUCTS**

**AUTOMOTIVE INFORMATION TECHNOLOGY OFFICE & SCIENTIFIC EQUIPMENT SERVICES**



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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

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## **Information Technology (IT) Schedule**

**Website:** <http://pub.fss.gsa.gov/it/>

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

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

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## **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

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### **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

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### **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**

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### **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

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### **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

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**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**

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**TIMELINE**  
**Federal Supply Schedule**  
**Issuance/Evaluation/Award**

Market research conducted    CBD notice issued/ Solicitation issued/ Posted on FedBizOpps    Offers received/ evaluated    Negotiations conducted    Revisions submitted (if required)    Contract awarded    Distribute pricelist    Mailing list of Federal ordering activities

**3 - 6 MONTHS**

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**Download  
Solicitation**



**FedBizOpps**  
*The Freedom of Opportunity*

**[www.FedBizOpps.gov](http://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

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## **Dun & Bradstreet Past Performance Evaluation Report**

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



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## ***Price Proposal***

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

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## ***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

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## *No Maximum Order Limitation*



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## *Blanket Purchase Agreements (BPAs)*

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



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### ***Economic Price Adjustments (EPA)***

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



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### ***Contractor Team Arrangements***

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



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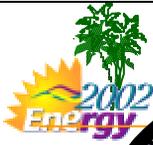
## *Next Steps*

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



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## *Latest Technology*



### *GSA Advantage!™*

**On-Line Shopping:  
[www.fss.gsa.gov](http://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!*<sup>TM</sup> or three Schedule contractors' pricelists
  - Prepare and transmit a Request for Quote (RFQ) and Statement of Work (SOW)
  - Select the "Best Value"

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## **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**

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## Report of Sales



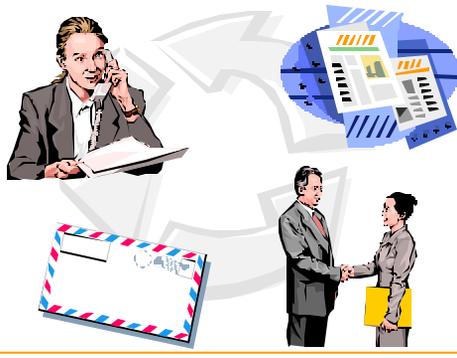
- ✓ Form 72A
- ✓ Submitted quarterly

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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**

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## Marketing GSA's Customer Agencies



- ✓ 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

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## **Federal Procurement Data System**

<u>Agency Breakout</u>	<u>State Breakout</u>
<ul style="list-style-type: none"><li>✓ Small Business</li><li>✓ Small Disadvantaged</li><li>✓ Women-Owned</li><li>✓ 8(a)</li><li>✓ Ranking</li></ul>	<ul style="list-style-type: none"><li>✓ Top 5 Counties</li><li>✓ Top 5 Agencies</li><li>✓ Top 5 Contracting Offices</li><li>✓ Top Product/Service</li><li>✓ Top Contractors</li></ul>

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

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## **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

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## **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

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## **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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**General Services  
Administration**

**Office of Enterprise Development**

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