GSA Reverse Auctions (Buyer Training)
ReverseAuctions.gsa.gov

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GSA Reverse Auctions Division

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Reverse Auctions Defined

What is a Reverse Auction?

Definition

Auction in which roles of Buyer and Seller are reversed

Buyer submits request for required goods or services and Sellers compete to obtain business from Buyer

As auction progresses, price decreases as Sellers compete to offer lower prices than the competition until auction ends
GSA Reverse Auctions

*a GSA e-Tool used to facilitate the request for, and submission of, quotes using a reverse auction process.*

Designed to maximize competition through real-time pricing and increase savings to customers and taxpayers.
GSA Reverse Auctions Development

Developed by Government Contracting Officers for Government Contracting Officers

Federal Agencies GSA collaborated with in developing and enhancing the platform:

Developed for Us, By Us!
GSA Reverse Auctions History Timeline

2013
- July 1: GSA Reverse Auctions launches

2014
- Apr 13: All GSA and VA Schedule contracts are added to GSA Reverse Auctions
- Aug 2: State and Local Government access added for Schedule contracts

2015
- Nov 4: Open Market added to GSA Reverse Auctions

2016
- June 5: GSA Reverse Auctions 2.0 launches
Available Acquisition Contracts/Solutions

**FEDERAL SUPPLY SCHEDULES (FSS)**
- GSA and VA Schedule Contracts

**MULTIPLE AWARD CONTRACTS (MAC)**
- Air Force NETCENTS II Contracts
- Army CHESS (ADMC-2 Contracts)
- DHS First Source II Contracts
- FSSI Office Supplies 3rd Gen (OS3) Contracts

**OPEN MARKET**

**BLANKET PURCHASE AGREEMENTS (BPAs)**
- FSSI Print Management BPAs
- FSSI Wireless BPAs
- SmartBUY Software BPAs
- FSSI MRO BPAs
- FSSI Janitorial and Sanitation (JanSan) BPAs
- Navy Conference Planning Services BPAs
- Navy Furniture BPAs
- Navy Education BPAs
- DHS Enterprise Software BPAs
- DHS Medical Supplies BPAs
- DHS Language Services BPAs

*See GSA Reverse Auctions for Complete List of available solutions - Adding New GSA and Agency-Specific Contracts, BPAs, and Solutions all the time*
Top Users of GSA Reverse Auctions

Department of the Navy

Department of Homeland Security

Department of the Air Force

Department of the Army

General Services Administration

Department of Justice
**How GSA Reverse Auctions Works**

<table>
<thead>
<tr>
<th>Buyer Posts Requirements</th>
<th>Sellers Notified</th>
<th>Sellers Submit Quotes/Bids</th>
<th>Buyer Evaluates Bids</th>
<th>Buyer Makes Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer selects Auction Type and posts requirements to GSA Reverse Auctions</td>
<td>Sellers under the selected Auction Type receive notification e-mail of Buyer’s requirements with invitation to quote/bid</td>
<td>Sellers submit quotes/bids, competitively driving down prices until the auction time ends</td>
<td>Buyer reviews quotes/bids received and award can be made to apparent low bidder (Seller) provided the quote/bid meets the solicitation requirements</td>
<td>Buyer selects Awardee, makes award, and Sellers are notified</td>
</tr>
</tbody>
</table>

*GSA Reverse Auctions allows Buyers to compete requirements through a competitive Request for Quotes/Bids process or to evaluate pricing through a “Two Step” solicitation method.*
So How Do Reverse Auctions Change The Procurement Process?

In Short... They Don’t.

Reverse Auctions are simply a solicitation method and Buyers are still required to:

› Conduct Market Research
› Evaluate quotes and determine which offer is in the best interest of the Government.
› Include appropriate clauses and applicable terms and conditions as prescribed by the FAR, Agency Supplement, and/or local agency policies and procedures.

...however, GSA Reverse Auctions provides a streamlined way to receive and evaluate quotes in a faster, more robust, competitive environment with enhanced features to aid in this process.
Key Benefits & Features

- No additional fees for GSA or VA Schedule contract or Schedule BPA auctions
- Nominal fee of 0.75% (capped at $1,500 per line item) for Open Market auctions
- Interfaces with existing GSA e-Tools and uses same Login as GSA Advantage/e-Buy
- Facilitates compliance with FAR posting and competition requirements
- Direct communication between Buyers and Sellers
**Key Benefits & Features (Continued)**

- Fully functional Demo website provides a hands-on approach to trying out GSA Reverse Auctions before going live.
- Transparency in procurement - clear information and audit trail on low price history helps reduce FOIA’s on prices paid.
- Enhanced reporting capabilities with Level III Spend Data reports.
- Government-managed and GSA continues to collaborate with Federal agencies and industry on system enhancements.
Value-Added Support

GSA Reverse Auctions provides value-added support including:

- Auction and Requirement Reviews
- Performance Monitoring
- Market Research Assistance
- Vendor Outreach
- Virtual and Onsite Training

GSA Reverse Auctions staff consists of Government FAC-C Level III certified contracting professionals and PMP certified project managers to support GSA Reverse Auctions Buyers and Sellers on simple and the most complex reverse auction procurements.
Performance Metrics

Total Savings
- 27.4% from Highest Bid
- 9.0% from IGCE
- 67.7% from Contract Price

Total Awarded Value
$161,355,269

Average # of Bids
2.6

Small Business Awards
92%
Customer Success Stories

The US Army Corps of Engineers, Huntsville Center (HNC) approved a policy which adopted GSA Reverse Auctions as the preferred platform for conducting reverse auctions across the Center and requires that all commodity buys be considered for reverse auction in the market research phase.

In January 2017, GSA and the Naval Supply Systems Command (NAVSUP) signed a Memorandum of Understanding (MoU) for the Department of the Navy (DoN), including the U.S. Marine Corps, to use GSA Reverse Auctions to drive more speed and savings into their acquisition process.
How to Maximize Auction Results

- Know the Market - Conduct Good Market Research
- Select Appropriate Acquisition Vehicle
- Give Auction Names that are Descriptive of Requirements
- Don’t Consolidate Unrelated Products
- For Best Results, Post Auctions for 5 - 7 Days
- If You Need Assistance, Ask GSA!
GSA Reverse Auctions Contact Info

**Connect**
Join our 10,000+ strong GSA Reverse Auctions Interact Community:
https://interact.gsa.gov/group/gsa-reverse-auctions

**Training**
For FREE onsite or virtual training, please contact us at:
GSAReverseAuctions@gsa.gov, or check available classes at:
www.gsa.gov/events

**Support**
For general support questions, contact the GSA Reverse Auctions Helpdesk at reverseauctionshelp@gsa.gov or by phone at 855-372-1094
Helpdesk Hours: Monday - Friday, 7:00 am to 6:00 pm CT
# Resource Links

<table>
<thead>
<tr>
<th>Website Name</th>
<th>Website Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSA Reverse Auctions</td>
<td><a href="http://reverseauctions.gsa.gov/">http://reverseauctions.gsa.gov/</a></td>
</tr>
<tr>
<td>GSA Reverse Auctions™ Demo Site</td>
<td><a href="http://reverseauctionsdemo.gsa.gov">http://reverseauctionsdemo.gsa.gov</a></td>
</tr>
<tr>
<td>GSA</td>
<td><a href="http://www.gsa.gov">http://www.gsa.gov</a></td>
</tr>
<tr>
<td>GSA Interact</td>
<td><a href="https://interact.gsa.gov/">https://interact.gsa.gov/</a></td>
</tr>
<tr>
<td>GSA Advantage!®</td>
<td><a href="https://www.gsaadvantage.gov/">https://www.gsaadvantage.gov/</a></td>
</tr>
<tr>
<td>GSA eLibrary</td>
<td><a href="http://www.gsaelibrary.gsa.gov">http://www.gsaelibrary.gsa.gov</a></td>
</tr>
<tr>
<td>GSA eBuy</td>
<td><a href="https://www.ebuy.gsa.gov/">https://www.ebuy.gsa.gov/</a></td>
</tr>
<tr>
<td>Acquisition Gateway</td>
<td><a href="https://hallways.cap.gsa.gov">https://hallways.cap.gsa.gov</a></td>
</tr>
</tbody>
</table>
GSA Reverse Auctions Demo

...and learn many other great features!
THANK YOU

Keep up with us on social media #GSAR Reverse Auctions

- twitter.com/FAS_Outreach
- twitter.com/US_GSAR4
- facebook.com/GSA
- facebook.com/GSASESB
- youtube.com/user/USGSA
- instagram.com/USGSA
RESOURCE SLIDES
Looking to make an Army CHESS buy?

Army says Yes to CHESS on GSA ReverseAuctions! U.S. Army authorizes GSA Reverse Auction to provide its "Computer Hardware, Enterprise Software and Solutions" (CHESS) Army Desktop and Mobile Computing-2 (ADMC-2) hardware contracts.
Setting Time Zone in Preferences

Log into Reverse Auctions as a Buyer, and click Preferences on the menu bar at the top of the screen. The Personal Information screen, shown in Figure 10-1 (Buyer Guide) Personal Information, will be displayed.

Click on the Set Time Zone link on the left of the screen. The Time Zone selection screen, shown in Figure 10-4 (Buyer Guide) Time Zone, will be displayed. Note: Buyers and Vendors will see the end date/time in the time zone selected by the buyer.

![Select Time Zone](image)
Time Zones Continued

To update Time Zone, select a Time Zone from the **Time Zone** drop-down list and click the **Update** button. Buyer Time zone will be set to the time zone selected.
CREATING AUCTIONS
## Dashboard

### Active Auctions

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Type</th>
<th>Name</th>
<th>Lines with Bids</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1592</td>
<td>FSS</td>
<td>Looking for Time Zone</td>
<td>0 of 4</td>
<td>Active</td>
<td>11/13/2016</td>
<td>11/21/2016</td>
</tr>
<tr>
<td>1011</td>
<td>MAS</td>
<td>computer chair</td>
<td>0 of 1</td>
<td>Active</td>
<td>03/02/2016</td>
<td>03/13/2019</td>
</tr>
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</table>

Displaying 1 to 2 of 2 results.

### Draft Auctions

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Agency</th>
<th>Schedule</th>
<th>Name</th>
<th>Lines</th>
<th>Status</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>226</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
<td>MAS</td>
<td>Gun Holster</td>
<td>4</td>
<td>In Progress</td>
<td>00/00/0000</td>
</tr>
<tr>
<td>242</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
<td>MAS</td>
<td>Pelican Case</td>
<td>2</td>
<td>In Progress</td>
<td>00/00/0000</td>
</tr>
<tr>
<td>305</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
<td>MAS</td>
<td>Bales-POMtest-Monitor</td>
<td>2</td>
<td>In Progress</td>
<td>00/00/0000</td>
</tr>
<tr>
<td>306</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
<td>MAS</td>
<td>Shelley-POMtest-Monitor</td>
<td>2</td>
<td>In Progress</td>
<td>00/00/0000</td>
</tr>
<tr>
<td>307</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
<td>MAS</td>
<td>Oliver-POMtest-Monitors</td>
<td>1</td>
<td>In Progress</td>
<td>00/00/0000</td>
</tr>
</tbody>
</table>

Displaying 1 to 5 of 25 results.

### Pending Awards

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Type</th>
<th>Name</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>763</td>
<td>OPENMARKET</td>
<td>TestLinda7.8.15</td>
<td>Pending</td>
<td>07/08/2015</td>
<td>07/08/2015</td>
</tr>
<tr>
<td>793</td>
<td>MAC</td>
<td>Dell Servers</td>
<td>Pending</td>
<td>07/21/2015</td>
<td>07/31/2015</td>
</tr>
<tr>
<td>866</td>
<td>MAS</td>
<td>Computer System</td>
<td>Pending</td>
<td>10/27/2015</td>
<td>11/03/2015</td>
</tr>
<tr>
<td>916</td>
<td>MAS</td>
<td>Computer Systems</td>
<td>Pending</td>
<td>01/07/2016</td>
<td>01/14/2016</td>
</tr>
</tbody>
</table>
### Create Auction

Fields marked with an asterisk (*) are required data fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Select Type:</td>
<td>SELECT</td>
</tr>
<tr>
<td>* Auction Name:</td>
<td></td>
</tr>
<tr>
<td>Alternate ID:</td>
<td></td>
</tr>
<tr>
<td>* Award Type:</td>
<td>Single Award</td>
</tr>
<tr>
<td>* Bid Decrement:</td>
<td>0.25% of IGE</td>
</tr>
<tr>
<td>* Shipping Address:</td>
<td>Select</td>
</tr>
<tr>
<td>Select Set Aside Type:</td>
<td>All</td>
</tr>
<tr>
<td>Brand Name/Brand Name or Equal:</td>
<td>Meets or Exceeds</td>
</tr>
<tr>
<td>* Delivery Method:</td>
<td>Select</td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
</tbody>
</table>

4000 characters remaining.
Create Auction

Fields marked with an asterisk (*) are required data fields.

* Select Type:
  - SELECT

* Auction Name:
  - BPA - Blanket Purchase Agreement
  - FSS - Federal Supply Schedules/Multiple Award Schedules
  - MAC - Agency Multiple Award Contracts

* Alternate ID:
  - Open Market
  - IT Hardware Hallway
  - Administrative Support Hallway

* Award Type:

* Bid Decrement:
  - 0.25% of IGE

* Shipping Address:
  - Select

Select Set Aside Type:
  - All

Brand Name/Brand Name or Equal:
  - Meets or Exceeds

* Delivery Method:
  - Select

Description:

4000 characters remaining.

Save & Next
Create Auction

Fields marked with an asterisk (*) are required data fields.

* Select Type: FSS - Federal Supply Schedule

* Select Schedule: 70 - GENERAL PURPOSE COMMERCIAL INFORMATION TECH

* Select SIN: 132 8 - Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING

132 33 - Perpetual Software License - SUBJECT TO COOPERATIVE PURCHASING
132 34 - Software maintenance - SUBJECT TO COOPERATIVE PURCHASING
132 4 - Daily/Short Term Rental - SUBJECT TO COOPERATIVE PURCHASING
132 50 - Classroom Training - SUBJECT TO COOPERATIVE PURCHASING
132 51 - Information Technology Services - SUBJECT TO COOPERATIVE PURCHASING
132 52 - Electronic Commerce Services - SUBJECT TO COOPERATIVE PURCHASING
132 53 - Wireless Services - SUBJECT TO COOPERATIVE PURCHASING
132 54 - Commercial Satellite Communications (COMSATCOM) Transponded Capacity - SUBJECT TO COOPERATIVE PURCHASING
132 55 - Commercial Satellite Communications (COMSATCOM) Subscription Services - SUBJECT TO COOPERATIVE PURCHASING
132 60A - Electronic Credentials, Not IdentityProofed (Assurance Level 1 OMB M-04-04) Managed Service Offering - SUBJECT TO COOPERATIVE PURCHASING
132 60B - Electronic Credentials, Identity Proofed (Assurance Level 2 ? OMB M-04-04) Managed Service Offering - SUBJECT TO COOPERATIVE PURCHASING
132 60C - Digital Certificates, including ACES (Assurance Level 3 and 4 / OMB M-04-04) - SUBJECT TO COOPERATIVE PURCHASING
132 60D - E-authentication Hardware Tokens - SUBJECT TO COOPERATIVE PURCHASING
132 60E - Remote Identity and Access Management Service Offering - SUBJECT TO COOPERATIVE PURCHASING
132 60F - Identity and Access Management Professional Services - SUBJECT TO COOPERATIVE PURCHASING
132 61 - Public Key Infrastructure (PKI) Shared Service Providers (PKI SSP) Program
132 8 - Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING
132 9 - Purchase of Used or Refurbished Equipment - SUBJECT TO COOPERATIVE PURCHASING
132 99 - Additional Non-Information Technology Services - SUBJECT TO COOPERATIVE PURCHASING
Create Auction

Fields marked with an asterisk (*) are required data fields.

* Select Type: FSS - Federal Supply Schedule
* Select Schedule: 70 - GENERAL PURPOSE COMMERCIAL INFORMATION TIF
* Select SIN: Select

Add Schedule

Selected Schedules

Schedule-70 SIN -132 8

Action

Remove

* Auction Name:
Alternate ID:
* Award Type: Single Award
* Bid Decrement: 0.25% of IGE
* Shipping Address: Select

Two Step

Two Step Procurement
Fields marked with an asterisk (*) are required data fields.

Select Type: FSS - Federal Supply Schedule
Select Schedule: 70 - GENERAL PURPOSE COMMERCIAL INFORMATION
Select SIN: Select

Auction Name: Test FY17
Alternate ID: Internal Reference Only
Award Type: Single Award
Bid Decrement: 0.25% of IGE
Delivery Method: Days after Receipt of Order (A)

Two Step Procurement?
Select Set Aside Type: All
Brand Name/Brand Name or Equal: Meets or Exceeds

Days after Receipt of Order: 30
Description: This is a test auction created to demonstrate enhancements FY17
Create Auction Part 7

Fields marked with an asterisk (*) are required data fields.

- **Select Type:** FSS - Federal Supply Schedule
- **Select Schedule:** 70 - GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
- **Select SIN:** Select

Add Schedule

<table>
<thead>
<tr>
<th>Selected Schedules</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule-70 SIN-1328</td>
<td>Remove</td>
</tr>
</tbody>
</table>

- **Auction Name:** Test FY17
- **Alternate ID:** Internal Reference Only
- **Award Type:** Single Award
- **Bid Decrement:** 0.25% of IGE
- **Shipping Address:** Submit Federal Office

- **Two Step Procurement:**
- **Set Aside Type:**
- **Brand Name/Brand Name or Equal:**
- **Delivery Method:**
- **Days after Receipt of Order:**
- **Description:** This is a test auction created to demonstrate enhancements FY17
Vendor Selection

Auction id: 1597
Schedule/Sin: 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING
Set Aside: Small Business

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Vendor Socio Economic Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-35F-5916H</td>
<td>PACIFIC DATACOM SYSTEMS INC.</td>
<td>Small Business, Women owned</td>
</tr>
<tr>
<td>GS-35F-5879H</td>
<td>DYNAMIC DECISIONS, INC.</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-35F-5860H</td>
<td>HYPERION, INC.</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-35F-5857H</td>
<td>MARZIK, INC.</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-35F-5847H</td>
<td>BLUE TECH INC.</td>
<td>Small Business, Women owned, SBA Certified Small Disadvantaged business (d), Woman Owned Small Business, Economically disadvantaged Woman owned small business, SBA certified HUBZone</td>
</tr>
<tr>
<td>GS-35F-5840H</td>
<td>EDAC SYSTEMS, INC.</td>
<td>Small Business, Women owned</td>
</tr>
<tr>
<td>GS-35F-5822H</td>
<td>TECHNOLOGY ADVANCEMENT GROUP, INC</td>
<td>Small Business, SBA Certified Small Disadvantaged business (d), Veteran Owned Small business</td>
</tr>
</tbody>
</table>
### Vendor Selection

**Auction id:** 1597  
**Schedule/SIN:** 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING  
**Set Aside:** Small Business

662 - Vendors have been updated for AUC 000000001597

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Vendor Socio Economic Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-35F-5916H</td>
<td>PACIFIC DATACOM SYSTEMS INC.</td>
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</tr>
<tr>
<td>GS-35F-5879H</td>
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<td>Small Business</td>
</tr>
<tr>
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<td>HYPERION, INC.</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-35F-5857H</td>
<td>MARZIK, INC.</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-35F-5847H</td>
<td>BLUE TECH INC.</td>
<td>Small Business, Women owned, SBA Certified Small Disadvantaged business (d), Woman Owned Small Business, Economically disadvantaged Woman owned small business, SBA certified HUBZone</td>
</tr>
<tr>
<td>GS-35F-5840H</td>
<td>EDAC SYSTEMS, INC.</td>
<td>Small Business, Women owned</td>
</tr>
<tr>
<td>GS-35F-5838H</td>
<td>TECHNOLOGY ADVANCEMENT</td>
<td>Small Business, SBA Certified Small Disadvantaged business</td>
</tr>
</tbody>
</table>
### Auction Details

Fields marked with an asterisk (*) are required data fields.

**Auction ID:** 1507  
**Auction Type:**  
**Schedules/SIN:** 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING  
**Auction Name:** Test FY17  
**Alternate Auction ID:** Internal Reference Only  
**Brand Name/Brand Name or Equal:** Meets or Exceeds  
**Bid Decrement:** 0.25

### Add new line item:

<table>
<thead>
<tr>
<th>Product/Service Name</th>
<th>Part Number</th>
<th>Manufacturer</th>
<th>Unit of Measurement</th>
<th>Product Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select</td>
<td></td>
</tr>
</tbody>
</table>

[Download Excel Template] [Upload Lines] [Refresh] [Save Draft] [Add New Line] [Next]
### Auction Details

Fields marked with an asterisk (*) are required data fields.

- **Auction ID:** 1597
- **Auction Type:** 
- **Schedules/SIN:** 70 SIN.132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING
- **Auction Name:** Test FY17
- **Alternate Auction ID:** Internal Reference Only
- **Brand Name/Brand Name or Equal:** Meets or Exceeds

---

### Data Element Table

<table>
<thead>
<tr>
<th></th>
<th>Character Type/Format</th>
<th>Character Limit</th>
<th>Instructions to enter the Data Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ReverseAuctions Auction Line Item Upload Instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Data Element:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Item Name</td>
<td>Alpha/Numeric</td>
<td>75</td>
</tr>
<tr>
<td>4</td>
<td>Part Number</td>
<td>Alpha/Numeric</td>
<td>20</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### Excel Image

Excel sheet titled 'RA-UploadLines (23) - Microsoft Excel' with data entries and formulas.
Auction Details

Fields marked with an asterisk (*) are required data fields.

Auction ID: 1507
Auction Type:
Schedules/SIN: 70 SIN: 1328 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING
Auction Name: Test FY17
Alternate Auction ID: Internal Reference Only
Brand Name/Brand Name or Equal: Meets or Exceeds
Bid Decrement: 0.25

Add new line item:

<table>
<thead>
<tr>
<th>Product/Service Name*</th>
<th>Part Number</th>
<th>Manufacturer</th>
<th>Unit of Measurement*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select</td>
</tr>
</tbody>
</table>

Product Description:
Upload Lines

Note: Please use this excel template to enter line item information. Once all line item information has been entered you can upload the excel file here.

Note: To see recently uploaded attachments click the Refresh button on the Auction details page. Auction attachments cannot exceed 20MB in size. File name should not exceed 50 characters and should not contain any special characters (periods, slashes etc.).

Close Window

Warning: This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.
Upload Lines

Note: Please use this excel template to enter line item information. Once all line item information has been entered you can upload the excel file here.

Note: To see recently uploaded attachments click the Refresh button on the Auction details page. Auction attachments cannot exceed 20MB in size. File name should not exceed 50 characters and should not contain any special characters (periods, slashes etc.).

Close Window

Warning: This is a U.S. General Services Administration computer system that is “FOR OFFICIAL USE ONLY.” This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.
Upload Lines

File upload successful: RA-UPLOADLINESBUYERTRAININGEXAMPLE.XLSX

Note: Please use this excel template to enter line item information. Once all line item information has been entered you can upload the excel file here.

Note: To see recently uploaded attachments click the Refresh button on the Auction details page. Auction attachments cannot exceed 20MB in size. File name should not exceed 50 characters and should not contain any special characters (periods, slashes etc.).

Close Window

Warning: This is a U.S. General Services Administration computer system that is “FOR OFFICIAL USE ONLY.” This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.
## Auction Details

Fields marked with an asterisk (*) are required data fields.

**Auction ID:** 1597

**Auction Type:**

**Schedules/SIN:** 70 SIN:132 B Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING

**Auction Name:** Test FY17

**Alternate Auction ID:** Internal Reference Only

**Brand Name/Brand Name or Equal:** Meets or Exceeds

**Bid Decrement:** 0.25

### Add new line item:

<table>
<thead>
<tr>
<th>Product/Service Name*</th>
<th>Part Number*</th>
<th>Manufacturer</th>
<th>Unit of Measurement*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select</td>
</tr>
</tbody>
</table>

**Product Description:**

Next »

Previous »

Download Excel Template | Upload Lines | Refresh
### Auction Details

Fields marked with an asterisk (*) are required data fields.

Auction ID: 1597
Auction Type: 
Schedules/SIN: 70 SIN 132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING
Auction Name: Test FY17
Alternate Auction ID: Internal Reference Only
Brand Name/Brand Name or Equal: Meets or Exceeds
Bid Increment: 0.25

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Item Name</th>
<th>Part Number</th>
<th>Manufacturer</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Laptop</td>
<td>2yrs12</td>
<td>Dell</td>
<td>Update Item</td>
</tr>
<tr>
<td>2</td>
<td>Monitor</td>
<td>window445</td>
<td>Dell</td>
<td>Update Item</td>
</tr>
<tr>
<td>3</td>
<td>Keyboard</td>
<td>qwerwxc</td>
<td>Dell</td>
<td>Update Item</td>
</tr>
<tr>
<td>4</td>
<td>Mouse</td>
<td>qwerwem</td>
<td>Dell</td>
<td>Update Item</td>
</tr>
</tbody>
</table>

Add new line item:

<table>
<thead>
<tr>
<th>Product/Service Name</th>
<th>Part Number</th>
<th>Manufacturer</th>
<th>Unit of Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select</td>
</tr>
</tbody>
</table>
Auction Terms and Conditions Clauses

You are viewing Auction ID: 1982 - TEST

Available Clauses: 0 - Select a Clause from the dropdown to apply to the Auction.

Select Clause ID: [Select]

Clause ID:

Clause Description:

Options: [Apply Selected Clause] [Apply All Clauses]

Clauses Currently Applied to Auction: 0

Clause Owner  Clause ID
Clause Maintenance

Total Clauses: 0

Enter Clause ID & Description to Add a new clause or select a clause from the dropdown list to update/delete.

Select Clause ID: 

Clause Id: 

Clause Description: Addition instruction to vendors, see attachment for additional instructions.

3924 characters remaining.

Add Clause  Update Clause  Delete Clause  Refresh Screen

Return to Auction
Auction Terms and Conditions Clauses

You are viewing Auction ID: 1983 - SGSG

Available Clauses: 1 - Select a Clause from the dropdown to apply to the Auction.

Select Clause ID: Select

Clause ID:  

Clause Description:

Options: Apply Selected Clause, Apply All Clauses

Clause applied to Auction, Clause ID: FAR 52.212

Clauses Currently Applied to Auction: 1

<table>
<thead>
<tr>
<th>Clause Owner</th>
<th>Clause ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSAADMIN</td>
<td>FAR 52.212</td>
</tr>
</tbody>
</table>

Remove Checked Clause IDs
Stationary supplies

3 Vendors Notified
Auction ID: 6646
Schedule: OS3 SIN: CLIN 0001 General Office Supplies
Award Type: Single Award
Agency: GENERAL SERVICES ADMINISTRATION
Bureau: FEDERAL ACQUISITION SERVICES
Buyer: DERRICK JOSEPH
Email: derrick.joseph@gsa.gov
Phone: 7037037036
Start Time: 10/10/2016 04:26 PM Central Time Zone
Close Time: 12/23/2016 12:00 NOON Central Time Zone
Time Remaining: 50 Days, 21 Hours, 46 Minutes

Description

Buyer Attachments
- None

Buyer contract clause #4
Contract clause # 4 All vendors must adhere to the bidding instructions detailed in the Invitation for Bids document attached to this Auction. In addition any vendor desiring to place a bid must contact the SCO prior to bidding to confirm that the vendor has accepted all the terms and condition clauses applicable for this auction. Failure to accepting all the additional clauses will prohibit a vendor from placing a bid. Please contact the SCO for clarification.

Country of Manufacture.
Items must be sourced from the USA
## Attachments

You are viewing Auction ID: 1597 - Test FY17

Note: To see recently uploaded attachments click the Refresh Document List button on the Attachments page. Auction attachments cannot exceed 20MB in size. File name should not exceed 50 characters and should not contain any special characters (periods, slashes etc.).

<table>
<thead>
<tr>
<th>Document Name</th>
<th></th>
</tr>
</thead>
</table>

### Add/Remove Attachment(s)

« Back  Refresh Document List  Next »
Attachments

You are viewing Auction ID: 1597 - Test FY17

Note: To see recently uploaded attachments click the Refresh Document List button on the Attachments page. Auction attachments cannot exceed 20MB in size. File name should not exceed 50 characters and should not contain any special characters (periods, slashes etc.).

[Attachement upload form]

Upload Attachment

Note: Auction attachments cannot exceed 20MB in size. File name should not exceed 50 characters and should not contain any special characters (periods, slashes etc.).

Document Name: 

[Select the Document]
Attachments

You are viewing Auction ID: 1597 - Test FY17

Note: To see recently uploaded attachments click the Refresh Document List button on the Attachments page. Auction attachments cannot exceed 20MB in size. File name should not exceed 50 characters and should not contain any special characters (periods, slashes etc.).

Upload Attachment

Document upload successful: flash13-15attachment1

Document Name

flash13-15attachment1

Note: Auction attachments cannot exceed 20MB in size. File name should not exceed 50 characters and should not contain any special characters (periods, slashes etc.).

Document Name: 

Select the Document

Close Window
Attachments

You are viewing Auction ID: 1597 - Test FY17

Note: To see recently uploaded attachments click the Refresh Document List button on the Attachments page. Auction attachments cannot exceed 20MB in size. File name should not exceed 50 characters and should not contain any special characters (periods, slashes, etc.).

Document Name

flash13-15attachment1

Add/Remove Attachment(s)
Review & Finalize

Important: The auction creation process has changed as of 02/22/2015, if you have a draft auction that was created prior to 02/22/2015 you are advised to select vendors using the new vendor selection process.

Fields marked with an asterisk (*) are required data fields.

Auction Name: Test FY17
Auction ID: 1597
Alternate ID: Internal Reference Only
Award Type: Single Award
Auction Type: F88
Schedule Type:

Vendor Q&A End Date: 
Vendor Q&A End Time: 
Auction End Date: 
Auction End Time: 
Notify if less than 3 bidders for line item: Select
Description: This is a test auction created to demonstrate enhancements

Attachments

Document
flash13-15attachment1
**Review & Finalize**

Important: The auction creation process has changed as of 02/22/2015, if you have a draft auction that was created prior to 02/22/2015 you are advised to select vendors using the new vendor selection process.

Fields marked with an asterisk (*) are required data fields.

- **Auction Name:** Test FY17
- **Auction ID:** 1597
- **Alternate ID:** Internal Reference Only
- **Award Type:** Single Award
- **Auction Type:** FSS
- **Schedule Type:**
  - **Vendor Q&A End Date:** 12/08/2016 at 12:00 pm CT
  - **Vendor Q&A End Time:** 12:00 pm CT
- **Auction End Date:** 12/12/2016 at 05:30 pm CT
- **Auction End Time:** 05:30 pm CT
- **Notify if less than 3 bidders for line item:** Select
- **Description:**
  - 4 Hours before auction ends
  - 12 Hours before auction ends
  - 24 Hours before auction ends
  - 48 Hours before auction ends
  - 96 Hours before auction ends

**Attachments**

- **Document:** flash13-15attachment1
Warning: In order to view the most up-to-date information, please click on the refresh button.

Test FY17

662 Vendors Notified
Auction ID: 1597
Schedule: 70 SIN 132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING
Alternate ID: Internal Reference Only
Award Type: Single Award
Auction Set Aside For: Small Business
Agency: Department of Homeland Security
Bureau: Department of Homeland Security
Buyer: BUYER FOUR
Email: buyer@gsa.gov
Phone: 7037037036
Start Time: 12/02/2016 00:42 AM Central Time Zone
Close Time: 12/12/2016 05:30 PM Central Time Zone
Time Remaining: 10 Days, 7 Hours, 46 Minutes

Description
This is a test auction created to demonstrate enhancements FY17

Buyer Attachments
- flash13-15attachment1

Bid Tab  Line Items  Vendor Attachments (0)  Q&A ()  Amendment  Bid History  T&C Clauses (0)
REVIEWING AUCTIONS
### Dashboard

#### Active Auctions

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Type</th>
<th>Name</th>
<th>Lines with Bids</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3813</td>
<td>MAS</td>
<td>Test 20</td>
<td>0 of 6</td>
<td>Active</td>
<td>05/17/2016</td>
<td>05/31/2016</td>
</tr>
<tr>
<td>3848</td>
<td>MAS</td>
<td>Test 25 (Amended)</td>
<td>0 of 6</td>
<td>Active</td>
<td>05/24/2016</td>
<td>05/31/2016</td>
</tr>
<tr>
<td>3794</td>
<td>MAS</td>
<td>Test 16</td>
<td>0 of 6</td>
<td>Active</td>
<td>05/12/2016</td>
<td>05/31/2016</td>
</tr>
<tr>
<td>3729</td>
<td>OPENMARKET</td>
<td>Test Auction 6</td>
<td>3 of 6</td>
<td>Active</td>
<td>05/02/2016</td>
<td>05/31/2016</td>
</tr>
<tr>
<td>3725</td>
<td>MAS</td>
<td>Test 2</td>
<td>0 of 11</td>
<td>Active</td>
<td>05/02/2016</td>
<td>05/31/2016</td>
</tr>
</tbody>
</table>

Displaying 1 to 5 of 8 results.

#### Draft Auctions

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Agency</th>
<th>Schedule</th>
<th>Name</th>
<th>Lines</th>
<th>Status</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1762</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
<td>MAS</td>
<td>jkjjjk</td>
<td>0</td>
<td>In Progress</td>
<td>00/00/0000</td>
</tr>
<tr>
<td>1764</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
<td>MAS</td>
<td>jkhhhk</td>
<td>0</td>
<td>In Progress</td>
<td>00/00/0000</td>
</tr>
<tr>
<td>1789</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
<td>MAS</td>
<td>Test</td>
<td>0</td>
<td>In Progress</td>
<td>00/00/0000</td>
</tr>
<tr>
<td>1958</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
<td>MAC</td>
<td>Test FEMA Region IV Auction</td>
<td>0</td>
<td>In Progress</td>
<td>00/00/0000</td>
</tr>
<tr>
<td>2273</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
<td>OPENMARKET</td>
<td>Testing the Fee</td>
<td>0</td>
<td>In Progress</td>
<td>00/00/0000</td>
</tr>
</tbody>
</table>

Displaying 1 to 5 of 23 results.

### Pending Awards
Dashboard Part 3

Auction ID: 3808
Schedule: 70 SIN:132.8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING
Award Type: Single Award
Agency: GENERAL SERVICES ADMINISTRATION
Bureau: FEDERAL ACQUISITION SERVICES
Buyer: STEPHEN GIBSON
Email: stephen.gibson@gsa.gov
Phone: 7037037036
Start Time: 05/17/2016 09:56 AM Central Time Zone
Close Time: 05/18/2016 01:00 PM Central Time Zone

Time Remaining:

Description

Buyer Attachments
- SPECSFORHIGHANDLOWSPEEDLAPTOPS
- TermsandConditions3_23_2016
- Dell-Latitude-14-Rugged-Extreme-Spec-Sheet

Bid Tab | Line Items | Vendor Attachments (2) | Q&A (1) | Amendment | Bid History

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Date Received</th>
<th>Total Quote</th>
<th>Quote Status</th>
<th>Quote Valid For</th>
<th>Vendor Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATIONS PROFESSIONALS INC.</td>
<td>05/17/2016</td>
<td>$185,900.00</td>
<td>Pending Award</td>
<td>030</td>
<td>Yes</td>
</tr>
<tr>
<td>TECHNICAL SOLUTIONS AND MAINTENANCE,</td>
<td>05/17/2016</td>
<td>$189,407.62</td>
<td>Pending Award</td>
<td>060</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Test auction 18

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Part Number</th>
<th>Manufacturer</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 Laptops</td>
<td>1111</td>
<td>Dell</td>
<td>100</td>
<td>EA</td>
<td>$1,380.00</td>
<td>$138,000.00</td>
</tr>
<tr>
<td>002 Monitors</td>
<td>1112</td>
<td>Dell</td>
<td>100</td>
<td>EA</td>
<td>$119.00</td>
<td>$11,900.00</td>
</tr>
<tr>
<td>003 Keyboard</td>
<td>1113</td>
<td>Dell</td>
<td>100</td>
<td>EA</td>
<td>$45.00</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>004 Mouse</td>
<td>1114</td>
<td>Dell</td>
<td>100</td>
<td>EA</td>
<td>$15.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>005 Speakers</td>
<td>1115</td>
<td>Dell</td>
<td>100</td>
<td>EA</td>
<td>$75.00</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>006 Docking Station</td>
<td>1116</td>
<td>Dell</td>
<td>100</td>
<td>EA</td>
<td>$225.00</td>
<td>$22,500.00</td>
</tr>
</tbody>
</table>

Total: $185,900.00

Vendor Comments:

Line Item 006 is an open market item not on my schedule.