How to Obtain a GSA Professional Services Schedule (PSS) Contract

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GSA – Office of Professional Services & Human Capital Categories (PSHC)

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Introduction to PSS

PSS contracts gives federal agencies access to experienced companies that provide the following professional services solutions:

- 541 – Advertising and Integrated Marketing Solutions (AIMS)
- 520 – Financial and Business Solutions (FABS)
- 738 II – Language Services
- 871 – Professional Engineering Services (PES)
- 874 – Mission Oriented Business Integrated Services (MOBIS)
- 874 V – Logistics Worldwide (LogWorld)
- 899 – Environmental Services

Under each of these solutions are Special Item Numbers (SINs)
Introduction to PSS

- A SIN is a listing of pre-qualified companies that supply comparable commercial services or supplies
- It is a categorization method that aids in the acquisition process
- Each PSS contract is composed of one or multiple SINs
- There are also complementary SINs that are borrowed from other Schedules (ex. C132-51 – Information Technology Professional Services)
Introduction to PSS

- The PSS portal page contains a wealth of information not only for new offerors but also for current contract holders and your firm’s future federal customers!

- [http://www.gsa.gov/psschedule](http://www.gsa.gov/psschedule)
Getting Started

- Visit the Vendor Support Center at http://vsc.gsa.gov
- Access the “Vendor ToolBox” and use it to help “Research, Analyze, and Decide” if applying for a PSS contract is right for your firm
- Also review the PSS SIN table to determine which specific services under PSS your firm will want to provide
The Solicitation – FCO00CORP000C

- The solicitation is an open solicitation and is posted on [https://www.fbo.gov/](https://www.fbo.gov/)
- Read the solicitation in its entirety!
- The solicitation requires the submission of an offer that is made up of three distinct sections
  - Section I – Administrative/Contract Data
  - Section II – Technical Proposal
  - Section III – Price Proposal
Section I – Administrative/Contract Data

- Agent Authorization Letter (if applicable)
- Summary of Offer
- Registration in the System for Award Management
- Financial statements for the previous two years

**Paul’s Guitar Shop, Inc.**

**Balance Sheet**

<table>
<thead>
<tr>
<th>December 31, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
</tr>
<tr>
<td>Cash</td>
</tr>
<tr>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>Prepaid Rent</td>
</tr>
<tr>
<td>Inventory</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
</tr>
<tr>
<td><strong>Long-term Assets</strong></td>
</tr>
<tr>
<td>Leasehold improvements</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
</tr>
<tr>
<td><strong>Total Long-term Assets</strong></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Liabilities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
</tr>
<tr>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Accrued Expenses</td>
</tr>
<tr>
<td>Unearned Revenue</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
</tr>
<tr>
<td><strong>Long-term Liabilities</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Owner’s Equity</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Retained Earnings</td>
</tr>
<tr>
<td>Common Stock</td>
</tr>
<tr>
<td><strong>Total Owner’s Equity</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities and Owner’s Equity</strong></td>
</tr>
</tbody>
</table>

**Paul’s Guitar Shop, Inc.**

**Income Statement**

For the Year Ended December 31, 2015

<table>
<thead>
<tr>
<th><strong>Revenues</strong></th>
<th><strong>Expenses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchandise Sales</td>
<td>$ 24,800</td>
</tr>
<tr>
<td>Music Lesson Income</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Total Revenues:</strong></td>
<td>$ 27,800</td>
</tr>
<tr>
<td>Cost of Goods Sold</td>
<td>10,200</td>
</tr>
<tr>
<td>Depreciation expense</td>
<td>2,000</td>
</tr>
<tr>
<td>Wage expense</td>
<td>750</td>
</tr>
<tr>
<td>Rent expense</td>
<td>500</td>
</tr>
<tr>
<td>Interest expense</td>
<td>500</td>
</tr>
<tr>
<td>Supplies expense</td>
<td>500</td>
</tr>
<tr>
<td>Utilities expense</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total Expenses:</strong></td>
<td>14,850</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>$ 12,950</td>
</tr>
</tbody>
</table>
Section I – Administrative/Contract Data

- Small Business Subcontracting Plan (if applicable)
- Previous cancellation/rejection notices (if applicable)
- Other GSA contracts (if applicable)
- Other pending GSA offers (if applicable)
Section I – Administrative/Contract Data

- Pathways to Success Training Certificate
- Signed Readiness Assessment

General Services Administration (GSA)
Multiple Award Schedule (MAS)

Readiness Assessment for Prospective Offerors

This Readiness Assessment tool is designed to assist offerors in determining whether you are ready to pursue a MAS contract and will help you with the solicitation process. Your firm should have already completed Pathway to Success training and taken the quiz which is required before submitting an offer.

It is mandatory that this assessment be completed and signed by an officer of the offerer before submitting an offer. Once you have completed the Readiness Assessment and if you have decided to submit an offer, the Readiness Assessment is loaded as an attachment to your offer in the eOffer system. It is important that your firm understand the solicitation clauses and requirements such as past performance, certifications, and pricing. Therefore, it is suggested that an officer carefully read and review all the steps in the Vendor Toolbox including the solicitation to which your firm will be responding PRIOR to completing this assessment. The Vendor Toolbox will show your firm how to find the solicitation requirements in GSA eLibrary at: http://www.gsaelibrary.gsa.gov/ElibMain/home.do. This assessment will be completed in step 3 of the Vendor Toolbox.

This assessment contains a combination of “Yes/No” and short answer questions. Each question will reference a step in the Vendor Toolbox that will assist your firm in Researching, Analyzing and Deciding if you are ready to become a MAS contractor.

If your firm cannot answer each question and complete the responses, you may want to consider becoming a subcontractor to a contractor already on MAS schedules or participate in other Federal Government acquisitions.
Section II – Technical Proposal

Factor One – Corporate Experience

- Minimum of two years of corporate experience is required
- Number of employees
- Brief history of your firm’s activities related to the services proposed
- Information that demonstrates your firm’s organizational and accounting controls
- Description of resources presently in-house or the ability to acquire them
- Description of federal marketing plan
- Information about the use of subcontractors
Section II – Technical Proposal

Factor Two – Past Performance

- A Past Performance Evaluation must be ordered and obtained from Open Ratings, Inc. (ORI)
- The cost is estimated at $215.00 (plus applicable state tax) for a complete report
Section II – Technical Proposal

Factor Three – Quality Control

- Description of internal review procedures
- Description of individuals responsible for quality control
- Description of subcontractor use and ensuring performance
- Description of how potential problem areas and solutions are handled
- Description of procedures for ensuring quality performance when meeting urgent requirements
- Description of how quality control will be managed when completing multiple projects
Section II – Technical Proposal

Factor Four – Relevant Project Experience

• Two relevant project experiences are required for each proposed services SIN
• The same project may be used to support more than just one SIN as long as the description clearly identifies the SIN-relevant work
• A copy of the Statement of Work is required for each submitted project
Section III – Price Proposal

- GSA’s pricing goal is to obtain equal to or better than the offeror’s Most Favored Customer (MFC) pricing under the same or similar terms and conditions
- Fill out Commercial Sales Practices (CSP) Format and Price Proposal (PPL) Template with offered pricing
- Identify pricing structure as being based on a commercial price list (CPL) or commercial market pricing
Section III – Price Proposal

- Commercial Prices
- Most Favored Customers
- Discounts
- Schedule Price
- Industrial Funding Fee
- Discount to GSA
Section III – Price Proposal

- Provide supporting documentation for each proposed labor category / service
  - Ex. Invoices
Section III – Price Proposal

- Labor Category Descriptions
- Pricing Fair and Reasonable Narrative
- Estimated Sales Rationale
- Professional Compensation Plan
- Uncompensated Overtime Policy
- Service Contract Act Narrative and Matrix
Submitting Through eOffer

- All offers are formally submitted through eOffer at http://eoffer.gsa.gov
- A digital certificate is required in order to access eOffer and to sign final documents electronically
PSS Transactional Data Reporting (TDR) Pilot

- TDR participation is mandatory for all new offers that include a TDR Pilot SIN
- Under PSS, the TDR Pilot SINs are all those that are under 871 – PES
- CSP disclosures are not required to be submitted for these offers
- The TDR rule requires contractors to electronically report the price the federal government paid for an item or service purchased through GSA acquisition vehicles (post-award requirement)
Frequently Asked Questions

- What are the next steps after submitting my offer?
- What should I do if my offer gets rejected?
- What happens if the PSS solicitation is refreshed while my offer is in the queue?
PSHC Contacts

- General Questions: ProfessionalServices@gsa.gov
- Supplier Relationship Manager for PSHC:
  - Debra Drake – debra.drake@gsa.gov or (ph) 703-605-5459
- Project Manager for the PSS Program:
  - Kathy Jocoy – kathy.jocoy@gsa.gov or (ph) 253-931-7080
- Project Manager for the OASIS Program:
  - Todd Richards – todd.richards@gsa.gov or (ph) 817-850-8382
- Project Manager for the SmartPay Program:
  - Dave Shea – david.shea@gsa.gov or (ph) 703-605-2867
- Project Manager for the HCaTS Program:
  - Jo Ann Lee – joann.lee@gsa.gov or (ph) 212-264-1885