What's Available Through GSA's Multiple Award Schedules- An Overview

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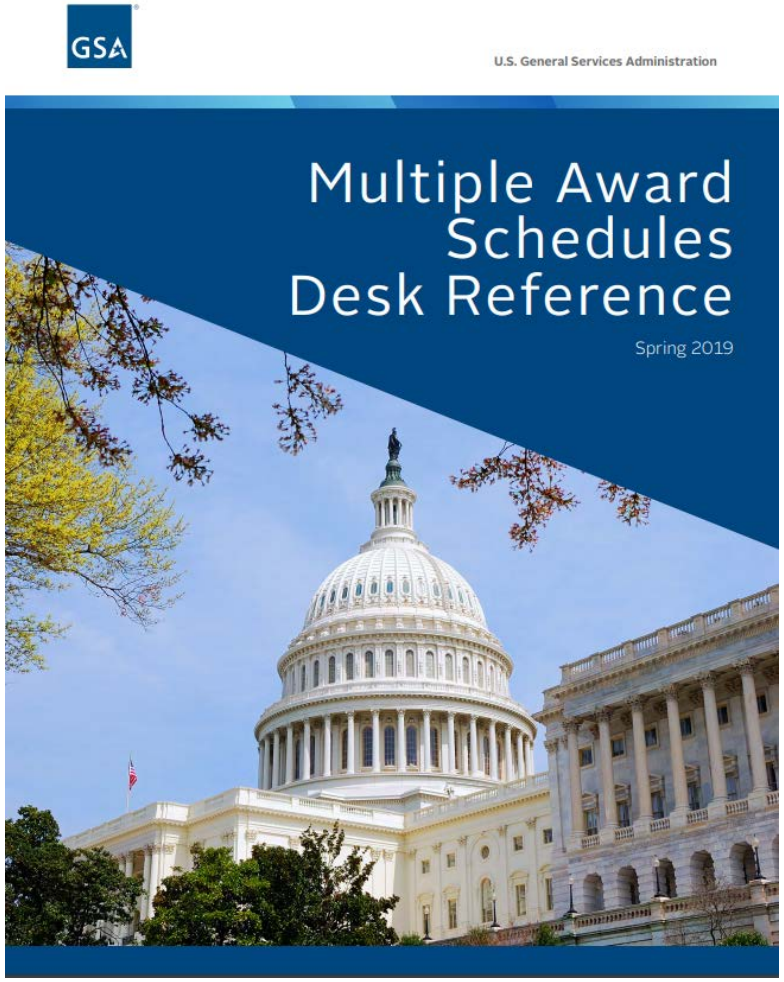
Knowledge Factor

By a show of hands, or just a nod of your head, who would say:

- I use the program some and can maneuver my way through it.
- I know what the program is about, but need a little direction.
- How many of you think MAS is either the "end all be all" or alternatively, "simply not a viable option?"

Did you know GSA has quite a few resources available to help you become an expert? Let's take a look…

MAS Desk Reference



Online at
www.gsa.gov/masdeskreference

Hard copy available through CMLS
www.gsa.gov/cmls

Learning Objectives

By the end of this course, you should be able to identify:

- The purpose and benefits of the MAS program
- Services and Products available for your usage
- Characteristics and Schedule flexibilities relating to the acquisition life cycle.

Topic 1: *What are GSA Multiple Award Schedules?*

What are Multiple Award Schedules?

They are long-term government-wide contracts with commercial firms providing federal, state, and local government buyers access to more than 25 million commercial products and services at fair and reasonable pricing.

- They are also referred to as Federal Supply Schedules and GSA Schedules
- GSA receives Schedule contract offers through standing solicitations posted on FedBizOpps

MAS Contract Characteristics

MAS follow the ordering procedures of FAR Subpart 8.4

Schedules offer:

- Multiple Award Schedule Contracts (5-year base, and up to three 5-year options)
- Firm Fixed-Price, Time and Material or Labor Hour Type Contracts
- Quantity and delivery performance requirements established at the order level
- Fair and Reasonable Pricing established at contract level
- Fast order Placement
- Regulatory Compliance

Schedule Features for Buyers

Schedules are a convenient and effective option for both buyers and sellers. Buyers enjoy simplified ordering procedures and reduced prices - along with the flexibility to meet the buying needs of:

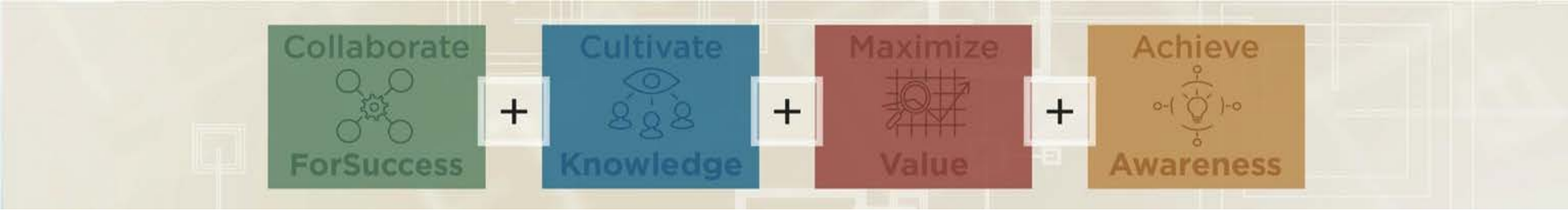
- Negotiated fair and reasonable pricing (Schedule prices are ceiling prices)
  - Over 16,000 Schedule contracts (25 million supplies and services)
- Single Contract vehicle to fulfill complex or ongoing needs and reduce overall contract awards and administration
- Socioeconomic credit for orders awarded to small business and other socioeconomic categories
  - GSA offers over 80% are small businesses

Responsibility for Management of MAS Program

GSA, Federal Acquisition Service (FAS), manages the MAS Program

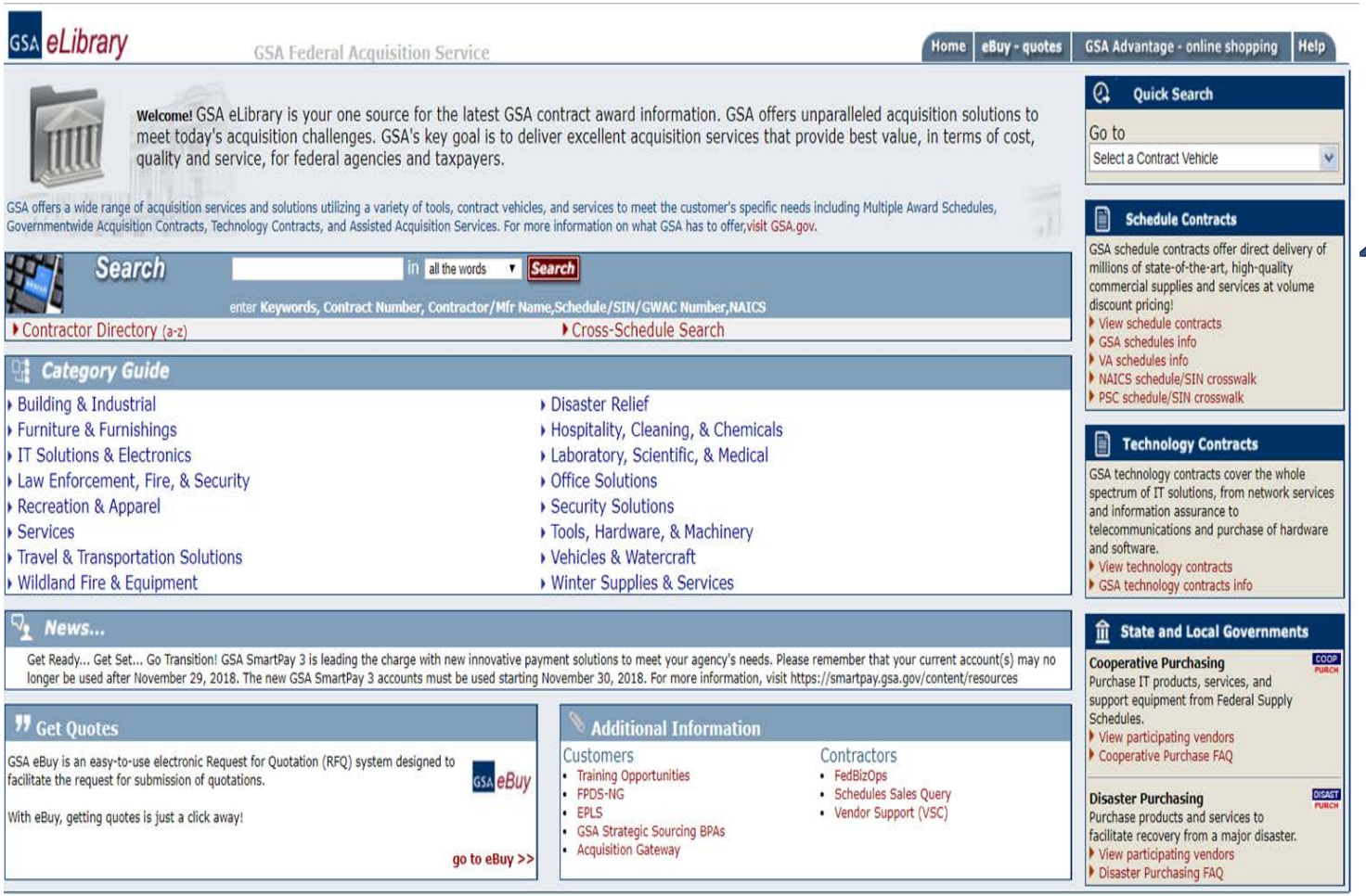
Schedules for medical supplies and services have been delegated to Department of Veterans Affairs (VA)

Topic 2:
What is Available Through Schedules?

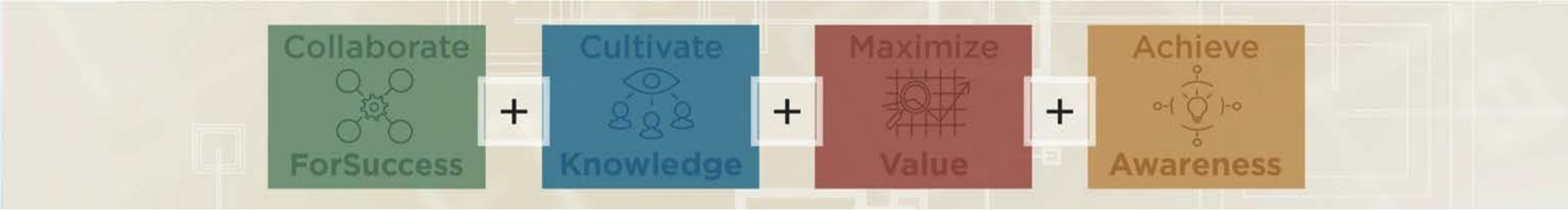


SINS

Schedules are organized by specific supply and service types. Each Schedule is then divided into more specific subcategories called Special Item Numbers (SINs).



Filter by Schedule/SIN



What *Services* Are Available on Schedule?

Facilities and Construction

- Schedule 03FAC-Facilities Maintenance and Management

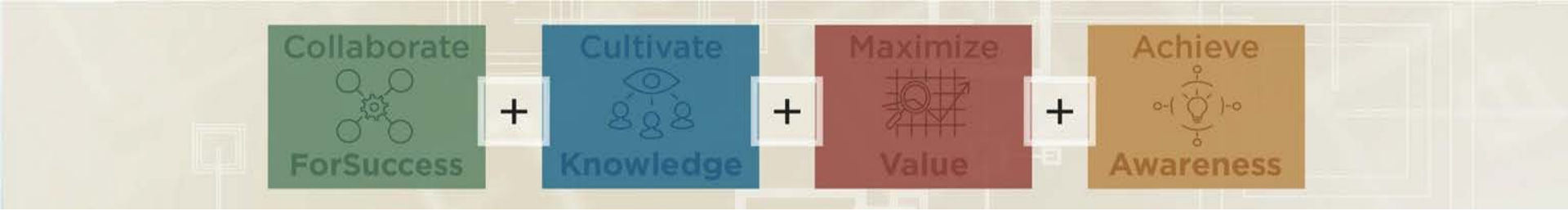
- Energy Management, Water Conservation & Support Services
- Industrial Aerospace & Marine Coating Solutions
- Dockside Facilities Maintenance, Repair Services and Dry Docking

Human Capital

- 00CORP Schedule- Professional Services
- Schedule 736- Temporary and administrative professional staffing
- Schedule 738X Human Resources (HR) and EEO Services

- Professional Engineering Solutions
- Logistics Solutions
- Business Consulting Solutions
- General Services and Support
- Administrative and clerical support
- Human Capital Management and Administrative Support Services

For a comprehensive list of services, please visit GSA eLibrary- www.gsaelibrary.gsa.gov



What *Services* Are Available on Schedule?

Security and Protection

- Schedule 84- Total Solutions for Law Enforcement, Security, Fire Rescue, Emergency/Disaster Response

- Employment, Forensic Drug Testing Equipment and Services
- Security Services/Guard Services

Travel, Transportation and Logistics Services

- Schedule 23V- Automotive Superstore
- Schedule 48- Transportation, Delivery and Relocation Solutions
- Schedule 599- Travel Services Solutions

- Aircraft Ground Support
- Consulting Services
- Long Term Lodging Services
- Domestic Delivery Solutions
- Employee & Office Relocation Services
- Local Courier Delivery Services

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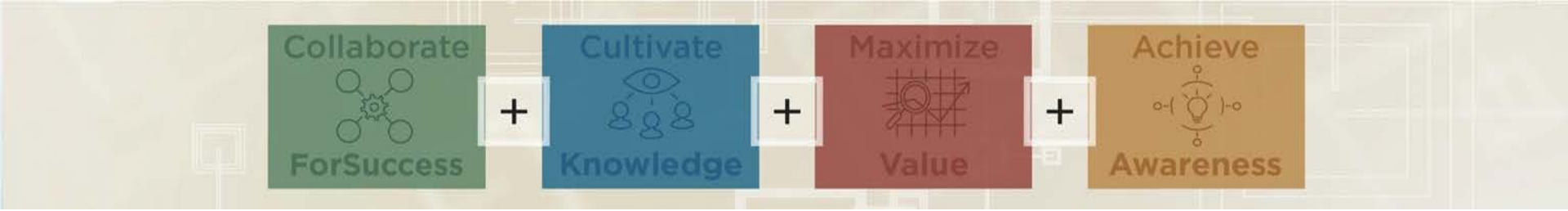


What *Services* Are Available on Schedule?

Information Technology

- Schedule 70- Information Technology

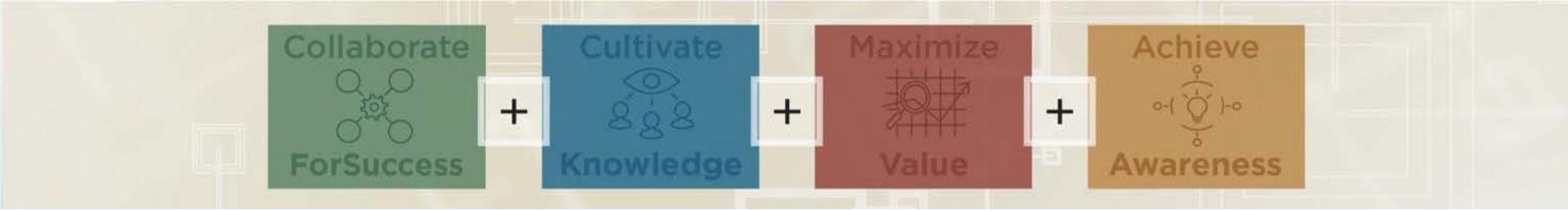
- Wireless Services/Telecom
- Health IT
- IT Security
- IT Software
- Hardware/Products

Medical

- Schedule 621 I- Professional & Allied Healthcare Staffing Services
- Schedule 65 II A- Medical Equipment and supplies
- Schedule 66 III: Cost-Per-Test, Clinical Laboratory Analyzers

- To Learn More about the VA Managed Schedules, Check out their website: www.fss.va.gov

For a comprehensive list of services, please visit GSA eLibrary- www.gsaelibrary.gsa.gov



What *Supplies* Are Available on Schedule?

Industrial Products

- Schedule 51V- Hardware Superstore
- Schedule 73- Food Service, Hospitality and Cleaning

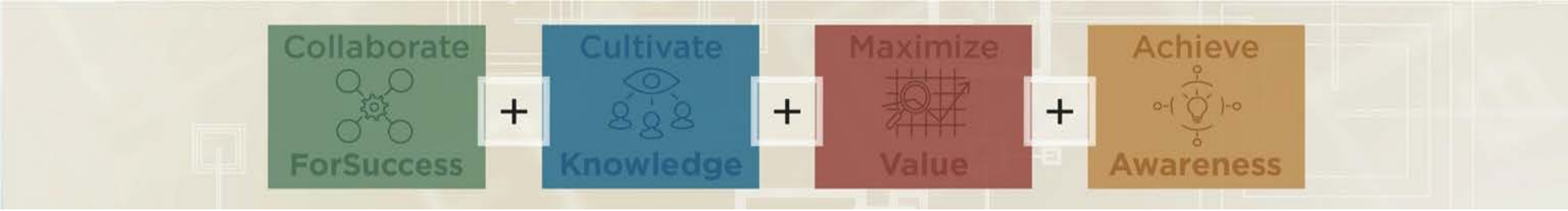
- Commercial Coatings, Adhesives, Sealants and Lubricants
- Rental of Equipment
- Industrial Quality Hand Tools/Machinery
- Janitorial, Cleaning and Sanitation Equipment and Supplies
- Cooking, Refrigeration/Freezer, Dish washing, Disposal equipment and supplies

Office Management

- Schedule 36 - Office, Imaging and Document Solutions
- Schedule 58 I Professional Audio/Visual
- Schedule 71 Furniture
- Schedule 75 Office products
- Schedule 72 - Furnishings and Floor Coverings
- Schedule 81B – Shipping, Packing supplies

- Print Management Solutions
- Office, household, quarters, packaged and special use furniture
- Safe and Vault Systems
- Office Products
- Packing Supplies
- Carpets
- Window Treatments
- Lamps & Shades

For a comprehensive list of services, please visit GSA eLibrary- www.gsaelibrary.gsa.gov



What *Supplies* Are Available on Schedule?

Security and Protection

Schedule 84- Total Solutions for Law Enforcement, Security, Fire Rescue, Emergency/Disaster Response

- Security Systems-Marine Craft and Waterfront
- Physical Access Control Systems
- Body Cameras, Vehicular video
- Firefighting and Rescue Equipment
- Law Enforcement and Security Equipment

Travel, Transportation & Logistics Services

- Schedule 23V- Automotive Superstore
- Schedule 48- Transportation, Delivery and Relocation Solutions
- Schedule 599- Travel Services Solutions

- Construction Equipment and Attachments
- Sedans, Vans, Trucks, Busses
- Fuel and Petroleum Tank Trucks and Accessories
- Snow Maintenance Equipment and Attachments

For a comprehensive list of services, please visit GSA eLibrary- www.gsaelibrary.gsa.gov

Topic 3:
Benefits of the MAS Program

Key Benefits of GSA's MAS Schedules

- Realize cost savings (increase competition)
- Experience flexibility and choice (total solutions)
- Save time (less administratively intense)
- Realize transparency (through eBuy)
- Control the procurement (terms and conditions)

Key Benefits of MAS Schedule continued…

To reduce burden on buyers, GSA Schedules have been synopsized on FedBizOpps. This satisfies the requirement of the Competition in Contracting Act (CICA). (See FAR 6.102(d)(3))

- Buyers must follow the ordering procedures outlined in FAR 8.4 to fully comply with CICA
- Ability One and UNICOR Supplies and Services
- There is no Maximum Order limitation
- Trade-ins welcomed

MAS Supports Small Business Utilization

MAS Program promotes small business through socioeconomic preference or set-asides.

- FAR Part 19, *Small Business Programs*
  - Applies to Schedule contracts – but not orders
  - For small business orders see FAR 8.405-5

- Exception to FAR 19 applicability at the order level:
  - Bundling (FAR19.202-1(e)(1)(iii))
  - Size standard criteria

Topic 4:
Acquisition Flexibility with Schedules

Schedule Contractor Team Arrangement (CTA) Benefits

- Provides a complete solution
- Encourages use of GSA Schedules
- Increases competition
- Levels the playing field for small businesses

Contractor Team Arrangement (CTA)

Key Differences between CTAs and Subcontractor Arrangements

Key Questions	CTA	Prime/Sub Arrangement
Who must hold the Schedule contract?	Each member	Only prime contractor
Who is considered a party to the task order? (privity)	Each member	Only prime contractor
Who has ultimate responsibility for contract duties?	Each member	Only prime contractor
What rates can be charged?	Up to the MAS rate for member providing the services	Up to the MAS rate for the prime contractor
FPDS reporting	Member with the greatest revenue on the order	Only prime contractor

Blanket Purchase Agreements Benefits

- Opportunity to negotiate improved discounts
- Satisfy recurring requirements
- Leverage agency requirements
- Quicker turnaround on orders
- Funding isn't required until a BPA order is initiated.
- Can use small business set-aside procedures in BPA awards to help meet socioeconomic goals

Single-Award BPAs

- FAR stated preference for multiple awards
- Single-Award BPA limited to 1 year, no more than 4 option years; documented justification and approvals required
  - Initial award >$112 Million must be approved by the head of the agency (See 8.405-3(a)(3))
- Benefits:
  - Simplified ordering process
  - Improved pricing and terms

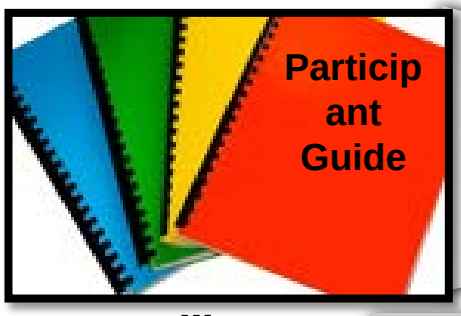
✔ Frequency of:
- Ordering
- Invoicing
- Discounts
- Delivery

✔ Type of order:
- FFP
- Labor Hour
- T & M

Multiple-Award BPAs

- All purchases are competed among a prequalified pool of contractors.
- Duration generally does not exceed 5 years, but may do so to meet program requirements.
- For orders over the micro-purchase threshold and for hourly rate services, RFQs must be sent to all BPA holders at the order level.
- Benefits:
  - Simplified ordering process
  - Improved pricing and terms
  - Ability to search and negotiate for best value

Other Direct Costs Categories



Ancillary Supplies and Services

- Commercial items on Schedule
- Items included in the task order
- Items support and are not the primary purpose of the order

Travel Reimbursable Items

- Travel in the performance of a task order
- Reimbursable according to agency and Federal regulations

Open Market Items

- Commercial items <u>not</u> on Schedule
- Can be mixed with Schedule items only if all clauses applicable to those items are included and the ordering Contracting Officer determines prices are fair and reasonable and within scope

- You can acquire OLM products or services to support delivery orders or task orders under authorized GSA Schedules.

Other Direct Costs

- Other Direct Costs (ODCs) are products or services that are ancillary to the primary purpose of a task or delivery order.
  - e.g., incidental products that are not available on the contract, computer usage charges, travel, etc.

- ODCs may be acquired through:
  - <u>OLM authority</u>
  - Ancillary SINs
  - FAR 51 Deviation authority
  - Contractor Team Arrangements (CTAs)
  - Open-market procedures (FAR 8.402(f))

- **The new OLM authority is the most streamlined method of acquiring ODCs in most scenarios.**

Order Level Materials

- OLMs are supplies or services acquired in direct support of a task or delivery order placed against a GSA Schedule contract or BPA.
- OLM prices are **not** established on the Schedule contract.
- OLM prices **are** established at the *order level.*
- The ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination.
- Purchased under the authority of the FSS program - FAR 8.403(b).
- OLMs shall not be the *primary* purpose of the order, but an integral part of the solution.
- OLM SIN may not be used as a stand-alone SIN, but may only be used to support other SINs on an order.
- See www.gsa.gov/olm for more information.

Topic 5:
Acquisition Strategies Using Schedules

Who has Authority to Use a GSA Schedules?

Organizations

- Executive agencies
- Other Federal agencies
- Mixed-ownership Government corporations
- Government contractors authorized IAW FAR 51.1

Purchasers

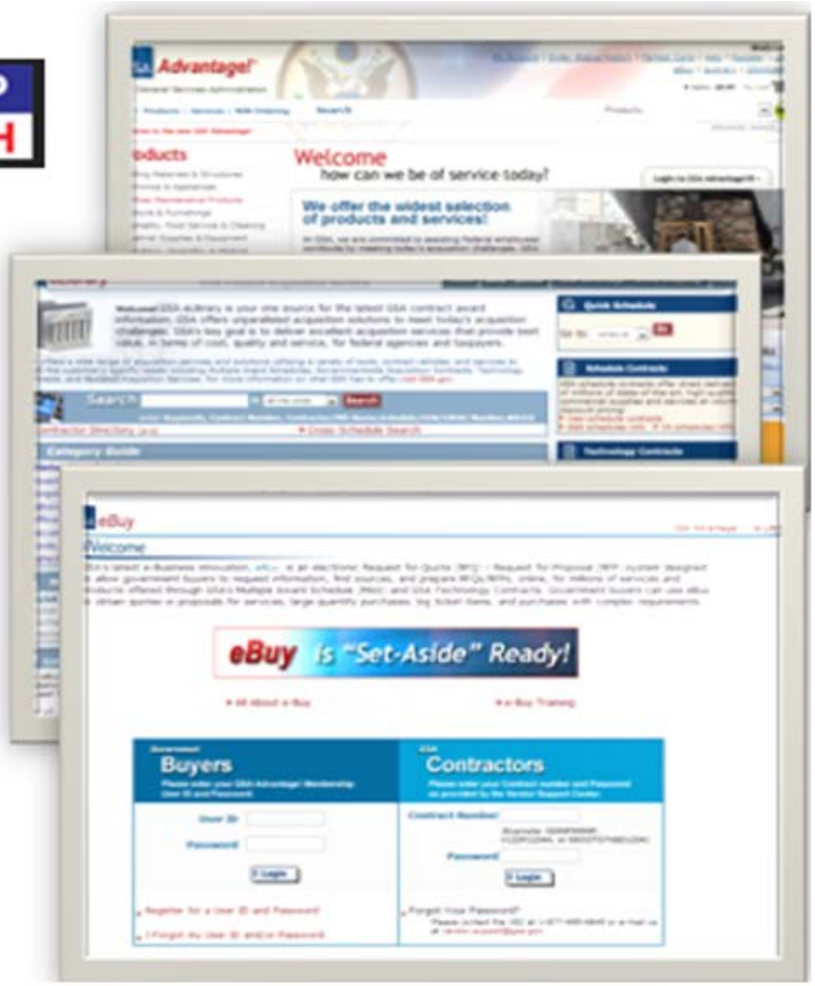
- Contracting Officers
- Holders of Governmentwide commercial purchase cards
- Those otherwise authorized by the agency or activity to order using GSA Schedules

GSA Order ADM 4800.2F

GSA eTools

COOP PURCH

- GSA *Advantage!*
  - *Online shopping tool*
  - *Conduct market research*
- eLibrary
  - Contractor POCs
  - Full catalogs
  - Contract terms & conditions
- eBuy
  - Electronic bulletin board
  - RFIs, RFPs, RFQs
- Acquisition Gateway
  - IT Hallway



Ordering Procedures – FAR 8.405-1

When ordering **supplies** or **fixed-price services w/out SOW**

Exceeds SAT

- Develop RFQ
- Receive ≥ 3 quotes - use of eBuy meets fair notice
- Limited Sources Justification if applicable
- Seek price reduction
- May not place orders orally
- Best value determination

Micro – SAT

- Survey ≥ 3 contractors
- Limited Sources Justification if applicable
- Determine if a price reduction should be sought
- Best value determination

Below Micro

- Place order with contractor
- Distribute orders among contractors

Ordering Procedures – FAR 8.405-2

When ordering **services requiring an SOW**

Exceeds SAT

- Prepare SOW and establish evaluation criteria
- Receive ≥ 3 quotes – use of eBuy meets fair notice
- Limited Sources Justification if applicable
- Seek price reduction
- Best value determination
- Overall price reasonableness determination (consider mix of labor and level of effort)
- May not place orders orally

Micro – SAT

- Create SOW and evaluation criteria
- Issue RFQ to ≥ 3 contractors
- Limited Sources Justification if applicable
- Distribute orders among contractors
- Best value determination

Below Micro

- Place order with contractor
- Distribute orders among contractors

Key GSA Web Resources

- www.gsa.gov/schedules
- interact.gsa.gov (Look under “Community” then “Groups”)
- Blanket Purchase Agreement www.gsa.gov/bpa
- Electronic Request for Quotes System www.ebuy.gsa.gov
- GSA eLibrary www.gsaelibrary.gsa.gov

Collaborate
ForSuccess
+
Cultivate
Knowledge
+
Maximize
Value
+
Achieve
Awareness

QUESTIONS?

GSA Points of Contact

Jessi Jagne– Customer Account Manager
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Email: jessi.jagne@gsa.gov

Tom Greene- Customer Account Manager
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Email: thomas.greene@gsa.gov

Resource Slides

Limited Sources Justification (LSJ) Requirements

Threshold	LSJ Required	Posting Required
Exceeds SAT	Yes	Yes
Micro – SAT	Document Circumstances – not a full blown LSJ	No
Below Micro-Purchase	No	No

Posting requirements: Within 14 days after placing an order or establishing a BPA exceeding the simplified acquisition threshold that is supported by a limited-sources justification the ordering activity shall:

- Publish a notice in accordance with FAR Subpart 5.301 and
- Post the justification:
  - At www.fedbizopps.gov and
  - On the website of the ordering activity agency, which may provide access to the justification by linking to FedBizOpps and
  - For a minimum of 30 days.

Limited Sources Justification (LSJ) Requirements, Cont.

Brand Name (8.405-6(b))

Threshold	LSJ Required	Posting Required
Exceeds SAT	Yes	Yes - eBuy
$25k – SAT	Document Circumstances – not a full blown LSJ	Yes - eBuy
Micro - $25k	Document Circumstances – not a full blown LSJ	No
Below Micro-purchase	No	No

- Posting requirements: The ordering activity shall post the following information along with the Request for Quotation (RFQ) to e-Buy:
  - For proposed orders or BPAs with an estimated value exceeding $25,000, but not exceeding the simplified acquisition threshold, Contracting Officer shall document the file.
  - For proposed orders or BPAs with an estimated value exceeding the simplified acquisition threshold, Limited Sources Justification.

Statutory Authority for the MAS Program

- GSA has the authority to procure and supply:
  - ***Personal property*** and ***non-personal services***
  - For executive agencies through the Federal Property and Administrative Services Act of 1949
- 41 U.S.C. Sec 259 provides that GSA Schedules are considered competitive if:
  - Participation is open to all ***responsible prospective contractors***; and
  - Orders and contracts result in the lowest overall cost alternative to meet the Government's needs.

Regulatory Foundation

The Federal Acquisition Regulation (FAR)

FAR	Provides	Applicability
Subpart 8.4	Ordering procedures for GSA Schedules	Federal Government ordering activities
Part 12	Acquisition of commercial items	GSA awards Schedule contracts under Part 12
Subpart 6.102(d)(3)	Defines orders placed against Schedules as a competitive procedure	All

FAR Parts Not Applicable to Schedules

FAR	Title	Applicable
Part 13	Simplified Acquisition Procedures	NO (except allows for MAS BPAs)
Part 14	Sealed Bidding	NO
Part 15	Contracting by Negotiation	NO
Part 19	Small Business Programs	NO (except Bundling)
Part 36	Construction and A&E	NO

FAR Parts Applicable to Schedules

FAR	Title	Applicable
Part 7	Acquisition Planning	YES
Part 10	Market Research	YES
Subpart 17.5	Interagency Acquisitions	YES
Subpart 33.1	Protests	YES
Subpart 37.6	Performance Based Acquisition	YES
Part 39	Acquisition of Information Technology	YES

FAR 8.002 - Priorities for Use of Mandatory Government Sources

**In descending order*

Supplies*	Services
Agency Inventory	Services that are on the Procurement List maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled (Ability One)
Excess from other agencies	
Federal Prison Industries	
Supplies that are on the Procurement List maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled (Ability One)	
Wholesale Supply Sources (GSA / DLA)	

FAR 8.004 – Use of Other Sources

If agencies are unable to satisfy requirements through mandatory sources, they are encouraged to consider satisfying requirements through the following non-mandatory sources before considering commercial sources in the open market.

Supplies*	Services*
Federal Supply Schedules	Federal Supply Schedules
Governmentwide Acquisition Contracts	Governmentwide Acquisition Contracts
Multi-Agency Contracts	Multi-Agency Contracts
Other contracts or BPAs intended for Governmentwide use, i.e. Federal Strategic Sourcing Initiative (FSSI)	Other contracts or BPAs intended for Governmentwide use, i.e. Federal Strategic Sourcing Initiative (FSSI)
Wholesale Supply Sources	Wholesale Supply Sources
	Federal Prison Industries

MAS Contract Characteristics

Order Level Thresholds:

- At or Below the Micro-Purchase Threshold – place the order with any GSA Schedule contractor.
- Micro-purchase – SAT – survey at least three contractors and make a best value determination.
- Exceeding Simplified Acquisition Threshold (SAT) – ordering agencies must solicit or consider multiple sources and must seek price reductions.

FAR Subpart 8.4 Simplifies the Acquisition Process

In contrast to FAR Part 15, *Contracting by Negotiation*, Schedule orders do *not* require:

- Conducting a formal "negotiated procurement" (Source Selection Evaluation Board (SSEB))
- Issuing a "solicitation" for thirty days (or any other pre-determined time)
- Conducting a "competition" by seeking contractors outside the Schedules program
- Synopsizing the requirement on FedBizOpps, unless it's a limited sources acquisition over the SAT
- Conducting "discussions"
- Conducting formal "debriefings" or "competitive range determinations"
- Using FAR Subpart 15.3 concepts and procedures

Common Schedule Myths

- Your agency can't add terms and conditions.
  - Terms and conditions may be added at the order level as long as they do not conflict with the Schedule contract.

- Your agency can't seek price reductions.
  - Price reductions may be sought on any order, but must be requested for orders exceeding the SAT. Contractors are not required to offer a discount.

- Your agency can't use it.
  - All Federal agencies and many other entities may use GSA Schedules. (See www.gsa.gov/portal/content/104212)