GSA Federal Acquisition Forum
June 8, 2017 | Tacoma, WA

Collaborate + Cultivate + Maximize + Achieve

Collaborate For Success
Cultivate Knowledge
Maximize Value
Achieve Awareness

GSA Reverse Auctions
ReverseAuctions.gsa.gov

Buyer Training
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

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

Developed by Government Contracting Officers for Government Contracting Officers

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

2017
Available Acquisition Contracts/Solutions

**FEDERAL SUPPLY SCHEDULES (FSS)**
GSA & 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
- GSA

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ForSuccess + Knowledge + Value + Awareness
How GSA Reverse Auctions Works

1. **Buyer Posts Requirements**
   - Buyer selects Auction Type and posts requirements to GSA Reverse Auctions

2. **Sellers Notified**
   - Sellers under the selected Auction Type receive notification e-mail of Buyer’s requirements with invitation to quote/bid

3. **Sellers Submit Quotes/Bids**
   - Sellers submit quotes/bids, competitively driving down prices until the auction time ends

4. **Buyer Evaluates Bids**
   - Buyer reviews quotes/bids received and award can be made to the apparent low bidder (Seller) provided the quote/bid meets the solicitation requirements

5. **Buyer Makes Award**
   - Buyer selects Awardee, makes award, and Sellers are notified

*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,

...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

1. No additional fees for GSA or VA Schedule contract or Schedule BPA auctions

2. Nominal fee of 0.75% (capped at $1,500 per line item) for Open Market auctions

3. Interfaces with existing GSA e-Tools and uses same Login as GSA Advantage/e-Buy

4. Facilitates compliance with FAR posting and competition requirements

5. 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

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%**
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:
GSAReserveAuctions@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 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>
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<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 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>
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</table>
GSA Reverse Auctions Demo

- Collaborate + Cultivate + Maximize + Achieve
  - ForSuccess + Knowledge + Value + Awareness

Buyer Dashboard

Create Auctions

Manage Auctions

Buyer Reporting

...and learn many other great features!
THANK YOU
Keep up with us on social media #GSARReverseAuctions

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.
CREATING AUCTIONS
Setting Time Zones 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.
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.

![Select Time Zone](image)
### 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>
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</table>

Displaying 1 to 2 of 2 results.

#### Draft Auctions

<table>
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<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>
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<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>
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</table>

Displaying 1 to 5 of 25 results.

#### Pending Awards

<table>
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<th>Auction ID</th>
<th>Type</th>
<th>Name</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Multiple Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>763</td>
<td>OPENMARKET</td>
<td>TestLinda7.8.15</td>
<td>Pending</td>
<td>07/09/2015</td>
<td>07/09/2015</td>
<td></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>
<td></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>
<td></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>
<td></td>
</tr>
</tbody>
</table>
### Create Auction

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

**Select Type:**
- **SELECT**

**Auction Name:**
- 

**Alternate ID:**
- 

**Award Type:**
- **Single Award**

**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.
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
  Open Market
  IT Hardware Hallway
  Administrative Support Hallway

* 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 TECHNOLOGY EQUIPMENT, SOFTWARE

* Select SIN:

Add Schedule

Selected Schedules

* Auction Name:

Alternate ID:

* Award Type:

* Bid Increment:

* Shipping Address:

Two Step Procurement?

Select Set Aside Type:

Brand Name/Brand: Meets or Exceeds
Create Auction

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

* Select Type: FSS - Federal Supply Schedule

* Select Schedule: 70 - GENERAL PURPOSE COMMERCIAL INFORMATION TOOL

* Select SIN: 132 8 - Purchase Of Equipment - 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
* Select SIN: Select

Add Schedule

<table>
<thead>
<tr>
<th>Selected Schedules</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Schedule-70 SIN -132 8</td>
<td></td>
</tr>
</tbody>
</table>

* 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 TECHNOLOGY
- **Select SIN:** Select

**Selected Schedules**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>70 SIN - 132</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?**
  - One Step Procurement
  - Two Step Procurement

- **Select Set Aside Type:**
  - All

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

- **Delivery Method:**
  - Days after Receipt of Order (A)

- **Days after Receipt of Order:**
  - 30

- **Description:**
  - This is a test auction created to demonstrate enhancements FY17
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 |

<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 |

<table>
<thead>
<tr>
<th>Two Step Procurement?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Select 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.

33
### 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>
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</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-5838H</td>
<td>TECHNOLOGY ADVANCEMENT</td>
<td>Small Business</td>
</tr>
</tbody>
</table>
Auction Details

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

Auction ID: 1507
Auction Type: 
Scheduled/SIN: 70 SIN-132 & 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:

1
**Auction Details**

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

- **Auction ID:** 1597
- **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

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**ReverseAuctions Auction Line Item Upload Instructions**

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<thead>
<tr>
<th>Data Element</th>
<th>Character Type/Format</th>
<th>Character Limit</th>
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<tbody>
<tr>
<td>Item Name</td>
<td>Alpha/Numeric</td>
<td>75</td>
</tr>
<tr>
<td>Part Number</td>
<td>Alpha/Numeric</td>
<td>20</td>
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</tbody>
</table>
**Auction Details**

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

<table>
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<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Auction ID</td>
<td>1507</td>
</tr>
<tr>
<td>Auction Type</td>
<td></td>
</tr>
<tr>
<td>Schedules/SIN</td>
<td>70 SIN-132 &amp; Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING</td>
</tr>
<tr>
<td>Auction Name</td>
<td>Test FY17</td>
</tr>
<tr>
<td>Alternate Auction ID</td>
<td>Internal Reference Only</td>
</tr>
<tr>
<td>Brand Name/Brand Name or Equal</td>
<td>Meets or Exceeds</td>
</tr>
<tr>
<td>Bid Decrement</td>
<td>0.25</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>

Product Description:  

1
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.
<table>
<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
<th>Type</th>
<th>Size</th>
</tr>
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<tbody>
<tr>
<td>flash13-13attachment1</td>
<td>9/2/2016 11:58 AM</td>
<td>Adobe Acrobat Doc</td>
<td>704 KB</td>
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<tr>
<td>GSA Reverse Auctions Platform Vendor Demo Slides Amy Chess</td>
<td>9/21/2016 8:29 AM</td>
<td>Microsoft PowerPnt</td>
<td>3,521 KB</td>
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<tr>
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</table>
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 & 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:

<
## Auction Details

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction ID</td>
<td>1597</td>
</tr>
<tr>
<td>Auction Type</td>
<td></td>
</tr>
<tr>
<td>Schedules/S/N</td>
<td>70 S/N:132 &amp; Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING</td>
</tr>
<tr>
<td>Auction Name</td>
<td>Test FY17</td>
</tr>
<tr>
<td>Alternate Auction ID</td>
<td>Internal Reference Only</td>
</tr>
<tr>
<td>Brand Name/Brand Name or Equal</td>
<td>Meets or Exceeds</td>
</tr>
<tr>
<td>Bid Decrement</td>
<td>0.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Item name</th>
<th>Part Number</th>
<th>Manufacturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Laptop</td>
<td>2ysl12</td>
<td>Dell</td>
</tr>
<tr>
<td>2</td>
<td>Monitor</td>
<td>wawer445</td>
<td>Dell</td>
</tr>
<tr>
<td>3</td>
<td>Keyboard</td>
<td>acwxxc</td>
<td>Dell</td>
</tr>
<tr>
<td>4</td>
<td>Mouse</td>
<td>acwrem</td>
<td>Dell</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></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:  Select

Clause Id:  FAR 52.212

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

3624 characters remaining.

Add Clause  Update Clause  Delete Clause  Refresh Screen
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>

Save    Save & Next    Next

Prev    Add/Update Clause
## Buyer Additional Terms and Conditions

**Stationary supplies**

<table>
<thead>
<tr>
<th>3 Vendors Notified</th>
<th>6648</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction ID:</td>
<td>OAS3 SIN CLIN 0001 General Office Supplies</td>
</tr>
<tr>
<td>Award Type:</td>
<td>Single Award</td>
</tr>
<tr>
<td>Agency:</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
</tr>
<tr>
<td>Bureau:</td>
<td>FEDERAL ACQUISITION SERVICES</td>
</tr>
<tr>
<td>Buyer:</td>
<td>DERRICK JOSEPH</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:derrick.joseph@gsa.gov">derrick.joseph@gsa.gov</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>7037037036</td>
</tr>
<tr>
<td>Start Time:</td>
<td>10/10/2016 04:26 PM Central Time Zone</td>
</tr>
<tr>
<td>Close Time:</td>
<td>12/23/2016 12:00 NOON Central Time Zone</td>
</tr>
<tr>
<td>Time Remaining:</td>
<td>50 Days, 21 Hours, 46 Minutes</td>
</tr>
</tbody>
</table>

### Description

**Buyer Attachments**

- None

<table>
<thead>
<tr>
<th>Bid Tab</th>
<th>Line Items</th>
<th>Vendor Attachments (0)</th>
<th>Q&amp;A ()</th>
<th>Amendment</th>
<th>Bid History</th>
<th>T&amp;C Clauses (2)</th>
</tr>
</thead>
</table>

**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 con tact the SCO prior to biding 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.).

Document Name

Add/Remove Attachment(s)
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:

Add/Remove Attachment(s)
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 upload successful: 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.).
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
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:  
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: 12/03/2016 12:00 pm CT
*Auction End Date: 12/12/2016 05:30 pm CT
Notify if less than 3 bidders for line item:
Description:

Attachments

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

**Test FY17**

652 Vendors Notified
Auction ID: 1507
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 09:42 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 6 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>jkjjkj</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>jkhkhk</td>
<td>0</td>
<td>In Progress</td>
<td>00/00/0000</td>
</tr>
<tr>
<td>1799</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.
Auction ID: 3808
Schedule: 70 SIN:1328 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

**Description**

**Buyer Attachments**
- SPECS FOR HIGH AND LOW-SPEED LAPTOPS
- Terms and Conditions 3_23_2016
- Dell-Latitude-14-Rugged-Extreme-Spec-Sheet

---

### Vendor Attachments

<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>

Displaying 1 to 2 of 2 results.
**Test auction 18**

**Auction ID:** 3909  
**Vendor Name:** COMMUNICATIONS PROFESSIONALS INC.  
**Contract Number:** GS-35F-0033N  
**Expires:** 10/15/2017  
**Socioeconomic:** Small Business, SBA Certified Small Disadvantaged Business (d)  
**DUNS:** 003732393  
**Contact:** No Contact Name  
**Telephone:** 248-557-0100 X 103  
**Email:** mohaan.aruvnahally@gsa.gov

<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.