



Acquisition Service

U.S. General Services Administration

# Federal Acquisition Service

## The Professional Services Schedule How to Submit a Successful Offer

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# **PROFESSIONAL SERVICES SCHEDULE (PSS)**

**Solicitation Number FCO-00CORP-0000C**

**Link for Solicitation found at: [www.gsa.gov/psschedule](http://www.gsa.gov/psschedule)**

# PSS Resources

[www.gsa.gov/psschedule](http://www.gsa.gov/psschedule) Resources for Contractors

## **PSS Solicitation**

[Contract Modification Instructions](#)

[Migration Resources](#)

[Contract Relocation Request Form](#)

[Consolidated Modification Check List](#)

## **Getting on Schedule**

## **GSA Vendor Support Center**

[Schedules Contractor Success](#)

[Marketing to the Federal Government](#)

[Training Resources](#)

[Frequently Asked Questions](#)

## **Official PSS SIN Table**

Follow the Professional Services Category [Interact Community](#)

## **Benefits of having a PSS Contract**

With PSS both contract holders and Federal Agencies can:

- Obtain total solutions to complex professional-services requirements from a single source
- Reduce costs associated with managing various Schedules
- Increase program efficiency for both the firm and the agency!

**A WIN-WIN FOR ALL!**

## The Seven Solutions found under PSS

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

## PSS includes Complementary SINs

- C132-51 - Information Technology Professional Services
- C595-21 - Human Resource Services (Excluding EEO Services)
- C871-202 - Energy Management Planning and Strategies
- C871-207 - Energy Audit Services
- C871-208 - Resource Efficiency Management (REM)
- C871-211 - Energy Consulting Services

*These SINs will always be identified with an alpha “C”*

**The following is contained in each SIN description within the solicitation**

*\*Note – This SIN cannot be used as a “stand alone” SIN – If an agency requires XX services as the only service needed, they are directed to Schedule XX.*

## **PSS: New Offers**

**Can firms provide all SINs offered under PSS once they have a contract?**

**NO!** Getting a Schedule contract under PSS does not give a firm the ability to provide every service offered under the program

Industry Partners can only provide services that are either awarded under the initial contract or that are added via a modification once an award is obtained.

## **PSS: New Offers - Key Points to Remember**

Incomplete packages are a common reason for rejection

Well organized files make review and award process smoother



## **PSS: New Offers - Where Do I Begin?**

Review the PSS SIN Table to determine whether your firm provides any of the services offered. If the answer is “Yes” then...

Read the Solicitation in its entirety!

Visit the Vendor Support Center at [vsc.gsa.gov](https://vsc.gsa.gov) and visit the “vendor Tool Box” and click on [“I Want a Contract”](#)

## **PSS: New Offers - Completing Pathway to Success and Vendor Toolbox Training - A MUST!**

Prior to being awarded a contract, a representative of the firm must complete the Pathway to Success and Vendor Toolbox training. Both of these webinars are intended to help bidders understand the MAS contract process before applying for a contract.

## **PSS: New Offers - Any Cost Associated with an Offer Submission?**

Actual monetary costs are minimal depending on the contractor's situation; for example, if you do not already have a digital certificate, you will be required to purchase one to submit your offer. Some contractors opt to use consultants to prepare and submit offers on their behalf, which would result in additional fees to those private companies.

There is a fee associated with the Open Rating Report required in the eOffer instructions (Past Performance Requirements). This report is obtained from Dun&Bradstreet at <https://www.supplierriskmanager.com/ppe-order/login>. The cost is estimated at \$215.00 (plus applicable state tax) for a complete report that is submitted to GSA on your behalf.

Your firm will be required to apply for a DUNS number and must register on [www.sam.gov](http://www.sam.gov); however, it should be noted that both are free. Beware of scams that claim a fee for registering for either resource.

## PSS: New Offers - Readiness Assessment

Potential vendors who are ready to submit a proposal for a MAS contract should take the *Readiness Assessment through the Vendor Education Center*. You will be redirected to a ".com" website and asked to register. (There is no cost for the 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.**

# PSS: New Offers - Sample Financial

Paul's Guitar Shop, Inc. Balance Sheet December 31, 2015		
Assets		
<b>Current Assets</b>		
Cash		32,800
Accounts Receivable		300
Prepaid Rent		1,000
Inventory		39,800
<b>Total Current Assets</b>		<u>73,900</u>
<b>Long-term Assets</b>		
Leasehold Improvements	100,000	
Accumulated Depreciation	(2,000)	98,000
<b>Total Long-term Assets</b>		<u>98,000</u>
<b>Total Assets:</b>		<b>171,900</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		49,000
Accrued Expenses		450
Unearned Revenue		1,000
<b>Total Current Liabilities</b>		<u>50,450</u>
<b>Long-term Liabilities</b>		<u>99,500</u>
<b>Total Liabilities</b>		<b>149,950</b>
<b>Owner's Equity</b>		
<b>Owner's Equity</b>		
Retained Earnings		11,950
Common Stock		10,000
<b>Total Owner's Equity</b>		<u>21,950</u>
<b>Total Liabilities and Owner's Equity</b>		<b>171,900</b>

Paul's Guitar Shop, Inc. Income Statement For the Year Ended December 31, 2015		
<b>Revenues</b>		
Merchandise Sales	\$ 24,800	
Music Lesson Income	3,000	
<b>Total Revenues:</b>		<u>\$ 27,800</u>
<b>Expenses</b>		
Cost of Goods Sold	10,200	
Depreciation expense	2,000	
Wage expense	750	
Rent expense	500	
Interest expense	500	
Supplies expense	500	
Utilities expense	400	
<b>Total Expenses:</b>		<u>14,850</u>
<b>Net Income</b>		<u><u>\$ 12,950</u></u>

## **PSS: New Offers - Adequate Statement of Work**

**The statement of work must be a contractual document and contain at a minimum, the following:**

**Purpose** – what was the project work

**Scope** – what is required to be done

**Period of performance**

**Delivery schedule and milestones**

**Applicable standards** – industry or government standards

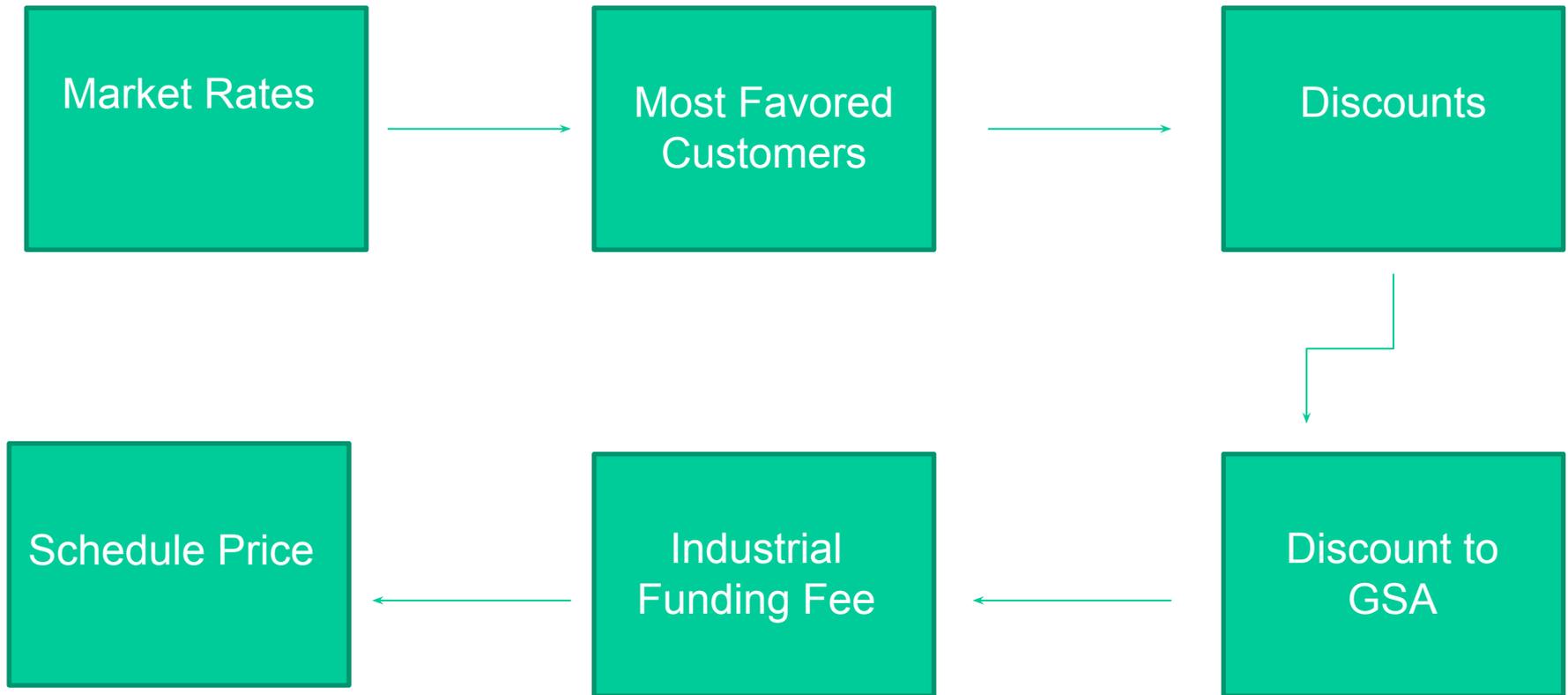
**Acceptance criteria** – how does the customer decide if the work performed is acceptable?

**Special requirements** – any specific hardware or software needed? Special skill sets?

**Payment schedules**

# PSS: New Offer - Open Ratings obtained through eOffer process





## Pricing a GSA Contract

# Invoices – Supporting Documentation

## ABC Engineering, Inc

456 Main Street  
Seattle, WA 98109  
Phone: [206-952-1234]  
Fax: [206-542-0000]

### BILL TO:

US Government  
Washington, DC

## INVOICE

DATE:	8/10/2015
INVOICE #	[123456]
Customer ID	[123]

[HELP](#)

DESCRIPTION	AMOUNT
General Engineer 10 hours @ \$150/hour	1,500.00
Aerospace Engineer 15 hours @ \$150/hour	1,500.00
Senior Consultant 24 hours @ \$125/hour	3,000.00
Senior Accountant 10 hours @ \$155/hour	1,550.00

### OTHER COMMENTS

1. Total payment due in 30 days
2. Please include the invoice number on your check

SUBTOTAL	\$7,550.00
TAX RATE	0.000%
TAX	\$0.00
OTHER	\$0.00
<b>TOTAL</b>	<b>\$7,550.00</b>

## **New Offers - Questions and Answers**

**Q: My firm only does firm fixed price contracts and we do not have invoices with detailed labor rates. What should we do?**

**A: Provide sufficient backup documentation that ties to the invoice. For example, labor categories, rates, other direct costs, profit, etc, that will match to the amount invoiced.**

## New Offers - Questions and Answers

**Q: My offer got rejected. Now what?**

**A:** Read and understand the rejection letter; talk with the GSA Associate. Fix the issues and resubmit, however, know that you are submitting a new offer and the terms and conditions will have been updated. You'll need to ensure the projects, open ratings, and other documents are within the required timeframe.

## **New Offers - Questions and Answers**

**Q: My offer got rejected. Can I resubmit and not lose my place in line?**

**A:** We evaluate offers in the order received to the maximum extent possible. Resubmitted offers are considered new offers and thus will be placed in the queue as such.

## **New Offers - Questions and Answers**

**Q: My firm has one GSA contract and we would like to provide the same or similar services on another schedule contract. Can the pricing for the existing contract be used for the new one?**

**A:** There are no hard rules when it comes to determinations on pricing - it is up to the offeror to provide relevant supporting documentation to justify proposed prices. This may include commercial catalogs/price lists, copies of invoices, contracts, and/or quote sheets.

## **New Offers - Questions and Answers**

**Q: My firm submitted an offer and now I see where GSA has refreshed the solicitation. Should I continue to work with the templates I started with or should I use the templates under the new refresh?**

**A: A firm will always want to ensure they are using the most current templates.**

# Questions?

**For general questions related to an offer or the PSS solicitation:**

Email: [professionalservices@gsa.gov](mailto:professionalservices@gsa.gov)

**For general questions pertaining to the PSS program:**

Email: [professionalservices@gsa.gov](mailto:professionalservices@gsa.gov)

or

Kathy Jocoy, PSS Program Manager at 253-931-7080//[kathy.jocoy@gsa.gov](mailto:kathy.jocoy@gsa.gov)

**For specific questions related to an offer you are working on:**

Jacob Bertram, Director Contract Operations Pre-Award Division  
253-931-7033//[jacob.bertram@gsa.gov](mailto:jacob.bertram@gsa.gov)