

Packaged Solutions thru the MAS Program for Vendors

Jeffery Calhoun
MAS Branch Chief
GSA Integrated Workplace Acquisition Center

March 29, 2017

Agenda

- GSA Options for Purchasing Office Furniture
- Overview of the Packaged Furniture Program
- Key Requirements of the Program
- Customer Benefits
- Recent Changes
- Questions

Furniture Purchasing Options

- Required sources of supply
 - UNICOR, Ability One, etc...
- Existing Agency Vehicles
 - Established BPA's or other vehicles
- National Stock Number (NSN) Program
 - Streamlined process for specific products
- MAS Program (Federal Supply Schedules)
 - Schedule 71 - Furniture
 - Packaged Furniture Program
 - Ideal for broad tenant outfitting requirements

Packaged Furniture Program

- Multiple Award Schedule 71 - Furniture
 - Various types of office furniture and ancillary services
- Packaged Furniture Program
 - Order packaged furniture solutions from a single source
- 4 Packaged Furniture Groups
 - 71 1- Packaged Office Furniture
 - 71 100 - Packaged Healthcare Furniture
 - 71 200 - Packaged Dormitory and Quarters Furniture
 - 71 98 - International Packaged Furniture

Packaged Furniture Groups

➤ 4 Packaged Furniture Groups

- **71 1- Packaged Office Furniture**
 - Workstations, conference space, collaborative areas
- **71 100 - Packaged Healthcare Furniture**
 - Waiting rooms, exam rooms, healthcare office
- **71 200 - Packaged Dormitory and Quarters Furniture**
 - Sleeping rooms, suites, common areas
- **71 98 - International Packaged Furniture**
 - All types, compliant with international standards

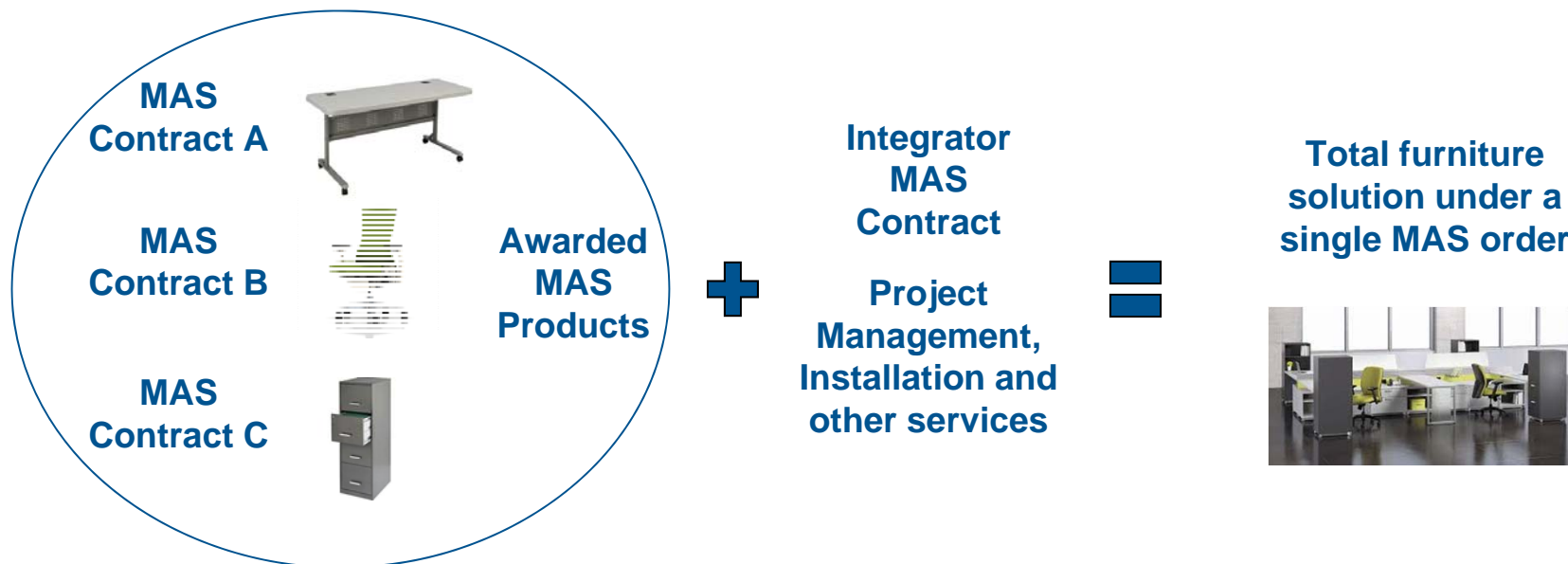
Traditional MAS Approach



- Access to multiple contracts for a single project requires multiple orders and multiple Contractor Team Arrangements (CTAs)
- Each contractor individually responsible for their portion of performance

Packaged Furniture Program

- Experienced integrators package a total tenant outfitting solution
- Integrators incorporate existing MAS products under their packaged MAS contract



Key Vendor Requirements

- Packaged vendors are prime contractors, solely responsible for the delivery of all supplies and services
- Established corporate history as a project integrator for specific types of products
 - Can include limited non-furniture items
 - appliances, AV equipment, fitness equipment
- Vendors must propose a full and broad array of products/services

Key Service Requirements

- At a minimum, vendors must provide project management and furniture installation services
 - Vendors may provide any type of ancillary service necessary to support packaged solution

- Services must be ancillary to product offerings, stand-alone services not permitted
 - SCA/SCLA does not apply to Schedule 71



Key Product Requirements

➤ Product suppliers must hold a current MAS contract covering all packaged items



- All items must comply with current pricing, terms and conditions of the supplier's MAS contract
 - Suppliers provide a letter of commitment and current GSA catalog when products are incorporated into a packaged contract

Key Product Requirements

- Individual products should not be sold under this program
 - May be purchased as a logical follow-on in accordance with FAR 8.405-6

- Vendors are permitted to publish packaged items on GSA Advantage! but must note that items are not to be purchased individually under a packaged contract

Customer Benefits

- Access to a broad range of tenant outfitting products and services under a single vendor
 - Reduces contract administration
 - CTAs not needed
 - Assigns performance risk to a single vendor
 - Packaged vendor responsible for all deliverables
- 90% of packaged vendors are small businesses
- 96% of FY16 sales reported by small businesses

Recent Changes

- 4 SINs consolidated into a single SIN for packaged healthcare program
- A clear SIN description was established for all 4 packaged furniture SINs
- Revised program instructions ensure standard approach to award/administration of vendors
- Clarified that all types of MAS products and services related to tenant outfitting are permitted under the program

Learn > Discuss > Connect

Interact

Questions?



Schedule 71 Packaged Furniture Program FAQs

Q: What types of products and services are included under the packaged furniture program?

A: Each vendor is required to provide project management and installation services to cover their proposed products; however, there are no longer mandatory items that are required within an acceptable packaged furniture order. Previously, acceptable offerings under each packaged SIN were defined with minimum, mandatory items such as a work surface, storage unit and ergonomic desk chair. In an effort to encourage more innovative furniture solutions, the minimum mandatory items were removed from each of the packaged furniture SINs. This gives the vendor the ability to leverage the very latest products in the industry and also the ability to define a furniture package based on varying customer requirements. The intent is for each customer to have the ability to utilize the packaged furniture program to provide a total solution for a variety of packaged furniture requirements.

As a general guideline, if an order includes furniture, furniture-related items and the ancillary supplies/services necessary to provide a fully functioning office, healthcare or dorm & quarters area, then the order would be considered an acceptable packaged furniture order under the program. Packaged furniture orders should never be used to provide supplementary items to a space with existing furniture; orders should only be placed under this program when there is a need to outfit an entire area with furniture, furniture-related items and ancillary supplies/services. Ancillary supplies (appliances, AV equipment, IT hardware, etc...) and ancillary services (relocation, move management, disposal, etc...) are acceptable under the packaged furniture program; however, these items should never be the primary purpose of the work ordered, but be an integral part of the total solution. Regardless of the items proposed under this program, vendors must have clearly demonstrated an established corporate history as a project integrator for all contract items.

Note: Individual or supplementary products may be purchased under the packaged furniture program if they are ordered as a logical follow-on in accordance with FAR 8.405-6.

Q: How will GSA monitor vendor compliance with Packaged Furniture Program procedures?

A: Contract Specialists, Procurement Contracting Officers and Industrial Operations Analysts will monitor vendor performance under this program as they would on any other performance issues. Compliance with program guidelines is a requirement of the contract and will be monitored and enforced just as any other term/condition of the contract.

Note: In an ongoing effort to educate customers on the appropriate use of the packaged furniture program, the IWACenter intends to monitor eBay postings under the program. The IWACenter will contact customers if it is determined that a given posting does not meet the intent of the packaged furniture program.

Q: How should sales be reported under this program and how do the changes in the packaged healthcare furniture SINs affect this requirement?

A: The total amount of all packaged furniture orders must be reported under the corresponding packaged furniture SIN by the packaged furniture vendor (71 1, 71 100, 71 200 or 71 98). Packaged furniture sales should not be reported by suppliers under individual product SINs. Previously, there were multiple packaged healthcare SINs (71 100, 71 101, 71 102 and 71 103). Effective 4/1/2017, all of these Packaged Healthcare Furniture SINs have been consolidated into SIN 71 100.

Q: How are socio-economic concerns credited to an agency under this program?

A: On all MAS orders, the total dollars awarded to small business concerns that are credited to an agency are derived from the socio economic status of the awardee, regardless of whether or not the order was awarded through set-aside procedures.

Q: Can a client work directly with a vendor that has a Package contract for all necessary products and services they need for their project without having to go out to competitive bid?

A: Customers that utilize the Packaged Furniture Program must comply with all applicable competition requirements.

Q: Will there be updated Modification Guidelines to use for adding the new SIN's to contract?

A: The circumstances surrounding your specific contract will dictate the modification procedures and requirements necessary to add a new SIN. Please reach out to your Contract Specialist for specific guidance.

Q: How will this affect RFQ's that are already up on the websites with electronic responses requested, that are broken out further by the traditional SIN numbers?

A: The only SIN numbers that changed were the packaged healthcare furniture SINs (71 100, 71 101, 71 102 and 71 103). We are unaware of any pending RFQs under these SINs that would have been in progress on the effective date of 4/1/2017.

Q: A large FF&E project may need "extended services" like electricians, plumbers, etc. Are we able to propose these extended services under the packaged office contract?

A: All furniture, furniture-related items and any ancillary supplies/services necessary to provide a fully functioning office, healthcare or dorm & quarters area are permitted under the packaged furniture program.

Q: We currently have a packaged office contract. Can we simply request to add the SIN for Healthcare or is this a completely different contract application?

A: This would be a modification to add the SIN as long as you are following the program requirements.

Q: How are vendors to respond when customers request individual product requirements thru Ebuy and specifically under SIN 71-1?

A: Vendors should respond by explaining that they are not permitted to sell individual products under SIN 71 1 unless as a logical follow-on in accordance with FAR 8.405-6.

Q: To add items that are not with the IWAC schedules (for example, Dell laptop computers, would I need to show past orders where these laptops were ordered by a CTA or as Open Market items, or would you consider a request from the agency for these laptops to be included in the packaged office project?

A: You would need to show established experience as an integrator so yes, invoices where you were the integrator on a tenant outfitting solution for furniture would need to be provided. Additionally, the items must be awarded under a GSA Schedule Contract.

Q: There was a note that CTA's are not needed, could you please explain that further?

A: One of the key benefits of the Packaged Furniture Program is the ability of customers to access multiple sources of supply through a single order without the need to manage a Contractor Teaming Agreement (CTA) if all of the required products and services are included on a single packaged office contract. If there is a need for products or services not included on a particular packaged office contract, CTAs could be used to access those additional products or services. Please note that utilizing CTAs increases the administrative burden for customer agencies. That being said, we realize there may still be a need to have a CTA within a packaged office contract, which is acceptable.

Q: Will SIN 71-1 Packaged office in SIP be changed to a Product SIN so that you can post product on GSA advantage as indicated in this presentation?

A: Based on input from government personnel and various participating vendors, we have decided to change our approach to this issue. Packaged vendors are not permitted to publish

individual items on GSA Advantage! under any of the packaged furniture SINs; however, vendors should include a reference to the awarded product supplier's MAS contract in their GSA Price List published on GSA Advantage!. The Schedule 71 solicitation has been updated to reflect this change.

Q: Are package contractors allowed to request and maintain individual product SINS under their Package Contract?

A: Vendors have the ability to maintain traditional product/service SINs and Packaged Furniture Program SINs under the same contract number; however, these two groups of SINs should not be used on the same order

Q: Who is responsible for ensuring that a package order meets the criteria/intent of the package program? Package Contract holder (Prime) or Manufacturer, or both?

A: Both parties play a role. The packaged contract holder must understand the intent of the program and perform in accordance with the terms and conditions of their contract. Suppliers sign letters of commitment and should also be aware of the program requirements; however, it is ultimately the responsibility of the packaged furniture contract holder to comply with the terms and conditions of their packaged furniture contract.

Q: If there are 2 packages planned for the same project, example Package office and Dorm and Quarters, does the larger of the two packages become the primary package for quoting?

A: All MAS items are classified under a specific SIN when they are added to an MAS contract. The same SIN must be utilized when a specific item is quoted.

Q: On the healthcare side....if the VA's only need, say treatment chairs, will that come under this new packaged office sin 71-100 or would it still be purchased under the individual sin 71-316?

A: The changes to the packaged furniture program do not change any of the traditional product SINs such as 71 316. Note that individual items should not be purchased through the packaged furniture program, so a requirement for hospital and geriatric chairs should be processed through SIN 71 316.

Q: What is the effective date of these changes?

A: 4/1/2017

Q: Can a Package Office /Healthcare order consist of products only and no services? (i.e. no Installation, no Project Mgt, etc)

A: As a general guideline, if an order includes all furniture, furniture-related items and the ancillary services necessary to provide a fully functioning office, healthcare or dorm & quarters area, then the order would be considered an acceptable packaged furniture order under the program. We expect that some level of installation/project management will be required on every order.

Q: We were unable to connect and missed the first part of the presentation. Will you review the 4 SIN codes for packaged office?

A: 71 1 (Packaged Office Furniture); 71 98 (International Packaged Furniture); 71 100 (Packaged Healthcare Furniture); 71 200 (Packaged Dormitory and Quarters Furniture)

Q: If we are providing both office furniture chairs (i.e. 711-19) and healthcare seating (i.e. SIN 71-315) under the same project order, would these both roll into Packaged Office SIN 71-1 or must these be provided under both 71-1 and 71-100?

A: Two types of chairs would not be considered a complete full/broad array of products and services for a tenant outfitting solution. An order such as this, would be placed under the individual/applicable SINs as a stand-alone product.

Q: Did you clarify early in the slides that Package Contractors do not need to modify their Package Award to reflect Supply Partner updates to their original awards? thought I understood you to say it isn't needed but that the Package Contractor should assure they are offering most current pricing and terms etc.

A: Packaged furniture vendors are not required to process a modification each time a modification is processed by one of their suppliers; however, vendors must establish an acceptable process for ensuring that each order complies with the very latest terms and conditions of the supplier contract. This process will be evaluated at the time of award and will be monitored by GSA throughout administration of the packaged furniture contract.

Q: As we review our notes from this meeting, who do we send additional questions to after the meeting is completed?

A: Schedule71@gsa.gov

Q: Can you explain difference between CTA and Package Office Solutions?

A: Under a Contractor Team Arrangement (CTA), two or more GSA Schedule contractors work together to meet ordering activity needs. Under CTAs, each contractor has privity of contract with the ordering activity and the ordering activity administers each CTA as an individual order

with individual performance requirements. Under the Packaged Furniture Program, products and services are added directly to the packaged furniture vendors MAS contract. Only the packaged furniture vendor has privity of contract with the ordering activity and the ordering activity administers a single order with the prime contractor (packaged furniture contractor) being solely responsible performance of the order.

Q: Please explain the "manufacturer's v non-manufacturer rule" mentioned earlier.

A: The NMR is an exception to the performance requirements, and provides that a firm that is not a **manufacturer** may qualify as a small business on a supply contract set aside for small business if, among other things, it supplies the product of a small business made in the United States - see <https://www.sba.gov/contracting/contracting-officials/non-manufacturer-rule>

Q: On packaged rooms for dorm and quarters who is responsible for reporting the IFF? ex. Refrigerators.

A: The total amount of all packaged furniture orders must be reported under the corresponding packaged furniture SIN by the packaged furniture vendor (71 1, 71 100, 71 200 or 71 98). Packaged furniture sales should not be reported by suppliers under individual product SINs.