

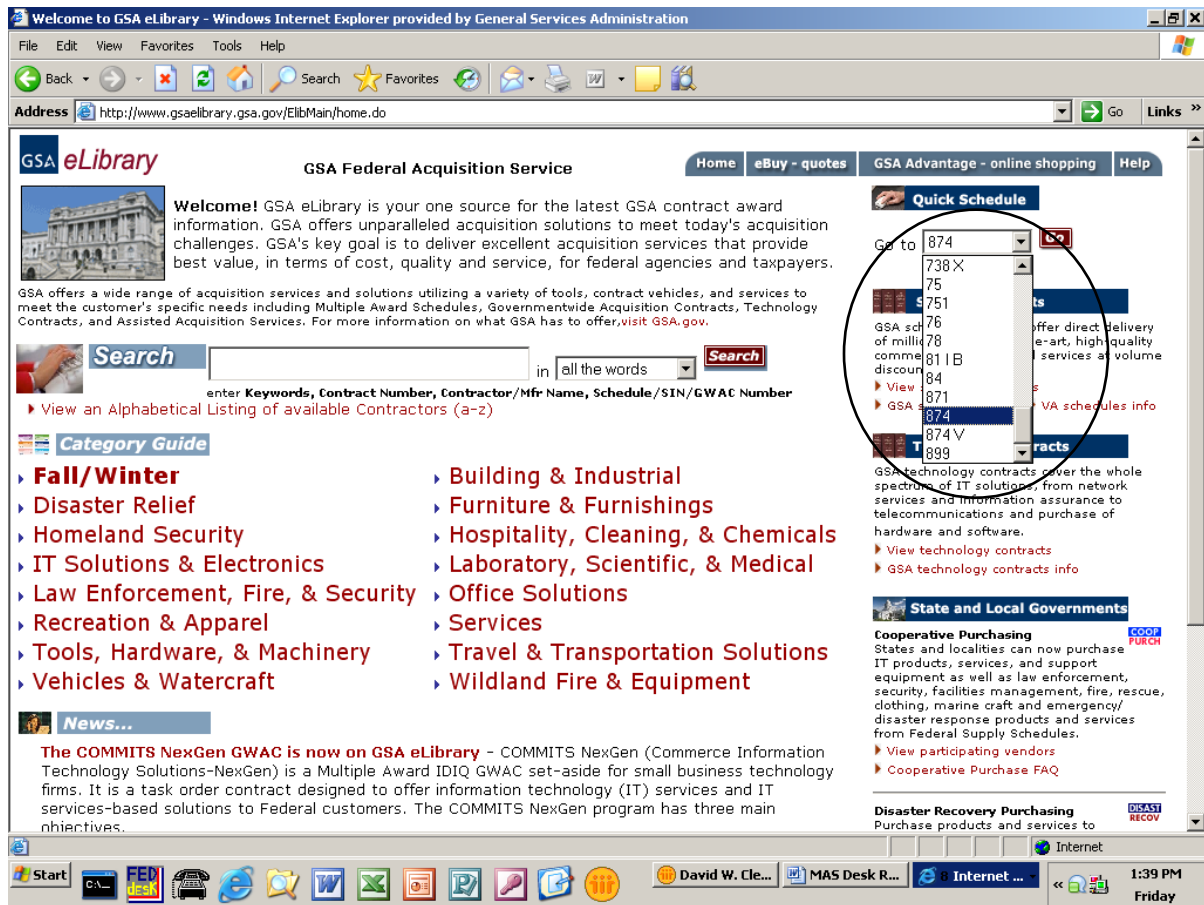
Handout G: How Can I Read the Clauses in the GSA Contracts for a Particular Schedule?

There are two main methods to find MAS clauses review the solicitation and Contracts On Line. This handout will show you screen shots of those methods.

MEHOD 1: Review the latest MAS Solicitation

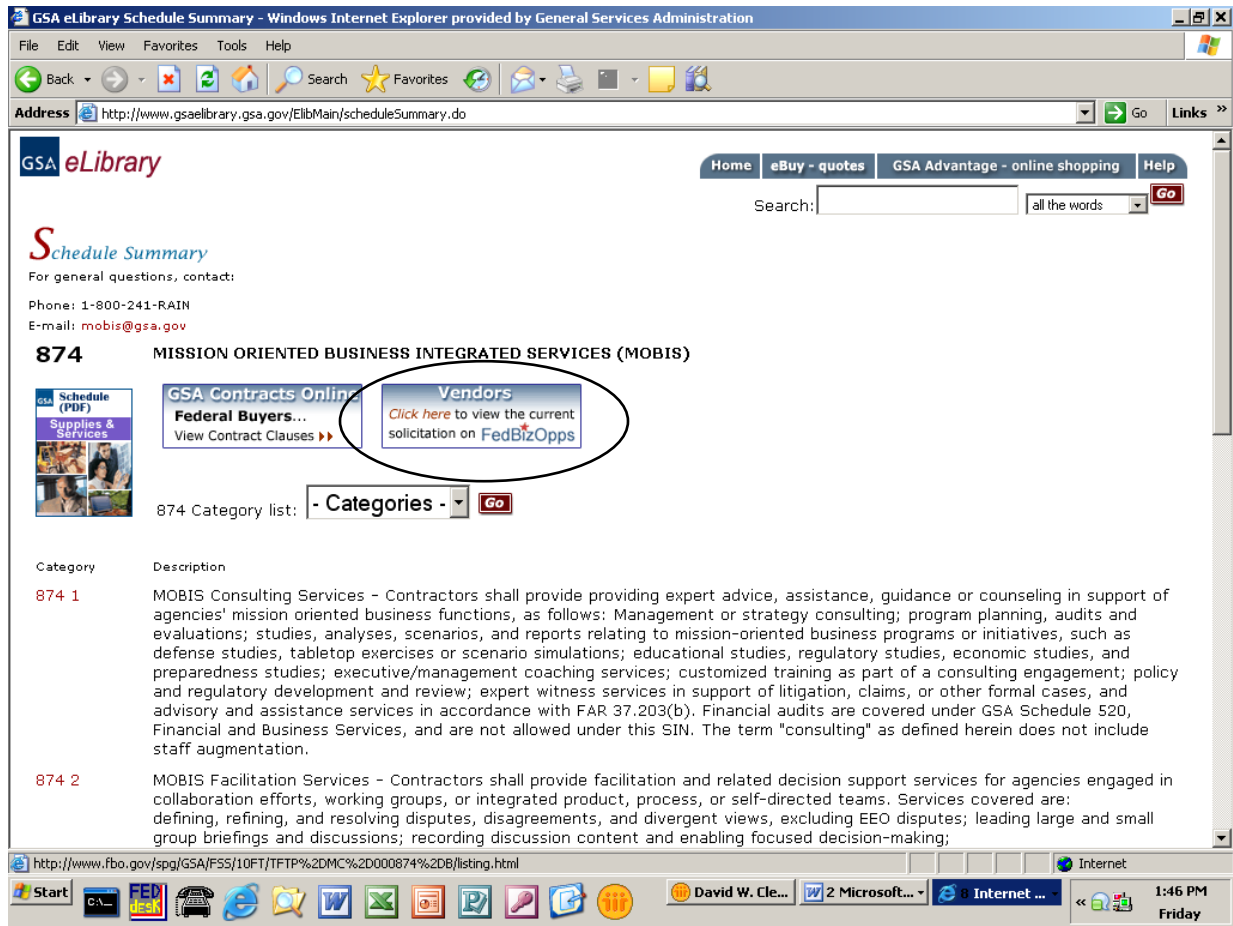
Step 1. Determine the Schedule Number/Name of Interest

Using www.gsaelibrary.gsa.gov, determine the Schedule number. Select the Schedule number from the upper right corner of that GSA eLibrary homepage. (In this example, Schedule 874 MOBIS is selected.) Select <Go>.



Handout G
Updated: October 31, 2013

Step 2. At that Schedule's eLibrary page (the one with all the Special Item Numbers [SINs] listed), select the button bar marked *<Vendors – Click here to view the current solicitation on FedBizOpps>*.



Do **not** select the *GSA Contracts Online* button bar, even though it might seem like the right choice here. See method 2 for a better way to view contracts on line.

There is more than one way to get to the FedBizOpps-posted solicitation. This example uses GSA Schedules eLibrary but remember that you can also get to FedBizOpps via that Schedule's gsa.gov page (e.g., www.gsa.gov/mobis).

SEE NEXT PAGE....

Handout G
Updated: October 31, 2013

Step 3. At the FedBizOpps page for that Schedule's standing solicitation, open the document entitled "Solicitation." (If there is one, also open the document entitled "Regulations Incorporated by Reference.")

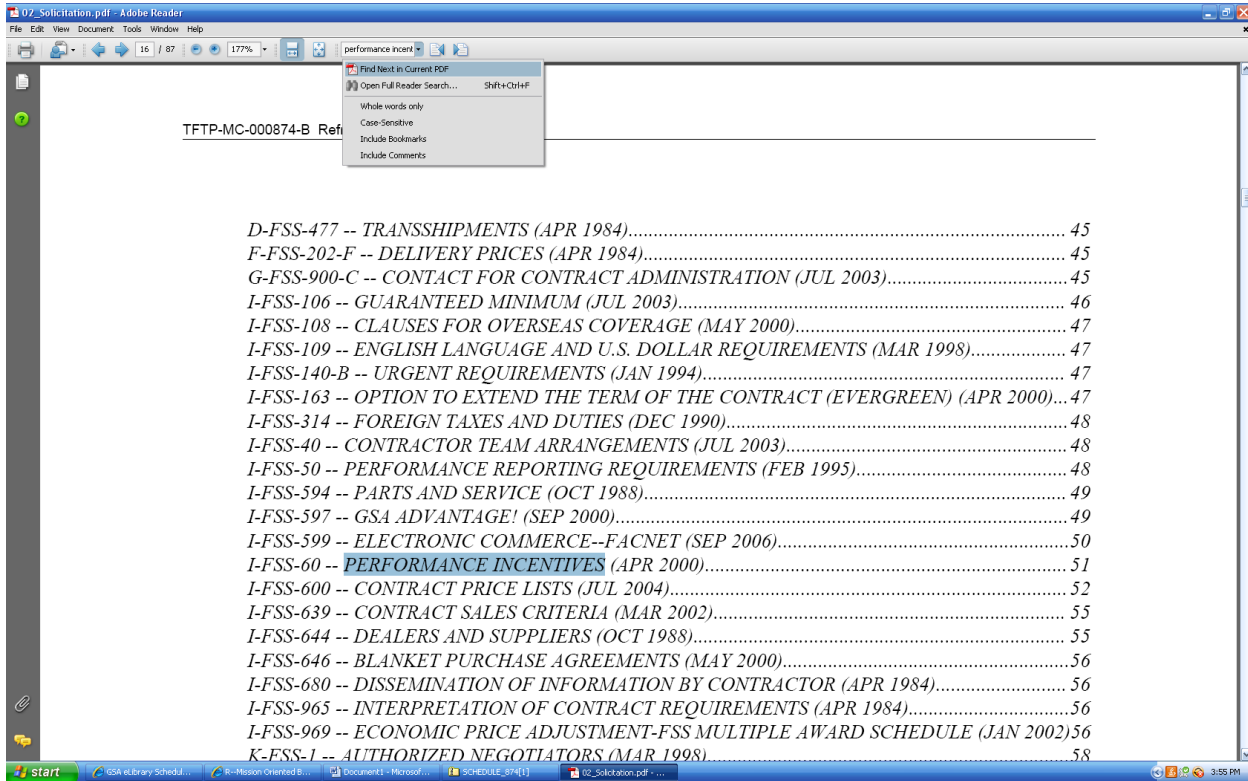


For the newer solicitations, you will need to search *both* (circled above "Solicitation" and "Regulations Incorporated by reference") documents for the clause of interest. If you are interested in browsing the other documents in the standing solicitation, select "All Files" (see arrow above) to see all the files.

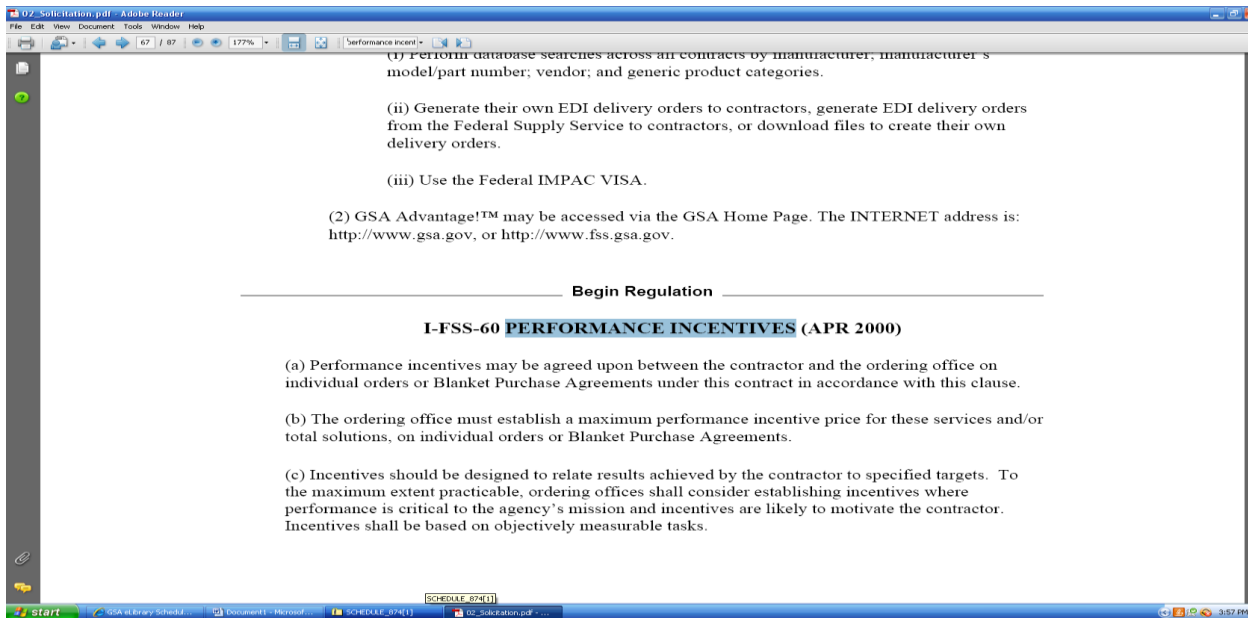
SEE NEXT PAGE...

Handout G
Updated: October 31, 2013

Step 4. Search the Documents. The documents you select will open as PDF or Word documents that you can search for keywords.



In these examples, the ordering activity was interested in what the Schedule contracts say about “performance incentives.” Using a keyword search is easier than browsing the entire solicitation document if you already know what you are looking for.



Handout G
Updated: October 31, 2013

METHOD 2: Review Contracts Online

Step 1 Find the Contract

Go to www.gsaelibrary.gsa.gov and type the contract number in the search field (if you do not know the contract number, you can search by company name, just be sure to pick the correct contract number for the MAS you are seeking if the company has more than one).

In the search results summary click on the Contractor name:

Search Results Summary
Search Criteria: **GS10F0075N**

Contractor/Manufacturer matches

Source	Description
874	MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS) - NOTE: Schedule 69, TRAINING AIDS & DEVICES INSTRUCTOR-LED TRAINING; COURSE DEVELOPMENT; TEST ADMINISTRATION has been incorporated in SINS 4,5,8&9

Contractors:
QUALITY MANAGEMENT INTERNATIONAL, INC. [GS-10F-0075N]

Step 2 View the Contract Clauses

Click on “View the specifics for this contract”

Contractor Information (Vendors) How to change your company information

Contract #: GS-10F-0075N
Contractor: QUALITY MANAGEMENT INTERNATIONAL, INC.
Address: 43250 BROWNSTONE CT
ASHBURN, VA 20147-5306
Phone: 888-357-9001
E-Mail: JDESILVA@QMII.COM
Web Address: <http://WWW.QMII.COM>
DUNS: 825610108
NAICS: 541611

Socio-Economic : Small business
Woman Owned business
Contractor not found on the Excluded Parties List System

EPLS :
Govt. Point of Contact:
Kristine A. Gibbons
Phone: 253-931-7166
E-Mail: kristine.gibbons@gsa.gov

Contract Clauses/Exceptions:
[View the specifics for this contract](#)

Source	Title	Contract Number	Contractor T&Cs /Pricelist	Contract End Date	Category	View Catalog
874	MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)	GS-10F-0075N		Nov 12, 2017	874 1	GSA Advantage!
					874 4	GSA Advantage!
					874 5	GSA Advantage!