

# Handout H: Resources for Schedules Information & Training<sup>1</sup>

1. Read FAR [SubPart 8.4](#). (It's not too long and very important.)
2. Read the *Multiple Award Schedules Desk Reference*
  - a. Review an HTML version at [www.gsa.gov/masdeskreference](http://www.gsa.gov/masdeskreference)
  - b. Order a hard copy or download a pdf version at <https://apps.fas.gsa.gov/cmls/Authorization.cfm> then search for MAS Desk Reference.
3. Utilize GSA Websites
  - a. [www.gsa.gov/schedules](http://www.gsa.gov/schedules) (general schedule information)
  - b. <http://www.gsaelibrary.gsa.gov/ElibMain/scheduleList.do> (for a quick list of all GSA Schedules)
  - c. <http://www.gsaelibrary.gsa.gov> (Schedule specific information (Schedules, Special Item Numbers (SINs), Contractors, etc.).
    - I. For information on a particular Schedule (SIN descriptions and list of contractors holding that SIN) pull-down Schedule name/number from Quick Search in upper right. In the results, click on a SIN (under the heading "category" on left) for a list of contractors for that SIN.
    - II. Clicking on a contractor name provides access to the following information:
      1. Shows schedule contract (or contracts), including contact information for both the company and for the GSA Contracting Officer.
      2. Click on "Contract Terms & Conditions" to open up that particular contractor's price list (labor categories and rates for preparation of Government Estimate or for market research) Always check a Schedule contractor's Task Order price quote against this price list found on E-library (the same price list can also be found in *GSA Advantage!*<sup>®</sup>)
      3. Click on "View the specifics for this contract" under the "Contract Clauses/Exceptions" on the right hand side of page to view clauses in that contract.
    - III. Use the search text box at the Schedules eLibrary home page for a variety of search terms (e.g, Contractor name, Contract number, NAICS, SIN language, etc.)
  - d. <http://www.gsa.gov/portal/category/21027> (launch page to a particular Schedule's website (e.g., clicking on MOBIS will bring you to [www.gsa.gov/mobis](http://www.gsa.gov/mobis)))
  - e. <http://www.gsaadvantage.gsa.gov> (*GSA Advantage!*<sup>®</sup>)
    - i. Use search text box (Advanced Search) at *GSA Advantage!*<sup>®</sup> home page to search for PWS-relevant words in contractor's Schedule price lists.
    - ii. Remember to select search in "Services" (pull down) to limit results just to services.
    - iii. Always check a Schedule contractor's Task Order price quote against their *GSA-approved Advantage!*<sup>®</sup>-posted contract pricelist (the same price list can be found at *GSA E-library*). The only assurance you have that a contractor was actually awarded a SIN, a labor category, or a particular (ceiling) price is to see that pricelist on the *GSA Advantage!*<sup>®</sup> (or *GSA E-library*) website.

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<sup>1</sup> Comments on this document can be addressed to [brad.demers@gsa.gov](mailto:brad.demers@gsa.gov)

## Handout H

Updated: November 29, 2014

- iv. Advantage is also an ordering method for products or for some very simple services not requiring a PWS.
- f. <http://www.ebuy.gsa.gov> (*GSA eBuy*)
  - i. A Schedule RFQ system also very useful for Requests for Information notices. Use it in the same way you would use a Sources Sought notice on FedBizOpps for non-Schedule market research (like posting a draft PWS for industry comment).
  - ii. A good method to communicate requirements to all holders of a particular SIN, either a new requirement or as part of market research.
  - iii. Can attach PWS or drawings to an eBuy RFQ (learn about using eBuy for RFQs by selecting eBuy Training and then Buyer Tutorial).
  - iv. If using e-buy, NO requirement to receive three quotes [FAR 8.405-2\(c\)\(3\)\(iii\)\(A\)](#)
4. Find free training resources offered by GSA at [www.gsa.gov/masnews](http://www.gsa.gov/masnews)
5. Contact Your Local GSA Customer Service Director (CSD) at <http://www.gsa.gov/csd>
6. Read and Comment on the GSA Services Ordering Blog: “Services Ordering Solutions: Avoiding MAS Confusion” <https://interact.gsa.gov/groups/services-ordering-solutions-avoiding-mas-confusion>
  - a. Download useful handouts at <https://interact.gsa.gov/document/training-reference-documents>.
  - b. Review interesting topics including:
    - I. Brief Explanation vs. Debriefing at <https://interact.gsa.gov/blog/brief-explanation-vs-debriefing>
    - II. Options on Schedule Orders at <https://interact.gsa.gov/wiki/options-schedule-orders>
    - III. See a Catalogue of Sample Terminology for RFQs/Awards at <https://interact.gsa.gov/blog/catalogue-sample-terminology-rfqorders>
7. If you need expert advice on MAS ordering procedures feel free to contact:  
Brad deMers: [brad.demers@gsa.gov](mailto:brad.demers@gsa.gov) (253) 931-7196