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Types of procurement solicitations and types of contracts

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Bogotá, Colombia

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Part 1: Types of procurement solicitations

FACILITANDO COMERCIO es un Proyecto de la Agencia de los Estados Unidos para el Desarrollo Internacional

Part 1 Objectives

- Become familiar with different types of procurement solicitations used by US Government
- Understand major differences between different procurement solicitations
- Become familiar with different contract forms
- Learn to quickly obtain necessary information by reading contract forms

Major formats of solicitations

- Government contracting is big business
- Bid package is usually a set of documents to which a bidder would develop a responsive proposal
- Solicitations used by the government typically come in the following formats:
 - Request for Quote (RFQ)
 - Request for Proposal (RFP)
 - Invitation for Bid (IFB)
 - Sources Sought (RFI)

Types of Procurement Solicitations

- Solicitation packages usually range anywhere from 10 to 50 or more pages, depending on dollar value, the Statement of Work and other requirements.
- They will include clauses and instructions and other information that will tell contractors the who, what, where and how of the contract.

Solicitation Numbering

- We should understand solicitation numbering system.
- The first six positions of a solicitation number (e.g., DAA123-00-R-1234) identify the department or agency issuing the document, the next two positions (e.g., 00) are the last two digits of the fiscal year issued, and the single alpha character (e.g., R) identifies the type of solicitation. For example, B = Invitation for Bid, P = Purchase Order, C = Contract, Q = Request for Quote, R = Request for Proposal, etc. The last four positions identify the sequential order for a particular solicitation.
 - **Example 1: SBA123-15-R-0000**
 - **Example 2: FCIS-JB-98-0001-B**

Solicitation Numbering

- T - RFQ under \$25k
- Q - RFQ under \$150k
- R – RFP (Request for Proposal)
- B/I - Sealed bid (Invitation For Bid)

Request for quote

Request for Quote (RFQ) - request for information that may include price, but is not a binding contract or document.

- Considered a negotiated bid because the government will want to talk over the information obtained.
- The number will look something like F62509-00-Q-1234, with the "Q" indicating the solicitation is for information and prices.
- Bid package typically includes Standard Form 18 (SF18)
- If a contract is made, the government will use a Standard Form 26 (SF26), Award/Contract.
- RFQ is informational - used by the government to obtain information and quotations
- Estimated value of the government's need is expected to be under \$150,000
- Typically simplified acquisition procedures will apply
- RFQ may also be used when simplified acquisition procedures are not used

Request for Proposal (RFP)

Request for Proposal (RFP) - negotiated contract.

- The solicitation number will look something like N00023-00-R-1234, with the "R" in the number indicating it is a negotiated solicitation.
- There will be discussions, and the bidder may get the opportunity to change bid pricing, technical requirements, etc.
- *Price and other factors* will determine the winner. The value is probably more than \$150,000.
- Standard Form 33 (SF 33) is used.
- Becomes a binding contract when both the bidder and the government sign
- Electronic procurement systems, such as GSA's eBuy – offer a fully electronic RFQ/RFP system.

Invitation for Bid (IFB) – Sealed Bid

Invitation for Bid (IFB) - advertised contract ("Sealed bid").

- The solicitation number will look something like DAAE20-00-B-1234, with the "B" in the number indicating it is a sealed bid. It is competitive and *the low bid will get it*.
- No discussions.
- Bid package is considered complete for bidding purposes.
- Price is a major consideration.
- Standard Form 33 (SF 33) is used.
- Signing of the solicitation form SF33 by the bidder and by the government creates a binding document.

Sources Sought or RFI

- Sources Sought or Request for Information (RFI) - an advance notice to communicate to potential bidders/contractors the government's interest in specific research and development projects.
- Used as a market research by contracting officers

Summary - Types of Procurement Solicitations

The bid package contractors receive will most likely come in one of three forms:

- **Request for Quote (RFQ)** - request for information that may include price, but is not a binding contract or document. Negotiations present. SF26 is used for Award/Contract.
- **Request for Proposal (RFP)** - negotiated contract. There will be discussions, and the bidder may get the opportunity to change bid pricing, technical requirements, etc. SF 33 is used, becomes a binding contract. Price and other factors determine the winner. Value > \$150,000.
- **Invitation for Bid (IFB)** - advertised contract ("Sealed bid"). No discussions. Bid package is considered complete for bidding purposes. The price is a major consideration, the low bid will get it. SF 33 is used, becomes a binding contract. Value > \$150,000.

Common Government Forms

- [Standard Form 33, Solicitation, Offer and Award](#)
- [Standard Form 1449, Solicitation / Contract / Order for Commercial Items](#)
- [Standard Form 1447, Solicitation / Contract](#)
- [Standard Form 18, Request for Quotation](#)
- [Standard Form 26, Award / Contract](#)
- [Standard Form 30, Amendment of Solicitation/Modification of Contract](#)

Common Government Forms

More common forms that you may encounter in bidding on government work:

- **Standard Form 33, *Solicitation, Offer and Award*** - a solicitation/contract form used by the federal government not only to solicit offers but also to award a contract since it is a bi-lateral (i.e., two-signature) document. This means that the bidder signs the document and submits it to the government and, upon acceptance of the bid, the government signs the same document and a binding contract is established. This form is used for either sealed bids (IFB) or negotiated contracts (RFP) valued at \$150,000 or more.

Common Government Forms

- **Standard Form 1449, *Solicitation /Contract/Order for Commercial Items*** - except in circumstances where an electronic solicitation is used, SF 1449, Solicitation/Contract/Order for Commercial Items is the form used by the government to buy commercial items that are estimated to have a value under the simplified acquisition threshold (\$150,000). It can also be used to ship and receive product.

Common Government Forms

- **Standard Form 1447 - Solicitation/Contract** is used in connection with negotiated acquisitions when simplified acquisition procedures apply
- May be used in lieu of Standard Form 26 or Standard Form 33

Common Government Forms

Standard Form 18, *Request for Quotation* – used by the government to obtain information and quotations, but the responses are not considered offers.

- Typically used when simplified acquisition procedures will apply
- May also be used for quotation requests that have an estimated value above \$150,000
- Standard Form 26 is sometimes used to award a contract resulting from the use of Standard Form 18.

Common Government Forms

- **Standard Form 26, *Award/Contract*** - a form used by the federal government to award a contract, usually as the result of a *RFQ*. Both parties sign, but it requires references to the basic solicitation and/or other documents. In general, the SF26 and SF33 ask for similar information to be filled in, but the SF26 requires some certification information that is not required on the SF33.
- **Standard Form 30, *Amendment of Solicitation/Modification of Contract*** - a form used to *amend a solicitation before it closes or modify a contract that has been awarded*. Normally this form is filled out by the government and is then sent to the bidder or contractor for signature.

Common Government Forms

- SF 33, Solicitation, Offer and Award: RFP, value > \$150,000
- SF 1449, Solicitation/Contract/Order for Commercial Items: commercial items, value < \$150,000
- SF 1447, Solicitation/Contract, negotiated acquisitions, under \$150,000.
- SF 18, Request for Quotation, typically for value <\$150,000
- SF 26, Award/Contract
- SF 30, Amendment of Solicitation/Modification of Contract



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Part 2: Contract types

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Part 2 Objectives

- Become familiar with factors affecting contract type selection.
- Learn two broad categories of contract types.
- Become familiar with major types of fixed-price contracts.
- Become familiar with major types of cost-reimbursement contracts.
- Become familiar with Definite and Indefinite Contracts.
- Become familiar with Time & Materials (T&M) and Labor-Hours, Firm-Fixed Price Level-of-Effort Contracts.
- Understand relationship between contract type and contractor risks.

Policies for Selecting Contract Types (FAR Part 16.102)

Some ground rules:

- Contracts resulting from sealed bidding must be firm-fixed-price or fixed-price with economic price adjustment.
- Contracts negotiated under FAR Part 15 (Contracting by negotiation) may be of any type or combination of types.
- The cost-plus-a-percentage-of-cost system of contracting can never be used.
- No contract may be awarded before the execution of any determination and findings (D&F's) required by FAR Part 16.

Negotiating Contract Type (FAR 16.103)

- Selecting the contract type is generally a matter for negotiation and requires the exercise of sound judgment.
- Negotiating contract type and prices are closely related and should be considered together.
- The objective is to negotiate a contract type and price that will:
 - Result in reasonable contractor risk.
 - Provide the contractor with the greatest incentive for efficient and economical performance.

Contract types vary according to

**Profit
or Fee**

1) The degree and timing of the responsibility assumed by the contractor for the costs of performance; and

(2) The amount and nature of the profit incentive offered to the contractor for achieving or exceeding specified standards or goals

Cost of performance

Factors that should be evaluated in selecting contract type

- Type and complexity of the requirement
- Urgency of the requirement
- Adequacy of the contractor's accounting system
- Acquisition history
- Contractor's technical capability and financial responsibility
- Extent and nature of proposed subcontracting
- Competition

CONTRACTS UNIVERSE

SELECTING CONTRACT TYPE IS A FUNTION OF RISK ALLOCATION

FIXED PRICE

- FIRM FIXED PRICE
- FIXED PRICE W/ ECONOMIC PRICE ADJUSTMENT
- FIXED PRICE INCENTIVE
- FIXED PRICE W/ PERSPECTIVE PRICE REDETERMINATION
- FIXED CEILING PRICE
- FIRM FIXED PRICE LEVEL OF EFFORT

COST REIMBURSEMENT

- COST
- COST SHARING
- COST PLUS INCENTIVE FEE
- ***COST PLUS AWARD FEE***
- COST PLUS FIXED FEE

- ***TIME & MATERIAL (T&M)***
- ***LABOR HOUR***
- ***LETTER***

- INDEFINITE DELIVERY / INDEFINITE QUANTITY
 - DEFINITE QUANTITY
 - REQUIREMENTS
- (COULD BE FP OR CR)

CHARACTERISTICS AND POLICY IMPLICATIONS

CHARACTERISTIC	FIXED PRICE	COST REIMBURSABLE
CONTRACTOR PROMISE	SHALL DELIVER	BEST EFFORT
CONTRACTOR COST RISK	HI	LOW
GOVERNMENT COST RISK	LOW	HI
CASH FLOW	UPON DELIVERY	AS INCURRED
PERFORMANCE PAYMENT	MILESTONE MET	ONLY IF INCENTIVES
GOVERNMENT SURVEILLANCE EFFORT	MINIMUM	MAXIMUM
FEE / PROFIT	NO LIMITS	FEE LIMITS

Two broad categories of contract types

- **Fixed-Price Category (FAR Part 16, Subpart 16.2)**
 - Firm price or,
 - Adjustable price constrained by a ceiling price and/or guided by a target price adjusted only by operation of contract clause
- **Cost-Reimbursement Category (FAR Part 16, Subpart 16.3)**
 - Payment of allowable incurred costs
 - Contain a total cost estimate for the purpose of obligating funds and a ceiling that the contractor may not exceed
 - Used when circumstances don't allow to clearly define requirements or when uncertainties in contract performance do not allow accurately estimate cost to use fixed-price contract.
 - Contractor's accounting system should be able to determine which costs belong to a given contract.

These categories describe financial contractual relationship.

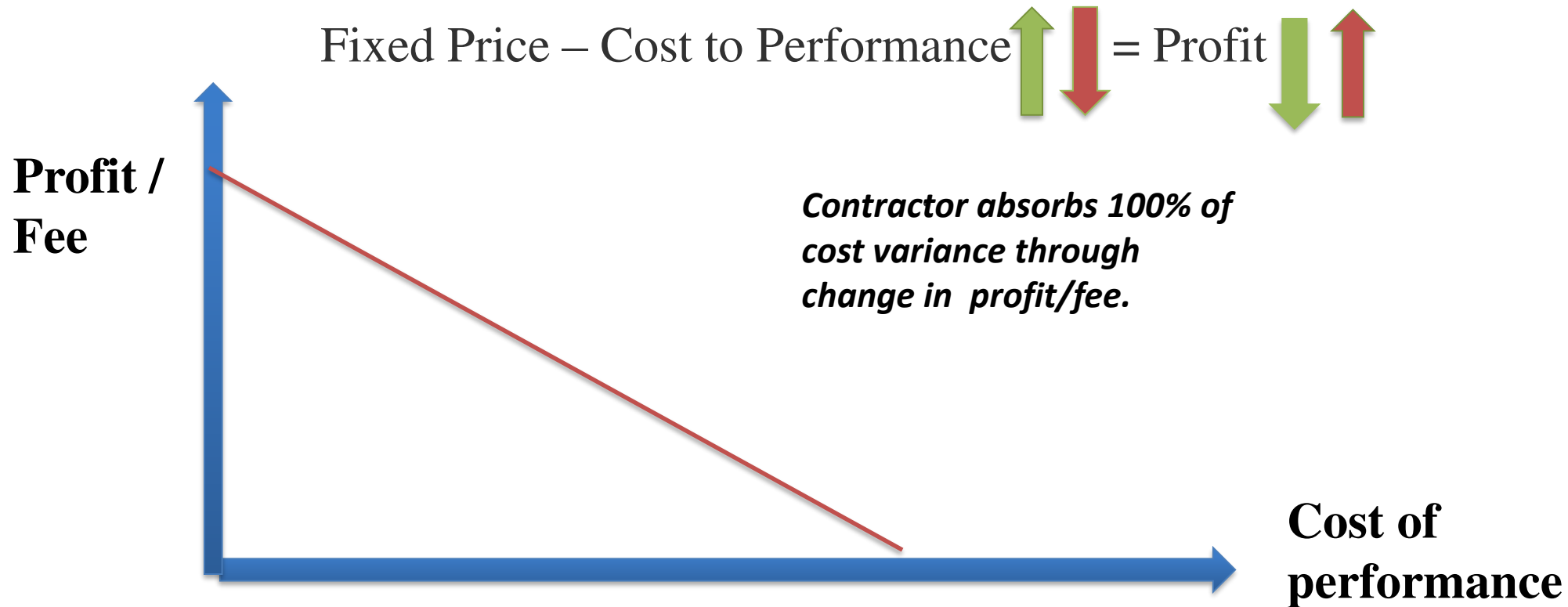
Fixed-price contracts

- Firm-Fixed-Price
- Fixed-Price Contracts with Economic Price Adjustment
- Fixed-Price Incentive Contracts

FAR 16.103 (b): A firm-fixed-price contract, which best utilizes the **basic profit motive of business enterprise**, shall be used when the risk involved is minimal or can be predicted with an acceptable degree of certainty. However, when a reasonable basis for firm pricing does not exist, other contract types should be considered, and negotiations should be directed toward selecting a contract type (or combination of types) that will appropriately tie profit to contractor performance.

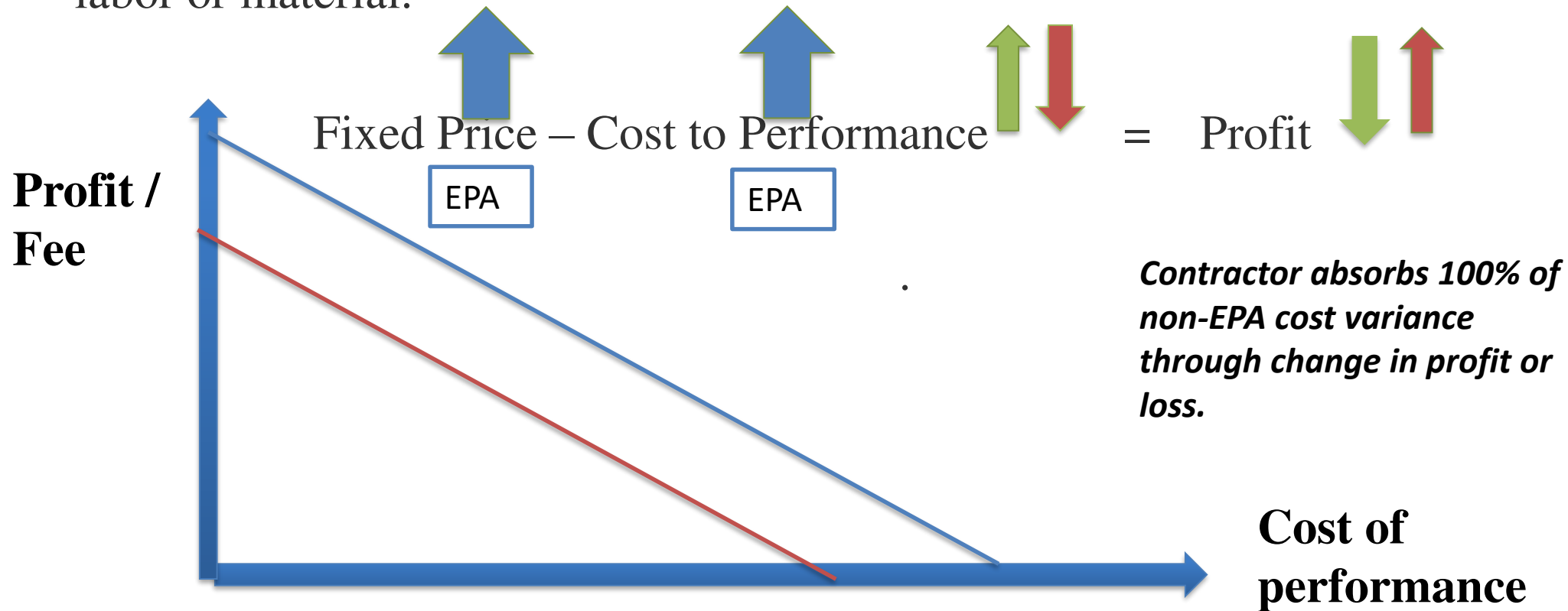
Firm-Fixed-Price Contracts

- No adjustment to price on the basis of the contractor's cost experience in performing the contract



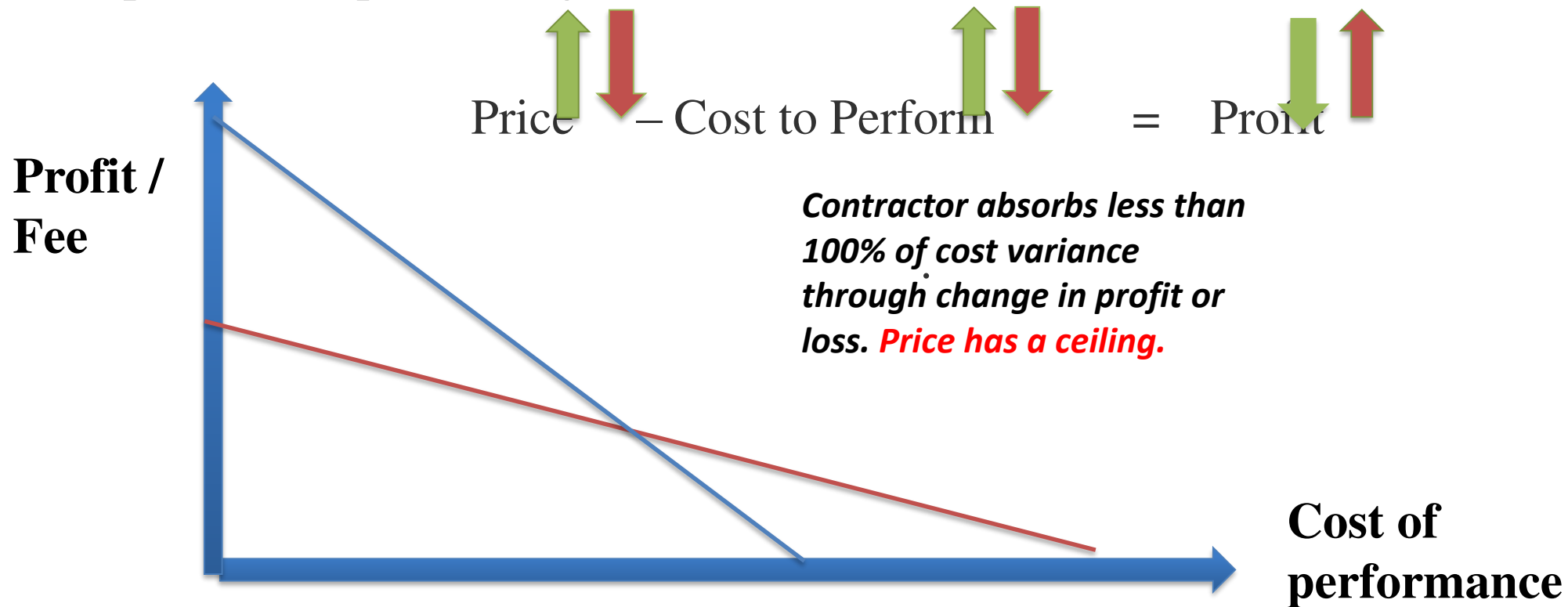
Fixed-Price with Economic Price Adjustment (EPA) Contracts

- Adjustment to price on the basis of the contractor's cost experience in pre-specified labor or material.



Fixed-Price Incentive Contracts

- Price is adjusted using a predetermined formula based of the contractor's cost experience in performing the contract



Cost-Reimbursement Contracts

- Cost
- Cost-Sharing
- Cost-Plus-Fixed-Fee
- Cost-Plus-Incentive-Fee
- Cost-Plus-Award-Fee

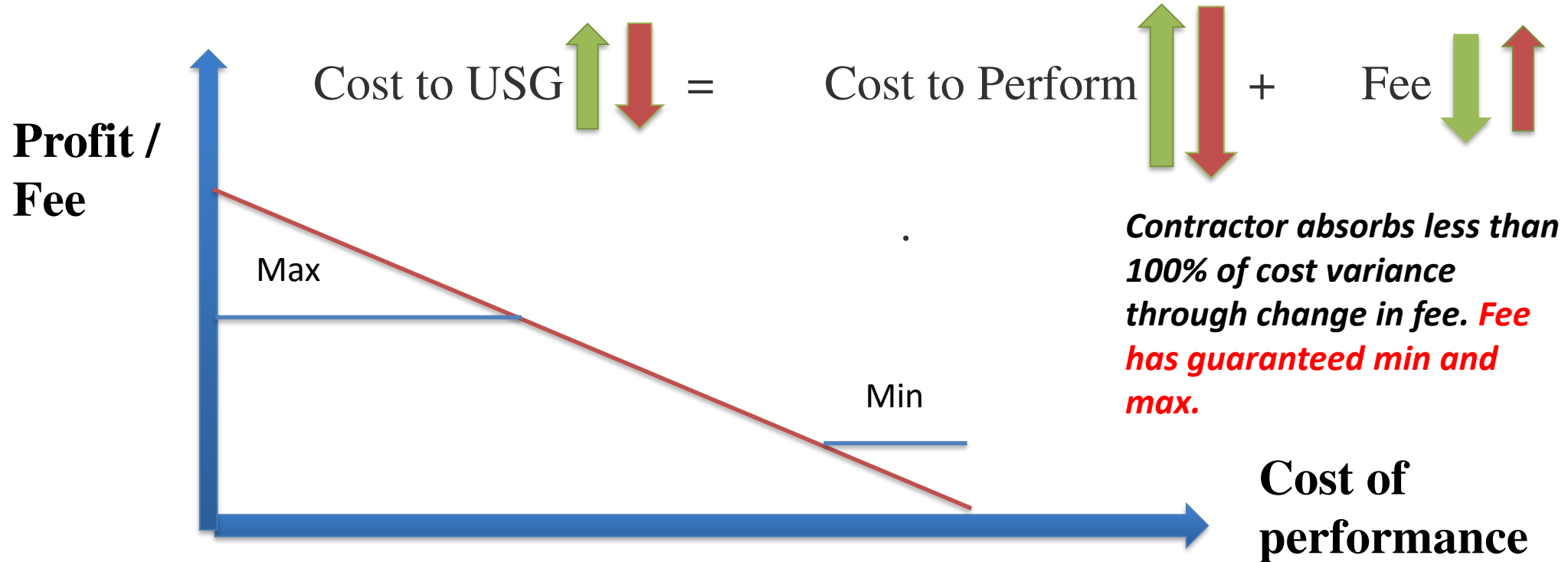
Cost and Cost-Sharing Contracts

- **Cost (FAR 16.302)**
 - No fee
 - Contractor reimbursed for all of its allowable costs
 - Typically used for R&D work primarily with nonprofit educational institutions

- **Cost-Sharing (FAR 16.303)**
 - No Fee
 - Contractor reimbursed only for an agreed-upon portion of its allowable costs

Cost-Plus-Incentive-Fee Contracts (FAR 16.304)

- Cost-reimbursement contract with an initially negotiated fee adjusted later by a formula based on the relationship of total allowable costs to total target costs



Cost-Plus-Award-Fee (FAR 16.305)

- A cost-reimbursement contract with a fee consisting of:
 - A base amount (which may be zero) fixed at inception of the contract
 - An award amount, based upon a judgmental evaluation by the Government, sufficient to provide motivation for excellence determined after performance

Cost-Plus-Fixed-Fee Contracts (FAR 16.306)

- No adjustment to price on the basis of the contractor's cost experience in performing the contract

$$\text{Cost to USG} \begin{matrix} \uparrow \\ \downarrow \end{matrix} = \text{Cost to Perform} \begin{matrix} \uparrow \\ \downarrow \end{matrix} + \text{Fee}$$

Contractor absorbs 0% of cost variance with NO change in fee and NO chance of loss.

**Profit /
Fee**

**Cost of
performance**

Cost-Plus-Fixed-Fee Contracts (FAR 16.306)

- CPF contracts can be **Completion** or **Term**.
- **Completion:**
 - scope of work states a definite goal or target and specifies an end product.
 - requires the contractor to complete and deliver the **specified end product** within the estimated cost, if possible, as a condition for payment of the entire fixed fee.
 - in the event the work cannot be completed within the estimated cost, the Government may require more effort **without increase in fee**, provided the Government increases the estimated cost.
- **Term:**
 - scope of work is in general terms and obligates the contractor to devote a specified level of effort for a stated time period.
 - requires the contractor to expend a **specified level of effort** (LOE)
 - if the performance is considered satisfactory by the Government, the fixed fee is payable at the expiration of the agreed-upon period
 - renewal for further periods of performance is a new acquisition that involves new cost and fee arrangements.

Cost-Plus-Fixed-Fee Contracts (FAR 16.306)

- Cost-plus-fixed-fee (CPFF) contracts are also subject to limitations on the amount of the fixed fee, which generally cannot exceed 10% of the estimated cost (6% for architectural and engineering work; 15% for experimental, research, or development work).

Definite vs. Indefinite Contracts

- **Definite Contracts**
 - Defined delivery schedule & quantity
- **Indefinite Contracts (definite-quantity, requirements, ID/IQ)**
 - *Definite-Quantity* - provide for the procuring activity to order a fixed quantity of supplies or services from the contractor over the term of the contract. Such contracts are used when the procuring activity knows that it will require a specific quantity of supplies or services that are regularly available or will be available after a short lead time.

Definite vs. Indefinite Contracts

- **Indefinite Contracts (Cont'd)**

- *Requirements* - in contrast, provide for the procuring activity to order all its “requirements” for supplies or services of the type provided for in the contract from the contractor during the term of the contract. If the procuring activity has no requirements for these supplies or services, it generally “owes” the contractor no orders. However, if the procuring activity has requirements and purchases them from another vendor or, in some cases, develops additional in-house capabilities to perform the work, it could potentially be found to have terminated the contract for convenience or even breached the contract. Requirements contracts are used when the government anticipates recurring needs for supplies or services, but cannot predetermine the precise quantities needed during a definite period.

**These categories describe the delivery contractual relationship.
Can be any contract type.**

Definite vs. Indefinite Contracts

- **Indefinite Contracts (cont'd)**

- *Indefinite-Quantity* –

- stated min/max limits of supplies or services during a fixed period;
 - multiple award preference ID/IQ contracts are used when the government anticipates recurring needs but cannot specify the quantity needed.
 - BUT an ID/IQ contract **does not entitle** the contractor to fill all the procuring activity's needs for certain supplies or services. Rather, the contractor is assured of orders for only the “minimum quantity” of supplies or services specified in the contract. This quantity must be a “more than nominal amount.”*

These categories describe the delivery contractual relationship.

Can be any contract type.

Time & Material, Labor-Hours, Firm-Fixed-Price Level of Effort

- **T&M** - Supplies or services acquired on the basis of:
 - Direct labor hours at specified fixed hourly rates that include wages, overhead, general and administrative expenses, and profit; and
 - Actual cost for materials

Used only when it is not possible to estimate accurately the extent or duration of the work.

- **Labor Hours** – T&M without materials
- **Firm-Fixed-Price LOE** - A specified level of effort, over a stated period of time, on work that can be stated only in general terms for a fixed dollar amount

How to select contract type?

- **Risk Analysis**
 - *Low Risk* – “Easy to estimate” type requirements
 - Contractors can be expected to accept Fixed Price with little “risk premium”
 - Subsequent Production, Commercial items, etc.
 - *High Risk* – “Hard to estimate” type requirements
 - Contractors will price in “risk premium” for acceptable chance of breaking even on FFP; cost reimbursement contract will have higher chance of costing the Government less
 - R&D, Engineering Development, etc.

Selecting Contract Type

Cost Reimbursement

- Extra-contractual incentives
- Best Efforts
- “Estimated” Cost & Fee Fixed
- Paid per *Allowable* Costs & Payment (FAR 52.216-7) & fee schedule (completion vs. term)
- Allowable cost audit to close
- Approved accounting system
- No financing needed with AC&P clause paying 100% cost every two weeks
- Incremental funding (75% of obligation notification)
- No warranties, its yours
- Govt owns Contractor Acquired Property (CAP)
- Work may be less well defined

Fixed Price

- 100% cost incentive
- Deliver or default
- Only fixed price stated in contract
- Price paid at delivery per Contract Line Item Number (CLIN), Subline Item Number (SLIN), Exhibit Line Item Number (ELIN) in schedule
- No cost audit required/desired
- No accounting system required
- Production, full funding required Latent defects, other warranties
- Latent defects, warranties
- Contractor owns Contractor Acquired Property
- Work must be well defined

Allowable, Allocable and Reasonable Cost

- **Allowable cost** (FAR 31.201-2) – cost must be reasonable, allocable and in line with contract terms and conditions.
- **Reasonable cost** (FAR 31.201-3) - a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business.*
- **Allocable cost** (FAR 31.201-4) - A cost is allocable if it is assignable or chargeable to one or more cost objectives on the basis of relative benefits received or other equitable relationship. Subject to the foregoing, a cost is allocable to a Government contract if it:
 - Is incurred specifically for the contract;
 - Benefits both the contract and other work, and can be distributed to them in reasonable proportion to the benefits received; or
 - Is necessary to the overall operation of the business, although a direct relationship to any particular cost objective cannot be shown.

What really matters when looking at cost realism?

- **Who/What**
 - **Does the proposed process employ**
 - Acceptable labor/talent?
 - Acceptable materials?
 - Acceptable means of production?
- **How many, in light of how fast**
 - **Are acceptable labor and materials provided in**
 - Acceptable labor matrix?
 - Appropriate hours in light of schedule?
 - Appropriate material quantities in light of final product weight/size?
- **How much, in light of how many**
 - **Are unit prices reasonable within a relative range?**
 - Labor, materials, subcontracts (uncompensated overtime, qty discounts)
 - Component parts
 - Indirect costs (in total, NOT rate)
 - Profit

CHARACTERISTICS AND POLICY IMPLICATIONS

CHARACTERISTIC	FIXED PRICE	COST REIMBURSABLE
CONTRACTOR PROMISE	SHALL DELIVER	BEST EFFORT
CONTRACTOR COST RISK	HI	LOW
GOVERNMENT COST RISK	LOW	HI
CASH FLOW	UPON DELIVERY	AS INCURRED
PERFORMANCE PAYMENT	MILESTONE MET	ONLY IF INCENTIVES
GOVERNMENT SURVEILLANCE EFFORT	MINIMUM	MAXIMUM
FEE / PROFIT	NO LIMITS	FEE LIMITS



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Part 3: Bid analysis & compliance shred

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Building the foundation

- Define what you do
- Register in the System for Award Management (SAM), including the Dynamic Small Business Search (DSBS)
- Develop a compelling small business profile and capability statement
- Find contract opportunities
- Government/firms use the North American Industry Classification System (NAICS) to identify products and services
- DOD uses Federal Supply Group and Class (FSG/FSC)
- D-U-N-S numbers are used to identify prospective vendors
- Commercial and Government Entity (CAGE) code used to identify a contractor's facility at a specific location

Building the foundation

- The System for Award Management (SAM) is the primary source for agencies to learn about prospective vendors
- It is a Government maintained database
- A firm must register in SAM to participate as a seller in the Federal space (to be updated every 12 months)
- Small firms should also maintain an updated Dynamic Small Business Search (DSBS) profile as part of SAM

Building the foundation

- Prepare a comprehensive Capability Statement outlining management, technical and business strengths – can help in developing a “line card “ or brochure
- Statement should include:
 - Specific capabilities and skills
 - Past performance history, with specific projects and value of contracts
 - Awards and commendations
 - Resumes of key management and key technical staff
- Seek feedback and refine accordingly
- Will serve as an important foundational element in the preparation of
- proposals that respond to government solicitations

Contract Pricing

- Contract pricing is an important aspect of procurement and an important component in developing a strategy to win federal contracts
- COs are responsible for ensuring that agencies purchase supplies and services from **responsible** sources at **fair and reasonable** prices
- Firm is responsible for developing a contract pricing strategy that is reasonable, competitive, but profitable

Pricing Approach

- **Product Pricing** (typical formula)
Material Costs + Labor Costs + Overhead Expenses + Profit
- **Service Pricing** (typical formula)
Hourly Overhead Expense + Hourly Wage + Profit

Allowable, Allocable and Reasonable Cost

- **Allowable cost** (FAR 31.201-2) – cost must be reasonable, allocable and in line with contract terms and conditions.
- **Reasonable cost** (FAR 31.201-3) - a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business.
- **Allocable cost** (FAR 31.201-4) - A cost is allocable if it is assignable or chargeable to one or more cost objectives on the basis of relative benefits received or other equitable relationship. Subject to the foregoing, a cost is allocable to a Government contract if it:
 - Is incurred specifically for the contract;
 - Benefits both the contract and other work, and can be distributed to them in reasonable proportion to the benefits received; or
 - Is necessary to the overall operation of the business, although a direct relationship to any particular cost objective cannot be shown.

Regulatory Guidance

FAR Part 15 – Negotiated Contracts

- 15.101 - Best value continuum
- 15.4 - Contract pricing
- 15.403 - Obtaining cost or pricing data
- 15.405 - Price negotiation
- 15.407 - Special cost or pricing data

FAR Part 14 – Sealed Bid Contracts

- 14.201-8 - Price related factors
- 14.3 - Submission of bids
- 14.408 – Award
- 14.408-2 - Responsible bidder – Reasonableness of price

FAR Part 13 – Simplified Acquisition Procedures

Uniform contract format

Uniform contract format contains four parts:

Part One

- Section A – Solicitation/Contract Form (SF 33, SF26, SF18 or SF1447)
- Section B – List of supplies & services to be acquired
- Section C – Outlines or explains the statement of work
- Section D – Describes packaging requirements
- Section E – Specifies inspection and acceptance
- Section F – Describes delivery and performance
- Section H – Outlines any special provisions

Uniform contract format (Cont'd)

Uniform contract format contains four parts (Cont'd):

Part Two

- Section I – Contract clauses

Part Three

- Section J – List of attachments

Part Four

- Section K – Representations, certifications and other statements of offerors
- Section L – Instructions, conditions and notices to offerors or respondents
- Section M – Evaluation factors and award

Read the fine print

Find out the government's needs and specs.

- First read sections *Section B* (Supplies or Services and Prices/Costs) in Part I and *Section L* (Instructions, Conditions and Notices to Offerors) in Part II.
 - Read *Sections B and Section L* together to understand whether this is a product or service that you can provide, and whether you comply with the requirements.

Assess the evaluation factors.

- *Read Section L* (Instructions, Conditions and Notices to Offerors) and *Section M* (Evaluation Factors for Award) in Part IV .
 - You should read *Section L first in conjunction with Section B* and then read *Section L in conjunction with Section M*.
 - Why? Because this will tell you which factors the government is going to use in evaluating the bids and making its decision for award (key personnel, technical capability, or financial or transportation resources).

Read the fine print

Determine the general and specific requirements of the contract.

- Review *Section C* (Description, Specifications and Work Statement) and *Section J* (List of Attachments) in Part I.
 - *Section C* gives you the general specifications of what the government is looking for.
 - *Section J* contains the attachments to the bid, which could include changes that affect the work statement in Section C.
 - In general, *Section C* contains the general requirements for the contract, while *Section J* contains the specific requirements.
 - Read **both** sections carefully and together!

Read the fine print

Check out the technical and special requirements.

- Read *Section I* (Contract Clauses) in Part II and *Section H* (Special Contract Requirements), *Section D* (Packaging and Marking), *Section E* (Inspection and Acceptance), *Section F* (Deliveries or Performance) and *Section G* (Contract Administration Data) in Part I.
- These sections provide all the technical requirements on which you will need to perform. Check *Section D* (Packaging requirements) carefully and, if necessary, work with someone knowledgeable in government packaging and marking.

Read the fine print

Read the certification provisions.

- Currently, you don't have to answer these reps and certs in each solicitation you respond to. You only need to certify that the data you put into ORCA is current or to indicate any changes necessary for the specific solicitation. However, read Part IV, Section K (Representations, Certifications and Other Statements of Offerors).
- In Section K contractors certify that they are a small, minority, or women-owned business; that they have not been debarred by the government; that they are an Equal Employment Opportunity business; and that you agree to certain other policies or programs of the government.

Building the foundation

- By using the purchasing power of the federal government, GSA helps cities and towns meet their mission while reducing costs and maximizing efficiency. Multiple authorized programs allow state and local governments to use GSA Schedules for select goods and services:
 - **Cooperative purchasing** – a variety of Information Technology products and services, as well as security and law enforcement products and services, are available through Schedule 70 and Schedule 84.
 - **Disaster purchasing** - items can be purchased directly from Schedule contractors to aid in recovery from Presidentially-declared major disasters or acts of terrorism.
 - **Public health emergencies** - goods and services can be purchased from all Schedules, using federal grants, in direct response to HHS declared public health emergencies.

IT Schedule 70 Overview

IT Schedule 70 Features

- ID/IQ contracting vehicle to procure IT commercial products & services
- Leverages full buying power of federal government to negotiate ceiling prices, and empowers our customers to obtain deeper discounts
- Est. 85% of all contracts held by Small Businesses. More than 40% of all IT Schedule 70 Sales by Customer Agencies are with Small Business
- Enable agencies to meet socioeconomic goals
- Available to state/local under certain authorities
- Small Business Set-Asides are now available on Federal Supply Schedule

IT Schedule 70 Overview

IT Schedule 70 Offerings

- Software Licenses
- IT Equipment (Sales or Lease)
- IT Training Courses
- IT Professional Services
- E-Commerce Services
- Wireless Services
- Satellite Services
- Identity and Access Management Products and Services: Digital Certificates
HSPD-12 Products and Services
- Cloud based computing

IT Schedule 70- Special Item Numbers (SINs)

IT Schedule 70- Special Item Numbers (SINs)

Software:

- 132 32 - Term Software Licenses
- 132 33 - Perpetual Software Licenses

Hardware:

- 132 8 - Purchase of Equipment
- 132 9 - Purchase of Used/Refurbished Equipment
- 132 99 - Introduction of New Information Technology Services and/or Products

IT Schedule 70- Special Item Numbers (SINs)

Services:

- 132 3 - Leasing
- 132 4 - Short Term Rental
- 132 12 - Maintenance of Equip./Repair
- 132 34 - Maintenance of Software as a Service
- **132 40 Cloud Computing Services - SUBJECT TO COOPERATIVE PURCHASING***
- 132 50 - Training Courses
- 132 51 - IT Professional Services
- 132 52 - E-Commerce Services
- 132 53 - Wireless Services
- 132 54 - Commercial Satellite Communications (COMSATCOM) Transponded Capacity
- 132 55 - Commercial Satellite Communications (COMSATCOM) Subscription Services

IT Schedule 70- Special Item Numbers (SINs)

Services:

- 132 60A - Electronic Credentials, Not Identity Proofed
- 132 60B – Electronic Credentials, Identity Proofed
- 132 60C - Digital Certificates, including ACES
- 132 60D - E-authentication Hardware Tokens
- 132 60E - Remote Identity & Access Managed Service Offering
- 132 60F - Identity & Access Management Professional Services
- 132 61 - Public Key Infrastructure (PKI) Shared Service Provider (SSP)
- 132 62 - Prog. HSPD-12 Product and Service Components
- 132 100 - Ancillary Supplies and/or Services

Preparing the IT Schedule 70 eOffer – Required Information

Preparing the IT Schedule 70 eOffer – Required Information

- Evaluation Factors
- SF1449
- Vendor Response Document
- Commercial Pricelist
- Production Point
- Commercial Sales Practices Format (CSP-1)
- Labor Category Matrix (services only)
- Proposed Economic Price Adjustment (EPA) Mechanism
- Proposed Price List (Offered Pricing)
- Open Ratings Past Performance Evaluation

Foreign vendors (see Section 27 of Solicitation Document/Refresh 35)

FOREIGN VENDORS (Section 27 in Solicitation Document-Refresh Number 35)

- Offerors from foreign countries are obligated to the same rules and regulations as domestic offerors, however there are some minor differences.
- The requirements for Foreign Vendors include but are not limited to the items listed below. The list is simply an aid and may not be complete. Additional documentation or certifications may be required by the Contracting Officer at anytime.
- Foreign Vendors:
 - Must submit a Small Business Plan only if the offeror has physical offices located with the United States. - Are still obligated to obtain a DUNS #
 - Must submit all prices in US Dollars
 - Must perform the currency conversion at the time the order is placed
 - Be TAA compliant

Foreign vendors (see Section 27 of Solicitation Document/Refresh 35)

FOREIGN VENDORS (Section 27 in Solicitation Document-Refresh Number 35) – cont'd.

- Please read the entire Solicitation for the full list of requirements for Foreign Vendors. If you are a Foreign Company trying to do business with the General Services Administration using eOffer/eMod and need a **digital certificate**, follow the instructions below:
 - Complete the application on the <http://aces.orc.com/> site for a "Aces Business Representative Certificate". Complete the Aces Business Representative application. *The form does not currently accept foreign addresses, so in the field for the address put Virginia, 22030, United States.* In the text box below put the actual foreign address. Submit the form and print the documents to be notarized.
- Then have the form notarized through one of the following methods:
 - Go to a US Embassy and have the documents notarized.
 - If you are in the US go to any notary, or they can go the ORC office and have the documents reviewed.

Documentation requirements to be completed directly through the eOffer application (refresh # 35)

The following documentation requirements are completed directly through the eOffer application:

1. Pathway to Success completion verification
2. Active System for Award Management (SAM) registration verification
3. Small Business Subcontracting Plan (if applicable)
4. Commercial Sales Practices (CSP) disclosure

Documents to be uploaded to the eOffer application (refresh # 35)

The Offeror must complete and upload the following documents to the eOffer application:

1. Readiness Assessment for Prospective Offerors
2. Financial Statements (for the previous 2 years)
3. Previous Multiple Award Schedules (MAS) Program cancellations and rejections, pending offers for other Schedule contracts, and awarded Schedule contracts
4. Agent Authorization Letter (if applicable) (5) Technical Proposal
5. Price Proposal Template
6. Supporting Pricing Documentation
7. Price Narrative
8. Commercial Price List or Market Rate Sheet (if applicable)

Evaluation Factors

All offers must address the following evaluation factors:

- Factor 1: Financial Responsibility Determination
- Factor 2: Corporate Experience
- Factor 3: Past Performance
- Factor 4: Project Experience for SINs 132 51 and 132 60f
- Factor 5: Project Experience for SINs 132 54 and 132 55
- Factor 6: Information Assurance Minimum Security Controls Compliance for SIN 132 54, Commercial Satellite Communications (COMSATCOM) Transponded Capacity, and SIN 132 55, Subscription Services
- Factor 7: Price

SF1449 & Vendor Response Document

SF1449

- Complete Blocks 12, 17, 23, 24
- Sign and date the form

Vendor Response Document

- Complete all Clauses
- Provides a Supporting Documentation Checklist

Commercial Pricelist & Production Point

Commercial Pricelist

- Submitted by Offerors who utilize a commercial pricelist as part of their business practices/policies

Production Point

- Location where “End Product” was manufactured
 - Establishes Trade Agreement Act Compliance – FAR Subpart 25
 - Not applicable to Services

Commercial Sales Practices Format (CSP-1)

Prepared for each SIN offered and must provide:

- Sales to the general public – 12-month period
- Projected Sales under this contract
- Discounting Policies or Standard CSP
 - Matrix of Customers and Discounts
 - Narrative description

Labor Category Matrix Template

Best rate (lowest price) price and skill/experience matrix

- Provide as many of your best contracts (lowest priced) for comparison purposes
- Rates offered to the Government should NOT be higher than best (lowest) rates under any of specified contracts.
- Blending of rates is not allowed.
- Specify the lowest hourly rate at which a given labor category has been sold. Specify the name and the contract number of referenced Government/commercial contract.
- Carefully specify education degree requirements, if a certain degree can be substituted by a given number of years of professional experience specify these conditions.
- If you have a commercial catalog pricelist included it. If you don't then include in submission pages from specified contracts.

Labor Category Matrix Template

Commercial labor category	Min. general experience	Functional responsibility	Educational requirement	Contract #1	Contract #n	MFC Rate w/o IFF	GSA Rate w/o IFF
Program manager	10 years	Specify function, not duties (detailed)	MS in computer science			\$___/hr.	\$___/hr.
Jr. systems engineer	2 years		BS in computer science				
Mid. systems engineer	5 years		BS in computer science				

December 17 2015 – Cont'd

21/12/2015

Where to find contract announcements?

Contract award announcements can be found in three places:

- About 80% of over-\$25,000 contract awards are announced at www.FedBizOpps.gov or www.fbo.gov.
- Most \$25,000 awards are published by the Federal Procurement Data Center, but 6 months after the fact (www.fpds.gov).
- Award information for any size procurement is available under FOIA.

Economic Price Adjustment (EPA)

Economic Price Adjustment (EPA) Mechanism includes 3 Types:

1. For Contracts Based on a Commercial Pricelist
2. For Contracts Not Based on a Commercial Pricelist: Escalation Rates
3. For Contracts Not Based on a Commercial Pricelist: Market Indicator

GSAR 552.216-70 and I-FSS-969 Economic Price Adjustment Clauses

Multiple Award Schedules

- GSA offers consolidated contracting to negotiate better prices and reduce administrative costs for Government agencies.
- GSA pre-negotiates prices and terms with Industry Partners and awards a contract under the MAS program.
- Contractor does not sell to GSA, but uses GSA mechanism that allows participating Government agency to purchase contractor's products or services.
- In order to succeed as a GSA MAS contractor, you must be properly prepared and positioned for success.

GSA Contracting Success Factors:

Factors that will increase probability of success as a GSA MAS contractor:

- 2 years of experience in federal contracting either as a prime or subcontractor;
- Contacts and relationships within the federal contracting community;
- Working with a mentor who is a successful GSA MAS contractor;
- Attending GSA seminars and workshops on contracting; and
- Investing between \$80K-\$130K to find and manage your initial government contract.

GSA MAS in Figures:

- 80% of GSA MAS contracts go to small businesses;
- More than \$40B flows through GSA Schedule contracts every year;
- In FY10, approximately 90% of government needs were procured outside GSA Schedule contracts;
- GSA had over 19,000 Schedule contracts in FY11;
- Approximately 40% of the 19,000 GSA Schedule contracts win government business;
- About 5% of the GSA Schedule contracts win 80% of the business;
- The median time to first award is between 8-9 months and in general, awards for more complex products and services take more time than awards for selling commodity type products.

Opportunities for MAS contractors

Substantial opportunities become available to MAS contractors:

- Government’s premier commercial acquisition program
- **Mirrors commercial buying practices**
- A fast, easy and effective contracting vehicle
- Complies with all the rules and regulations
- **Allows “Total Solutions” through Contractor Teaming Arrangements**
- **Estimated \$38.6 billion in GSA Schedule sales**
- **Dependable and reliable business**
- Being a part of a popular commercial acquisition program
- Innovative business solutions developed to meet customer needs
- **Can help achieve reduction in costs in selling to the government**

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Schedule List

Source	Description
BPA	MAS Blanket Purchase Agreements (BPAs) - In order to support agencies with their strategic sourcing requirements, GSA is developing a number of MAS Blanket Purchase Agreements for selected commodities and services. These BPAs can be used by all agencies to fulfill requirements. MAS BPAs leverage the government's buying power and achieve significant cost savings through the aggregating of federal demand. Click here for info on BPA ordering procedures.
00CORP	The Professional Services Schedule (PSS) - The Professional Services Schedule (PSS) enables Federal agencies to procure a wide variety of professional services using a single Schedule contract.
03FAC	FACILITIES MAINTENANCE AND MANAGEMENT - GSA offers a vast array of innovative, customer-focused facilities products and services. Facilities Maintenance and Management, Schedule number 03FAC, is a Multiple Award Schedule that provides federal agencies a streamlined procurement device to acquire all of the services necessary to maintain and manage a facility.
23 V	AUTOMOTIVE SUPERSTORE - GSA purchases many types of new vehicles and vehicle related products for government agencies and DoD. Use AutoChoice to purchase: Alternative fuel vehicles; Ambulances; Buses; Light trucks; Light trucks - vocational; Medium and heavy trucks; Sedans; Wheelchair vans; Wreckers and carriers. When using this schedule, you can access vendors directly to place an order for vehicles or accessories or you can contact GSA to place the order on your behalf! More information on these options is available through our CARS line at 703-605-CARS (2277). The following vehicles and accessories are available under GSA Schedule: Aerial Devices and Digger/Derricks; Construction Equipment, Road and Snow Maintenance; Fire Trucks; Low Speed Vehicles (Gas or Electric); Mobile Command Centers; Remanufactured Engines; Snow Maintenance Equipment; Tankers; Tires; Trailers; Trash Collectors and Recycling Vehicles; Truck Bodies; and Vehicle Accessories and Equipment.
36	THE OFFICE, IMAGING AND DOCUMENT SOLUTION
48	TRANSPORTATION, DELIVERY AND RELOCATION SOLUTIONS
51 V	HARDWARE SUPERSTORE - Includes Household and Office Appliances; Commercial Coatings, Adhesives, Sealants and Lubricants; Hardware Store Catalog and Store Front; Lawn and Garden Equipment, Machinery and Implements; Rental and Leasing (as pertains to products offered under this schedule); Tools, Tool Kits, Tool Boxes; Woodworking and Metal Working Machinery; All Parts and Accessories Related to Products Offered Under This Schedule.
56	BUILDINGS AND BUILDING MATERIALS/INDUSTRIAL SERVICES AND SUPPLIES - This Schedule provides a full range of commercial products and services covering such areas as buildings and building materials/industrial services and supplies. In addition, this program

	offers energy saving building supplies, alternative energy solutions, and related services.
58 I	PROFESSIONAL AUDIO/VIDEO TELEMTRY/TRACKING, RECORDING/REPRODUCING AND SIGNAL DATA SOLUTIONS
599	TRAVEL SERVICES SOLUTIONS - Click here to view GSA BPAs for Emergency Lodging Services
621 I	PROFESSIONAL AND ALLIED HEALTHCARE STAFFING SERVICES
621 II	MEDICAL LABORATORY TESTING AND ANALYSIS SERVICES
65 I B	PHARMACEUTICALS AND DRUGS - Includes Antiseptic Liquid Skin Cleansing Detergents and Soaps, Dispensers and Accessories.
65 II A	MEDICAL EQUIPMENT AND SUPPLIES
65 II C	DENTAL EQUIPMENT AND SUPPLIES
65 II F	PATIENT MOBILITY DEVICES - Includes Wheelchairs, scooters, walkers.
65 V A	X-RAY EQUIPMENT AND SUPPLIES - Includes medical and dental x-ray film.
65 VII	INVITRO DIAGNOSTICS, REAGENTS, TEST KITS AND TEST SETS
66	SCIENTIFIC EQUIPMENT AND SERVICES - Test and Measurement Equipment, Unmanned Scientific Vehicles; Laboratory Instruments, Furnishings and LIMS; Geophysical and Environmental Analysis Equipment; and Mechanical, Chemical, Electrical, and Geophysical Testing Services
66 III	CLINICAL ANALYZERS, LABORATORY, COST-PER-TEST
67	PHOTOGRAPHIC EQUIPMENT - CAMERAS, PHOTOGRAPHIC PRINTERS AND RELATED SUPPLIES & SERVICES (DIGITAL AND FILM-BASED)
70	GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES - Pursuant to Section 211 of the e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA's Schedule 70 and the Corporate contracts for associated special item numbers. Contracts with the COOP PURC icon indicate that authorized state and local government entities may procure from that contract.
71	FURNITURE
71 II K	COMPREHENSIVE FURNITURE MANAGEMENT SERVICES (CFMS)
72	FURNISHING AND FLOOR COVERINGS
73	FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES - offers a variety of cleaning equipment and accessories, and cleaning products for daily cleaning - products that keep facilities clean in an environmentally friendly manner. Housing Managers and Facility Managers will enjoy the full range of Hospitality Solutions under this Schedule. In addition, all food service needs from eating utensils to an entire custom designed food court kiosk concept that supports new branding initiatives are available.
736	TEMPORARY ADMINISTRATIVE AND PROFESSIONAL STAFFING (TAPS) - Temporary Administrative and Professional Staffing Services
738 X	HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY SERVICES
75	OFFICE PRODUCTS/SUPPLIES AND SERVICES AND NEW PRODUCTS/TECHNOLOGY -

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Schedule Summary

For general questions, contact:
 IT Schedule 70 Helpline (Sunday 8:00pm- Friday 8:30pm)
 Phone: (855) 482-4348
 E-mail: ITCSC@gsa.gov

70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES - Pursuant to Section 211 of the e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA's Schedule 70 and the Corporate contracts for associated special item numbers. Contracts with the COOP PURC icon indicate that authorized state and local government entities may procure from that contract.

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 Click here to view the current solicitation on FedBizOpps

70 Category list: Categories -

Download Contractors (Excel)

Category	Description
132 100	Ancillary Supplies and/or Services - SUBJECT TO COOPERATIVE PURCHASING - Ancillary supplies and/or services are support supplies and services which are not within the scope of any other SIN on this schedule. These supplies and/or services may only be ordered in conjunction with or in support of supplies and/or services purchased under another SIN(s) in this solicitation to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule and is limited to information technology (IT) products and/or services. Special Instructions: The work performed under this SIN shall be associated with existing SINs that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies and/or services purchased under another SIN in this schedule. Contractors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SINs under this schedule.

Note: Commercially available products under this solicitation may be covered by the Energy Star or Electronic Product Environmental Assessment Tool (EPEAT) programs. Applicable EPEAT-registered products are available at the Bronze level or higher.

132 40 **Cloud Computing Services - SUBJECT TO COOPERATIVE PURCHASING** - Includes

commercially available cloud computing services such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS) and emerging cloud services. Sub-categories (not all vendors have been placed within the following subcategories).

- œ Software as a Service (SaaS)
- œ Platform as a Service (PaaS)
- œ Infrastructure as a Service (IaaS)

132 99 Introduction of New Information Technology Services and/or Products - SUBJECT TO COOPERATIVE PURCHASING - New IT product, service and/or solution within the scope of the Federal Supply Schedule, but not currently available under any Federal Supply Service contract - that provides a new service, function, task, or attribute that may provide a more economical or efficient means for Federal agencies to accomplish their mission. It may be a new product, service and/or solution existing in the commercial market, but not yet introduced to the Federal Government.

Note: Commercially available products under this solicitation may be covered by the Energy Star or Electronic Product Environmental Assessment Tool (EPEAT) programs. Applicable EPEAT-registered products are available at the Bronze level or higher.

COMSATCOM Services

Category	Description
132 54	Commercial Satellite Communications (COMSATCOM) Transponded Capacity -- SUBJECT TO COOPERATIVE PURCHASING - Includes owning/operating or reselling dedicated bandwidth and power on a communications satellite in any available COMSATCOM frequency band, including, but not limited to, L-, S-, C-, X-, Ku-, extended Ku-, Ka-, and UHF. COMSATCOM Transponded Capacity refers to satellite bandwidth and power only. Such services allow customer-proposed waveforms, and industry approved solutions to apply leased bandwidth to meet individual requirements as needed. COMSATCOM Transponded Capacity includes all services necessary to allow the customer to use the transponded capacity, including: limited engineering (e.g., development of link budgets, transmission plans); basic customer training (e.g., acquiring satellite signal, peak and polarization); core management and control of the transponded capacity; and required approvals (e.g., frequency clearances, landing rights). Host Nation Agreements (HNAs) will be priced separately when required. COMSATCOM Transponded Capacity requirements range from small fractions of a single transponder within a single coverage area to multiple transponders on multiple satellites with worldwide coverage for short durations measured in hours or days to long durations measured in years. These services are also known as Satellite Communications (SATCOM). NOTE: Equipment is available for purchase under SIN 132-8 or 132-9 or for lease under SIN 132-3 or short term rental under 132-4.
132 55	Commercial Satellite Communications (COMSATCOM) Subscription Services -- SUBJECT TO COOPERATIVE PURCHASING - Includes COMSATCOM Subscription Services consisting of pre-existing, pre-engineered Fixed Satellite Service and/or Mobile Satellite Service solutions, typically including shared or dedicated satellite resources, ancillary terrestrial components, and Contractor specified networks and equipment, in any available COMSATCOM frequency band, including, but not limited to, L-, S-, C-, X-, Ku-, extended Ku-, Ka-, and UHF. Subscription Services utilize Contractor-determined waveforms and are billed on a per-use basis (e.g., dollars per minute, dollars per megabyte, dollars per month). Subscription service rates include the network management, monitoring, engineering, integration, and operations required to deliver the services. Equipment may be included as part of the Subscription Services. Subscription Services also include leasing dedicated channels using the service provider's waveform and technology, with guaranteed capacity and Quality of Service (QoS). Subscription Services also includes on demand/occasional use solutions. The COMSATCOM

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Contractor Listing

For general questions, contact:
IT Schedule 70 Helpline (Sunday 8:00pm - Friday 8:30pm)
 Phone: (855) 482-4348
 E-mail: ITCSC@gsa.gov



70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

Services

Category Description

132 51 Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to 29CFR541.400.

3542 contractors

Small Business Woman Owned Business Women Owned (WOSB)

Hold the 'Ctrl' key to select all that apply

Contractor	Contract #	Phone	City, State	Socio-Economic	Contractor T&Cs/Pricelist	View Catalog
'APPS' CONSULTANTS INC., THE	GS-35F-434CA	3036533931	CENTENNIAL ,CO	s/w/wo		
1 SOURCE CONSULTING, INC.	GS-35F-406AA	301 916-0050	GERMANTOWN ,MD	s/v/d		
1ST ALL FILE RECOVERY USA	GS-35F-106AA	800-822-8178	SHAKER HEIGHTS ,OH	s		
2020 COMPANY, LLC	GS-35F-0345M	703-712-4171	FALLS CHURCH ,VA	o		
22ND CENTURY TECHNOLOGIES INC.	GS-35F-0579T	8005178408	SOMERSET ,NJ	s/d/8a		
24 HOUR DATA, LLC	GS-35F-020DA	866-598-3282	PLANO ,TX	s		
24X7SYSTEMS, INC.	GS-35F-485CA	404-229-7952	ALPHARETTA ,GA	s/d/8a		
270 WEB, INC. (DBA: 27ONET TECHNOLOGIES)	GS-35F-0719R	3016636000 X117	FREDERICK ,MD	s/v		
2NDWAVE LLC	GS-35F-403AA	202-741-0232	WASHINGTON ,DC	s/dv/d		
2PIXELS, LLC	GS-35F-317CA	703-471-2807	CHANTILLY ,VA	s/w/wo/ew/d		
3D FITNESS, INC.	GS-35F-267CA	8665052073	PATERSON ,NJ	s/w/wo/h		

2/12/2015

<http://www.gsaelibrary.gsa.gov/BibMain/sinDetails.do?executeQuery=YES&scheduleNumber=70&flag=&filter=&specialItemNumber=132+51>

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3DI, INC.	GS-35F-291AA	7142571100	BREA ,CA	s/d/8a		
3E TECHNOLOGIES INTERNATIONAL, INC.	GS-35F-0380X	301-944-1293	ROCKVILLE ,MD	o		
3G FEDERAL SOLUTIONS LLC	GS-35F-412CA	7034776586	STAFFORD ,VA	s/d		
3LINKS TECHNOLOGIES, INC	GS-35F-0336V	(301)588-8292	SILVER SPRING ,MD	s/dv/d/8a		
3M COGENT, INC.	GS-35F-0763J	(703) 483-4603	PASADENA ,CA	o		
3M COMPANY	GS-35F-4002G	(801) 265-4619	SAINT PAUL ,MN	o		
3SL, INCORPORATED	GS-35F-0008V	2569719500	HUNTSVILLE ,AL	s		
3T INTERNATIONAL INC	GS-35F-0883R	7032554616	VIENNA ,VA	s		
4LIBERTY INC.	GS-35F-229AA	(619)894-4548	SAN DIEGO ,CA	s/dv		
4M RESEARCH, INC.	GS-35F-047CA	256-319-4646	HUNTSVILLE ,AL	s/w/wo		
4TELL SOLUTIONS LLC	GS-35F-0174W	(207)828-7900	PORTLAND ,ME	s		
5D INFORMATION MANAGEMENT, INC	GS-35F-0543T	613-256-2179	BRAINTREE ,MA	o		
5X TECHNOLOGY, LLC	GS-35F-0412U	858-777-1650	SAN DIEGO ,CA	s/dv		
6E TECHNOLOGIES, LLC	GS-35F-0065Y	303-818-4971	BROOMFIELD ,CO	s/w/d		
6K SYSTEMS, INC.	GS-35F-0883N	703-724-1320	RESTON ,VA	s/d		
8 CONSULTING LLC	GS-35F-328CA	703-307-0902	ARLINGTON ,VA	s/h		
911 ETC, INC	GS-35F-0585N	(480)719-8555	GOODYEAR ,AZ	s		
A & T SYSTEMS, INC.	GS-35F-4003D	301-384-1425 X343	SILVER SPRING ,MD	s/d		
A BETTER SOLUTION, INC.	GS-35F-0164X	(770) 252-1500	CONLEY ,GA	s/d		
A P VENTURES, LLC	GS-35F-281CA	301-760-7276	COLUMBIA ,MD	s/w/wo/d/8a		
A SQUARE GROUP LLC	GS-35F-0636Y	3017701400	ROCKVILLE ,MD	s/w/wo/ew/d		
A+ GOVERNMENT SOLUTIONS, LLC	GS-35F-0565T	5713885678	ARLINGTON ,VA	s/d/8a		
A-B COMPUTER SOLUTIONS, INC.	GS-35F-0593T	985-624-3092	MANDEVILLE ,LA	s/w		
A-TEK INC	GS-35F-0680K	703-443-6900	ELLCOTT CITY ,MD	s		
A.B. CLOSING CORPORATION	GS-35F-245BA	407-243-6008	ORLANDO ,FL	s/w/wo/d		

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Contractor Information

(Vendors) [How to change your company information](#)

Contract #: GS-35F-434CA
 Contractor: 'APPS' CONSULTANTS INC., THE
 Address: 6909 S HOLLY CIR STE 350 CENTENNIAL, CO 80112-1075
 Phone: 3036533931
 E-Mail: kiran@appsconsultants.com
 Web Address: <http://www.appsconsultants.com>
 DUNS: 608599358
 NAICS: 541519

Socio-Economic : Small business
 Woman Owned business
 Women Owned (WOSB)
 EPLS : Contractor not found on the Excluded Parties List System
 Govt. Point of Contact: Nicole Davis
 Phone: 202-579-5189
 E-Mail: nicole.davis@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
70	GENERAL PURPOSE INFORMATION TECHNOLOGY COMMERCIAL EQUIPMENT, SOFTWARE, AND SERVICES	GS-35F-434CA		Jul 21, 2020	132 51	

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- Technology Services
- Professional Services

Contractors

- See all Contractors

Business Socio-economic Types

- Small Business (1)
- Woman owned SB (1)
- Women Owned(WOSB) (1)

Search Results - Services

Found 1 catalogs matching the following criteria.

Criteria: GS-35F-434CA in contract number
 Sort by Search within results

APPS CONSULTANTS INC [View Contractor Information](#)
 [GS-35F-434CA] ([s_w_wo](#))
 Schedule: 70

1 GENERAL SERVICES ADMINISTRATION Federal Supply Service Authorized Federal Supply Schedule Price List On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! , a menu-

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List og GSA Schedules – Schedule 70 – SIN 132.51



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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**INFORMATION TECHNOLOGY SCHEDULE PRICE LIST
GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES**

FSC Group 70

Contract Number – GS-35F-434CA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period – July 21, 2020

Contractor: **Apps Consultants INC.**
6909 S Holly Circle, Suite 350
Centennial, CO 80112
Telephone: 303-502-5407
www.appsconsultants.com
TIN: 20-3438287

Small Business, Women Owned, Minority Owned

1. Awarded SINs – 132 51 IT Professional Services
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

See Appendix A
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of

1



employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "not applicable" for this item.

See Appendix B

2. Maximum Order –\$500,000
3. Minimum Order - \$100
4. Geographic Coverage – 48 Contiguous States
5. Point(s) of Production – United States of America
6. Discount from List Prices: Prices shown are NET prices; Basic Discounts have been deducted.
7. Quantity Discount – Additional 3.0% on orders of \$150,000 or more
8. Prompt payment terms – None
Credit Card Discount terms – None
- 9a. Government Purchase cards accepted at or below micro purchase threshold – Yes
- 9b. Government Purchase cards accepted above micro purchase threshold – Yes
10. Foreign Items – None
- 11a. Time of delivery – Negotiated at the task order level
- 11b. Expedited delivery – Negotiated at the task order level
- 11c. Overnight and 2-day delivery - Negotiated at the task order level
- 11d. Urgent Requirements - Negotiated at the task order level
12. F.O.B. point(s) – Destination
- 13a. Ordering address(es) – 6909 S. Holly Circle, Suite 350 Centennial CO 80112
- 13b. Ordering procedures – Kiran Pingali, 6909 S. Holly Circle, Suite 350 Centennial CO 80112
14. Payment address(es) – 6909 S. Holly Circle, Suite 350 Centennial CO 80112
15. Warranty Provision – Standard Commercial Warranty
16. Export Packing Charges – None

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17. Terms and conditions of Government purchase card acceptance – Accepted for above, at or below the micro purchase threshold.
18. Terms and conditions of rental, maintenance, and repair – None
19. Terms and conditions of installation – None
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices – None
- 20a. Terms and conditions for any other services – See Appendix C
21. List of service and distribution points – None
22. List of participating Dealers – None
23. Preventative maintenance – None
- 24a. Special attributes such as environmental attributes – None
- 24b. Section 508 – Not Applicable
24. Data Universal Number System (DUNS) number – 608599358
25. Notification regarding registration in System for Award Management (SAM) database - Active

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List of GSA Schedules – Schedule 70 – SIN 132.51



Appendix A 132.51 Pricing

Apps Consultants INC Labor Rates

SIN	Service	UOM	Rate CY1	Rate CY2	Rate CY3	Rate CY4	Rate CY5
132.51	Program Manager	Hour	\$92.00	\$95.31	\$98.74	\$102.30	\$105.98
132.51	Project Manager	Hour	\$110.00	\$113.96	\$118.06	\$122.31	\$126.72
132.51	Sr. ERP Analyst/ Designer	Hour	\$120.00	\$124.32	\$128.80	\$133.43	\$138.24
132.51	Sr. ERP Product Specialist	Hour	\$140.00	\$145.04	\$150.26	\$155.67	\$161.28
132.51	Senior Functional Specialist	Hour	\$120.00	\$124.32	\$128.80	\$133.43	\$138.24
132.51	Subject Matter Expert - Level 1	Hour	\$90.00	\$93.24	\$96.60	\$100.07	\$103.68



Appendix B

Labor Category Descriptions

Apps Consultants Inc. offers the following Labor Category Descriptions to support the effort contemplated herein.

Program Manager

Education: Bachelor's Degree.

Basic Experience: A minimum of 12 years of experience with at least 8 years of experience managing IT programs.

Responsibilities: The Program Manager has a broad range of information technology experience including planning, architecture, systems delivery, computer operations, and IT management. The Program Manager understands the business benefits of the IT projects for which he/she is responsible and views IT as an enabler of the overarching program. The Program Manager is comfortable overseeing multiple projects, which are part of a single major program at the same time. He/she will have Senior Managers responsible for day-to-day project activities. Additional experience includes: communication with client and project managers, as well as management of multiple projects. The Senior Program Manager is used to addressing unstructured management problems in an efficient and effective manner. Responsibilities include managing overall program activities and advise to client executives. Works through Senior Program Manager and Senior Manager to assume responsibility for overall project delivery. A Program Manager communicates regularly with the Government Contracting Office (CO) and delegated government representatives.

Project Manager

Education: Bachelor's Degree.

Basic Experience: A minimum of 10 years of experience (or equivalent combination of education and experience) with at least 7 years of experience managing IT projects.

Responsibilities: Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills.



1. SCOPE

- The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- The Contractor shall provide services at the Contractor's facility and/or at the orderer's activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the

List og GSA Schedules – Schedule 70 – SIN 132.51



7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor's affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or

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21/12/2015



interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements— Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
- (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING



a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

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 - Vendor Toolbox – Readiness Assessment
 - Schedules Overview

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Updates & Information

Duplicate Manufacturer Part Number Enhancement

In 2014, GSA sent notification to Federal Supply Schedule (FSS) contractors regarding compliance with the requirement to submit complete and accurate product price lists for publication on GSA Advantage.

Effective November 23, 2015, contractors will be able to upload duplicate Manufacturer Part Numbers (MPNs) to GSA Advantage. This enhancement will eliminate the need to manipulate the MPN when a contractor has multiple manufacturers with the same [view all \(/tools/ui-display.cfm\)](/tools/ui-display.cfm)

Vendor ToolBox

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Decide (</RA/decide.cfm>)

ToolBox Brochure (</RA/VendorToolboxBrochure.pdf>)

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Vendor [EDD EDI Docs \(/EDIUser/eddiven.cfm\)](#)

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Mass Mod System ([/https://mcm.fas.gsa.gov](https://mcm.fas.gsa.gov))

IOA and ACO Locator (/tools/aco_ioa.cfm)

Updates and Information (</tools/ui-display.cfm>)

CAV (</administration/compDetails.cfm#ca>)

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Readiness Assessment for Prospective Offerors

- Step 1 – Research (3 questions)
- Step 2 – Analyze (10 questions)
- Step 3 – Decide (20 questions)

Readiness Assessment for Prospective Offerors

Step 1 – Research

- Have you completed Pathway to Success Training? (yes/no)
- Which North American Industry Classification System (NAICS) code best reflects the products and services which you would like to offer to The Federal Government at this time? (www.naics.com/search/)
- Under what Schedule and Special Item Numbers (SINs), do you want to respond to a solicitation for a MAS contract?

Readiness Assessment for Prospective Offerors - www.naics.com/search/

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NAICS Code Drill Down Table

Code	Industry Title	Count
11	Agriculture, Forestry, Fishing and Hunting	414,582
21	Mining	28,520
22	Utilities	28,207
23	Construction	1,270,691
31-33	Manufacturing	577,432
42	Wholesale Trade	673,738
44-45	Retail Trade	1,619,124
48-49	Transportation and Warehousing	432,467
51	Information	290,960
52	Finance and Insurance	643,483
53	Real Estate Rental and Leasing	683,800
54	Professional, Scientific, and Technical Services	2,058,179
55	Management of Companies and Enterprises	44,616
56	Administrative and Support and Waste Management and Remediation Services	2,499,821
61	Educational Services	325,937
62	Health Care and Social Assistance	1,311,395
71	Arts, Entertainment, and Recreation	266,428
72	Accommodation and Food Services	749,578
81	Other Services (except Public Administration)	1,618,545
92	Public Administration	215,203

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Codes	Titles	Number of US Businesses
11	Agriculture, Forestry, Fishing and Hunting	414,582
111110	Soybean Farming	7,294
111120	Oilseed (except Soybean) Farming	257
111130	Dry Pea and Bean Farming	5,563
111140	Wheat Farming	9,309
111150	Corn Farming	39,996
111160	Rice Farming	1,111
111191	Oilseed and Grain Combination Farming	0
111199	All Other Grain Farming	22,091
111211	Potato Farming	665
111219	Other Vegetable (except Potato) and Melon Farming	4,470

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111310	Orange Groves	303
111320	Citrus (except Orange) Groves	808
111331	Apple Orchards	1,398
111332	Grape Vineyards	2,874
111333	Strawberry Farming	293
111334	Berry (except Strawberry) Farming	1,013
111335	Tree Nut Farming	1,790
111336	Fruit and Tree Nut Combination Farming	220
111339	Other Noncitrus Fruit Farming	3,884
111411	Mushroom Production	214
111419	Other Food Crops Grown Under Cover	564
111421	Nursery and Tree Production	6,610
111422	Floriculture Production	4,923
111910	Tobacco Farming	3,262
111920	Cotton Farming	4,304
111930	Sugarcane Farming	194
111940	Hay Farming	4,044
111991	Sugar Beet Farming	576
111992	Peanut Farming	495
111998	All Other Miscellaneous Crop Farming	130,203
112111	Beef Cattle Ranching and Farming	23,138
112112	Cattle Feedlots	16,758
112120	Dairy Cattle and Milk Production	24,010
112130	Dual-Purpose Cattle Ranching and Farming	0
112210	Hog and Pig Farming	4,839
112310	Chicken Egg Production	519

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 - Wildland Fire & Equipment

News...

Introducing the PROFESSIONAL SERVICES SCHEDULE (PSS) Effective September 30, 2015, the MOBIS (874), AIMS (541), FABs (520), Language (738II), Logworld (874V), PES (871) and Environmental (899) schedules will no longer be available as individual MAS programs. All of the services covered under these schedules, and all of the existing contractors will be available under the new PROFESSIONAL SERVICES SCHEDULE (PSS), effective October 1, 2015. Additional information pertaining to the Professional Services Schedule (PSS) program can be found on the [Interact - Professional Services Category Community](#), and from the [GSA Professional Services Schedule page](#).

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<http://www.gsaelibrary.gsa.gov/BibMain/home.do>

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GSA eLibrary Search Results Summary

GSA Federal Acquisition Service Home eBuy - quotes GSA Advantage - online shopping Help

Search: clothing boots all the words

Search Results Summary
Search Criteria: **clothing boots**

Instructions: Click the source number to view a list of categories. Click the category number (i.e. SIN) to view a list of contractors.

Description matches

Source	Description
84	TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE - The Local Preparedness Acquisition Act, signed June 26, 2008, authorizes state and local governments to purchase from GSA alarm and signal systems, facility management systems, firefighting and rescue equipment, law enforcement and security equipment, marine craft and related equipment, special purpose clothing, and related services.
633 32	Structural Fire Fighting Clothing, Boots, Bunker and Hip. - Shall meet the Requirements of NFPA1971

Special Purpose Clothing

Category	Description
633 32	Structural Fire Fighting Clothing, Boots, Bunker and Hip. - Shall meet the Requirements of NFPA1971

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<http://www.gsaelibrary.gsa.gov/BibMain/searchresults/BibSearchToolContent.do?searchCriteria=1&searchCriteria=2>

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Readiness Assessment for Prospective Offerors – GSA Schedules

Step 2 – Analyze

- How many contractors are on the Schedule and SIN(s) on which you want to make a proposal? List this information in the short answer response. This information is available in the Schedule Sales Query (SSQ).
- How many contractors have 0 sales on the Schedule and SIN(s) where you want to make a proposal? (See SSQ).
- What were the sales in the Schedule and SIN to which you are applying for the last fiscal year for the top 3 contracts? (See SSQ).
- Is the market for the Schedule and SIN you are pursuing growing or shrinking?
- Can you differentiate your product or service from the competition?

Readiness Assessment for Prospective Offerors – GSA Schedules

Step 2 – Analyze

- Is your pricing for your products and services competitive with the top 3 contracts?
- What is the name of the agency(ies), bureau(s) or contracting office(s) which you have targeted to sell your product or service?
- Are there current opportunities in Fed Biz Ops for your products/services?
- Have you looked at the long term forecast of Government business opportunities for the product or service where you want to make a proposal? (www.acquisition.gov).

Readiness Assessment for Prospective Offerors – GSA Schedules

Step 3 – Decide

- Does your firm have adequate financial resources to perform under a Federal contract, or the ability to obtain them?
- Does your firm have enough financial resources to withstand a purchase cycle?
- Does your firm understand that GSA does not directly market the products or services on any schedule? A Schedule contract is a vehicle that provides an opportunity to access the government market place. Each contract holder is responsible to market their products or services. *Are you ready to market your product or service?*
- Does your firm know how much time and money successful firms spend to market to the Federal Government? *(Are you prepared to spend between \$80-130K a year to earn their first order?)*

Readiness Assessment for Prospective Offerors – GSA Schedules

Step 3 – Decide

- **Does your firm have the committed personnel or resources to write proposals and administer a MAS contract?**
- Does your firm know that as a MAS contractor you are required to sell a minimum of \$25,000 within the first 24 months following contract award, and are expected to exceed \$25,000 in sales each 12-month period thereafter? (If not met contract can be canceled by the Government).
- Does your firm understand that 60% of the GSA Schedule contractors do not meet the minimum sales requirements as defined by 1-FSS-639?
- **Does your firm have two or more years of contracting experience (Prime or subcontractor) with the Federal Government?**
- Is there a company that your products and services complement with whom you might pursue a subcontractor relationship?

Readiness Assessment for Prospective Offerors – GSA Schedules

Step 3 – Decide

- **Have you developed relationships with potential federal customers?** (<http://interact.gsa.gov/groupsfcontractor-success> and <http://interact.gsa.gov/document/what-you-should-know-about-federal-contracting>).
- Do you think that you **MUST** have a MAS contract in order to do business with the government?
- Can your firm demonstrate past performance in the product/service being offered? (See FAR 9.104-1 to understand term “responsible”).
- **Is your firm familiar with the GSA Schedule Industrial Funding Fee (IFF) and Sales Reporting requirements in accordance with Clause 552.238-74?**
- Does your firm have the ability to comply with the required or proposed delivery or performance schedule, taking into consideration your other business commitments?

Readiness Assessment for Prospective Offerors – GSA Schedules

Step 3 – Decide

- Does your firm and its corporate officers have a satisfactory record of integrity and business ethics?
- **Does your firm have the necessary organization, experience, accounting and operational controls, technical skills, or the ability to obtain them?**
- **Is your firm eligible to receive an award under Federal laws and regulations?**
- **Are the items you propose to offer compliant with the [Trade Agreements Act](#)?**
- Does your firm have or can they obtain a digital certificate?
- Does your firm offer items that help Federal agencies meet their sustainable acquisition requirements? 95% of all new Federal contracts actions for products that are designated “green” products or services that include the supply or use these products must include green product requirements.

Basis of Award (BOA)

- GSA pricing discount will either be equal to or greater than the discount provided to your Basis of Award Customer. This creates a relationship between this customer, or group of customers, and your GSA pricing.
- Always be aware of what this relationship is and how it was established as you have agreed to ensure that this relationship is upheld.
- GSA highly recommends having a system or process in place to monitor the BOA discount relationship in the contract to ensure our customers are being charged the correct contract pricing throughout the contract.

Past Performance Evaluation

Open Ratings Past Performance Evaluation

- To assist the Government in assessing an Offeror's past performance this evaluation must be completed and submitted with the offer
- The cost of the report is paid by the Offeror

Project Experience

Project Experience

- Narratives required by all Offerors Providing IT Professional Services (132-51 & 132- 60F)
- Demonstrate capability to perform SINs offered by providing the following information:
 - Project/Contract Name
 - Project Description
 - Dollar Amount of Contract
 - Project Duration
- Point of Contact and Telephone Number

Labor Category Descriptions (SIN 132-51 & 132-60F)

Labor Category Descriptions

- Required by all Offerors providing IT Professional Services (132-51 & 132-60F)
- Labor Category Descriptions includes:
 - Title of labor category
 - Functional responsibility performed
 - Qualifications
 - Education required

Compensation Plan for Professional Employees (SIN132-51 & 132-60F)

Compensation Plan for Professional Employees

- Required by all Offerors Providing IT Professional Services per FAR 52.222-46 (132-51 & 132-60F)
- It sets forth salaries and fringe benefits proposed for the professional employees who will work under the contract
- May submit general compensation practices from Offeror's Employee Handbook

Training Courses (SIN 132-50)

Training Course Descriptions for SIN 132-50

- Required by all Offerors providing IT specific Classroom Training as a Service
- A formal catalog or a written description of class offerings
- Length of course
- Location (Contractor or Customer site)

Proposal Pricelist Preparation

Proposal Pricelist Preparation

- Clause I-FSS-600 provides the format for the pricelist, to include the following:
 - Identify SINs
 - Geographic Scope of Contract
 - Payment and Delivery
 - Terms and Conditions
 - Pricing

GSA Contract Requirements

- Sales Tracking System
- Sales Reporting
- Industrial Funding Fee
- Contract Sales Criteria
- Bankruptcy Pricelists
- Modifications
- GSA Advantage
- Environmental
- Scope
- Basis of Award
- Pricing
- Trade Agreements Act
- Subcontracting Plans

Sales Tracking System

- Identifies, tracks, and reports GSA sales accurately and completely
- Reports all transactions within the proper period
- Retrieves data easily
- Separates Schedule sales from other federal sales and commercial sales

Sales Tracking System (cont'd)

- One of the most important characteristics of contractor's tracking system - its ability to **isolate GSA Schedule sales** from other federal and commercial sales.
- Contractor should be reporting **only item(s) on the approved GSA pricelist**, which has been sold to any ordering activity that is eligible to utilize the MAS program.
- Some common items (products or services) that may not be reportable are:
 - Other Direct Costs
 - Travel Costs
 - “Open Market” items (Items that contractor sells as part of a GSA order, but are not currently on that contractor's approved GSA pricelist at the time of the sale. Some schedules do have a Special Item Number (SIN) for ODCs; therefore, if you have a contract which includes an ODC Special Item Number, those sales are reportable to GSA.)

Sales Reporting

- Sales reports must be submitted within 30 days after the quarter ends, by:
 - January 30th
 - April 30th
 - July 30th
 - October 30th
- Even if you have no sales for the quarter, you must still file a \$0 sales report
- Sales are reported by Special Item Number (SIN)
- Report online at: <https://72a.gsa.gov>

Remitting the IFF

- Payment must be received within 30 calendar days after the quarter ends (not necessarily the last day of the month)
- GSA encourages contractors to pay the IFF via credit card or electronic check because this will be a requirement in the near future
- Visit <https://72a.gsa.gov/> for more information

Pricelist

- Your approved pricelist will include terms, conditions and the items or services you want to provide.
- When you negotiate your pricelist with GSA, determining pricing for actual products and/or services is only a portion of the overall process. You also will have a list of terms and conditions incorporated into your contract. They can be found within the first few pages of your contract.

Pricelist

The following terms and conditions you should know off the top of your head as these are ones that directly effect your customers.

- What your **minimum and maximum** order threshold in order to determine if you should or could accept the order.
- **Delivery:** Is it included in your price or is it an open market charge? How many days do you have to deliver the item that you are selling? And Can you actually complete delivery within such time frame?
- **Prompt Payment Discount:** If you have negotiated these terms into your contract, you are required to provide this information on any invoice going to GSA eligible customers.
- **Geographic Coverage:** Does your pricing change based on location? Are there parts of the USA or other countries that you don't cover at all?
- **Government Purchase Card:** It is a contract requirement that you accept the government purchase card for all purchases up to \$3000. Accepting the card over the \$3000 threshold is not required, but strongly encouraged. You will have other terms and conditions that will be important to you and your customers. Get familiar with your entire pricelist not just your pricing.

TO BE CONT'D

The GSA Schedules program is the premier acquisition vehicle in government, with approximately \$50 Billion a year in spending or 10 percent (10%) of overall federal procurement spending.

Thank you!