

# GSA Schedules

Under the GSA Schedules (also referred to as Multiple Award Schedules and Federal Supply Schedules) Program, GSA establishes long-term government-wide contracts with commercial firms to provide access to over 10 million commercial supplies and services that can be ordered directly from GSA Schedule contractors or through the GSA *Advantage!*® online shopping and ordering system. The GSA Schedules Frequently Asked Questions (FAQs) provide a variety of information regarding the GSA Schedules Program and the use of GSA Schedule contracts.

Vendors interested in becoming GSA Schedule contractors should review the Getting on Schedule page, in order to understand the process involved in obtaining a GSA Schedule contract. The Center for Acquisition Excellence offers an online training course, "How to Become a Contractor—GSA Schedules Program," which provides valuable information for all prospective Schedule contractors.

The Trade Agreements Act (19 U.S.C. 2501, *et seq.*) is the enabling statute that implements numerous multilateral and bilateral international trade agreements and other trade initiatives. Since the estimated dollar value of each Schedule exceeds the established Trade Agreements Act (TAA) threshold, the TAA is applicable to all Schedules. In accordance with the TAA, only U.S.-made or designated country end products shall be offered and sold under Schedule contracts.

GSA Schedules offer a variety of features, including—

- Blanket Purchase Agreements;
- Contractor Team Arrangements;
- Price Reductions;
- New Technology;
- Continuous Open Seasons;
- Evergreen Contracts;
- Worldwide Coverage;
- Purchase Card Acceptance;
- Environmental Programs/Identification; and
- Section 508 information on electronic and information technology.

In addition to the general FAQs for GSA Schedules, subject matter FAQs are also available for the following areas of interest to customer agencies and vendors:

- Blanket Purchase Agreements;
- Contractor Team Arrangements;
- Cooperative Purchasing; and
- Legal Corner.

GSA Schedules offer customers direct delivery of millions of state-of-the-art, high-quality commercial supplies and services at volume discount pricing. The Schedules & Other Supplies & Services page lists commercial supplies and services available under GSA Schedules and other GSA contracts. All customers, even those in remote locations, can order the latest technology and quality supplies and services, conveniently, and at most-favored customer prices. GSA Schedules also offer the potential benefits of shorter lead-times, lower administrative costs, and reduced inventories. When using GSA Schedules, ordering activities have the opportunity to meet small business goals, while promoting compliance with various environmental and socioeconomic laws and regulations.

Orders placed against GSA Multiple Award Schedule (MAS) contracts, using the procedures in Federal Acquisition Regulation (FAR) 8.4, are considered to be issued using full and open competition (see FAR 6.102(d)(3)). Ordering activities shall not seek competition outside of GSA Schedules or synopsise the requirement. In addition, ordering activities are not required to make a separate determination of fair and reasonable pricing, except for the price evaluation required by FAR 8.405-2(d) when ordering services requiring a statement of work. By placing an order against a GSA Schedule contract using the procedures in this section, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative to meet the government's needs.

Although GSA has already negotiated fair and reasonable pricing, ordering activities may seek additional discounts before placing an order.

While the mandatory small business preference programs in FAR Part 19 do not apply to orders placed against GSA Schedule contracts, such orders may be credited toward an ordering activity's small business goals. Ordering activities may consider socioeconomic status when identifying contractors for consideration of an order (see FAR 8.405-5).

The shortcut to this page is [www.gsa.gov/schedules](http://www.gsa.gov/schedules).

## Getting on Schedule

Under the GSA Schedules Program, GSA establishes long-term government-wide contracts that allow customers to acquire a vast array of supplies and services directly from commercial suppliers.

To become a GSA Schedule contractor, a vendor must first submit an offer in response to the applicable GSA Schedule solicitation.

GSA awards contracts to responsible companies offering commercial items, at fair and reasonable prices, that fall within the generic descriptions in the GSA Schedule solicitations. Contracting Officers determine whether prices are fair and reasonable by comparing the prices/discounts that a company offers the government with the prices/discounts that the company offers to commercial customers. This negotiation objective is commonly known as "most favored customer" pricing. In order to make this comparison, GSA requires offerors to furnish commercial pricelists and disclose information regarding their pricing/discounting practices.

In order to fully understand the process involved in "Getting on Schedule," GSA recommends that all vendors take the Center for Acquisition Excellence online, self-paced training course, "How to Become a Contractor—GSA Schedules Program." The course describes—

- Various features of the GSA Schedules Program;
- How to submit an offer;
- The evaluation and contract award process;
- How to successfully market supplies and services; and
- Sources of information related to Schedule contract administration.

### Getting Started:

Identify the GSA Schedule solicitation that covers the vendor's supplies or services. This step may be accomplished by any of the following methods:

- Review the GSA Schedule Solicitations to determine the applicable GSA Schedule and corresponding solicitation number under which the supplies or services may be offered. Click on the appropriate Solicitation Number to be linked directly to the solicitation files in FedBizOpps. Download the solicitation and follow the instructions in the document. *Note:* The GSA Schedule Solicitations page also identifies those Schedules that accept offers using eOffer, a web based application that allows vendors to prepare and submit their GSA Schedule offers electronically.
- Search Schedules e-Library by keyword to identify supplies or services covered by GSA Schedules. Click on the box, "Vendors: Click here to view the current solicitation on FedBizOpps." Download the solicitation and follow the instructions in the document.
- Review the Federal Supply Schedule Listing in Schedules e-Library to determine the applicable GSA Schedule under which the supplies or services may be offered. Click on any Schedule number under the "Source" column to view descriptions of the generic categories of supplies or services under each Schedule. Click on the box, "Vendors: Click here to view the current solicitation on FedBizOpps." Download the solicitation and follow the instructions in the document.

- Visit FedBizOpps to obtain a copy of the GSA Schedule solicitation. The Helpful Hints for Using FedBizOpps provide step-by-step information as to how vendors may search by GSA office, solicitation number, or keyword to locate and download the applicable Schedule solicitation. Follow the instructions in the solicitation document. Other helpful hints to assist vendors in obtaining a GSA Schedule contract:
- Obtain a Data Universal Numbering System (DUNS) Number. The DUNS Number is a unique nine character identification number provided by Dun and Bradstreet. The DUNS website contains information for vendors to obtain DUNS Numbers by telephone or via the Internet.
- Register in the Central Contractor Registration (CCR) database. In order to register in the CCR, vendors must have a DUNS Number. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. Vendors must be registered in the CCR prior to the award of a Schedule contract.
- Read the entire Schedule solicitation thoroughly and respond to all requirements.
- Make sure that all items offered are within the scope of the Schedule solicitation.
- Make sure that all items offered are compliant with the Trade Agreements Act. The Trade Agreements Act (19 U.S.C. 2501, *et seq.*) is the enabling statute that implements numerous multilateral and bilateral international trade agreements and other trade initiatives. Since the estimated dollar value of each Schedule exceeds the established Trade Agreements Act (TAA) threshold, the TAA is applicable to all Schedules. In accordance with the TAA, only U.S.-made or designated country end products shall be offered and sold under Schedule contracts.
- Obtain an Open Ratings Inc. reference check (see Past Performance Evaluation form in solicitation).
- Make sure the company is financially sound.
- Be ready to negotiate the company's best offer.

## Additional Training:

The Information Technology (IT) Acquisition Center offers IT training seminars for GSA Schedule 70 on "How to Prepare a Quality Offer."

GSA's Office of Small Business Utilization offers workshops on GSA Schedules Contract Training. Additional details regarding these sessions are available on the Office of Small Business Utilization website.

GSA also provides eOffer Training, including training in the use of digital certificates, to assist vendors submitting Schedule offers electronically.

## Additional Information

While GSA provides its government customers with training in "Using GSA Schedules," as well as information as to the benefits of the Schedules Program, GSA does not promote the use of any company's specific Schedule contract. Vendors should be aware that obtaining a GSA Schedule contract ("Getting on Schedule") is not a guarantee of sales. Vendors awarded GSA Schedule contracts will need to market their supplies and services to government customers.

The Vendor Support Center (VSC) provides a variety of information to assist Schedule contractors in understanding and meeting their Schedule contract requirements and marketing their Schedule contracts to government customers:

- New Contractor Orientation Webcast. Under the Vendor Training tab on the VSC, access this webcast to understand key contract requirements and how GSA will evaluate contractor performance.
- The Steps to Success—How to Be a Successful Contractor. Access this publication to gain an overview of Schedule contract requirements and information as to how to successfully market a Schedule contract to government customers.

The shortcut to this page is [www.gsa.gov/gettingonschedule](http://www.gsa.gov/gettingonschedule).