

*Ordering services and products through GSA just got easier. Federal Supply Schedule Contracts are your “A B C’s” to hassle-free purchases.*



### **What is a Federal Supply Schedule?**

A **Federal Supply Schedule** also known as a **Multiple Award Schedule** (MAS) is a listing of contractors that have been awarded a contract by GSA that can be used by all Federal agencies.

### **How does GSA award these contracts?**

GSA awards competitive contracts to those companies who give us the same or better discounts than their best customers and we pass those discounts on to you. GSA has determined prices to be fair and reasonable. The Federal Supply Schedule (MAS) program mirrors commercial buying practices more than any other procurement process in Federal Government.

### **How will I benefit from using schedules?**

You benefit from using Schedules by:

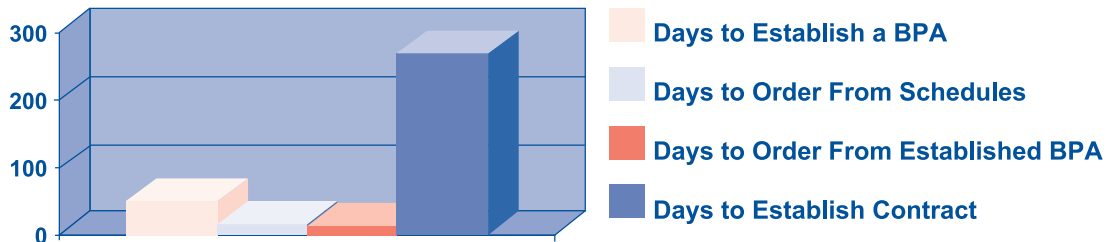
- ◆ Competition: All competition requirements have been met
- ◆ Hassle-Free Volume Purchase Prices: We've negotiated the discounts for you
- ◆ Expedited Delivery: Many items can be delivered overnight or within 2 days
- ◆ Easy Payment Options: Contractors accept the GSA SmartPay Card
- ◆ Flexible Purchasing Options: Blanket Purchase Agreements save you time and money
- ◆ No Commerce Business Daily (CBD) synopsis requirements: GSA has already issued the synopsis
- ◆ Price Reductions: You can request price reductions from our discounted prices
- ◆ No Order Limitations: You can place an order for any dollar amount
- ◆ Schedule orders count toward small business goals
- ◆ Access to state-of-the-art technology and quality services and products
- ◆ Compliance with environmental requirements for applicable services and products

### **How Will Schedules Save Me Time?**

Use of Schedules significantly reduces acquisition time and is a great tool to serve Federal customers. A recent study of the Schedules program, conducted by Johnson & Johnson Associates, Inc. (JJA), found that it takes a Federal agency

an average of 49 days to establish a BPA under a GSA Schedule; 15 days to issue an order under a Schedule, and 13 days to issue an order against a Schedule BPA. This compares to an average of 268 days to put a contract in place.

### Average Time Savings for Federal Supply Schedule Customers



For the November 13, 1998, Executive Summary of the Johnson & Johnson Associates, Inc. (JJA), study entitled “Impact of FAR 8.4 Comparative Analysis of Customer Elapsed-Time Savings”, please visit <http://pub.fss.gsa.gov/sched/far-84impact.html>.

### How do I get started using schedules?

Visit the [Schedules E-LIBRARY](http://pub.fss.gsa.gov/sched) at <http://pub.fss.gsa.gov/sched>. It’s filled with useful information. Updated daily, this site lists all commercial services and products available by schedule number and title.

### How do I use Schedules E-Library?

You can search by —

- ◆ Schedule number or title
- ◆ Contractor name
- ◆ Contract number
- ◆ Special Item Number
- ◆ Key word or phrase

For instance, a search for “computer desk” will direct you to Schedule 71 III N, ADP Furniture. Read the Special Item Number (SIN) description to find the item that meets your needs. By clicking on the SIN, you will have at your fingertips a list of contractors who offer computer desks along with their GSA Contract Number and a point of contact for information.

*The Schedules E-Library is the new Federal Supply Schedule source for contract award information. You can find out who has a contract and what’s available by using various search options; e.g., contractor’s name, contract number, Special Item Number, Schedule Number or keyword.*

**If I don't have Internet access, how can I get this contract award information?**

For those without Internet access, a list of the current contractors can be obtained by contacting the FSS Information Center at **(703) 305-6477**.

You can also order copies of Schedules by completing GSA Form 457, FSS Publications Mailing List Application, and mailing it to:

**GSA Centralized Mailing List Service (7CAFL)  
P.O. Box 6477, Fort Worth, TX 76115**

(copies of GSA Form 457 can also be obtained from this address) or by calling **(817)334-5215**.

**How do I get price lists from contractors on schedule?**

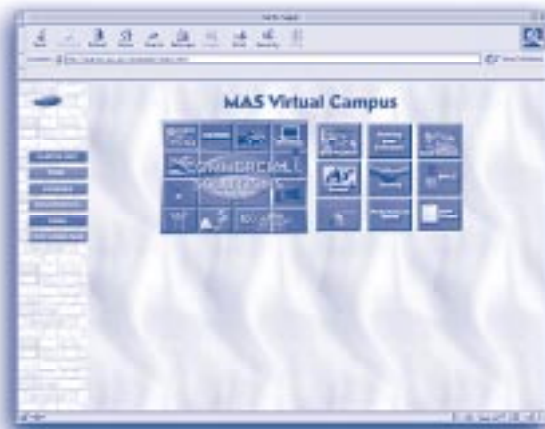
Price lists can be obtained directly from contractors. Point of contact information can be found in the Schedules E-Library.

To help you identify schedule contractors, look for this Federal Supply Schedules identifier in contractor publications



**Where can I go for more information on schedules?**

Developed exclusively for you, our customer, the MAS Virtual Campus at <http://pub.fss.gsa.gov/sched/> will help you understand the many ways that Federal Supply Schedules can provide a total commercial solution to meet your needs.



The MAS Virtual Campus will provide you with direct access to a network of information, such as:

- ◆ Information on changes in the Federal Supply Schedule program
- ◆ Explanations of terms used in Schedule contracting
- ◆ Information on Acquiring Commercial Services and Products

Without ever leaving your desk, you'll be able to attend lectures, study advanced topics, and visit the Schedules E-Library!



## What are the ordering procedures for products?

Now that you've found what you're looking for, here's how to order. Federal Supply Schedules allow you to purchase commercial services and products without ever leaving your desk. Let contractors know you're a Federal customer so you can take advantage of the schedule price. Be sure to cite the GSA Contract number on your ordering documents and when paying with the SmartPay card. Always ask for schedule pricing and make sure your order is placed under the MAS program for the best deal. Guidelines for ordering from schedules can be found in **Federal Acquisition Regulation, (FAR) 8.4**, <http://www.arnet.gov/far>. These are summarized below:

### Under The \$2,500 Micro-purchase Threshold

- ◆ Order from any schedule contractor of your choice

### Over The \$2,500 Micro-purchase Threshold

- ◆ Look at 3 price lists or "**GSA Advantage!**"™
- ◆ Select the "Best Value"

### Orders Over The Maximum Order Threshold

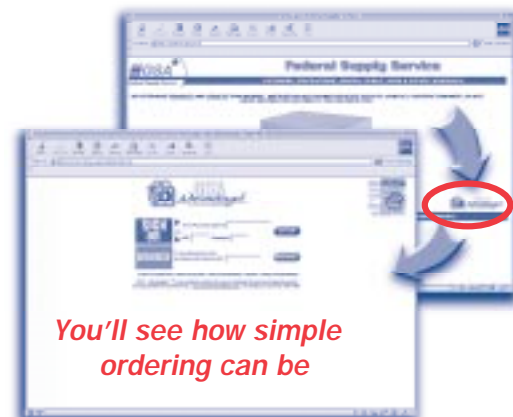
- ◆ Follow procedures for orders over \$2,500
- ◆ Review additional price lists
- ◆ Seek price reductions from contractors that represent "Best Value"
- ◆ Place your order with the contractor offering the "Best Value"

*All MAS contracts contain a price point called a Maximum Order (MO) Threshold. This MO is not a ceiling on your order size; rather, it is a point where you need to ask for better pricing and consider additional contractors. See individual schedule, or pricelists for maximum order threshold.*

*GSA Advantage!™ is our electronic on-line ordering system for Federal employees, used by our customers to buy items under our contracts. By using GSA Advantage!™ you can do price reviews/comparisons as stated in FAR 8.404. Visit <http://pub.fss.gsa.gov> and click on the GSA Advantage!™ logo.*

**GSA Advantage!**™ enables you to :

- ◆ Search for specific product information
- ◆ Review delivery options
- ◆ Place orders directly on-line
- ◆ Purchase with the GSA SmartPay Card



## What are the ordering procedures for professional services based on hourly rates?

The fastest growing field today is services. Check us out for the services you need! Whether it's Financial Services, Travel and Transportation, Organizational Management Services including Management, Organizational and Business Improvement Services (*MOBIS*), Environmental Advisory, or other professional services, GSA offers total service solutions at your fingertips. For simplified service ordering, follow these steps:

### Prepare a Request For Quotes (RFQ)

#### Your RFQ Should Contain These Items:

- ✓ Performance based description of work to be performed
- ✓ Delivery schedule
- ✓ Acceptance criteria

#### Transmit Your RFQ

- ✓ Send to three or more contractors as stated in FAR 8.4

#### Request Contractors To Submit:

- ✓ A firm-fixed price or ceiling price, (a ceiling price must be established for labor-hour and time-and-material orders.)
- ✓ Project Management Plan (optional)
- ✓ Oral Presentations are encouraged

For more details on ordering services, go to <http://www.fss.gsa.gov/sched> and click "Services."

## What does a Best Value selection mean?

A Best Value selection covers things besides lowest price, for example:

- ◆ Past performance (e.g., experience)
- ◆ Special features of the product/service
- ◆ Trade-in considerations
- ◆ Probable life of the item selected
- ◆ Warranty considerations
- ◆ Environmental and energy efficiency considerations
- ◆ Technical qualifications
- ◆ Maintenance availability

## What documentation do I need for my file?

Orders should be documented by identifying the contractor name, the item purchased and the amount paid. If your purchase is in excess of the \$2,500 micro-purchase threshold and you require a particular brand name, product or feature particular to one manufacturer, a brief explanation of the reasons for your selection is all that is necessary.

## **What are BPAs and how are they beneficial to me?**

A Blanket Purchase Agreement (BPA) is yet another way to streamline your ordering process. BPAs are "accounts" that can be set up with any schedule contractor to satisfy recurring needs for services and products. Contractors may offer the best quantity/volume discounts available under their contract based on the potential volume of business that may be generated by the BPA. Quantity discounts apply regardless of the size of the individual order. Your BPA should be reviewed annually to make sure it remains a best value for your agency. BPAs provide these discounts while eliminating the need for writing numerous task/delivery orders.

All BPAs must contain certain information, such as:

- ✓ Description of item covered.
- ✓ Listing of individuals authorized to purchase under the BPA.
- ✓ Any agreed-upon price reductions.

A sample BPA has been included to assist you in capturing the necessary information. To download a copy of a sample BPA go to:

<http://pub.fss.gsa.gov/sched/>

## **In doing BPAs for services, what's the difference between a single and multiple BPA?**

Single BPAs (BPA with one contractor only) should be established when you can define the services to be ordered and can establish a firm-fixed price or a ceiling price for the individual service to be ordered.

Multiple BPAs (BPAs with more than one contractor) are appropriate when you determine more than one BPA is needed to meet your needs. When you set up multiple BPAs you should first determine which contractors are technically qualified, then establish BPAs with them. Pricing can be established at this time or at the time task orders are placed.

## **How does the Contractor Team Arrangement work?**

Contractor Team Arrangements are another excellent source of quality service. Team Arrangements are created when two or more Federal Supply Schedule contractors join together to provide a solution to meet your needs. Contractors form these arrangements, at their discretion, when the result of their efforts produces the best solution for an agency's requirement. They independently abide by the terms of their individual contracts, but one contractor can be designated by the team, as Team Leader. The order for services or products (task/delivery orders) can be addressed to the Team Leader who is responsible for coordinating the various tasks/products among the team members. The task/delivery order should include the appropriate contract number(s), a list of services/products to be provided and the agreed-upon pricing.

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency) :

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER

SPECIAL BPA DISCOUNT/PRICE

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum: pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Task/Delivery Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

\*IMPORTANT — A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with FAR Subpart 9.6.

Revised 9/96



*Now that you know how much time, energy and money you can save through schedule purchases, use Federal Supply Schedules! For the latest in what GSA's offering our customers, check each issue of MarkeTips, GSA's bi-monthly supplement to the GSA Supply Catalog which you can access on line at*

<http://pub.fss.gsa.gov/pub/>

#### OFFICE AND SCIENTIFIC EQUIPMENT CENTER

[\(http://pub.fss.gsa.gov/scientific/\)](http://pub.fss.gsa.gov/scientific/)

Customer/Vendor Relations:

Dee Faulkner (703) 305-6041

E-mail: [dee.faulkner@gsa.gov](mailto:dee.faulkner@gsa.gov)

- ◆ Copiers, digital and analog
- ◆ Document Management Products and Services
- ◆ Office Equipment
- ◆ Photographic Equipment Supplies and Services, and Video Services
- ◆ Laboratory Services
- ◆ Digital Cameras
- ◆ Test and Measurement Equipment and Services, Avionics Test Equipment and Unmanned Aerial Vehicles
- ◆ General Purpose Laboratory Equipment and Services
- ◆ Chemistry, Biochemistry and Clinical Instruments and Services
- ◆ Geophysical and Environmental Analysis Equipment and Services

#### OFFICE SUPPLIES AND PAPER PRODUCTS

<http://r2.gsa.gov/region2/fss/OSPP.html>

Customer/Vendor Relations:

Sandy Sabbers (212) 264-0479

E-mail: [sandy.sabbers@gsa.gov](mailto:sandy.sabbers@gsa.gov)

- ◆ Training Services
- ◆ Publications - Law Books, Dictionaries, Medical Books, etc.
- ◆ ADP/Telecommunications Supplies
- ◆ Office Supplies - Desk Top Delivery
- ◆ Lending Library Services



## GENERAL PRODUCTS CENTER

<http://www.gsa.gov/regions/7fss/htm>

**Customer/Vendor Relations:**

**Genni Brown (817) 978-4545**

**E-mail: [genni.brown@gsa.gov](mailto:genni.brown@gsa.gov)**

- ◆ Morale, Welfare and Recreational Products (Boats, Athletic Equipment and Supplies, Food Service Equipment and Supplies, Toiletries, Trophies and Awards)
- ◆ Law Enforcement Equipment and Supplies, etc.
- ◆ Industrial Products (Janitorial and Cleaning Supplies, Chemicals, Forklifts, Prefab Buildings, Automotive Shop Equipment, etc.)

## INFORMATION TECHNOLOGY ACQUISITION CENTER

<http://pub.fss.gsa.gov/it> - This website also provides a detailed contract data base search.

**Customer/Vendor Relations:**

**Stephanie Turner (703) 305-5777**

**E-mail: [stephanie.turner@gsa.gov](mailto:stephanie.turner@gsa.gov)**

- ◆ Computer Equipment
- ◆ EC Services
- ◆ Equipment/Software for the Physically Challenged
- ◆ IT Services
- ◆ Leasing Equipment
- ◆ Maintenance
- ◆ Telecommunications Equipment
- ◆ Radio Equipment
- ◆ Software
- ◆ Training
- ◆ Used Equipment
- ◆ Cables
- ◆ Millennium Conversion Products

## SERVICES ACQUISITION CENTER

<http://pub.fss.gsa.gov/services>

**Customer/Vendor Relations:**

**Amanda Fredriksen (703) 305-6885**

**E-mail: [amanda.fredriksen@gsa.gov](mailto:amanda.fredriksen@gsa.gov)**

- ◆ Financial Asset Services
- ◆ Audit and Financial Management Services
- ◆ Business Information Services
- ◆ GSA SmartPay
- ◆ Equal Employment Opportunity Services
- ◆ Marketing, Media and Public Information Services
- ◆ Temporary Clerical and Professional Support Services
- ◆ Governmentwide Employee Relocation Services
- ◆ Domestic Express Small Package Delivery Services
- ◆ Engineering and Technical Support Services (Coming Soon)

## AUTOMOTIVE DIVISION

<http://pub.fss.gsa.gov/motor/buy.html>

**Customer/Vendor Relations:**

**Nancy Tyrrell (703) 308-2277**

**E-mail: [nancy.tyrrell@gsa.gov](mailto:nancy.tyrrell@gsa.gov)**

- ◆ Vehicular Equipment and Accessories
- ◆ Tires, Pneumatic and Retread Services
- ◆ Construction and Highway Maintenance Equipment
- ◆ Fire Fighting and Waste Disposal Vehicles

## MANAGEMENT SERVICES CENTER

<http://www.northwest.gsa.gov/fss/services/msc.htm>

### Customer /Vendor Relations:

**Joan Rodgers (253) 931-7900**

**E-mail: [joan.rodgers@gsa.gov](mailto:joan.rodgers@gsa.gov)**

- ◆ Environmental Advisory Services
- ◆ Mail Management Services
- ◆ Solvent Recycling Services
- ◆ Management, Organizational & Business Improvement Services (MOBIS)
- ◆ Translation and Interpretation Services (Coming Soon)

## NATIONAL FURNITURE CENTER

<http://www.nfc.fss.gsa.gov>

### Customer/Vendor Relations:

**Rick Walton (703) 605-0545**

**E-mail: [rick.walton@gsa.gov](mailto:rick.walton@gsa.gov)**

- ◆ Office and Systems Furniture
- ◆ Packaged Furniture
- ◆ Household Furniture
- ◆ Floor Coverings
- ◆ Special Use Furniture
- ◆ Household and Commercial Furnishings (Draperies, Lamps, Wall Art, Artificial Plants, etc.)
- ◆ Security Equipment (Security Filing Cabinets, Safes, etc.)
- ◆ Communications Equipment (TV monitors and cameras, mini-studios, audio recording equipment, etc.)
- ◆ Telecommunications Equipment (Telemetry, Underwater Sound, Radar, Visible and Invisible Light Communication, Signal Data and Night Vision Equipment)
- ◆ The National Furniture Center also offers complete turnkey service, including project management and installation.

## HARDWARE AND APPLIANCES

<http://www.r6.gsa.gov/tac>

### Customer/Vendor Relations:

**Bob Koczanowski (816) 926-6760**

**E-mail: [bob.koczanowski@gsa.gov](mailto:bob.koczanowski@gsa.gov)**

- ◆ Lawn and Garden Equipment and Cattle Guards
- ◆ Household and Office Appliances
- ◆ Hand Tools
- ◆ Hardware Store

This is the first schedule of its kind - any Federal Government employee with the GSA SmartPay card can walk into one of the stores under contract or call in an order and receive a 10 to 20% discount – automatically — at point of sale. The Hardware Store expands the partnership between GSA and the National Industries for the Blind and National Industries for the Severely Handicapped by incorporating products manufactured by these organizations into the catalogs of the major suppliers under contract.

## LEASING

Don't forget leasing! Several schedules include the option to lease. Whether you require information technology, copiers or furniture, the decision to purchase or lease depends on the best value to your agency.

## PRODUCT-RELATED SERVICES

Services is our fastest growing field. In addition to the services listed above, we offer product-related services with fixed pricing; e.g., at an hourly rate, per job, or a fixed percentage of the product price. Some examples of product related services are installation of carpets/furniture, calibration of scientific equipment, maintenance agreements, training in usage of equipment, etc. When buying these services, follow the ordering guidelines set forth in FAR 8.404.